

A regular meeting of the Keene City Council was held Thursday, January 21, 2016. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, Jay V. Kahn, Randy L. Filiault, Thomas F. Powers, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. The Mayor noted his intent to provide a brief history of each of the Councilors service on the governing body, noting he would begin this evening with an overview of Councilor Greenwald's service. He went on to note that Councilor Greenwald's service on the City Council spans from 1994 to the present with a short break in between. He spoke about the Committees that Councilor Greenwald served on including most recently serving as Chair of the Finance, Organization and Personnel Committee since 2012. Councilor Greenwald led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the December 17, 2015 meeting was duly seconded. The motion passed with a unanimous vote in favor. A motion by Councilor Greenwald to accept the minutes from the January 1, 2016 meeting with the correction of Councilor Manwaring's attendance was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS – MAYOR

The Mayor reminded the Councilors that a CIP Tour will be held on Saturday, January 23, 2016 at 8:30 AM at the Michael E.J. Blastos Community Room. He went on to announce that the Finance, Organization and Personnel Committee will start its review of the CIP with an early start time on Thursday, January 28, 2016 and Thursday, February 11, 2016.

PRESENTATION – HONEYWELL – ESCO PROJECT PERFORMANCE

The Mayor invited Park, Recreation and Facilities Director Andy Bohannon to come forward. Mr. Bohannon explained this evening the Council would receive an update from Rudy Cartier of Honeywell on the City's ESCO Project - year three cost avoidance. He went on to provide some background on the project for the Council before inviting Mr. Cartier forward.

Rudy Cartier, of Honeywell Building Solutions stated that he is the Project Lead on the City of Keene ESCO Project. He continued he was present this evening to provide an overview report on the project. With the aid of a PowerPoint presentation Mr. Cartier began with a timeline of the development of the project and the steps taken to implement thus far. He then provided a broad overview of the project explaining the baselines used to create estimates for cost avoidance in areas such as electrical, propane and fuel oil usage. He noted that they looked at January 2007 to December 2008 relative to electrical usage and took a two year average for the same time period relative to deliveries and usage of fuel oil and propane. They also looked at baseline carbon usage and provided a projection relative to annual carbon savings.

Mr. Cartier continued that the total project cost was \$1,906,081, and included a scope of work involving the following: lighting efficiency improvements, building envelope improvements, energy management controls and system improvements, heating system improvements, installation of de-stratification fans in the Recreation Center Gymnasium, chiller replacement at

City Hall, solar photovoltaics for City Hall, and propane bulk storage and purchase at 350 Marlboro Street.

He went on to talk about the calculations and adjustments used to determine cost avoidance. He described how variations in weather conditions from year to year are factored into determining the cost avoidance results. He then provided cumulative results for the last three years that demonstrated a savings of \$996,803 over the three year period. This far exceeded the guarantee provided by Honeywell. He then went on to talk specifically about actual savings in the focus areas of electrical, propane/fuel oil usage and emission reductions. The report also provided an energy usage cost avoidance summary by facility. He noted that in year three the emission reduction was 683 tons of CO₂e. At this point Mr. Cartier offered to answer any questions.

Councilor Jacobs spoke about the project cost, and asked when the City will see a payback on this project. Mr. Cartier stated the City is saving about \$250,000 annually. The City has also avoided about \$996,000 in costs. He estimates that in six years the project will have paid for itself, and the changes made will continue to provide energy cost avoidance for another 15 years.

Councilor Clark asked if there are other areas the City will look at where more savings can be realized moving forward. Mr. Cartier stated that he is actively working with Mr. Bohannon and his staff to look for other opportunities.

Councilor Richards stated he believed the original payback was in 11 and half years. The Mayor agreed that was accurate at the time of the original contract. Councilor Richards added that he is curious if this was paid for by a bond and if so was the term on the bond the same length as the estimated payback timeframe. He would like a comparison of what we are paying to settle the bond versus what we are saving each year. The Mayor stated that staff would get back to the Council with an answer to the question.

Councilor Kahn asked as the staff starts to benchmark where the city might go from here, what was the reasonable payback period on a project such as this. Mr. Cartier stated that it is very project specific. They have done projects that are strictly related to energy savings. They have also done projects where capital improvements are included at the same time because the energy savings will offset the cost of those improvements. These projects are based on what the client's needs are and the length of time by which they want to reach the payback period.

The City Manager stated that for the benefit of the public and new Councilors, when the City went through the process to identify energy savings measures there were a lot of possibilities. He added that the Energy Grade Audit that was done is available online. He noted this program did provide for some capital improvements, and some were related to reducing emissions as opposed to straight energy savings. There was a blend of projects pushed out the payback period a couple years, but that is because the City did not focus solely on energy savings.

Councilor Sutherland stated the solar panels on City Hall spend a number of winter hours in the shade. He asked if there might be a better location on a City facility to locate the panels for optimal use. Mr. Cartier stated if they were in more wide open areas there would be a quicker payback. For these particular units the anticipated savings are being exceeded. The Mayor

added the solar panels were done as a demonstration project because of the visibility of the City Hall site.

There were no further questions from the Councilors. The Mayor thanked Mr. Cartier and Mr. Bohannon for their update on this important project.

NOMINATIONS

The Clerk announced that Councilor Clark had indicated he would not be in a position to continue serving as the council representative to the Heritage Commission. This nomination was removed for the slate of nominees. The following nominations to City boards and commissions were received from the Mayor: Robert Sutherland to serve as a regular member on the Airport Advisory Committee for a term to expire December 31, 2018; Steve Hooper to serve as a regular member on the Ashuelot River Park Advisory Board for a term to expire December 31, 2017; Charles Redfern to serve as a regular member on the Ashuelot River Park Advisory Board for a term to expire December 31, 2018; Joshua Greenwald to serve as a regular member on the Assessors Board for a term to expire December 31, 2017; reappoint Mari Brunner to the Cities for Climate Protection for a term to expire December 31, 2018; Gary Lamoureux to serve as a regular member on the Cities for Climate Protection for a term to expire December 31, 2017; Megan Straughen to serve as a regular member on the Cities for Climate Protection for a term to expire December 31, 2018; Larry Dachowski to serve as a regular member on the Cities for Climate Protection for a term to expire December 31, 2018; David Bergeron to serve as an alternate member on the Historic District Commission for a term to expire December 31, 2018; Paul Cooper to serve as an alternate member on the Historic District Commission for a term to expire December 31, 2018; Reverend Michael Hall to serve as a regular member on the Martin Luther King, Jr./Jonathan Daniels Committee for a term to expire December 31, 2018; Jay Kahn to serve as a regular member on the Partner City Committee for a term to expire December 31, 2017; reappoint Dawn Thomas-Smith to serve as a regular member on the Partner City Committee for a term to expire December 31, 2018; Karen Parsells to serve as a regular member on the Partner City Committee for a term to expire December 31, 2018; Kathy Frink to serve as a regular member on the Partner City Committee for a term to expire December 31, 2018; Chris Cusack to serve as a regular member on the Planning Board for a term to expire December 31, 2017; George Hansel to serve as a regular member on the Planning Board for a term to expire December 31, 2017; James Duffy to serve as an alternate member to the Planning Board for a term to expire December 31, 2018; Richard Berry to serve as a regular member on the Southwest Regional Planning Commission for a term to expire December 31, 2019; and Kathy Snow to serve as a regular member on the Trustees of Trust Funds for a term to expire December 31, 2018. The confirmations will occur at the next regular meeting

APPOINTMENT – SPECIAL COMMITTEE – RECRUITMENT OF A CITY MANAGER

The following appointments to the Recruitment of a City Manager Special Committee were received from the Mayor: Janis Manwaring, David Richards, Carl Jacobs, Thomas Powers, Jay Kahn and Mitchell Greenwald as regular members. Mayor Lane would serve as the Chair. A motion by Councilor Greenwald was duly seconded to accept the Mayor's appointments. The

motion passed with a unanimous vote in favor. The Mayor announced the first meeting will be Monday, January 25, 2016 at 8:00 AM.

VACANCY DECLARATIONS

A memorandum was received by the Mayor to declare the following vacancies: Kevin Provost as a regular member on the Airport Advisory Committee; Jamie White as a regular member on the Ashuelot River Park Advisory Board; Lynne Wagner as an alternate member on the Partner City Committee; and Lily Hart as an alternate member on the Partner City Committee. The memorandum was filed into the record.

CONFIRMATIONS

The Clerk noted that Emily Coey's nomination had originally been presented as an alternate, but the Mayor was moving her nomination to a regular membership position. A motion was made by Councilor Greenwald and duly seconded to confirm the following nominations: Emily Coey to serve as a regular member on the Bicycle/Pedestrian Path Advisory Committee for a term to expire December 31, 2018; Kevin Dremel to serve as a regular member on the Heritage Commission for a term to expire December 31, 2018; and Barry LeClair to serve on the Assessors Board for a term to expire December 31, 2018. On a roll call vote, with 15 Councilors present and voting in favor the motion carried. CONFIRMATION

A motion was made by Councilor Greenwald and duly seconded to confirm the following nominations: James Duffy to serve as a regular member on the Historic District Commission for a term to expire December 31, 2018. On a roll call vote, with 15 Councilors present and voting in favor the motion carried.

COMMUNICATION – MARY ARNOTT – EVERSOURCE SUBSTATION ON ROUTE 12 – TREE CUTTING ALONG ROUTE 12

A communication was received from Mary Arnott requesting an opportunity to discuss the proposed site of new power lines from the substation on Route 12. The Mayor explained that the location was within the State Right of Way and the City of Keene has no local jurisdiction. The communication was filed in the record.

COMMUNICATION – GREG PREGENT – RESIGNATION – BICYCLE/ PEDESTRIAN PATH ADVISORY COMMITTEE

A communication was received from Greg Pregent resigning from his position on the Bicycle/Pedestrian Path Advisory Committee. A motion by Councilor Greenwald to accept the resignation with regret and appreciation for service on the board was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – KAREN CHABOT – RESIGNATION – MARTIN LUTHER KING, JR./JONATHAN DANIELS COMMITTEE

A communication was received from Karen Chabot resigning from her position on the Martin Luther King, Jr./Jonathan Daniels Committee. A motion by Councilor Greenwald to accept the resignation with regret and appreciation for service on the board was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – HUNDRED NIGHTS, INC. – LODGING HOUSE LICENSE

A communication was received from Mindy Cambiar of the Hundred Nights Inc., requesting to renew to their Lodging Housing License at Hundred Nights Inc. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – CHARLES REDFERN/PATHWAYS FOR KEENE, INC. – REQUEST TO USE CITY PROPERTY – 4 ON THE 4TH ROAD RACE

A communication was received from Charles Redfern of Pathways for Keene, Inc., requesting permission to use City property for their 14th Annual 4 on the 4th Road Race. The request was referred to the Planning, Licenses and Development Committee.

MSFI REPORT – PERIODIC REPORT – LIBRARY BOARD OF TRUSTEES

Municipal Services, Facilities and Infrastructure Committee report read recommending the report from the Library Board of Trustees be accepted as informational. The report was filed as informational.

MSFI REPORT – EXTENSION OF VICTORIA STREET AND REMOVAL OF SIDEWALK ON SOUTH SIDE OF WATER STREET

Municipal Services, Facilities and Infrastructure Committee report read recommending the communication regarding the Victoria Street Extension and the removal of the sidewalk on the south side of Water Street be accepted as informational. The report was filed as informational.

MSFI REPORT – NH RT.9/BASE HILL ROAD INTERSECTION IMPROVEMENT PROJECT – LANDSCAPE AGREEMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a landscape agreement with New Hampshire Department of Transportation for the Base Hill/Route 9 intersection. 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 – LIBERTY UTILITIES INCIDENT – REPORT OUT

Municipal Services, Facilities and Infrastructure Committee report read recommending the report out on the Liberty Gas incident be accepted as informational. The report was filed as informational.

MSFI REPORT – LOCAL EMERGENCY OPERATIONS PLAN

Municipal Services, Facilities and Infrastructure Committee report read recommending the 2015 Local Emergency Operations Plan be accepted and that the City Manager and Emergency Management Director be authorized to implement the plan. The Mayor referred back to the Municipal Services, Facilities and Infrastructure Committee.

PLD REPORT – REQUEST TO USE CITY PROPERTY – ICE AND SNOW FESTIVAL

Planning, Licenses and Development Committee report read recommending 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 driveway entrance at the Monadnock Developmental Services Building for the 2016 Ice and Snow Festival on Saturday, February 6, 2016 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the City Council; submittal of written consent from MDS to use their parking area; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff. A motion by Councilor Richards to carry out the intent of the report was duly seconded. A motion to amend the Committee report to include the use of parking spaces for placement of ice carvings with the number and locations to be determined in conjunction with City staff was duly seconded. The motion passed with a unanimous vote in favor. Relative to the previous motion, voted unanimously to carry out the intent of the report as amended.

FOP REPORT – HIGHWAY SAFETY GRANT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept \$11,518.20 in reimbursement funding from the New Hampshire Highway Safety Agency to fund DWI enforcement patrols in the City of Keene. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – REQUEST TO ACCEPT A MONETARY DONATION

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a donation of \$35.98 from Deveda Prochilo, a resident of Orange, Florida. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – REQUEST TO ACCEPT A DONATION – PARTNER CITY COMMITTEE

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a donation in the amount of \$250.00 from Mary Louise Monahan for the Partner City Committee fund. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor

FOP REPORT – SOLE SOURCE – HOLLAND COMPANY – CHEMICAL SUPPLIER

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a two year contract with the Holland Company for Epic-525 at a cost not to exceed \$1.62 per gallon for calendar 2016 and \$1.75 per gallon for calendar year 2017. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – INTER-MUNICIPAL AGREEMENT WITH ROXBURY FOR WATERSHED PATROLS

Finance, Organization and Personnel Committee report read recommending the City Council authorize the City Manager to do all things necessary to negotiate and execute an Inter-municipal Agreement with the Town of Roxbury, NH for the purpose of providing security patrols on City owned land in Roxbury. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. Councilor O'Connor requested he be recused due to his employment as Police Chief in Roxbury. A motion by Councilor Greenwald to grant Councilor O'Connor's request for recusal was duly seconded. The motion passed with a unanimous vote in favor. Councilor O'Connor abstained. Relative to the previous motion to carry out the intent of the report, the motion passed with 13 voting in favor and Councilor O'Connor abstaining. Councilor Chadbourne was absent from the room for this vote.

CITY MANAGER – COMMENTS

The City Manager stated that he has invited City Councilors to come and meet with him, and he encourages City Councilors to continue doing this. He noted he will be bringing something forward to the Council with the help of Assistant City Manager Rebecca Landry, and part of the focus will be on ways the City might improve customer service and provide some direction. He continued that he would like to provide an update of things that City staff have been doing. He continued that via Chief Howard he was made aware that on December 19, 1859 the first gas lines were installed in Keene, which is 156 years to the day of our recent Liberty Gas incident. He continued he likes to use part of his comment period to update the Council on things that City staff are doing. With that in mind, he went on to state that Donna Hanscomb notified him that four Public Works employees have recently earned their Wastewater Treatment Licenses, and those employees are: Morgan Bartley, Drew Armstrong, David Harris and Zack Adams. He noted the Eric Swope's daughter Mia recently received a New England Water Environment Association scholarship. He continued that the Keene Police Department recently awarded Seth Clark a Citizens Appreciation Award for his efforts in alerting the police that his grandmother's purse had been stolen. He is six years old. He quickly and articulately notified the police of the crime allowing them to apprehend the person that has stolen it and retrieve the stolen item. He continued that the Monadnock Center for Violence Prevention recently awarded the Partners in Justice Award, to Tim Peloquin and Brian Costa. He continued the City Clerk has posted the list of pending legislation online and the staff is actively following bills that might have an impact on City operations. A Legislative Delegation Meeting will be held in the near future. As needed, City staff will testify on bills that would have a direct impact on City operations. He noted the City Clerk has provided the Council with a copy of her testimony on SB364 dealing with Chief

Election Officials as well as testimony from Police Chief Brian Costa relative to HB1619 relative to the use of Narcan. Councilors can routinely expect to see any formal written testimony provided to the house and senate. He continued that Parks and Recreation Director Andy Bohannon wanted to provide information on a presentation that Paragon Digital Marketing has placed on their website to market Keene. The website address will be shared with Councilors so they can take a look. The City Manager ended that the City will be providing the Council with updates on our social media presence. He went on to speak about the Library Facebook page specifically, noting that in the past 28 days 8,219 people were served by this page. He provided some other statistics on the utilization of this page as well.

2017-2022 PROPOSED CAPITAL IMPROVEMENTS PROGRAM

The Mayor invited Steve Thornton, Finance Director, to come forward for the presentation of the 2017-2022 CIP. Mr. Thornton stated that the CIP books have been distributed to the Council. He provided a brief description on the organization of the CIP book for the benefit of our new City Councilors and the public. He went over the format and flow of the document as well as how and where information is being presented. Mr. Thornton went through the book and identified various sections, providing information on each that would be helpful when reviewing the CIP book. He went on to talk about the various funds included in the CIP. He ended that the book is published on the City website under the Finance Department page. The memorandum was referred to the Finance, Organization and Personnel Committee and the Planning Board. The Mayor set a Public Hearing for Thursday, March 3, 2016 at 7:00 PM.

QUARTERLY REPORTS

Attendance Reports for the fourth quarter of calendar year 2015 for the Municipal Services, Facilities and Infrastructure Committee; the Planning, Licenses and Development Committee; and the Finance, Organization and Personnel Committee were submitted by the Committee Chairs. The reports were accepted and filed into the record.

MEMORANDUM – STEVE THORNTON AND RESOLUTION R-2016-02: RELATING TO FISCAL POLICIES

A memorandum was received from the Fire Chief along with Resolution R-2016-02: Relating to Fiscal Policies. The memorandum was filed as informational. Resolution R-2016-02 was read for the first time. The Resolution was referred to the Finance, Organization and Personnel Committee.

FOP REPORT AND RESOLUTION R-2015-42: FOR THE ABSOLUTE DISCONTINUANCE OF A PORTION OF SUMMIT ROAD

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2015-42. The report was filed as informational. Resolution R-2015-42: For the Absolute Discontinuance of a Portion of Summit Road was read for the second time. A motion by Councilor Manwaring for adoption of the Resolution was duly seconded. On showing of

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hands, with 15 Councilors present and voting in favor, the motion carried. Resolution R-2015-42 declared adopted.

FOP REPORT AND RESOLUTION R-2011-32: FOR THE DISCONTINUANCE OF A PORTION OF SUMMIT ROAD

Finance, Organization and Personnel Committee report read recommending Resolution R-2011-32 be defeated. The report was filed as informational. Resolution R-2011-32: For the Discontinuance of a Portion of Summit Road was read for the second time. A motion by Councilor Manwaring for adoption of the Resolution was duly seconded. Councilor Manwaring explained this was a housekeeping matter to clear this item off the agenda due. She urged the Council to defeat this resolution as this matter was dispensed with through the adoption of Resolution R-2015-42. On showing of hands, with 15 Councilors present and voting in opposition, the motion carried. Resolution R-2015-42 declared defeated.

NON-PUBLIC SESSION

At 8:26 PM, a motion by Councilor Greenwald to go into non-public session for the purposes of personnel under RSA 91-A:3 II(a) and (b) and to discuss a litigation matter under 91-A:3 II (e) was duly seconded. On a roll call vote, 15 Councilors were present and voted in favor. A brief recess was called. The discussion in nonpublic was limited to the subject matters. The session concluded at 9:15 PM. A motion by Councilor Greenwald to keep the minutes in non-public session was duly seconded. On roll call vote, 15 Councilors were present and voting in favor.

RELEASE OF NON-PUBLIC MINUTES

On motion by Councilor Greenwald, voted unanimously to unseal the non-public minutes of December 3rd and December 17th relating to the hiring and compensation of Medard Kopczynski as City Manager. The reason for the minutes remaining non-public is no longer applicable.

ADJOURNMENT

At 9:19 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

City Clerk