



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
February 2, 2017
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- January 19, 2017

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Honeywell ESCO Project Performance Year 4 Cost Avoidance
2. Road Repairs - Rehabilitation and Capital Spending

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations
Planning Board
Conservation Commission
Partner City Committee
2. Election - At Large City Council Vacancy

C. COMMUNICATIONS

1. Kathleen Packard - Resignation - Library Board of Trustees
2. Tracy Keating - Keene Downtown Group - Request for Free Parking Weekends
3. David E. DeCesare - Application for a Lodging House License - 57 Winchester Street
4. Jack Franks - Avanru Development Group, Ltd. - West Surry Road Zoning Proposals
5. State Representative Marge Shepardson - HB 481 - Local Control on the Distribution of Certain Plastic Bags

D. REPORTS - COUNCIL COMMITTEES

1. Solar LED Streetlight Demonstration as Part of Marlboro Street LED Demonstration Project - Councilor Clark
2. Winchester Street Preferred Alternative - Public Works Department
3. Request to Use City Property - Ice & Snow Festival - Monadnock Travel Council
4. Request for Lodging House License - One Hundred Nights - Timoleon Chakalos
5. Goose Pond Dam Improvements - Consultant Selection - Public Works Department

6. Siting and Architectural Design of Wheelock Park Facilities - Parks, Recreation and Facilities Department
7. American Legion Ball Field Agreement - Parks, Recreation and Facilities Department

E. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. CITY MANAGER COMMENTS

F. REPORTS - BOARDS AND COMMISSIONS

1. City Manager Recruitment Plan - Special Committee - City Manager Recruitment

G. REPORTS - MORE TIME

1. Request for Lodging House License - United Church of Christ
2. Amendment to the Rules of Order - Mayor Lane

H. ORDINANCES FOR FIRST READING

1. Forms of Payment Using a Parking Space
Ordinance O-2017-03

I. ORDINANCES FOR SECOND READING

1. Relating to Parking Meter Rates - Holidays
Ordinance O-2017-01-A
2. Relating to Two Hour Parking - Washington Street
Ordinance O-2017-02

J. RESOLUTIONS

1. Relating to Fee Schedules for Use of the Recreation Center
Resolution R-2017-06

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, January 19, 2017. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, Randy L. Filiault, Thomas F. Powers, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones and David C. Richards were present. Councilors Carl B. Jacobs and Mitchell H. Greenwald were absent. At-Large Council seat vacant. Councilor Sutherland led the Pledge of Allegiance. A motion by Councilor Jones to accept the minutes from the December 15, 2016 meeting was duly seconded. The motion passed with a unanimous vote in favor.

WINCHESTER STREET PREFERRED ALTERNATIVE – AD HOC WINCHESTER STREET RECONSTRUCTION PROJECT STEERING COMMITTEE

The Mayor recognized City Engineer Don Lussier. Mr. Lussier began by introducing design consultant Gene McCarthy of Corwin Johnson. They provided a brief update on the status and planning that has occurred over the last six months. He stated they would also provide information on the role of the Steering Committee.

With the aid of a PowerPoint presentation, Mr. Lussier displayed a map of Winchester Street, and explained what the project would encompass. This project is slated to reconstruct Winchester Street from the 101 roundabout to the Winchester Street Bridge over the Ashuelot River. He continued it will include the Key Road Intersection and the Island and Pearl Streets Intersection. The project also encompasses the replacement of one of the red listed bridges, namely the Island Street Bridge. As background, Mr. Lussier noted the project came about because of the State's bypass program. When the State built Route 101 to bypass traffic around Keene, there was an acknowledgement that that work had an effect on these other roadway networks, Winchester Street being one of those affected streets. Because it is considered part of the State's bypass program, it is eligible for 50% funding from the State for the design and construction.

Mr. Lussier went on to discuss the Steering Committee process. He said the Mayor appointed nine members to serve on the Committee back in August of 2016. The members included a broad spectrum of the community. Three formal meetings have been held to help the City's consultant gather information, get feedback on some of their early concepts and adopt a recommendation for the City Council. There was also a listening session on September 13th which was very well attended. The 45 attendees were broken into small sub-groups and each participated in discussions about the opportunities and the challenges this corridor presented. This was enormously informative to the design consultant in honing in on the key concepts of this project. The session also helped the Steering Committee in determining the preferred alternative they would propose to the Council. Before handing the presentation off to Mr. McCarthy, Mr. Lussier named the members of the Committee: Councilor Powers served as the Chair, Gary Spykman served as Vice-Chair, Frank Mazzola representing Keene State College, April Busby representing Keene Housing, Tom Bogar from Autex Mazda, and Kate Jennings, David Souther, William Hope and Joseph Bendzinski representing the residents. He ended by thanking them for their participation.

Mr. McCarthy began by stating the points brought out in the listening session were the basis for how they looked at this project. He went on to provide the challenges identified in the session in

ranked order by how frequently the issue was mentioned. The top challenges identified included: problematic left turns off Pearl Street onto Winchester, pedestrian issues and concerns that Winchester Street is not a bike friendly road. He noted the opportunities were identified as well, again in ranked order. Some of the main opportunities presented were as follows: Key Road to Route 9 connection, opportunity to remove the Goodnow House, right turn into Walmart from Route 101, installation of landscaping, installation of bike lanes, additional crosswalks, and pedestrian safety measures, etc.

Mr. McCarthy continued that one of the first things they did was look at traffic. There are a few key intersections, and they did do a detailed traffic study. They collected information in December of 2015. This was a very high traffic time of the year. They also did morning, afternoon and Saturday counts to determine the full understanding of the demands on this corridor. He continued that based upon this information and data collected at the listening session, they came up with various alternatives to present to the Steering Committee.

In the end they focused on two major design alternatives. The first was a signals concept that contemplated an enhanced signal at the Key Road intersection, and also at the Pearl and Island Streets intersection. He showed an expanded view of Winchester Street noting that to accommodate the traffic into the future there is a need for more capacity, a wider street with three lanes and dual left turns entering Key Road, and dual left turn coming from Winchester Street into the plaza. There is a much higher need for that turning volume, and this is what they felt would satisfy those needs. He noted the second alternative was a roundabout concept which would incorporate two multi-lane roundabouts, one at Key Road and one at the Pearl and Island Streets intersection. Because this concept performed better it was the preferred design alternative that came out of the Steering Committee. He ended that there is a project specific website online for those wishing to find out more. Mr. Lussier noted there is a comment submission form on the site for those that might want to provide input. At this point Mr. Lussier and Mr. McCarthy offered to answer any questions.

The Mayor recognized Councilor Powers for his efforts in chairing the Steering Committee and asked if the Councilor would like to make any comments prior to the his opening the floor to public comments.

Councilor Powers stated that the Steering Committee and listening session were highly effective. He added that folks in the neighborhood spent a lot of time with the consultants discussing in depth the various aspects of the project, their pros and cons. This is still in the preliminary stages, but if this concept is acceptable the project can move forward.

Mayor Lane commented with regard to potentially opening up Key Road to additional traffic for some of the housing off Key Road that goes along Meadow Road and Pearl Street. He asked if there was any consideration given to doing so. Mr. Lussier responded that several people at the listening session mentioned that, but it is outside the scope of what the State funded project encompasses. He added however, that nothing they are discussing with regard to the Winchester Street project would preclude or prohibit them from looking at that as a separate consideration. This is a conversation that staff will want to have at some point knowing there is interest in this.

Councilor Hansel commented that he went to the listening session and remembers concerns regarding pedestrian access crossing on Winchester Street, and asked if this has been considered.

Mr. McCarthy answered in the affirmative noting it was considered along with pedestrian access along the corridor. They are proposing sidewalks along both sides of the road and crosswalks across the street at the roundabouts, to provide a safe, dedicated location for people to cross. The roundabout concept provides a better means for pedestrians to cross with less interruption to the flow of vehicular traffic.

Councilor Sutherland stated that he has concerns with the proximity of the crosswalks to the current roundabouts, noting that when a vehicle is exiting the roundabout they immediately encounter pedestrians on their right. He asked if this needs to be looked at for safety reasons. Mr. McCarthy stated that typically crosswalks at roundabouts are placed so that pedestrians are very visible, and they are only crossing one direction of traffic. That is the intent.

Councilor Manwaring asked about bike lanes, whether they are going to be considered in the design. Mr. McCarthy stated they are including a bike lane, up to the roundabouts, and bicyclists will be able to get off their bike and take the sidewalk all the way around the roundabout if they were not comfortable navigating the roundabout itself on their bike.

As there were no further questions or comments, the Mayor thanked Mr. Lussier and Mr. McCarthy for their presentation. He went on to refer the item to the Municipal Services, Facilities and Infrastructure Committee.

PRESENTATION – FY 2018-2023 PROPOSED CAPITAL IMPROVEMENTS PROGRAM REVIEW OF DOCUMENT CONTENT AND LAYOUT

Mayor Lane recognized Finance Director Steve Thornton to provide a brief overview of the layout and content of the Capital Improvement Program for Fiscal Year 2018-2023. Mr. Thornton stated that staff has redesigned the book as requested by the City Manager, to be organized in a more programmatic fashion than it has been in the past. He continued that a lot of detailed information has also been added, including graphical representations of certain data in an effort to make the information more clear and concise. He went on to go through the various sections of the book providing details as to what has changed. He commented the table of contents should be more easy to use when navigating the document. The Manager's comments provide some context on the rationale used in putting this document together. Mr. Thornton went on to touch on the various sections of the CIP, describing the layout, and some aids that have been included to better disseminate information, including an executive summary, and the project requests organized by program as follows: Public Health and Safety; Transportation; Economic Development and Vitality; Flood and Storm Water Management; Community Development; and, General Operations and Infrastructure. He went on to review the various capital reserves in the financial section.

Mr. Thornton continued his review of the CIP document noting that each program is defined in the various sections, and a sub-table of contents is included in each program section to guide readers. Narratives are also included by the various Departments relative to their project requests in an effort to provide context and to describe why they are important to the Department's operations. After further comments, Mr. Thornton stated that the public is encouraged to ask questions and staff is happy to assist them in better understanding the CIP and the projects that have been proposed. He stated the CIP document has been posted on the city website under the Finance Department page.

Mayor Lane commented another great improvement is the tabs that have been incorporated to delineate the various sections of the book. He went on to ask for comments or questions from the Council. There being none, he noted the CIP will be referred to the Finance, Organization and Personnel Committee and the Planning Board. A Public Hearing has been set for March 2, 2017 at 7:00 PM.

CONFIRMATIONS – AGRICULTURAL COMMISSION - AIRPORT ADVISORY COMMISSION – BICYCLE/PEDESTRIAN PATH ADVISORY COMMITTEE - CITIES FOR CLIMATE PROTECTION– TRUSTEES OF TRUST FUNDS AND CEMETERY TRUSTEES

A motion was made by Councilor Jones and duly seconded to confirm the following nominations: Aaron Moody as a regular member on the Agricultural Commission with a term to expire December 31, 2019; Megan Straughen as a regular member on the Agricultural Commission with a term to expire December 31, 2019; Mitchell Greenwald to serve as a regular member on the Airport Advisory Commission with a term to expire December 31, 2017; Sam Hawkes to serve as an alternate member on the Bicycle/Pedestrian Path Advisory Committee with a term to expire December 31, 2019; Christopher Brehme to serve as a regular member on the Cities for Climate Protection with a term to expire December 31, 2017; Susan Silver to serve as a regular member on the Trustees of Trust Funds and Cemetery Trustees with a term to expire December 31, 2019. On a roll call vote, with 12 Councilors present and voting in favor the motion carried. Councilors Jacobs and Greenwald were absent. At-Large Council seat vacant.

NOMINATIONS – PLANNING BOARD – CONSERVATION COMMISSION – PARTNER CITY COMMITTEE

The Mayor declared slot 6 vacant on the Planning Board due to the resignation of Christine Weeks. The following nominations were received from the Mayor: Martha Landry to serve as a regular member on the Planning Board with a term to expire December 31, 2019; David Webb to serve as an alternate member on the Planning Board with a term to expire December 31, 2019; Eloise Clark to serve as an alternate member on the Conservation Commission with a term to expire December 31, 2019; and Gary P. Lamoureux to serve as a City Councilor member on the Partner City Committee with a term to expire December 31, 2017. The nominations were tabled until the next regular meeting.

APPOINTMENT – SPECIAL COMMITTEE ON CITY MANAGER RECRUITMENT

The following appointment to the Special Committee on City Manager Recruitment was received from the Mayor: Councilors Mitchell H. Greenwald, Janice O. Manwaring, Carl B. Jacobs, David C. Richards, Thomas F. Powers and George S. Hansel; for staff support Patricia Little, City Clerk, and Elizabeth Fox, ACM/Human Resources Director. A motion by Councilor Jones was duly seconded to accept the Mayor's appointments. The motion passed with a unanimous vote in favor.

COMMUNICATION – JOSEPH HOPPOCK – RESIGNATION – ZONING BOARD OF ADJUSTMENT

A communication was received from Attorney Joseph Hoppock resigning his position on the Zoning Board of Adjustment. A motion by Councilor Jones to accept the resignation with regret and appreciation for service was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – DAVID CRAWFORD – OPTIONAL FIREARM REQUIREMENT FOR POLICE OFFICERS

A communication was received from David Crawford of 36 Marlboro Street, recommending that firearms be optional for Keene Police Officers and that it not be a mandatory requirement. The communication was filed as informational.

COMMUNICATION – MONADNOCK TRAVEL COUNCIL – REQUEST TO USE CITY PROPERTY – ICE & SNOW FESTIVAL

A communication was received from Jim Narkiewicz, Chair of the Keene Ice & Snow and a member of the Monadnock Travel Council submitted their annual request for the Ice & Snow Festival. This community event is scheduled to take place on February 4, 2017. The communication was referred by the Chair to the Planning, Licenses and Development Committee.

COMMUNICATION – COUNCILOR TERRY M. CLARK – SOLAR LED STREETLIGHT DEMONSTRATION AS PART OF MARLBORO STREET LED DEMONSTRATION PROJECT

A communication was received from Councilor Clark recommending a solar-powered lighting element be included in the Marlboro Street project. The communication was referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – MAYOR LANE – AMENDMENT TO THE RULES OF ORDER - COMMUNICATIONS

A communication was received from the Mayor to amend Section 33 of the City Council's Rules of Order to codify the practice that communications submitted to the Council Committee for initial consideration shall be placed on more time for a minimum of one committee cycle to allow City Staff sufficient time to review the communication and to make appropriate recommendations to the committee, except that City Staff may recommend immediate action on communications that will not require review prior to City Staff recommendation. The communication was referred by the Chair to the Planning, Licenses and Development Committee.

MSFI REPORT – AIRPORT FORESTRY MANAGEMENT PLAN – AIRPORT MANAGER

An informational report was received from the Municipal Services, Facilities and Infrastructure Committee recommending the Airport Forest Management Plan be accepted as informational. The report was filed into the record as informational. The City Manager commented the issue of trees at the airport and in the Edgewood neighborhood has been and will likely always be a controversy. It is a fact that there is a safety issue with trees in the flight path. It is a fact that the City did develop a Forestry Management Plan that has been developed for the entire 300 acres of the airport. Part of that plan includes removal of trees adjacent to the Edgewood neighborhood. Part of that plan is management of the forest generally. Areas not adjacent to the Edgewood neighborhood (that is the airport generally) will be treated in accordance with the Forestry plan. The whole intent of the plan was for scientific management of the entire forest and the retention in appropriate areas of vegetation and trees that will create in time a new forest. It is a fact that there are no plans to close the airport. It is true that we do need to work as best as we can with our neighbors recognizing that they have concerns and share the safety concerns. The issue is trying to balance these concerns, remembering that for the area adjacent to the Edgewood neighborhood and in the neighborhood the issue really is public safety, and that is paramount. The City Manager stated his intent is to see what actions the FAA would take in regards to the EA II. Most importantly with regard to the removal of trees in the Edgewood neighborhood, he continued that his intent to work with the Airport Manager and Forester to leave a temporary buffer untouched between the Airport and the neighborhood that allows us to determine what buffers need to be erected or installed. The remainder of the trees would be removed as proposed in the Forestry Management Plan. We cannot leave this temporary buffer in place long; it will be unstable and as long as these trees remain there is a safety concern.

MSFI REPORT – CREATION OF AN ARTS POLICY – TARYN FISHER

Municipal Services, Facilities and Infrastructure Committee report read recommending the letter from Ms. Fisher be accepted as informational and further recommending that the letter be forwarded to the Land Use Code Update Committee. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – REQUEST TO REMOVE TREES – UNITED CHURCH OF CHRIST – PUBLIC WORKS DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending the United Church of Christ be granted permission to remove the two trees at the head of the square at their expense and further that the Church reimburse the City \$1900 for the cost of replacing the two trees. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a donation of \$100.00 and that the money is used by the Parks, Recreation and Facilities Department. A motion by Councilor Powers to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATIONS TO LIBRARY RENOVATION PROJECT – CAMPAIGN MANAGER FOR THE NEXT CHAPTER CAMPAIGN

Finance, Organization and Personnel Committee report read recommending the donations of \$511,320.70 listed in the October, November and December statements of the Cambridge Trust Bank to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. A motion by Councilor Powers to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION – POLICE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a donation of \$100 from the Groth family of Old Walpole Road. A motion by Councilor Powers to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF CASE NUMBER 2015117128 FORFEITURE – POLICE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept forfeiture funds, in the amount of \$1,762.60, awarded to the Keene Police Department from the New Hampshire State Attorney General's Office. A motion by Councilor Powers to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF BUREAU OF JUSTICE ASSISTANCE BALLISTIC VEST PARTNERSHIP GRANT – POLICE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a Fiscal Year 2016 Bureau of Justice Assistance Bulletproof Vest Partnership grant of \$6,032.50. A motion by Councilor Powers to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – WASTE MANAGEMENT TRANSPORTATION AND DISPOSAL CONTRACT – PUBLIC WORKS DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to execute a contract with Waste Management New

Hampshire (WMNH) to provide transportation and disposal services for refuse received at the Keene Transfer Station for a period of five (5) years with options to renew for additional years. A motion by Councilor Powers to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – REALLOCATION OF ROAD REHABILITATION FUNDS – ROXBURY STREET CROSSWALK, CHURCH AND EMERALD STREET SIDEWALKS – PUBLIC WORKS DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to allocate \$127,000 of unspent funds from previously appropriated Roadway Rehabilitation projects (90018) as follows: to the Roxbury Street Crosswalk project \$35,000; to the Church Street Sidewalk project (90278) \$45,000; and, to the Emerald Street Sidewalk project (90032-17) \$47,000. A motion by Councilor Powers to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

CITY MANAGER COMMENTS

The City Manager commented on the software update by the State of the motor vehicle registration system scheduled to occur from February 17, 2017 to February 21, 2017. People will be unable to register their vehicles during the upgrade. The City Manager went on to discuss House Bill 191, which is related to broadband and the outpouring of support for the bill in this region. Rebecca Landry, Assistant City Manager, testified in Concord on the behalf of the citizens. There were over 250 businesses that had signed a petition in support of this bill. Broadband is vital for the economic development of this region. The second piece of legislation was brought by Patty Little, City Clerk. House Bill 170 relates to posting notices and minutes of public meetings on the public body's website. If this bill passes this would require draft minutes to be posted.

JOINT PB/PLD REPORT - RELATING TO ZONE CHANGE – WEST SURRY ROAD

A memorandum was received from Rhett Lamb, Planning Director on Ordinances O-2016-18 and O-2016-19 – Relating to Zone Change – West Surry Road, and Relative to an amendment to the Zoning Ordinance – High Density I Zone. . The memorandum indicated that at their meeting of December 12, 2016, the Planning Board failed to find Ordinances O-2016-18 and O-2016-19 consistent with the Master Plan. Further, the Planning, Licenses and Development Committee voted unanimously to recommend the Mayor to set a Public Hearing on Ordinances O-2016-18 and O-2016-19. The Public Hearing was set by the Mayor for Thursday, February 16, 2017 at 7:15 PM.

MEMORANDUM – PARKING SERVICES MANAGER AND ORDINANCE O-2017-01: RELATING TO PARKING METER RATES - HOLIDAYS

A memorandum was received from the Parking Services Manager recommending Ordinance O-2017-01 Relating to Parking Meter Rates – Holidays be referred to the Finance, Organization

and Personnel Committee for their consideration and a recommendation back to City Council. Ordinance O-2017-01 was read for the first time. The memorandum and Ordinance O-2017-01 were referred to the Finance, Organization and Personnel Committee.

MEMORANDUM – PARKING SERVICES MANAGER AND ORDINANCE O-2017-02:
RELATING TO TWO HOUR PARKING ZONE – WASHINGTON STREET

A memorandum was received from the Parking Services Manager recommending Ordinance Relating to Two Hour Parking – Washington Street be referred to the Finance, Organization and Personnel Committee for their consideration and a recommendation back to City Council. Ordinance O-2017-02 was read for the first time. The memorandum and Ordinance O-2017-02 were referred to the Municipal Services, Facilities and Infrastructure Committee.

FOP REPORT AND ORDINANCE O-2016-21-A: RELATING TO THE COLLEGE CITY
COMMISSION

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2016-21-A. The report was filed as informational. Ordinance O-2016-21-A: Relating to the College City Commission was read for the second time. A motion by Councilor Powers for adoption of the Ordinance was duly seconded. On a roll call vote, with 12 Councilors present and voting in favor the motion passed. Ordinance O-2016-20 declared adopted. Councilors Jacobs and Greenwald were absent. At-Large Council seat vacant.

RESOLUTION R-2017-04: IN APPRECIATION OF DIANE L. FLAGG UPON HER
RETIREMENT

Resolution R-2017-04 was read by title only. A motion by Councilor Jones for adoption of the Resolution was duly seconded. The motion passed with a unanimous vote in favor. Resolution R-2017-04 declared adopted.

COMMUNICATION – ATTORNEY THOMAS R. HANNA, ON THE BEHALF OF THE
PROSPECT-WOODWARD HOME AND RESOLUTION R-2017-05: RELATING TO THE
ALTERATION OF WYMAN ROAD

A communication was received from Attorney Thomas R. Hanna, on the behalf of the Prospect-Woodward Home, along with Resolution R-2017-05: Relating to the Alteration of Wyman Road. Resolution R-2017-05 was read for the first time. The communication and Resolution were referred to the Planning Board and Municipal Services, Facilities and Infrastructure Committee. The Mayor announced a site visit for Thursday, March 2, 2017 at 5:45PM and a Public Hearing on Thursday, March 2, 2017 at 7:00PM.

NON-PUBLIC SESSION

At 8:20 PM, a motion by Councilor Jones to go into non-public session for the purposes of discussion of land matters under RSA 91-A:3 II(d) was duly seconded. On a roll call vote, 12 Councilors were present and voted in favor. Councilors Jacobs and Greenwald were absent. At-

01/19/2017

Large Council seat vacant. Discussion was limited to the subject matter. The session concluded at 8:45 PM. A motion by Councilor Jones to keep the minutes in non-public session was duly seconded. On a roll call vote, 12 Councilors were present and voting in favor. Councilors Jacobs and Greenwald were absent. At-Large Council seat vacant.

ADJOURNMENT

At 8:45 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

A handwritten signature in cursive script, appearing to read "Patricia", followed by a large, stylized flourish.

City Clerk



City of Keene, N.H.
Transmittal Form

December 29, 2016

TO: Keene City Council
FROM: Kendall W. Lane, Mayor
ITEM: B.1.
SUBJECT: Confirmations

COUNCIL ACTION:

In City Council January 19, 2017.
Tabled until the next regular meeting.

RECOMMENDATION:

I hereby nominate the following individuals to serve on the following Boards or Commissions.

ATTACHMENTS:

Description

Background for new member

BACKGROUND:

PLANNING BOARD

Martha Landry, Slot 6
Keene, NH 03431

Term expires December 31, 2019

David Webb, alternate, slot 13
Keene, NH 03431

Term expires December 31, 2019

CONSERVATION COMMISSION

Eloise Clark, alternate, slot 8
Keene, NH 03431

Term expires December 31, 2019

PARTNER CITY COMMITTEE

Gary P. Lamoureux, City Councilor

Term expires December 31, 2017

Helen Mattson

Subject: FW: Planning Commission

Helen

Helen K. Mattson
Executive Assistant to the
City Manager and the Mayor
3 Washington St.
Keene, NH 03431
(603) 357-9804
hmattson@ci.keene.nh.us

From: Mayor Kendall Lane
Sent: Tuesday, December 27, 2016 11:53 AM
To: Helen Mattson
Subject: FW: Planning Commission

Perhaps he could be an alternate on the Planning Board.

Kendall

From: David Webb [REDACTED]
Sent: Wednesday, December 14, 2016 4:47 PM
To: Mayor Kendall Lane
Subject: Planning Commission

Good afternoon Kendall,

I am sending this e-mail in showing my interest towards the Keene Planning Commission. I have experience as I was on the Vernon Planning Commission from 2012 to 2014 during a crucial time in Vernon, Vermont as we were writing a town plan in the midst of the VY plant closing. I work with George Hansel at Filtrine Manufacturing and he shared with me the possibility of getting on. If you have room for an alternate or a full member I ask that you would consider me as I am very interested.

Best Regards,

David Webb
[REDACTED]



External Communication
Transmittal Form

January 31, 2017

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: B.2.

SUBJECT: Election - At Large City Council Vacancy

ATTACHMENTS:

Description

Declarations of Filing

BACKGROUND:

The following candidates have filed their declaration of intent for the at-large City Council position.

1. Douglas E. Hill
2. Paul Joseph Krautmann
3. Bartlomie K. Sapeta
4. Michael Giacomo
5. Conan Salada
6. Timothy N. Robertson
7. Abigail K. Shepherd
8. Thomas Plenda
9. Lisa M. Jacobs
10. Alexander H. VonPlinsky, IV
11. Ryan H. Sproul
12. Bill "Bradford" Hutchinson
13. Colleen O'Brien



Date: Jan. 23, 2017

I, Douglas E. Hill, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

Signed

Douglas E. Hill

Address: 123 Elm. St. Keene N.H. 03431

Phone 603-352-7869

Email

State of New Hampshire
County of Cheshire

The above named Douglas E. Hill personally known to me or satisfactorily proven appeared and subscribed to the above statement.

[Signature]

Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/23/17 Time Received: 8:05 Am



Date: 1-23-2017

I, Paul J. Krautmann, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

Signed

[Handwritten Signature]

Address: 258 Court St.

Phone 352-6481

Email '' '' '' ''

State of New Hampshire
County of Cheshire

The above named Paul J. Krautmann personally known to me or satisfactorily proven appeared and subscribed to the above statement.

[Handwritten Signature]

Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/23/17 Time Received: 9:29 AM



Date: JAN 23, 2017

BARTLOMIEJ K. SAPETA

I, Bartlomiej K. Sapeta, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

Signed

Address: 11 Pheasant Hill Rd.

Phone 603 352 2685

Email _____

State of New Hampshire
County of Cheshire

The above named Bartlomiej K. Sapeta personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/23/17 Time Received: 11:25 AM



Date: 1/23/17

I, Michael Giacomo, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

Signed

[Handwritten Signature]

Address: 39 Union St, Keene, NH 03431

Phone 315-212-2428

Email _____

State of New Hampshire
County of Cheshire

The above named Michael Giacomo personally known to me or satisfactorily proven appeared and subscribed to the above statement.

[Handwritten Signature]

Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/23/17 Time Received: 12:13 PM



Date: 1/24/17

I, CONAN SALADA, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

Signed

[Handwritten Signature]

Address: 132 KENNEDY DR

Phone: 931-302-5106

Email: _____

State of New Hampshire
County of Cheshire

The above named Conan Salada personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Colleen H. Kolasiencki

Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/24/17 Time Received: 1:09pm



Date: 1/26/17

I, Timothy N. Robertson, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

Signed Timothy N. Robertson

Address: 3 James Hill Drive
Phone: 352-2006
Email: _____

State of New Hampshire
County of Cheshire

The above named Timothy N. Robertson personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Quinn S. Haep

Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/26/17 Time Received: 10:37 AM



Date: 1/26/17

I, Abigail Shepherd, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

Signed Abigail Shepherd

Address: 25 Wright St.

Phone 413-887-1654

Email _____

State of New Hampshire
County of Cheshire

The above named Abigail K. Shepherd personally known to me or satisfactorily proven appeared and subscribed to the above statement.

[Signature]
Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/26/2017 Time Received: 2:15p



Date: Jan 30, 2017

I, Thomas Plenda, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

Signed

Thomas Plenda

Address: 76 Blossom St.

Phone (603) 499 8716

Email + 1- 1- 1- 1-

State of New Hampshire
County of Cheshire

The above named Thomas Plenda personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Rosina A. Chap

Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/30/17 Time Received: 11:14 AM



Jan. 26, 2017
Date: _____

Lisa M. Jacobs
I, _____, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

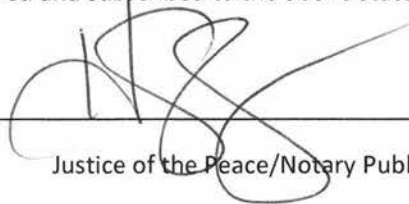
Signed



455 E. Surry Rd., Keene
Address: _____
6033552445
Phone _____
Email _____

State of New Hampshire
County of Cheshire

The above named Lisa M. Jacobs personally known to me or satisfactorily proven appeared and subscribed to the above statement.



HEATHER R. FITZ-SIMON, Notary Public
My Commission Expires March 26, 2019

Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/30/17

Time Received: 2:22 PM



Date: 30 JAN 17

I, ALEXANDER H. Von Pinsky IV, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

Signed

Address: 18 ALLEN COURT, KEENE NH

Phone 706-399-0349

Email -

State of New Hampshire
County of Cheshire

The above named Alexander H. Vonpinsky IV personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Justice of the Peace/Notary Public

HEATHER R. FITZ-SIMON, Notary Public
My Commission Expires March 31, 2018

Filing fee: \$2.00

Date Received: 1/30/17

Time Received: 2:24 PM



Date: 31 JAN 2017

I, RYAN SPROUL, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

Signed

[Handwritten Signature]

Address: 50 BLOSSOM ST

Phone: 603 612-356-6461

Email: _____

State of New Hampshire
County of Cheshire

The above named Ryan H Sproul personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Callen A. Kolasienks

Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/31/17 Time Received: 4:19 pm



Date: Tues, Jan 31, 2017

I, BILL "BRADFORD" HUTCHINSON, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

UNDER FEDERAL AUTHORITY
SIGNED UNDER DURESS

Signed

Bill "Bradford" Hutchinson

PO BOX 1860 KEENE NH

Address: 305 MARLBORO ST

Phone 603-400-0133

Email _____

State of New Hampshire
County of Cheshire

The above named Bradford Hutchinson personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Callan H. Kelasienksi

Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/31/17 Time Received: 4:25 pm



Date: January 18th, 2017

I, Colleen O'Brien, declare that I reside in the City of Keene and that I am a registered voter and that I am a candidate for the office of At Large Councilor for an unexpired term ending December 31, 2017. I hereby request that my name be put before the City Council for the election on February 2, 2017.

Signed

Colleen R O'Brien

Address: 21 Route 9 Keene NH

Phone 603-757-6006

Email

State of New Hampshire
County of Cheshire

The above named Colleen Rose O'Brien personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Sandra O'Brien 1/18/17 SANDRA L. O'BRIEN, Notary Public
My Commission Expires November 20, 2018

Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 1/31/17

Time Received: 4:30pm

was submitted by Sandra O'Brien mother on 1/27/17 @ 2:08pm
filed not in person



City of Keene, N.H.
Transmittal Form

January 30, 2017

TO: Mayor and Keene City Council

FROM: Kathleen Packard

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Kathleen Packard - Resignation - Library Board of Trustees

ATTACHMENTS:

Description

Communication - Packard

BACKGROUND:

Kathleen Packard has submitted her resignation as a regular member of the Library Board of Trustees because she has accepted a position as a Thayer Trustee. Kathleen has served on the Library Board since August 2011.

RECEIVED JAN 27 2016

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


Kathleen Packard
19 Terrace St
Keene, NH 03431

January 26, 2017

Dear Mr. Lane,

I am writing this letter to inform you, and City Council, that I am resigning as City Trustee of the Keene Public Library. I am in the end of my second term as a City Trustee - my second term would normally end at the annual meeting this August 22, 2017. The reason I am resigning is because I have been nominated, and accepted, the appointment of Thayer Trustee of the Keene Public Library. I am grateful for the opportunity to continue to serve this community by supporting the Library's mission.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen Packard". The signature is written in black ink and is positioned above the printed name.

Kathleen Packard



City of Keene, N.H.
Transmittal Form

January 31, 2017

TO: Mayor and Keene City Council

FROM: Tracy Keating, Keene Downtown Group Chair

THROUGH: Patricia A. Little, City Clerk

ITEM: C.2.

SUBJECT: Tracy Keating - Keene Downtown Group - Request for Free Parking Weekends

ATTACHMENTS:

Description

Keating Communication

BACKGROUND:

Ms. Keating has submitted the annual request from the Keene Downtown Group for four weekends of free parking during calendar year 2017 that coincide with events planned for the downtown.

January 26, 2017

Dear Honorable Mayor and City Council,

I am writing as a representative for the downtown businesses through the Keene Downtown Group (KDG).

I would like to propose four weekends of free parking for the upcoming 2017 year. The group found that the 2016 Free Parking days were quite beneficial for the downtown and the community.

We formally request that this continue annually.

The KDG believes this will support the downtown community and downtown businesses of Keene. Please note the following list of dates that we thought might work for the downtown community and the events they are paired with.

Thank you for your time and consideration.

2017 Free Parking Weekends and KDG Events

March 3 & 4 Spring Fing
June 2 & 3 Art walk
August 4 & 5 Summer sidewalk sale
November 3 & 4 Local first day

Please let us know if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tracy Keating", with a long horizontal flourish extending to the right.

Tracy Keating,

Chairperson, Keene Downtown Group



External Communication
Transmittal Form

January 27, 2017

TO: Mayor and Keene City Council

FROM: David E. DeCesare

THROUGH: Patricia A. Little, City Clerk

ITEM: C.3.

SUBJECT: David E. DeCesare - Application for a Lodging House License - 57 Winchester Street

ATTACHMENTS:

Description

Communication - DeCesare

BACKGROUND:

David DeCesare is submitting his renewal of a lodging house license for 57 Winchester Street. The current license expires February 18, 2017.

Wednesday, January 25, 2017

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

To Whom It May Concern:

Please allow this letter to serve as a formal request to have the lodging house permit at 57 Winchester Street reissued for the next 12 month term as required by the City of Keene.

Sincerely,

A handwritten signature in black ink, appearing to read "D. De Cesare", with a long horizontal line extending to the right.

David E. De Cesare
Member, 57 Winchester St. Realty, LLC.



APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Date 1/23/17 Location of Lodginghouse 57 Winchester St.

Identify local or national Fraternity or Sorority that members are pledged to (if applicable) N/A

Property Owner 57 Winchester St. Realty, LLC. Business Phone 603-231-9227

Address ~~57 Winchester~~ PO Box 1092 Home Phone _____
Atkinson NH 03811

Operator/Resident Agent Arnold Fish Business Phone 603-762-3758

Address Suzancy, NH Home Phone _____

Number of Persons Authorized to reside on premises 16

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

[Signature]
Signature of Property Owner

David E. DeCesare
Name (Printed or Typed)

[Signature]
Signature of Operator/Resident Agent

Arnold fish
Name (Printed or Typed)

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

Signature of College Representative

Name and Title (Printed or Typed)

(For Office Use Only)

Date Received _____ Action Taken _____

Recommendations/Requirements

Police _____

Fire _____

Code Enforcement _____

City Clerk



City of Keene, N.H.
Transmittal Form

January 31, 2016

TO: Mayor and Keene City Council

FROM: Jack Franks, Avanru Development Group, Ltd.

THROUGH: Patricia A. Little, City Clerk

ITEM: C.4.

SUBJECT: Jack Franks - Avanru Development Group, Ltd. - West Surry Road Zoning Proposals

ATTACHMENTS:

Description

Communication - Franks

BACKGROUND:

Mr. Franks of Avanru Development Group, LTD is providing notice of his intent not to pursue his project on the West Surry Road. The public hearing on Ordinances O-2016-18 and O-2016-19 will continue as advertised.



Avanru Development Group, Ltd.

"Building for a better future..."



P.O. Box 1015
Walpole, NH 03608

January 31, 2017

Honorable Mayor Lane
Keene City Council
City Hall
Keene, NH

Re: 32 West Surry Road, Keene

Dear Mr. Mayor & Keene City Council,

My intent at this time is to not move forward regarding 32 West Surry Road in Keene, NH. I understand that the zoning process has commenced and must continue. At the appropriate time, I expect to ask the council to defeat the ordinance as drawn.

Thank you for your time and consideration. It is genuinely appreciated.

Regards,

A handwritten signature in blue ink, appearing to read 'Jack D. Franks', written over a light blue circular stamp.

Jack D. Franks
President/CEO



Avanru Development Group, Ltd.

877.410.5499 Ext. 1

802.249.2900 Mobile

www.avanrudevelopment.com



External Communication
Transmittal Form

January 30, 2017

TO: Mayor and Keene City Council

FROM: Representative Marge Shepardson

THROUGH: Patricia A. Little, City Clerk

ITEM: C.5.

SUBJECT: State Representative Marge Shepardson - HB 481 - Local Control on the Distribution of Certain Plastic Bags

ATTACHMENTS:

Description

Communication - Shepardson

House Bill 481

BACKGROUND:

Representative Shepardson has introduced HB 481, which would permit municipalities to adopt bylaws to regulate the distribution of certain plastic bags. Representative Shepardson is requesting that the City of Keene provide testimony.

94 Pleasant St.
Marlborough, NH 03455
Jan. 23, 2017

To Mayor Lane and the Keene City Council:

I have filed a bill, HB 481, that would enable municipalities to ban or put a fee on plastic bags if they choose to do so. As you know, a group of us brought this issue to the Keene City Council in 2016 but it was the opinion of Attorney Mullins that municipalities did not have clear authority under state law to make such a decision. This bill would make it clear.

I would like Attorney Mullins to testify or write a letter explaining the need for this legislation, from the municipality's point of view. I have been told he needs permission from the Mayor and City Council to do so. Please give your permission so it will be clear to the Committee on Municipal and County Government why HB 481 is being brought forward. Whether or not Keene ultimately decides to ban bags, to put a fee on them or to do nothing, I believe we should have the authority to make that decision at the local level.

Sincerely,

A handwritten signature in cursive script that reads "Marge Shepardson".

Marge Shepardson

Cc Tom Mullins

HB 481 - AS INTRODUCED

2017 SESSION

17-0254
06/01

HOUSE BILL ***481***

AN ACT relative to the use of small capacity, light weight plastic bags by retailers.

SPONSORS: Rep. Bartlett, Merr. 19; Rep. Doherty, Merr. 20; Rep. Shepardson, Ches. 10; Rep. W. Pearson, Ches. 16; Rep. Porter, Hills. 1; Rep. Suzanne Smith, Graf. 8; Rep. Oxenham, Sull. 1; Rep. Spang, Straf. 6; Sen. Fuller Clark, Dist 21; Sen. Watters, Dist 4

COMMITTEE: Municipal and County Government

ANALYSIS

This bill permits towns to adopt bylaws to regulate the distribution of certain plastic bags.

Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears [~~in brackets and struckthrough.~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

17-0254
06/01

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Seventeen

AN ACT relative to the use of small capacity, light weight plastic bags by retailers.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 New Subparagraphs; Powers and Duties of Towns; Power to Make Bylaws. Amend RSA 31:39, I by inserting after subparagraph (p) the following new subparagraphs:

(q) Prohibiting the distribution of disposable plastic shopping bags to consumers.

(r) Requiring retailers to collect a charge from customers for disposable plastic shopping bags.

2 Effective Date. This act shall take effect 60 days after its passage.



City of Keene, N.H.
Transmittal Form

January 25, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.1.

SUBJECT: Solar LED Streetlight Demonstration as Part of Marlboro Street LED Demonstration Project -
Councilor Clark

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends that Councilor Clark's recommendation on solar LED streetlights be accepted as informational and further that City staff continue to look at alternative sources of energy, particularly with the Winchester Street Reconstruction Project.

BACKGROUND:

Councilor Clark stated over the last several months, the Public Works Department had been running an experimental LED street lighting project on Marlboro Street. He continued the Public Works Department hopes it will lead to the conversion of the bulk of the City street light systems into LED fixtures, resulting in a savings in electricity. Councilor Clark said right now the City spends \$170,000 a year for street lights minus the ones located on Main Street, which were a separate budget item. He said when the project first came along he thought that it was a good idea and commended the City staff in trying to figure out a way to save money. Councilor Clark thought about the idea of having the City put a solar panel on every street light in the City of Keene. Councilor Clark said he thought about this idea for a long time, did a lot of research on cost estimates, looked at all of the solar energy vendors and all of the places that had street lights powered by solar. He noted he did not find a lot of street lights powered by solar in the United States, but did find a lot of places in Spain, Germany, Bulgaria and Japan. Councilor Clark said a lot of places were not buying electricity anymore but it seemed people were stuck in the mindset of the need to buy electricity. He continued electricity would need to be bought for the next 20-50 years as a bridge before getting into solar. He noted the rest of the world was already using solar.

Councilor Clark continued New Hampshire has laws that limit the amount of electricity that could be produced through alternative means. He said the City Council discussed that when talking about the net metering. Councilor Clark said there were other legislative restrictions that were not practical and all they really did was protect the profits of fossil fuel industries that seemed to be in control. He continued by asking the MSFI Committee to think about directing the Public Works Department to add the solar portion to the experiment on Marlboro Street. In talking with staff, Councilor Clark said he did not realize they were going to come forward with this proposal for the fiscal year of 2017/2018 and that it would be under the capital budget to go forward with the proposal of replacing the bulk of City street lights with LED. He continued for \$350,000 he thought the City would get a \$50,000 grant from the Public Service of New Hampshire to convert to solar.

Councilor Clark went on to state there was not a whole lot of time to go forward with his proposal and asked that the City Council put the proposal into the experiment on Marlboro Street. He said staff encouraged him to

ask the MSFI Committee to put the proposal into a policy so that whenever a capital project was brought forward, it included solar lighting as an option. He said the first time an option for solar lighting was the project at the Recycling Center and the City Council offered the option of going to biofuels or solar.

Councilor Clark asked the Committee to think of some way to include a policy whereas a project, such as the Winchester Street Reconstruction Project, includes the option of solar lighting. Councilor Clark continued he wanted to move on this and lead the way even though the State and the Federal government seemed to be in the pocket of the fossil fuel industry. He explained there were limited options and wanted to say to the City's constituents and tax payers that the City was thinking about their future and not saddling them with fossil fuels.

Chair Manwaring asked to hear from the City staff.

Ku`rt Blomquist, Public Works Director, said Councilor Clark was correct and that he had spent some time with him and Duncan Watson discussing his thoughts. He said Councilor Clark de-scribed many places overseas that were utilizing solar panels on street light public infrastructure for the generation of power. Mr. Blomquist said they talked through some of the issues such as net metering and the levels of restrictions at the current point in time.

Mr. Blomquist said they also talked about the interesting challenge of getting on the utility poles. He referenced the IT Director/Assistant City Manager, Rebecca Landry, who had previously dis-cussed the requirements to get attachment licenses and permits to be able to get attachments on the poles. Mr. Blomquist said those discussions would need to take place if the City was to put its own solar fixtures up onto the poles. He said at that point there would be a discussion with utility companies about whether or not they would allow the City to put up its own solar fixtures. Mr. Blomquist noted that it would come back to negotiations with the utility companies.

He continued they talked about how the LED Project would be discussed more through the CIP. Mr. Blomquist said the world was moving in the direction of solar powered fixtures and the utilization of solar power to create micro generation areas. He said he suggested to Councilor Clark, that the Winchester Street Reconstruction Project was an opportunity to look at the technologies. Mr. Blomquist said it may not be to the level of generation of power, but looking at what was available for solar panel technology, lighting technology and storage technology. He explained one of the issues the solar industry faced was solar becoming a primary source of power and the issue of storage. Mr. Blomquist said the question was what would happen when there was not enough sunlight during the day. He suggested that Councilor Clark talk to the Committee about recommending that as the department moves forward with the design for the Winchester Street Reconstruction Project that lighting options be discussed. Mr. Blomquist said he mentioned to Councilor Clark some of the new solar power lighting in the City such as the solar powered street pedestrian crossings. He said they were also looking at some lighting options in conjunction with the Parks and Recreation Department that focused more on the remote areas along the multiuse trail. He explained they were also experimenting with solar powered lights in the area that was located north of Winchester Street at the bicycle crossing. Mr. Blomquist said they certainly supported the idea of being self-sufficient, but did not have a way of doing that on a larger scale. He suggested to the Committee that they do ask staff when projects are introduced to take a look at these alternatives.

Councilor Filiault asked if each individual street light that had a solar unit collected light and did not have excess power would that circumvent the NH law of selling power back. Mr. Blomquist replied that net metering would need to be taken into consideration. He explained Councilor Clark was getting to the bigger concept where places were providing power for the immediate lighting areas and the excess power was utilized by other facilities.

Chair Manwaring asked if any members of the public had questions or comments.

Councilor Carl Jacobs asked if there was a possibility of the City putting up its own poles for lights. Mr. Blomquist replied the City could install its own poles and that was not a problem. He explained the issue was having a utility pole and then another pole next to it and that was the reason they discussed utilizing the systems that were currently in place. One area noted was Wheelock Park. Mr. Blomquist said he had a discussion with the Director of Parks and Recreation and they wanted to determine if there was a way to put up solar lighting against poles in those parking lots. He said he did not suggest installing more poles as they are trying to minimize the amount of fixtures in the right-of-way.

Councilor Filiault asked Mr. Blomquist if he felt there would be a major objection from anyone that had rights to the pole, with the City putting solar on the poles. Mr. Blomquist replied there would be some interesting discussions. He continued poles to the utility company had value and once something was put in that space they cannot sell the space to someone else. Mr. Blomquist said the electrical company that owned the poles would question why they would put up something that was not utilized by something they provided. He explained it was not impossible and it was a discussion that would take time. Mr. Blomquist said he knew the IT Director had spoken to the Committee about the City paying fees just to have its own fiber out there. He continued he could imagine there would be associated fees with the proposal. Councilor Filiault said it was worthy of a discussion with the utility companies.

Chair Manwaring asked the City Attorney if there was any comment. The City Attorney replied he thought Mr. Blomquist was being diplomatic. He reiterated what Mr. Blomquist said and that it would be a very difficult discussion.

Mr. Blomquist suggested the Committee accept Councilor Clark's correspondence as informational and request that staff look into solar powered lighting as part of the Winchester Street Reconstruction Project.

Councilor Clark said he also wanted to add that part of the experiment with the LED lighting also consisted of putting up the City's own fixtures. Currently, he said the City rented fixtures from Eversource, and they charged according to the wattage of the light as well as a small maintenance fee. Councilor Clark said when retrofitted, the fixtures would be the City's and Eversource would have no responsibility in maintaining them.

He continued he was not sure if there was ever a discussion of "let's make a deal" with Eversource. Councilor Clark said it could be explained to them by asking them to let the City put up its own fixtures and provide the electricity it took to run a bulb and any extra electricity from the solar fixtures would be given to Eversource. He explained there was something in it for them and something in it for the City. He said it had been alluded to as to why Eversource would ever agree to the deal. Councilor Clark posed the question "why not". He continued it could be offered that the City put up its array and any leftover electricity would go back into the grid, bypassing the net metering clause.

Councilor Lamoureux said he heard Mr. Blomquist talk about putting the Winchester Street Re-construction Project into a policy. He asked if that policy was internal to the Public Works Department or through City Ordinance. Mr. Blomquist replied it would depend on how the City Council approached the situation. He continued the Comprehensive Master Plan talked about reducing the City's carbon footprint. Mr. Blomquist said a solar option was reducing the carbon footprint because it does not require a fossil fuel generation. He suggested there was not a need of a specific policy because many of the ideas were covered by things that were adopted by the City Council and community. He noted policies such as environmentally friendly purchasing and dealing with carbon reduction. Mr. Blomquist said he believed staff was continuously thinking about these things and bringing these things to the Committee.

Councilor Hooper thanked Councilor Clark for bringing the information forward and said he would like to see the City keep a focus on the idea as a whole. He continued perhaps there was no need for a policy, but there was a need to have this in the minds of the City as the City moved forward with projects.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends that Councilor Clark's recommendation on solar LED streetlights be accepted as informational and further that City staff continue to look at alternative sources of energy, particularly with the Winchester Street Reconstruction Project.



City of Keene, N.H.
Transmittal Form

January 25, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.2.

SUBJECT: Winchester Street Preferred Alternative - Public Works Department

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the “Roundabout Alternative”, be selected as the proposed action for the reconstruction of Winchester Street, and that the City Manager be authorized to do all things necessary to implement this proposed action.

BACKGROUND:

Don Lussier, City Engineer, introduced Gene McCarthy and Brian Colburn with McFarland-Johnson, as well as Emily Gardner and Don Minnery with Saratoga Associates. He also welcomed NH DOT Project Representative, Jennifer Reczeik and explained she was the liaison with the DOT. He also wanted to thank Councilor Powers and Tom Bogar, members of the Steering Committee who were in attendance.

Mr. Lussier explained the presentation would provide more details of the work that would be conducted. He said the purpose of this meeting was to hear from the public in order to get the feedback needed in the design phase. Mr. Lussier continued it was also important to satisfy the requirements of the DOT’s LPA (Local Project Administration) that require a public meeting on the project to solicit public feedback. He continued that the information would need to be taken into account when the legislative body selected its proposed action. Mr. Lussier said he hoped by the end of the presentation the Committee would be fully informed and be in a position to recommend one of the proposed actions.

Gene McCarthy, Project Manager of the Design Team with McFarland-Johnson presented a representation that indicated the location and layout of the project.

Mr. McCarthy said there was a well-attended public listening session where the public was asked about their experiences with the corridor and what they would like to see. He continued they broke the group into sub-groups and each group gave an idea of what they felt were the issues. He said at the end they got together as a full group and each group provided their top issues.

Mr. McCarthy displayed a list of the challenges determined from the meeting listed in the order in which the number of times the same challenge was heard. He noted there were six groups and most comments were focused on the Pearl Street traffic. Mr. McCarthy said they also asked the attendees what were the opportunities they saw with the corridor over and above dealing with the issues. He said they heard a lot about connections and making it easier to use Winchester Street. They also heard there were congestion issues within the corridor at some of the busier times.

He said they also heard a lot about bicycle and pedestrian accommodations and aesthetics. Mr. McCarthy explained this area was one of the key gateways into the City of Keene and that maybe it needed to be addressed as part of the project. He said they heard all of the ideas from the meeting along with what they had heard from the Steering Committee. Mr. McCarthy said this led them to look at the purpose of the project. He said with that in mind they developed a formal purpose and needs statement. The statement was developed by the design team and was presented to the Steering Committee. He continued it was a broad statement based on what they heard from the Steering Committee and the public as to what they were trying to get out of the project. He said they wanted to make it a complete street, easy for all users and also aesthetically appealing. The issue with the Island Street Bridge was that it was a temporary bridge that had been there for decades.

Mr. McCarthy continued there was also a list of the specific traffic accesses that were lacking. He explained that was an important milestone because in order for them to address alternatives that would be the metric used to evaluate how each alternative addressed the purpose of the project.

Mr. McCarthy talked about the traffic and wanted everyone to realize they conducted an extensive traffic count of the corridor. He said they did it both for peak periods and also did a week long two count in order to understand the peak periods. The data was counted during peak hours in December. He continued they counted all traffic on Winchester Street for an entire week to see peaks and valleys throughout the corridor. Mr. McCarthy said they counted the morning and afternoon peak hours to get the real commute times. He said the Saturday count at the corridor had significant traffic issues during mid-day and at all three peaks.

Mr. McCarthy said they did counts at all three intersections including the existing roundabout. He noted the existing roundabout needed to be included in the evaluation. Mr. McCarthy explained they looked at all of the minor roads, driveways and the KSC parking lot. They took all of that information and projected it out into the future into a design year, which in this case was 2038. He explained it was a 20 year horizon beyond the opening of the project. Mr. McCarthy said they want their proposal to work with today's traffic as well as the increase of traffic in the future.

Mr. McCarthy displayed a representation that showed the level of detail received in the traffic counts. He noted they were looking at what was currently on Winchester Street and all of the different turns. He displayed the results to show the high amount of turning volume at the intersections. Mr. McCarthy indicated on the Key Road intersection there was a high volume of turning traffic. He said they looked at how the proposed alternative would perform and also what a future no build would be like if nothing was done. He noted they also looked at other alternatives to see how they would perform. He explained to the Committee the LOS (level of service) listed on the outline he displayed was based on a grade of A to F. He continued the numbers showed how traffic was performing, delay time and how these intersections would perform in the future. He explained A was good and F was not so good. He explained grades A, B and C were usually a good LOS and grade D implied traffic would start to get troublesome. He continued showing how the traffic grades started to show grade E and F's and that indicated trouble.

The next representation Mr. McCarthy showed detailed the existing corridor data with both the current and future LOS for the existing intersections at Key Road and Pearl/Island Street. Mr. McCarthy provided comparisons of traffic today and traffic over a 20 year horizon. He said based on the data if nothing was done the delays would grow exponentially higher and the congestion of traffic would become worse.

Mr. McCarthy said they started looking for a solution and looked at signalized intersections by expanding the signalized intersections at Key Road as well as Pearl/Island Street. He explained what they saw in the footprint was a need for more land and the intersection at Key Road needing double left turns. He continued the traffic coming from Winchester Street would also need a double left turn to accommodate the heavy traffic load. He noted this alternative solution would be adding lanes just to accommodate the traffic. Mr. McCarthy explained the Pearl/Island intersection was complex because of the traffic coming from north bound with the need to make left turns. Mr. McCarthy noted the data he displayed that showed the future LOS grade level as D's on

Saturday and grades of F's and E's on Pearl/Island.

Another alternative looked at were roundabouts similar to size and look of the roundabout that was at the intersection of Winchester/Marlboro Street. Mr. McCarthy said based on their data the roundabouts were able to handle the volume of traffic better and according to the data it showed grades of A's and B's. He noted the roundabouts had the capacity to handle the volume of turning traffic. Mr. McCarthy said due to this information the Steering Committee came to the conclusion the roundabout alternative was a much better solution. He said it also had less of a footprint, handled the traffic better and also had the ability to provide a gateway to the City that the citizens were looking for in the corridor.

Emily Gardner, Saratoga Associates, said their focus was on the aesthetics of the corridor and the character of the street scape. She indicated the location of the corridor on the map and explained the entrance of the roundabout. She said this corridor was a transition zone that consisted of a Commercial Zones and Residential Zones. Ms. Gardner explained the corridor was broad and open and the goal was to have a Main Street feeling. She said they had to determine how to handle the aesthetics and accommodate that change.

She said they looked at the roundabouts first and how those aesthetics would be handled. Ms. Gardner said the roundabout could serve as welcome focal points for the gateway to give a sense of "Welcome to Keene." She continued as they thought about roundabouts they still needed to consider safety with having some views but also to close off the view a little bit to keep the traffic moving slowly. Ms. Gardner explained this could be accomplished by landscaping the center of the roundabout. She suggested a softer landscaping but not a fixed permanent object for safety reasons. She also suggested as they move forward to try to minimize signage.

Ms. Gardner said the counterpart to that was the portion of the road in between the roundabouts. She explained they thought about the elements of the street scape through the area by trying to create a gradient through the landscaping. Ms. Gardner said that idea was to move through a more open space to a narrower space. She that could be accomplished through the way the medians were created. She noted that could be accomplished by the type of pavements, sidewalks, type of lighting, spacing of the lighting and crosswalks.

Ms. Gardner displayed models of the possibilities of the different types of paving on the roundabout. She displayed a model that depicted the landscaping of trees on a roundabout. She noted the trees depicted in the model were spaced apart approximately 75 feet apart. Ms. Gardner said the medians could transition from a paved median to something that was provided to be lower maintenance.

She continued the types of trees could be looked at further in the process and would dependent upon the width of median and space available. She also said another option would be to transition from a lawn to incorporating trees along the way. Ms. Gardner said it may also be a nice idea to plant seasonal plantings to enhance the focal point.

She showed another model that depicted the median transition and explained that it had already happened in the roundabout near KSC. In discussions, Ms. Gardner said it was asked how to treat the apron of the roundabout. She said one of the elements discussed was moving large trucks/haulers through the intersections. Ms. Gardner explained the apron could be kept lower and treated with pavers to have the aesthetics. She noted this option would also have the function that was needed. Ms. Gardner stated by moving further through the street scape it would create a gradient by shifting the trees by 50 foot spacing and then introduce light poles so there would be pedestrian scale lighting at the center median.

The last model of a roundabout displayed by Ms. Gardner was similar but introduced trees along the way and spacing to accommodate the sidewalks without impacting any businesses. She noted there were also seasonal plantings at the node. Ms. Gardner said they did some preliminary brain-storming about what this might look like in terms of permeable paving which would help with storm water. The smaller flowering trees with fairly narrow medians would perform better by incorporating the flower plantings would give a nice welcoming street

scape. She said if the opportunity allowed itself this would also be the opportunity to bury the overhead lines. Ms. Gardner said as they looked at pedestrian lighting there will also be a solar option to compliment that design.

Ms. Gardner referenced tree species that would work and said that would be considered in the next phase of the project. She suggested a variety of species whether it was bright flowering or like a Hawthorne that moved from flowers to winter color.

She said the last feature of the roundabouts, depending on how the grading moved through the process could serve as opportunity to serve as storm water. She said they could channel smaller amounts depending on what they could handle into the center of the roundabouts and could hold or treat storm water with water runoff. She said it also an opportunity to try to incorporate a similar concept in the median itself and could be lowered rather than raised through the center to catch some of the street runoff there as well.

Mr. Lussier explained Ms. Gardner's role in the project was to paint a picture of the possibilities of the project. He noted they were still very early in process and all of the things Ms. Gardner discussed would be worked out during design process. Mr. Lussier thought it was a good idea to plant the seed about what was good for this corridor.

Councilor Filiault asked for an optimistic timeframe of the project if everything went accordingly. Mr. Lussier replied if everything went without a hitch it would fit into the states 10 year plan which would be in 2019, which coincided with FY19 and was budgeted in the CIP for construction funds. He continued in terms of overall project schedule it was toward the end of the engineering study phase. Mr. Lussier said the next step was the preliminary engineering and he explained they would be coming to the Committee with a contract to extend McFarland Johnson's work by mid to late fall. He noted they would also have preliminary design plans to review with Committee to get feedback. He noted it was still early in the design process and that was closer to a 65% level of design rather at the 10% where they were today.

Councilor Filiault asked if it would be shovel on the ground ready in late 2018. Mr. Lussier replied spring of 2019. He continued that due to the extensive project he was hesitant to start a project of this nature in July of the fiscal year and would make more sense to wait until the spring of 2019.

The City Attorney asked said options presented there were 1) signalization 2) the roundabouts. He asked if there were more or less land acquisitions required with respect to each option. Mr. McCarthy replied they both had acquisitions to a certain extent. He explained they tried to hold the existing sidewalk edge of road that was on the west side of Winchester Street, to minimize the impacts to all of the businesses on that side and do more of the shifting towards the eastern side. Mr. McCarthy explained there were impacts and he thought there was less in terms of area for the roundabout verses the signalization alternative because Winchester Street was not as wide. The City Attorney said the same number of land owners potentially had to be contacted with respect to either option. Mr. McCarthy replied fortunately there were fewer owners on that eastside.

The City Attorney said in terms of the scheduling in place he asked if there was any preliminary contact with respect to land owners that may be potentially impacted. Mr. McCarthy replied no. Mr. Lussier said through the LPA process they would have an issue with the DOT if they began parcel acquisition and negotiations with landowners. The City Attorney asked if they would let him know when that action would begin. Mr. Lussier replied yes.

Mr. Lussier said he received a comment through City's website and it was a good enough comment to read it into the record and respond. He said the resident raised two concerns: 1) there was not enough accident history in the corridor to warrant building roundabouts 2) pedestrian safety through the intersections. He said to take each one in turn it was important to point out that the recommended alternative, the roundabout, was being recommended because in the opinion of the design consultant and the Steering Committee it best meets the

project's purpose and statement that included aesthetics, functionality and other factors.

He said the other point on pedestrian safety they believed a roundabout would result in greater pedestrian safety. He continued there were Federal Highway Administration studies to back up that claim that pedestrian safety was augmented by that kind of treatment. Mr. Lussier noted when comparing it to 60 or 80 foot wide 17 lanes of cross walks that was troublesome for people crossing. Mr. McCarthy said that he would concur with Mr. Lussier.

Mr. Lamoureux said a lot of the accidents that occurred in that area were not recorded because the police do not respond. He noted there were a lot of minor fender benders and unfortunately the data at the Police Department may not reflect everything that occurred in that area.

Councilor Filiault with reference to the Key Road Extension, noted there was some discussion of where it was blocked off and going onto West Street. He asked if there was any thought relative to possible opening of that corridor. Mr. Lussier replied it was not looked at as part of the project. Mr. Lussier said as he mentioned at Council there was nothing in the project that would preclude them from doing that in the future. He continued they were not proposing any changes that would eliminate that possibility or make it more difficult. Mr. Lussier said that there were some pros and cons of opening that end of Key Road and before that decision was made there needed to be a careful look at what it would do, not just to Meadow Road but also how it would impact the intersection where Pearl Street comes to West Street. He noted that was the sticking point when it was looked at in the past.

Councilor Filiault asked what the timeframe would be for the last shovel on the ground. Mr. McCarthy replied it would be a little too early to say if the project was a single season or two season project. He noted there was still a bridge that needed to be replaced and utilities that needed to be addressed. Mr. Lussier said it should be expected to be a two construction season project.

Chair Manwaring asked if she was a pedestrian coming from the location of Chipotle and needed to get to Walmart how would she get across the street with the roundabout. Mr. McCarthy showed the location of the sidewalk in front of the Chipotle building along Winchester Street, followed a depiction of the sidewalk, showing a crosswalk. He explained the crossing would be at the median, crossing again and then following the sidewalk all the way along and enter. Mr. Lussier explained one of the benefits of the roundabout that was an integral part into their designs were the splitter islands that divided traffic and guided motorists to make the curves. He continued those did double duty as islands of refuge for pedestrians. Chair Manwaring said that area was a high traffic area and asked how long a pedestrian would have to wait to get across the street. Mr. McCarthy replied the pedestrian would have the right of way. He said the design of the roundabout was anticipated to have a vehicle traveling at a speed of 15 mph.

Mr. Lussier said another advantage of the roundabout was that it placed the crossing pedestrian more in the line of sight of the motorist. Chair Manwaring said she was not sure if she agreed because part of what happened was that it stopped everyone at the roundabout.

Mr. McCarthy explained that part was included in the analysis and when they conducted their evaluation they did traffic counts as well as pedestrian counts. He said that the delays were factored into their analysis with pedestrian crossing.

Chair Manwaring said she did not see anything shown in their layout in regards to bike lanes and asked if that was included in the project. Mr. McCarthy replied yes. He said on Winchester Street there was a section of a 5 foot shoulder/bike lane along both sides of Winchester Street. He said the design at the roundabout was such that if someone was an avid cyclist and felt comfortable riding a bike around the roundabout it was perfectly legal. He continued if there was a recreational cyclist not wanting to enter the roundabout, a path that also serves as a sidewalk around what was a multiuse path is also incorporated. He said on the bike lane there would be a

ramp that went around the roundabout on the multiuse path. He said this was a wide sidewalk to specifically accommodate pedestrians and cyclists. Mr. McCarthy noted the exiting roundabout on Route 101 had the same features and that they used this roundabout as model.

Councilor Hooper said he had the same concerns as Chair Manwaring. He asked how many car lengths there would be if someone stopped for a pedestrian. Mr. McCarthy explained the way the roundabouts were designed that there was a yield bar and the crosswalk was put one car length behind. He continued that was meant the car was to merge into roundabout and focused on entering. He said that was one of the safety feature was that the crossing was always behind the merging vehicle. Councilor Hooper asked if that would be true for a box truck. Mr. McCarthy said if a box truck was waiting it would likely block the cross walk. He said it was a 20-25 foot distance typically for a passenger vehicle. Councilor Hooper asked if the design could move the crosswalk further up in the design or if that would have a negative impact. Mr. McCarthy replied that it would have a negative impact. He said a roundabout was a tighter location and the cars approaching the roundabout had to slow down in order to maneuver around the roundabout.

Councilor Filiault asked if all of the fast food restaurants would be egressing onto Key Road. Mr. McCarthy replied there was once entrance at Chipotle right up next to Key Rd and the project pro-posed to close that one off and the rest would have the same access onto Winchester Street.

Councilor Filiault asked if it made sense to leave both egresses on Winchester Street open to allow a smoother flow. Mr. McCarthy replied he was not sure if they considered that option because it was already an existing egress. Mr. Lussier said that option was something to look at with the pre-liminary design.

Brian Colburn, McFarland Johnson, said in terms of circulation patterns, Wendy 's and McDon-ald's were set-up based on the egress on Winchester Street so you have to contact them to see how that would impact their internal flow operations.

Mr. Lamoureux said that he used the intersection coming out onto Key Road to do a left turn and that it would be too long of an area for all of the traffic from Wendy's and McDonald's turning left. He said this would create an issue. Mr. Lussier said that it was worth looking at the data and that it would also change the operating circumstances of those businesses. Mr. McCarthy said in terms of Chipotle, the developer knew that their location would be affected by the project. Mr. Lamoureux noted the exit at the Chipotle building was put in for fire services because they were not able to maneuver the parking lot with their equipment.

Chair Manwaring asked to see where the KSC student parking lot entrance was located on the map because it seemed to be located right on the circle. Mr. McCarthy indicated the location on the map and explained the exiting at the roundabout would allow an entrance to the round with an option to go in either direction on the roundabout on Winchester Street. Currently, he explained there was only a right turn and that option would be an enhanced exit from that parking lot.

Chair Manwaring asked if any members of the public had questions or comments.

Councilor Jacobs said it was alluded to earlier by Councilor Clark there was an interest in public art and that people were interested in the roundabout as a possible location. He said he hoped there would be some consideration of public art installation at the roundabouts. Mr. Lussier replied it was a wonderful idea. Mr. McCarthy said there were safety issues to be mindful of in the centers of roundabouts.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the "Roundabout Alternative", be selected as the proposed action for the reconstruction of Winchester Street, and that the City Manager be authorized to do all things necessary to implement this proposed action.



City of Keene, N.H.
Transmittal Form

January 25, 2017

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.3.

SUBJECT: Request to Use City Property - Ice & Snow Festival - Monadnock Travel Council

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the Monadnock Travel Council be granted permission to use City property on Central Square and Railroad Square, including outside burning of a fire in an enclosed fire pit on Railroad Square and closure of Railroad Street from Main Street to the exit of the Wells Street Parking structure for the 2017 Ice and Snow Festival on Saturday, February 4, 2017 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the City Council; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff.

BACKGROUND:

Jim Narkiewicz, of 3 Ashbrook Road addressed the request and confirmed there are no changes from other years. Mr. Narkiewicz reported this will be the 15th Annual Ice and Snow Festival which will be held on Saturday, February 4, 2017.

Kurt Blomquist, Public Works Director reported a protocol meeting was held last week; there are no changes from previous years that staff are aware of. Mr. Blomquist reported funds are available as this event is in the Community Events budget. The applicant is aware they would be responsible for any additional costs. Mr. Blomquist verified the applicant will have to work with the Fire Department to obtain a Burn Permit for that day for the fire pit.

There being no public comments or Committee questions Acting Chair Jones asked for a motion.

Councilor Sutherland made the following motion which was seconded by Councilor Chadbourne.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the Monadnock Travel Council be granted permission to use City property on Central Square and Railroad Square, including outside burning of a fire in an enclosed fire pit on Railroad Square and closure of Railroad Street from Main Street to the exit of the Wells Street Parking structure for the 2017 Ice and Snow Festival on Saturday, February 4, 2017 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the City Council; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff.



City of Keene, N.H.
Transmittal Form

January 25, 2017

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

SUBJECT: Request for Lodging House License - One Hundred Nights - Timoleon Chakalos

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to Timoleon Chakalos to engage in the operation of a lodging house at 15 Lamson Street subject to the following conditions: no more than 26 persons may reside on the premises at any one time; compliance with all applicable sections of the City Code; compliance with any requirements or recommendations of City staff. Said license will expire on the 3rd day of February, 2018 and may be revoked by the City Council in accordance with Section 46-590 "Suspension or Revocation."

BACKGROUND:

Mindy Cambiar, Director of One Hundred Nights advised there are no changes from other years and inspections have been completed. Mr. Rogers verified the inspections by Health and Fire were completed with only minor issues noted which are being addressed. Mr. Rogers said he sees no problems with the issuance of the license. Mr. Rogers also confirmed a Variance was granted several years ago to allow them to operate as a lodging house in this Zone.

Acting Chair Jones asked for questions from the Committee.

Councilor Sutherland noted they now offer more than one hundred nights and asked if the license allows them to operate 365 days a year and 366 days of a leap year. Acting Chair Jones replied it is his understanding all licenses are issued for a year and they chose to do it for one hundred nights.

There being no public comments or additional Committee questions Acting Chair Jones asked for a motion.

Councilor Chadbourne made the following motion which was seconded by Councilor Hansel.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to Timoleon Chakalos to engage in the operation of a lodging house at 15 Lamson Street subject to the following conditions: no more than 26 persons may reside on the premises at any one time; compliance with all applicable sections of the City Code; compliance with any requirements or recommendations of City staff. Said license will expire on the 3rd day of February, 2018 and may be revoked by the City Council in accordance with Section 46-590 "Suspension or Revocation".



City of Keene, N.H.
Transmittal Form

January 26, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.5.

SUBJECT: Goose Pond Dam Improvements - Consultant Selection - Public Works Department

RECOMMENDATION:

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with DuBois & King, Inc. for engineering and technical services for the Goose Pond Dam and Dike Improvements Project for an amount not to exceed \$106,389 with funding from Project Cost Center 90228.

BACKGROUND:

City Engineer Don Lussier was the first to address the Committee. Mr. Lussier stated he was before the Committee regarding the design and permitting process for the Goose Pond Dam Improvement projects. The City had received a letter of deficiency from DES; and although some of the deficiencies were addressed by City staff, there are other issues that need added engineering assistance. He noted this request is to engage an engineer to complete a detailed design. This work has been funded through the FY17 CIP program and construction work is scheduled for FY19 CIP.

Mr. Lussier explained an RFP was sent out for this engineering selection. Staff reviewed five proposals and three were selected for interviews. DuBois & King, Inc. was selected for the work.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with DuBois & King, Inc. for engineering and technical services for the Goose Pond Dam and Dike Improvements Project for an amount not to exceed \$106,389 with funding from Project Cost Center 90228.



City of Keene, N.H.
Transmittal Form

January 26, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.6.

SUBJECT: Siting and Architectural Design of Wheelock Park Facilities - Parks, Recreation and Facilities Department

RECOMMENDATION:

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to approve the expenditure of \$32,000.00 for the purposes of awarding Catlin & Petrovick a contract for the Siting and Architectural Design of Wheelock Park Facilities.

BACKGROUND:

Parks, Recreation and Facilities Director Andrew Bohannon stated this item is in reference to a contract with Catlin & Petrovick for architectural design, and a concession stand and restrooms at Wheelock Park. This is phase two of a project outlined in the CIP. There was an RFP and five responses came in, which was narrowed down to two. The selection committee chose Catlin & Petrovick for the work.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to approve the expenditure of \$32,000.00 for the purposes of awarding Catlin & Petrovick a contract for the Siting and Architectural Design of Wheelock Park Facilities.



City of Keene, N.H.
Transmittal Form

January 26, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.7.

SUBJECT: American Legion Ball Field Agreement - Parks, Recreation and Facilities Department

RECOMMENDATION:

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a control and use agreement between the American Legion Post #4 and the City of Keene for the softball fields located at 797 Court Street.

BACKGROUND:

Mr. Bohannon stated this is an annual request. He explained in September 2010 the city ended a 25-year agreement with the American Legion. Since that time the City has entered into one-year agreements. This is the time for the city to renegotiate with the Legion. The City charges \$50 per team to use the softball fields and the City offsets the rest of the cost to use the Legion's fields.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a control and use agreement between the American Legion Post #4 and the City of Keene for the softball fields located at 797 Court Street.



City of Keene, N.H.
Transmittal Form

January 27, 2017

TO: Keene City Council

FROM: Kendall W. Lane, Mayor - Chair, Special Committee for City Manager Recruitment

ITEM: F.1.

SUBJECT: City Manager Recruitment Plan - Special Committee - City Manager Recruitment

RECOMMENDATION:

Move that the City Council approve a recruitment plan recommended by the Special Committee for the City of Keene's City Manager Search.

BACKGROUND:

Following an RFP process, the City Council authorized use of a professional firm to assist in recruitment of Keene's next City Manager. The Novak Consulting Group was selected. Catherine Tuck Parrish, Executive Search Practice leader, interviewed members of the City Council and worked with members of the Special Committee to develop the recommended recruitment plan. The Special Committee, re-authorized by City Council on January 19, 2017, will continue to work with the consultant to finalize advertising and additional product for the interview process.



To: City of Keene Mayor and Councilors
From: Catherine Tuck Parrish, The Novak Consulting Group
Date: January 26, 2017
Subject: City of Keene City Manager Recruitment Plan

This memo outlines a proposed recruitment plan for the City of Keene's City Manager search.

Job Posting and Outreach

We recommend that we advertise in the following publications and/or websites. This should allow us to recruit from a broad national base of candidates, as well as target qualified candidates in New York and states in the northeast.

Postings

- International City/County Management Association – 60-day online ad which appears in two newsletters each week for up to eight weeks (cost \$450)
- Govtjobs.com 60-day online posting picked up by other local government sites – (cost \$199)
- League of Women in Government – online and social media (no cost)
- Engaging Local Government Leaders (ELGL) – online and social media (no cost)
- New Hampshire Municipal Association – to be sent by City staff (ad will be provided)
- State municipal leagues (NY, NJ, MA, CT, ME, PA, VA, FL) – cost TBD

We will post the information on our website at www.thenovakconsultinggroup.com. We'll ask your staff to add a link from the City's website to our open positions section so anyone coming to your website will be directed to the right place.

We will also place information on our LinkedIn and Facebook pages and use Twitter to attract applicants. If any additional names are suggested to us, we will follow-up directly with those candidates.

Our proposed recruitment schedule follows on page two.

Schedule	
January 25-26	Meetings with department heads and key staff, community members, and Special Committee
January 27	Consultant provides link to survey to City; City to post on website and sent out through social media (survey to be open until February 7)
January 30	Consultant provides draft recruitment plan, profile (brochure text), and first year goals to City for review
February 17	City provides final comments on recruitment plan and profile (brochure text) to consultant
February 24	Post position, place ads, and begin outreach to prospective candidates
April 10	Open until filled; consultant begins first review of applications
April 28 9 am	Meet with Special Committee to review top candidates and select those to be interviewed – nonpublic session Finalize interview process logistics and writing exercise
April 27 – June	Conduct reference and background checks Top candidates complete writing assignment
June 19 All day/evening	First round interviews with Mayor and full Council; tour of the city for semi-finalists
June 20 All day/evening	Charter employees and department heads meet and greet with finalists Three Council Committee meetings with finalists Second round interviews with Mayor and full Council for finalists
After June 20	Negotiation with top finalist; approve employment agreement

Proposed Interview Process

The first round of interviews with semi-finalists (4-5 candidates) will include individual tours of the City and an interview with the Mayor and Council. The Mayor and Council will select the top finalists (2-3) to come back the next day.

The top finalists will have an opportunity to meet department heads and then have a second interview with the Mayor and Council. All interviews will be conducted in nonpublic session. It is essential that the Mayor and all members of the City Council be present the entire time. Interviews will take place during the day and evening.

Candidate Travel Reimbursement

Travel expenses will be reimbursed by the City for the candidates who are interviewed (this includes transportation, meals, and lodging). The Mayor and Council will determine who is offered the position and the terms of the offer.

Confidentiality and Public Information

We will work with you for coordination and to ensure meetings and information are in accordance with public information laws. To protect the integrity of the recruitment process and to obtain a better applicant pool, all applicant materials and the list of names will be kept confidential throughout the process. At no point will candidate information or names be released. Only the top applicant's name will be released upon acceptance of the position.

Point of Contact and Communication with Applicants and Prospects

All communication with applicants or potential applicants should be directed to The Novak Consulting Group. If any member of the Council or staff is contacted about the position, please direct the person to the online application process at www.thenovakconsultinggroup.com/jobs to apply or to Catherine Tuck Parrish at ctuckparrish@thenovakconsultinggroup.com or 240-832-1778 to answer any questions.



City of Keene, N.H.
Transmittal Form

January 25, 2017

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: G.1.

SUBJECT: Request for Lodging House License - United Church of Christ

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the request for a lodging house license from United Church of Christ be placed on more time to allow necessary inspections to occur.

BACKGROUND:

Acting Chair Jones noted there were more inspections to be completed and staff has asked for this item to be put on more time. John Rogers, Acting Health Director agreed with Acting Chair Jones and reported inspections for Fire, Health and Code would be conducted tomorrow. Mr. Rogers also reported their current license is valid until February 18, 2017. Acting Chair Jones referred to a previous condition regarding management by Hundred Nights Shelter. Mr. Rogers indicated the same conditions would probably be in the motion when it comes back to Committee.

There being no public comments or Committee questions Acting Chair Jones asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Sutherland.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the request for a lodging house license from United Church of Christ be placed on more time to allow necessary inspections to occur.



City of Keene, N.H.
Transmittal Form

January 25, 2017

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: G.2.

SUBJECT: Amendment to the Rules of Order - Mayor Lane

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends this issue be placed on more time.

BACKGROUND:

Rhett Lamb, ACM/Planning Director noted he would be representing the Mayor and City Manager on this issue. He continued the proposed amendment puts into writing the current practice. The practice is based on the timing between the receipt of communications by City Council on a Thursday night, and the return of recommendations to the next City Council Committee meeting the following week. Noting that for complex issues it generally takes more than one cycle for recommendations to be prepared, Mr. Lamb pointed out in the past staff has asked for the issue to be placed on more time. Since going to the Novus agenda the amount of time staff has is even less. If a communication comes to Council on Thursday night staff must prepare a recommendation and submit to the Novus agenda by Friday, at 1:30 PM in order to be processed.

Mr. Lamb reported the amendment puts in place the language of the current practice and does allow for action without this recommendation. He cited the Ice and Snow Festival as an example as this is a repetitive license the Council grants. Mr. Lamb continued these are the recommendations made through the Mayor's office and reflects the practice of staff as they exist today.

Referring to the Ice and Snow Festival example, Acting Chair Jones noted this came to Council last Thursday night; with this amendment it would not show up on our agenda tonight but would go another two week cycle. Mr. Lamb replied it could clearly show up on the agenda and you could take action; you just would not have the staff recommendation ready until the following cycle. Mr. Lamb continued you would place it on more time. Acting Chair Jones commented this is kind of what they are doing already. Mr. Lamb agreed noting this is why he has said it is pretty much consistent with current practice.

Acting Chair Jones asked for questions from the Committee.

Councilor Sutherland commented he feels like this is a case of switching the process; in the case where staff does not have time to do something they are at least able to hear testimony and guide staff. Staff would then advise more time is needed and the Committee would then put it on more time. The Mayor is asking the Committee put things on more time first, and expedite if we have the ability. This does two things; 1) it delays the process automatically and 2) does not allow this Committee to review and understand testimony before advising staff. Mr. Lamb noted his understanding is it does allow you to hear from the petitioner in the first

cycle, but what the language is saying is that the staff recommendation will not be ready until the following cycle.

Acting Chair Jones noted his concern is you are still having the first meeting with the petitioner invited, the meeting is noticed for the public, and now they will have to come back a second time anyway. Acting Chair Jones suggested eliminating the first round. Mr. Lamb suggested the Committee may want the flexibility of the first round when you have issues such as repetitive licenses.

Councilor Hansel said basically what this is doing is taking away the need for us to put something on more time. Mr. Lamb commented you would still have to put it on more time. Councilor Hansel continued this is taking away the expectation for staff to have a recommendation at the first meeting, after being accepted by Council. Mr. Lamb concurred.

Attorney Mullins noted once this is codified as a rule, if the Committee wanted to act on the issue it would need to suspend the rules to act on it, at the first meeting. Acting Chair Jones then asked if the issue was agendaized why could the Committee not act on it. Attorney Mullins repeated the Committee could act on it; you would have to suspend that rule which requires a two-thirds vote. Acting Chair Jones then asked how you distinguish the difference. Attorney Mullins replied there would be no staff report associated with it and staff would not have made a recommendation to act on it that night.

After additional comments regarding an issue automatically being placed on more time Councilor Sutherland noted his concern with this being politicized. He feels this is trying to circumvent the ability of this Committee to first hear and then make recommendations to staff, unless they suspend the rules. Councilor Sutherland asked what is broken that needs to be fixed. Attorney Mullins addressed Councilor Sutherland's first point by noting there is nothing in this that prevents the Committee from hearing anybody. What it does say is that staff may not have a recommendation at that point. All this is saying is that you would not yet be making a recommendation to the full City Council, unless you suspend the rules. Addressing the second question, Attorney Mullins indicated nothing is broken; he sees this as a process question and reiterated the changes created with the Novus agenda system.

Acting Chair Jones commented he thinks it is wrong to tell Council they would have to suspend the rules. Attorney Mullins replied they are not telling the Council anything; this is a Mayor driven initiative, this is a rule of the City Council, and it is up to the City Council whether or not they adopt this rule. Staff is just suggesting to you there is a procedural issue relative to getting things on the agenda. Acting Chair Jones commented they do understand staff has very limited time, but he does not know if he can see this change.

Kurt Blomquist, Public Works Director commented he writes many of the memorandums that come before Council Committees. He continued even before the Novus agenda system when staff did it handwritten there were some issues we could walk through. Mr. Blomquist noted some issues can be very difficult to walk through and the other issue you are dealing with is expectations. By changing your rules you are setting the expectation that the issue may not be dealt with at the first meeting. He pointed out he does not know if the Committee will want to act on something the first meeting; in the past there have been occasions when he has recommended no action and the Committee chose to act. Continuing Mr. Blomquist said here you still have the option to go. What is happening here is it is helping to codify what is occurring, it is helping to set the expectations – things will come in and you will hear from the petitioners and then it will go on more time and be addressed at the next meeting. Mr. Blomquist agreed the Novus system has shortened the time window. Mr. Blomquist commented he does not feel the system is broken; he added you are stating the expectation and right now there is no statement of expectation. Acting Chair Jones agreed with Mr. Blomquist's comments regarding past actions and commented he does not see where that system is broken. Mr. Blomquist commented on one level of disappointment/expectation for the petitioner when they think something will be acted upon and then it is not. Mr. Blomquist continued coming through the door right now they will have an expectation of speaking to someone, letting you know what they are interested in, and then it will go on more time; there is no question

about what is going to happen. Acting Chair Jones agreed adding but, they are still coming two times. After additional discussion regarding suspension of the rules Attorney Mullins clarified this is only going to deal with those issues that do require things like protocol meetings or further discussion. Attorney Mullins added this may have been driven by the removal of trees in front of Central Square with the impetus to move forward; and during the process staff discovered it was not just the removal of trees, it was placement of a crane, scaffolding over the sidewalk, and traffic rerouting. He continued what staff is trying to codify with this is expectations. People come with an expectation that they will walk out of here with a result, on the other hand it may have serious consequences to the City and staff has not had the opportunity to properly advise the Committee. Attorney Mullins explained part of the role of staff is to advise the Committee.

Acting Chair Jones asked what the public would be told if we change this language. Attorney Mullins suggested if it is not a regular license or something you see all the time the expectation is that the City Clerk's office would advise the petitioner the issue would be placed on more time. They would also advise the petitioner they are able to come and speak but there will be no action on that night. He reiterated the Committee could also suspend the rules. Acting Chair Jones commented we are somewhat dissuading the people from coming now. Attorney Mullins commented this is a protocol to be worked out. Acting Chair Jones commented he agrees staff does need more time, but he would rather just see it put off two cycles rather than putting it on and letting the Committee decide whether they want to act on it. Acting Chair Jones said he thinks that is more confusing to the public. Attorney Mullins commented some of these things are political and it is very difficult for staff, in that context, to navigate those political waters and be able to provide you with the expert recommendations that you are looking for. One of the goals is to take it out of that political process and to allow the process to run without fault.

Beth Fox, ACM/Human Resource Director commented she would like to think this process would most likely result in people coming in with an issue and having an initial opportunity to articulate that issue in a public setting. This also gives you an opportunity to pose questions or ideas that might help staff as they investigate the issue. Ms. Fox continued although coming back twice might seem like an extra burden to some, she can see some value created by that for both the City Council and the staff; in the end for the result for the person who has the issue under concern. Acting Chair Jones commented he thinks what the Committee is saying is that we have always been accommodating, and we have always put it on more time when staff asked for it. He continued we do not want to be handcuffed either in saying that we cannot act on it. Ms. Fox commented she appreciates that, but because it is not part of our formalized process people can come with an expectation. The proposed amendments would set the stage so the public does not end up frustrated by the process.

Councilor Chadbourne said this seems less flexible for the Council and rather than change the rules could it not be that we communicate to the petitioner from the onset that their issue may require some time, and that they may have to come back. In this context they would know up front rather than changing the Rules of Order. Mr. Blomquist said we have to look at the process, he noted what happens when a communication is received and pointed out there is nothing right now that tells her what to do. Noting she is aware communications come through the Clerk's office, Councilor Chadbourne explained she is suggesting the Clerk's office take on the role of communicating the process with the petitioner. She also noted her agreement with Acting Chair Jones that this sort of handcuffs the Council. Mr. Blomquist commented he cannot speak for the City Clerk and she would need to be asked if she felt this was her role and whether she has the ability to make that call on the variety of issues that come through the door. Mr. Blomquist continued for him this goes back to expectations- people want to know what is going to happen and if they will get an answer the night they come.

Councilor Hansel commented it would be difficult for the City Clerk to assume what the Committee might feel about an issue. He added if he were in her position he would be uncomfortable making that call. Councilor Hansel also understands the want of a rule. Continuing he noted Ms. Fox brought up a good point about the petitioner filling in the details in the first meeting with a short letter which is extremely important; this is where staff gets direction from the Committee. Councilor Hansel commented he does not want to lose that. Mr. Lamb noted Councilor Hansel's comments fit nicely into what he was going to suggest in that the second part of the

language allows you more flexibility. He continued by reading from the recommendation: except that City Staff may recommend immediate action on communications that will not require review prior to City Staff recommendation. Mr. Lamb explained you may get to that first meeting and the details have been filled out by the letter and testimony then decide you can approve this. In that circumstance you do not need to suspend the rules in order to comply with the standard. Acting Chair Jones asked how you would differential that. Noting this is a good question, Mr. Lamb suggested this effectively is what is happening today.

Councilor Sutherland returned to the suggestion regarding the role of the City Clerk and a boilerplate that explains the process. He commented the expectations can be set by having the petitioners the process, and the time and the obstacles to that process which is aside from this issue. If staff needs more time maybe the Committee could take a look at advancing the deadline for submittal. Councilor Sutherland does not like the idea of having to suspend rules as this can be a political game too. He also commented he does not like this sort of backwards switching of the rules; he would much rather it be do what we can to best accommodate expediency. Councilor Chadbourne noted her agreement with Councilor Sutherland and explained she was in no way implying the Clerk's office should determine which issues would require more time. She agrees with the creation of a boilerplate that could be used to explain things. Continuing Councilor Chadbourne commented they are balancing the needs of staff with the needs of the petitioners and she does not see this as making things more efficient.

Acting Chair Jones asked for public comments.

Councilor Carl Jacobs referred to the recommendation noting he is troubled by it. Continuing he said it seems like the problem is staff needs time to make reports to the Committees on whatever is submitted. Although putting the issue on more time requires a second meeting Councilor Jacobs indicated this may not really be the point here. He noted the unwritten process utilized now where staff asks for more time if the issue is complicated. Agreeing we all understand staff sometimes needs more time Councilor Jacobs commented that automatically delaying the request is troublesome to him. Councilor Jacobs suggested he could better understand the need to change the submittal date than automatically going to another cycle.

Councilor Terry Clark commented he understands staff frustration with not having enough time adding sometimes Councilor's have to make decisions in less than 24 hours. Councilor Clark asked if this will cause more confusion to the public. Mr. Lamb replied we are really silent on this issue today; there is no rule or standard just a practice. He does not feel this adds to the confusion suggesting it adds clarity by putting something on paper. Mr. Lamb also commented whether people appreciate it or not is another question. Mr. Lamb continued he thinks the expectation question is the issue and there are two sides to that. One is the public's expectation which once a rule is adopted it will be available to them and they will have clarity. The other is the Committee's expectation of City staff where you expect a recommendation during that first cycle when the reality is that is just not going to happen; with the addition of Novus it is impossible for us to do that except for recurring/repetitive licenses. Mr. Lamb concluded by noting this sets up expectations for both ends on what they can provide for you and what the public would expect once they make their submittal.

Acting Chair Jones commented what you people are saying is different than the Mayor's recommended motion; the motion sounds like everything will go on more time for one cycle. Attorney Mullins explained there are two issues here 1) initial communications, something not seen before would trigger this, and then 2) if staff even without having the opportunity to review the submittal came to your Committee meeting, listened to this and then said no you can act without suspending the rules. Attorney Mullins noted the expectation problem is what is trying to be addressed. The submittal comes in from the public and the public is sort of expecting this will be acted upon at the next meeting. Acting Chair Jones commented he can almost agree with it the way the Mayor wrote it, but he thinks what he is hearing is different. Councilor Chadbourne commented she feels the issue can be resolved from the boilerplate so they are made aware of the possibility there may be no action taken. She feels it is important to have clarity and be user friendly. Councilor Chadbourne noted she feels what we are doing works, except maybe not always for staff.

Discussion continued in the same vein with Councilors expressing their concerns with this amendment. Acting Chair Jones also noted he wished the City Clerk was here for this discussion. After additional comments Attorney Mullins pointed out the Committee could place this issue on more time. He also noted another way for this to be setup is for the communication, once it comes into the City Council, to be delayed one cycle. Mr. Lamb also indicated the language could be worked on to make it more palatable. Councilor Sutherland recommended considering alternatives rather than changing the rules. Councilor Chadbourne reiterated her comments in no way were suggesting the Clerk or her employees should give an opinion; she was suggesting a boilerplate that was passed out as part of the process. She also noted the importance of streamlining things and not dragging them out if they do not have to. Councilor Chadbourne prefers people be able to get things done in one cycle, and not have to come back a second/third time.

There being no further public comments or additional Committee questions Acting Chair Jones asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Sutherland.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends this issue be placed on more time.



City of Keene, N.H.
Transmittal Form

January 26, 2017

TO: Mayor and Keene City Council

FROM: Ginger Hill, Parking Services Manager

THROUGH: Brian Costa, Police Chief

ITEM: H.1.

SUBJECT: Forms of Payment Using a Parking Space

RECOMMENDATION:

That Ordinance O-2017-03 be referred to the Finance, Organization and Personnel Committee for review and consideration, and recommendation back to City Council.

ATTACHMENTS:

Description

Ordinance O-2017-03

BACKGROUND:

This is a housekeeping issue meant to acknowledge that the City is now accepting other forms of payment for use of metered parking spaces. We now accept credit cards when using the Park Mobile system.



CITY OF KEENE

O-2017-03

Seventeen

In the Year of Our Lord Two Thousand and

Forms of Payment for Using a Parking Space

AN ORDINANCE

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in Section 94-152 "Public Street Parking Spaces" of Division 4 "Leased Spaces" of Article III, "Parking," of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows:

Sec. 94-152. - Public street parking spaces.

(b) Meters as control devices.

1. The city is authorized to install parking meters to control parking. Each parking space will be delineated by lines to direct the placement of the vehicle in the space. Suitable signs indicating the parking restrictions and regulations applicable will be posted in each zone.
2. Any person can, **by using forms of payment authorized by, and acceptable to the city,** ~~inserting in a parking meter a coin of U.S. denomination,~~ use a parking space for the full or fractional part of the time indicated on the meter. No person shall park a vehicle in any space for a longer period than the legal parking time established by the city during the hours during which such legal parking time is in effect. If any person **using any form of payment for** ~~inserts coins in~~ a meter which causes the meter to indicate but a fractional part of the legal parking time established by the city, such person shall not, during the hours during which such legal parking time is in effect, park a vehicle in any parking space for a longer period than was indicated by a parking meter and shall not renew such fractional time beyond parking time established by the city.

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

January 26, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: I.1.
SUBJECT: Relating to Parking Meter Rates - Holidays

RECOMMENDATION:

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2017-01-A.

ATTACHMENTS:

Description

Ordinance O-2017-01-A

Ordinance O-2017-01-A_relined

BACKGROUND:

Police Chief Brian Costa stated the Ordinance before the Committee stems from Councilor Kahn's request for no parking to continue through the Thanksgiving holiday. In addition, language was added to include all observed holidays.

Councilor Powers stated when this Ordinance was originally written it was with the intent that City and State vehicles will be exempt from parking meter rates and he felt language that says "following vehicles" does not read appropriately and felt "and time periods" should be added. City Attorney Mullins agreed and noted when staff looked at this they realized Christmas Day was not included as a holiday for parking meter rate exemption, and that day now has been added.

Councilor Powers made a motion to amend language to add "and time periods." The motion was seconded by Councilor Clark and carried on a 4-0 vote.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2017-01-A.



CITY OF KEENE

O-2017-01-A

Seventeen

In the Year of Our Lord Two Thousand and

Relating to Parking Meter Rates – Holidays

AN ORDINANCE

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

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by adding the bolded underlined text and deleting the strike through text to the following provisions of Article III, "Parking", of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" Division 4, "Leased Spaces", Section 94-153 "Exceptions to parking regulations" as follows:

Sec. 94-153. - Exceptions to parking regulations.

The following vehicles and time periods shall be exempt from parking regulations as specified herein;

- (6) During the period seven days immediately preceding the Christmas Day holiday each year meter fees will be suspended at every metered space in the city, however established time limits will remain in effect.
- (7) During the period starting the day of Thanksgiving and extending through the entire Holiday Weekend each year meter fees will be suspended at every metered space in the city, however established time limits will remain in effect.**
- (8) On the following holidays and observed holidays: New Year's Day, Martin Luther King/Jonathan Daniels Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day and Christmas Day, each year meter fees will be suspended at every metered space in the city, however established time limits will remain in effect.**
- ~~(7)~~ **(9)** During any defined period where suspended by a vote of the city council under such terms and conditions as it may require.

Kendall W. Lane, Mayor

Seventeen

Relating to Parking Meter Rates – Holidays

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by adding the bolded underlined text and deleting the strike through text to the following provisions of Article III, “Parking”, of Chapter 94, entitled “TRAFFIC, PARKING AND PUBLIC WAYS” Division 4, “Leased Spaces”, Section 94-153 “Exceptions to parking regulations” as follows:

Sec. 94-153. - Exceptions to parking regulations.

The following vehicles and time periods shall be exempt from parking regulations as specified herein;

- (6) During the period seven days immediately preceding the Christmas Day holiday each year meter fees will be suspended at every metered space in the city, however established time limits will remain in effect.
- (7) During the period starting the day of Thanksgiving and extending through the entire Holiday Weekend each year meter fees will be suspended at every metered space in the city, however established time limits will remain in effect.**
- (8) On the following holidays and observed holidays: New Year’s Day, Martin Luther King/Jonathan Daniels Day, Washington’s Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day and Christmas Day, each year meter fees will be suspended at every metered space in the city, however established time limits will remain in effect.**
- ~~(7)~~ **(9)** During any defined period where suspended by a vote of the city council under such terms and conditions as it may require.

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

January 25, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: I.2.

SUBJECT: Relating to Two Hour Parking - Washington Street

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the adoption of Ordinance O-2017-02.

ATTACHMENTS:

Description

Ordinance O-2017-02

BACKGROUND:

Ginger Hill, Parking Services Manager said she was present for Ordinance O-2017-02 relating to parking on Washington Street. She said as recommended by the Committee the Ordinance was drafted to extend parking on the west side of Washington Street, north of Vernon Street to include the installation of two parking meters. Ms. Hill explained this was in response to a request by Mary Louise Caffrey, of Bradley Faulkner Law Firm.

Chair Manwaring asked the Committee if there were any questions. She noted the Committee had already authorized the two parking spaces.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the adoption of Ordinance O-2017-02.



CITY OF KEENE

O-2017-02

Seventeen

In the Year of Our Lord Two Thousand and

Relating to Two Hour Parking Zone – Washington Street

AN ORDINANCE

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

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by adding the bolded underlined text and deleting the strike through text to the following provisions of Article III, "Parking", of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" Division 2, "Specific Streets", Section 94-94 "Restrictions" as follows:

Sec. 94-94. - Restrictions.

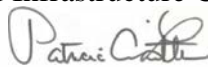
(a)

Two-hour zones. It shall be deemed unreasonable if a vehicle is left standing for more than two hours at any time between 8:00 a.m. and 5:00 p.m., Monday through Saturday, along the curb on the following streets:

Washington Street, ~~both sides,~~ **west side,** from Central Square to a point ~~intersecting~~ **north of** Vernon Street, except where otherwise posted.

Washington Street, east side, from Central Square to Spring Street, except where otherwise posted.

In City Council January 19, 2017.
Referred to the Municipal Services,
Facilities and Infrastructure Committee.


City Clerk

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

January 20, 2017

TO: Mayor and Keene City Council

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: J.1.

SUBJECT: Relating to Fee Schedules for Use of the Recreation Center

RECOMMENDATION:

Move that the City Council adopt Resolution R-2017-06, rescind R-2009-28, and rescind R-1977-47 relating to the fee schedule and facility use for the Parks, Recreation and Facilities Department.

ATTACHMENTS:

Description

Resolution R-2017-06

Resolution R-2009-28

Resolution R-1977-47

BACKGROUND:

Resolution R-2017-06 has brought together several fee structures and use agreements for the Parks, Recreation and Facilities Department (Department). To be specific, this resolution update is only focusing on recreational activities, as the cemetery division fee structure is set by ordinance and was updated in 2016.

Highlighting the purpose will be the introduction of the fees charged by the department for the purposes of renting fields for tournament play. Currently the Department handles multiple fees and charges for various facilities that it manages. This process will consolidate these forms into one as the general rules and procedures are universally applied to all.

Resolution 2009-28 outlined the fee structure for various uses specifically at the Recreation Center.

Resolution R-1977-47 was created to outline goals and rules for the use of recreation facilities by youth sports organizations. Since 1977, the world of youth sports has taken a different direction with Amateur Athletic Union (AAU), Junior Olympics (JO), travel leagues and other elite programs focused on developing and specializing today's youth for higher competitive leagues at a younger age.

The Department continues to work with many of these leagues regarding available facility time; however, a cost structure is needed for the varying levels of youth sports. A specialized program that requires a registration fee that includes, uniforms, travel and competitive tournament play is currently not in full alignment with the department's mission or programs and services. Highlighted by Key Issue #8— (KI8) Implement a Cost Recovery Methodology and Service Assessment in the Active and Passive Recreation Management Plan—there were two recommendations to support this issue.

- Recommendation #14 (R14) – Align cost recovery and pricing strategies with values, vision, and mission and market position.

- Recommendation #15 (R15) – Conduct comprehensive service assessment to eliminate duplication of services and enhance resource efficiency.

These recommendations have been reviewed and addressed by Department staff; however, R14 continues to be an ongoing conversation resulting in the current review of the fee structure. Specifically, R14 is connected to R-1977-47 regarding the use of the facilities and the services that department provides.

The action suggested to complete R14 was to review current revenue streams and their sustainability (including park fees, open space, trails, programs, and indoor recreation facilities), shift tax-funded support to priorities that benefit the community as a whole, as well as increase the cost recovery goals for services that benefit individuals more than the community. With the review, determine and define direct and in-direct cost in order to develop a cost recovery system. These recommendations will align with current City fiscal policies (R-2016-25-B) which are highlighted in Resolution R-2017-06.

Therefore R-1977-47 is not necessary and should be rescinded.



CITY OF KEENE

R-2017-06

Seventeen

In the Year of Our Lord Two Thousand and

RECREATION FEE SCHEDULE

A RESOLUTION

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

WHEREAS, The City of Keene has a variety of recreation facilities and programs available for the public to use and to participate in; and

WHEREAS, The Parks, Recreation and Facilities Department ("Department") annually reviews the fee schedule for these facilities and programs; and

WHEREAS, A comparative survey of Keene State College, Keene School District, Keene YMCA and other communities established that fees for the use of City facilities and participation in programs should be increased accordingly; and

WHEREAS, The fee structure for participation in recreation programs is adjusted administratively by the Department annually to reflect the actual cost of the specific program offering; and

WHEREAS, The fees for the use of facilities should reflect the actual maintenance, utility cost and staffing cost;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Keene, that Resolution R-2009-28, which was adopted December 9, 2009, and Resolution R-1977-47, which was adopted October 6, 1977, be rescinded.

AND BE IT FURTHER RESOLVED that the attached facilities fee schedule for the Parks, Recreation and Facilities Department is hereby adopted.

Kendall W. Lane, Mayor

The City of Keene through the Parks, Recreation and Facilities Director, will continue to grant permission to use City recreational facilities to any organization sponsoring recreational activities provided that they meet the following objectives.

1. Youth programs are defined as 12 and under. Including, but not limited to Keene but limited to Keene Cal Ripken Baseball and Softball Association, Keene Knights Football and Cheerleading, Keene CRUSH Lacrosse.
2. All youth programs and leagues must demonstrate all volunteer coaches have completed a recent criminal background check.
3. All youth programs and leagues must demonstrate all volunteer coaches have completed a coach's education training program. Should the program or league not offer such a program, the City will provide training for such purpose.
4. All youth programs and leagues shall keep the welfare of the youth participants as its prime goal and keep the participants free from all adult ambition and glory.
5. All youth programs and leagues shall provide equal playing time for all participants.
6. All youth programs that are specialized (AAU, JO, Elite, Travel) shall not be provided field time or maintenance supported by the City without proper facility reservation forms and fees submitted prior to use.

The City of Keene through the Parks, Recreation and Facilities Director, will continue to grant permission to use City recreational facilities to any organization sponsoring such recreational activities with the understanding that compliance with the following rules is a prerequisite in order to utilize the facilities.

1. All adult programs and leagues will pay to the City of Keene a maintenance fee of \$50 per team.
2. All youth and adult programs and leagues will provide to the City a copy of the year-end financial statement, or upon request of the Director or his/her designee.
3. All youth and adult programs and leagues will provide to the City a copy of the monthly Board minutes, and a designee from the City shall be listed as an Advisory Member to their Board of Directors.
4. The City will maintain a safe playing environment, and reserves the right to cancel use of the facilities for maintenance and or weather related events.
5. Ball field lights are located in Wheelock Park on O'Neal, Durling, NGM, Mike Rogers and Bambino fields. The rate for using the lights is \$50 per day, per field. This rate is applied to all adult programs and leagues. This fee will be charged to youth programs and leagues for practice sessions, including scrimmages and non-traditional seasonal play.
6. All youth and adult programs and leagues shall provide liability coverage for the event, in the amount of \$1,000,000.00, and shall also provide this department with proof of coverage before the activity starts. In all cases, the City of Keene must be listed as an additional insured together with appropriate written endorsement.

Facility Reservation and Use Policy And Rental Agreement

Mission Statement “The mission of the Keene Parks, Recreation and Facilities Department is to provide the citizens of Keene with a quality park and cemetery system, balanced environmental stewardship and diverse programming to inspire and support active lifestyles for all ages throughout the life span.”

Reservation Procedures

Organizations interested in reserving space at our fields or Recreation Center must complete a Field Reservation/Facility Request Form at the Parks and Recreation Office or website. Requests will be classified and handled on an availability basis with the following priorities:

- Programs and activities of the City of Keene Parks, Recreation and Facilities Department will receive priority use of any and all facilities.
- Non-Profit organizations such as youth and/or adult leagues, Girl Scouts and Boy Scouts, church groups & service clubs.
- For Profit organizations such as non-public schools, private individuals, businesses, and organizations.
- The Director and/or his/her designee of Parks and Recreation will approve or deny all facility requests.
- In-season sports will take precedent over out of season sports
- The Parks and Recreation office will collect all fees and necessary paperwork prior to facility use.
- Failure to pay fees or submit paperwork will result in disqualification of request.
- The Parks, Recreation and Facilities Department reserve the right to cancel reservations. If this occurs, the rental group will receive a refund.
- **All building rentals require staffing by a KPRFD Room Supervisor.**

Reservation Fees: The following fees will be assessed upon approval of Facility Reservation Request.

Field(s) Information

Durling	Softball Field		Ripken	Youth Baseball
O'Neal	Softball Field		M. Rogers	Youth Baseball
Hanna	Softball Field		NGM	Youth Baseball
Underwood	Softball Field		Other	

Tournament Fees: Cost associated with weekend field preparation: equipment, work and time.

Tournament	1 day	2 days	Lights*
1 or 2 Fields	\$140	\$265	\$50
3 or 4 Fields	\$265	\$515	\$50

* Lights are located on Durling, O’Neal, Bambino and Mike Rogers. Lights should only be turned on after a 7:00pm start time. PA system is only allowed until 10:00pm

If your organization needs lime for its event there will be a \$10 per bag fee

Instructional Camp Fees: *In accordance of the City of Keene resolution relating to use of city park lands, R–2002-27 states that necessary charges for any reservations shall be set by the Keene Parks, Recreation and Facilities Department to reflect the City’s expense for maintenance for each event and to cover cost for wear and tear on City property. Instructional recreational use shall pay the City of Keene twenty (20) percent of collected registration fees.*

PLEASE NOTE: There is a \$25 key deposit to access the score booth buildings for lights. The building must be locked at the end of your event. Deposit will be refunded to same person who paid it upon return of key. Please arrange to pick up key at Recreation Center, 312 Washington Street, Keene, NH between 8:30 AM and 4:00 PM, Monday - Friday, prior to your event.

Keene Parks and Recreation Center Rooms

Note: No food or drink allowed in carpeted rooms - No alcoholic beverages allowed at the Recreation Center.

Room:	Dimension in Ft.	Flooring
Gym	104 x 80	Wood
Multi-Purpose (large groups)	88 x 60	Tile
Room 11 (up to 20 people)	18 x 20	Tile
Room 12 (fixed seating for 12)	18 x 20	Tile
Room 14 includes kitchen	44 x 35	Tile
Room 22 (up to 50 people)	41 x 18	Carpet
Room 24 (fixed seating for 12)	14x42	Tile

Maintenance Fee

The following additional fees will be assessed for any custodial, maintenance, or parks department for any work that is required outside of the regular working hours i.e. (weekends and evenings). These fees will be itemized and billed to the reserving organization once the duration of the facility reservation is completed.

Custodial Cleanup - \$125 per day

Building Supervisor- \$15 per hour

Certificate of Insurance

The user shall provide liability coverage for the event, in the amount of \$1,000,000.00, and shall also provide this department with proof of coverage before the activity starts. In all cases, the City of Keene must be listed as an additional insured together with appropriate written endorsement.

*All programs that use our ball fields and the recreation center will be asked to issue a Certificate of Insurance.

Building Use before and after business hours

The Recreation Center cannot be used without a City of Keene Recreation Room Supervisor in the building when meetings, specific sport practices, etc. are taking place. The fee of the extra coverage outside our normal business hours will be charged to the group who is using the facility.

Special Permits and Licenses

If your organization will be hosting a road race/ walk or using public ways please check in at the City Clerk's office for the proper permits.

Maintenance Fee

If your organization is using City of Keene fields and hosting out of town players to partake in your league, your organization shall pay the City of Keene Parks, Recreation and Facility Department a \$50 fee per team.

Alcohol Licenses

Sec. 6-28. - Same—Exceptions.

(a) Establishments holding a valid license from the state liquor commission to serve alcoholic beverages or liquor with food may also serve alcoholic beverages or liquor out-of-doors and on public ways when permitted to do so by the city council.

(b) Consumption of any alcoholic beverage is permitted:

(1) In the designated family picnic areas in Wheelock Park and the camping area at Wheelock Park by groups of ten or less persons with a special permit.

(2) In the designated family picnic area in Wheelock Park and the camping area at Wheelock Park by groups of 11 or more by written permission from the director of parks, recreation and facilities, which permission shall only be given to a responsible representative of such group, which representative will be held responsible for the cleanup of the area used by it and the general decorum of the group, its members, and guests.

(3) In the designated L-shaped area approximately 30 feet wide that is immediately south of O'Neal Field right field and southwest of Durling Field left field in Wheelock Park. This exception may be suspended for cause by the Parks, Recreation and Facilities Director.

(4) By special permission of the City Council in other public places.

Ball Field Lights

Ball field lights are located in Wheelock Park on O'Neal, Durling, NGM, Mike Rogers and Bambino fields. The rate for using the lights is \$50 per day, per a field. This fee will be included in your invoice for any tournament.

New Hampshire RSA 485-A

House Bill 295 was signed into law in 2013. It went into effect January 1, 2014. All those that qualify as a Youth Skill Camp(s) by this RSA must comply with all parts of this law including certification to the New Hampshire Department of Environmental Services ("Department"). Individuals or entities requesting reservation space for youth skills camps should read and comply with the requirements of the statute. Evidence of compliance with the statute must be submitted to the Parks and Recreation Department at the time of reservation.

RSA 485-A:23 Definitions II. "Youth skill camp" means a nonprofit or for-profit program that lasts 8 hours total or more in a year for the purpose of teaching a skill to minors. Such camps include, but are not limited to, the teaching of sports, the arts, and scientific inquiry.

RSA 485-A:24 Recreation Camp License; Youth Skill Camp Certification of Criminal Back Check.-
II.(a) No person or entity shall for profit or for charitable purposes operate any youth skill camp, as defined in RSA 485-A:23, II, without maintaining an appropriate policy regarding background checks for camp owners, employees and volunteers who may be left alone with any child or children. Certification of background checks shall be made to the department demonstrating that no individual has a criminal conviction for any offence involving:

- (1) Causing or threatening direct physical injury to any individual; or
- (2) Causing or threatening harm of any nature to any child or children.

(b) Any person or entity required to perform background checks and provide certification to the department pursuant to subparagraph (a) shall pay a fee of \$25 to the State of NH.

Park

The definition of a park is a small or large public green space within the City, used for active or passive recreational purposes. By this meaning the City of Keene has declared the following parks that are maintained by the City of Keene Parks, Recreation and Facilities Department; 93rd

Street Corner, Ash Swamp Brook, Ashuelot River Park, Beaver Brook Falls, Beech Hill Preserve, Carpenter Field, Central Square, Dinsmoor Woods, Ellis-Harrison Park, Fuller Park, Greater Goose Pond Forest, Hickey-Desilets Park, Kennedy Drive Park, Ladies' Wildwood Park, North Central Park, Rail Road Square, Robin Hood Park and Forest, Shadow Lake, Skate Park, Stearns Hill, Three Mile Swamp, Water Street Basketball Courts and Wheelock Park. Within these claimed City parks the following rules apply.

- 1) No Smoking within 100 feet of ball fields, play escapes and Recreation Center
- 2) No metal detecting
- 3) No Alcohol use unless it is listed within the Alcohol Policy (Sec. 6-28.) and proper licenses is given
- 4) No Glass bottles within any parks (Sec. 58-61.)

City of Keene Parks, Recreation and Facilities Departments Facility Field Application

Applicant (must be 18) _____ Telephone _____

Address _____

Organization _____

Address of Organization _____

Type of Activity Planned _____

Date of Activity _____ Time of Activity (start and end) _____

How Many People Expected _____

Will there be fees or sales? _____ If yes, briefly describe _____

Is your organization non-profit? _____ Does your organization have liability insurance
(Liability insurance is required.)

Durling	Fri	Sat	Sun		Ripken	Fri	Sat	Sun
O'Neal	Fri	Sat	Sun		M. Rogers	Fri	Sat	Sun
Hanna	Fri	Sat	Sun		NGM	Fri	Sat	Sun
Underwood	Fri	Sat	Sun		Other	Fri	Sat	Sun

Tournament Fees: Cost associated with weekend field preparation: equipment, work and time.

Tournament	1 day	2 days	Lights*
1 or 2 Fields	\$140	\$265	\$50
3 or 4 Fields	\$265	\$515	\$50

* Lights are located on Durling, O'Neal, Bambino and Mike Rogers. Lights should only be turned on after a 7:00pm start time. PA system is only allowed until 10:00PM

**All tournament games will start no earlier than 9:00AM.

Number of bags of lime needed: _____ @ \$10.00 per bag.

No glass beverage containers are allowed in the parks (City ordinance Sec 58-61)

Is an Alcohol Permit requested Yes _____ No _____ (City ordinance Sec 6-28)

Keene Parks and Recreation Center- Rooms requested- Circle which room(s) being requested

Room:	Dimension in Ft	Flooring	Cost if Non Profit	Cost if For Profit
Gym	104 x 80	Wood	\$40.00	\$80.00
Multi-Purpose (large groups)	88 x 60	Tile	\$25.00	\$50.00
Room 11 (up to 20 people)	18 x 20	Tile	\$10.00	\$20.00
Room 12 (fixed seating for 12)	18 x 20	Tile	\$15.00	\$30.00
Room 14 includes kitchen	44 x 35	Tile	\$15.00	\$30.00
Room 22 (up to 50 people)	41 x 18	Carpet	\$15.00	\$30.00
Room 24 (fixed seating for 12)	14x42	Tile	\$15.00	\$30.00

Note: No alcoholic beverages allowed at the Recreation Center. Rooms are charged per hour.

All trash from scheduled event must be placed in trash receptacles or dumpster at end of event.

All parties using the City of Keene Parks, Recreation Facilities Department facilities pursuant to this rental agreement shall possess any and all licenses, rights, or other permission required by law to prevent infringement and/or the unauthorized use of any trademarks, copyrights, and/or other intellectual property rights. Moreover, in consideration for granting permission to use the Parks, Recreation and Facilities Department facilities, the user and his/her/its respective successors and assignees covenants and agrees to indemnify and hold harmless the City of Keene, its officers, agents, and employees, from and against any and all claims, damages, costs, losses, expenses, and fees, including but not limited to reasonable attorneys' fees, it may suffer as a result of any and all claims, demands, costs, liability, or judgments against it for bodily injury and property damage and for alleged infringement and/or unauthorized use of any trademarks, copyrights, and/or other intellectual property rights, arising from or related to the user's use of the facilities.

By signature hereupon you agree to accept responsibility for the activity described above and for the security of the building upon completion of the activity.

 Signature Date
 _____ **FOR DEPARTMENT USE ONLY** _____

Certificate of Insurance on file: _____
 Room/Field RATE _____
 NUMBER OF HOURS _____ Sub Total _____
 Custodial Cleanup (\$125 per day) _____
 Building Supervisor (\$15 per hour) _____
Total Cost _____

Application approved/ Not Approved _____
Date and time



CITY OF KEENE

R-2009-28

Nine

In the Year of Our Lord Two Thousand and

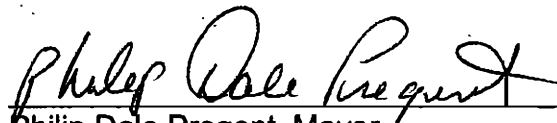
A RESOLUTION Rescinding Resolution R-88-39-A and adopting a fee
..... schedule for the use of the Recreation Center

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

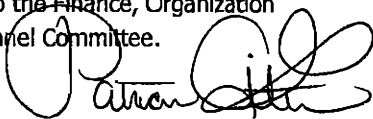
- Whereas: The City of Keene has a Recreation Center and;
- Whereas: The Recreation Center has a number and variety of spaces available for indoor rental; and
- Whereas: A comparative survey with Keene State College and the Keene School District showed that the fees for rental of these spaces should be raised; and
- Whereas: The fees should reflect the increased electrical, fuel and staffing costs.

Now Therefore Be It Resolved by this City Council of the City of Keene, that Resolution R-88-39-A, which was adopted January 19, 1989, is rescinded.

And Be It Further Resolved that the attached fee schedule for the Keene Recreation Center is hereby adopted.


Philip Dale Pregent, Mayor

In City Council December 3, 2009.
Referred to the Finance, Organization
and Personnel Committee.



City Clerk

PASSED

December 17, 2009

A true copy; attest.



City Clerk

proposed

GROUP REQUESTING	ACTIVITY	CHARGES -	GYM	MULTI-PURPOSE ROOM	LARGE ROOMS 14,21,22	ALL OTHER ROOMS
City/School sponsored	Any	Doesn't Matter	0	0	0	0
Non-Profit	Youth Rec Program	No Fee or Sales	0	0	0	0
Non-Profit	Youth Rec Program	Fees Charged or Sales	\$20/hour	\$15/hour	\$10/hour	\$5/hour
Non-Profit	Any	No Fees or Sales	\$30/hour	\$25/hour	\$15/hour	\$10/hour
Non-Profit	Any	Fees Charged or Sales	\$40/hour	\$30/hour	\$20/hour	\$15/hour
Non-Profit	Adult Recreation	None or Washout Charge	\$20/hour	\$15/hour	\$10/hour	\$5/hour
Profit-Making	Recreational	No Charges or Sales	\$40/hour	\$30/hour	\$20/hour	\$10/hour
Profit-Making	Non-Recreational	No Charges or Sales	\$75/hour	\$50/hour	\$50/hour	\$30/hour
The above fees reflect rental of space only during regular operating hours of the Recreation Center.						
There would be additional charges if a building supervisor must be specially assigned or if a setup and/or cleanup is required.						
The Parks and Recreation Director may waive the fee in special instances.						



CITY OF KEENE

In the Year of Our Lord One Thousand Nine Hundred and Seventy-Seven

A RESOLUTION Relating To Use Of City Recreation Facilities

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

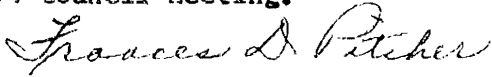
BE IT RESOLVED THAT the City Council adopt the attached goals and rules for the use of recreation facilities by organizations sponsoring youth athletic programs in order to attempt to assure that there are reiterable regulations and goals for the use of these facilities which will enhance and improve the program while giving due consideration to the general interest of the citizens of the City of Keene.

This resolution supercedes R-77-16.

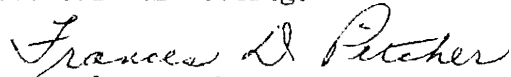


 George M. Rossiter, Mayor

In City Council September 1, 1977.
 Voted to postpone until September 15,
 1977 Council Meeting.


 Frances D. Petcher
 City Clerk

In City Council September 15, 1977.
 Voted to table until the October 6,
 1977 Council Meeting.


 Frances D. Petcher
 City Clerk

GOALS AND RULES FOR THE USE OF CITY FACILITIES AND CITY FUNDS BY
YOUTH ORIENTED PROGRAMS INVOLVING CHILDREN BELOW AGE 14

The City of Keene, through the City Manager and the Director of Parks and Recreation, will continue to give permission to use City recreational facilities to any organizations sponsoring youth athletic programs provided that the programs meet the following goals.

1. That the organizations sponsoring an athletic program provide an opportunity for youths in the Community to learn basic fundamentals of the athletic activity and to enjoy participation and competition in such activities so that they can appreciate the activity, learn the fundamentals of the activity, participate in the activity, improve physical development from the activity and thus become a happy and better person.
2. That the athletic programs also include as objectives the development of positive social values and character traits, good citizenship, physical and mental health and a sound knowledge and appreciation of the activity.
3. That the sponsoring organization will keep the welfare of the youth participants at its prime goal and keep the participants free from all adult ambition and glory.
4. That the organization not unduly emphasize the concept of all star or exhibition teams.

The City of Keene, through the City Manager and the Department of Parks and Recreation, will continue to give permission to use City recreational facilities to any organizations sponsoring such activity programs with the understanding that compliance with the following rules is a prerequisite to the programs.

1. That all youths in the Community who are interested in participating in the athletic programs be placed on a team according to their age group with the intent of creating balanced teams, except those found physically or emotionally unqualified by the Medical Advisory Board.
2. That all youths be given an opportunity to participate in every game except those found physically or emotionally unqualified by the Medical Advisory Board.
3. That the minimum and maximum length and number of innings, quarters or periods that the youths play will be approved by the Director of Parks and Recreation. The Director in concert with the Medical Advisory Board and the sponsoring organizations will determine the minimum and maximum playing times for each activity.
4. That no youth who makes a conscientious attempt to attend practices and meetings will be penalized for his inability to participate in practices and games due to religious holidays or observances or because of important family occasions.

5. That the City will establish a Medical Advisory Board for athletic programs and the sponsoring organizations will cooperate with that Board and meet annually or more frequently as requested by the Medical Advisory Board.
6. Training clinics for team members, assistants, officials and coaches will be established by the Parks and Recreation Department.
7. That the sponsoring organization and the Recreation Department will insure that all teams have even practice times. All fields, if needed, will be assigned for practice and games by the Director of Parks and Recreation.
8. That the Parks and Recreation Department will have a voting member on the organization sponsoring committee.
9. The City of Keene Parks and Recreation Department will assist in
 - a. Securing and maintaining athletic fields for the activity.
 - b. Procuring the necessary safe equipment if the organization needs this type of assistance.
10. That the safety and health of the participants be protected by the mandatory requirement of acceptable equipment and devices including those in the personal possession of the participants, as determined by the Medical Advisory Board.

Adopted by City Council (R-77-47)

October 6, 1977

Frances D. Pitcher
City Clerk