

A regular meeting of the Keene City Council was held Thursday, May 19, 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, 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. Councilor Clark was absent. The Mayor took a moment to recognize Councilor Powers' service. The Mayor continued that Councilor Powers began serving as Ward 5 Councilor in 2012 and has been serving on the Finance, Organization and Personnel Committee since 2012. The Mayor also acknowledged Councilor Powers' 13 years of service as Police Chief. Councilor Powers led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the May 5, 2016 meeting was duly seconded. The motion passed with a unanimous vote in favor.

#### ANNOUNCEMENTS

The Mayor noted that the Goal Setting Meeting will be on Saturday, July 9, 2016. The Mayor reminded the Councilors that they should have received an invitation from the Keene Veterans Council to participate in the Memorial Day Activities on Monday, May 30, 2016. He noted the program is scheduled to start on Central Square at 9:00 AM.

#### PRESENTATION – 4<sup>TH</sup> GRADE WATER SCIENCE FAIR

The Mayor recognized Eric Swope, from Public Works and invited Jack Cahill, Jacob Friedman, Ethan Gray and Ben Greenwald forward. The Mayor stated these were the top four finishers at this year's City of Keene Water Fair and were the top finishers from the State of NH Fourth Grade Water Science Fair in Dover on May 4<sup>th</sup>. Jack Cahill of Wheelock School took 4<sup>th</sup> place at the City Fair with his Global Warming project and 1<sup>st</sup> place at the State Fair. Ethan Gray of Symonds School took 3<sup>rd</sup> place at the City Fair with his research project titled "A Man, A Plan, A Canal. Panama!" and 3<sup>rd</sup> place at the State Fair. Jacob Friedman of Fuller School took 2<sup>nd</sup> at his school fair, 2<sup>nd</sup> at the City Fair and 2<sup>nd</sup> at the State Fair with his project about how and why light rays bend as they pass from air through water. Ben Greenwald of Franklin School took 1<sup>st</sup> place at the City Fair with his project titled "How Different Types of Water Affect Wood Decay" and 4<sup>th</sup> place in the State Fair. The Mayor continued that since Ben Greenwald took 1<sup>st</sup> place, the "travelling" trophy will be at Franklin School for the 2016-2017 school year. Ben has also been invited to throw out the first pitch at the Keene Swamp Bats on June 15, 2016, honoring the "Fourth Grade Water Science Fair Night". The Mayor also thanked Cassie Stepanek, graduated on May 7<sup>th</sup> from KSC, for her volunteer service at our science fair for the past two years.

#### PRESENTATION – THE CHANGE DIRECTION CAMPAIGN – JOHN T. BRODERICK, JR.

The Mayor recognized John T. Broderick, Jr, from Change Direction New Hampshire. Mr. Broderick explained nearly one in every five people, 42.5 million Americans, have a diagnosable mental health condition. The five signs of mental health conditions that can be recognized include: not feeling like yourself?; are you feeling agitated?; are you feeling withdrawn?; not taking care of yourself?; and are you feeling hopeless? He stated the purpose of The Campaign to Change Direction is a collection of concerned citizens, nonprofit leaders, and leaders from the

private sector who have come together to create a new story in America about mental health, mental illness and wellness. This initiative was inspired by the discussion at the White House National Conference on Mental Health in 2013, which came on the heels of the Newtown, Connecticut, tragedy.

#### PUBLIC HEARING – FISCAL YEAR 2016-2017 OPERATING BUDGET (RESOLUTION R-2016-17)

The Mayor called the public hearing to order at 7:20 PM. The Notice of Hearing and Certificate of Publication were read. The Mayor stated the purpose of the evening's hearing is to provide the public an opportunity to speak on the proposed 2016-2017 fiscal year operating budget. This is really the final opportunity to let the Council know of any concerns relative to the proposed budget prior to its adoption. The departmental budgets were prepared and then presented to the City Manager. The City Manager then developed his budget that was subsequently brought forward to the City Council for consideration. The Finance Committee has reviewed this proposed budget during a series of three special meetings. The City has an operating budget of approximately \$63,000,000 and about \$24,000,000 of this is raised through property taxes. The Mayor went on to note he will go through each section of the budget and request public comments on each section.

#### Mayor and City Council - Outside Agencies

The Mayor noted this section includes Outside Agency Funding. He went on to list some of the agencies that receive funding through this budget.

Mindy Cambiar, Executive Director of Hundred Nights began by thanking the Mayor and Council for their past support and urged the Council to consider providing \$20,000 in support to the shelter instead of the \$15,500 that is currently in the budget. She stated that they had 897 more beds over last year. They created a way to sublet the space to the men's shelter. They still had to have staff of which cost \$4,000 due to having the shelter open 78 nights vs. 40 nights.

Susan Ashworth, of Home Healthcare, Hospice and Community Services of 312 Marlboro Street began by thanking the Mayor and Council for their past support for the Meals on Wheels Program and the Friendly Bus and asked for the Council's continued support. They are looking for more support specifically for the Meals on Wheels Program. They deliver meals Monday thru Friday and in the process they complete safety checks on the elderly. They have been level funded for many years and this year they are requesting an additional \$2,500 for a total of \$12,000 to serve 235 meals. Some of the people Home Healthcare, Hospice and Community Services deliver to have only the one meal, which is provided to them through the Meals on Wheels Program.

Peg Monahan, Executive Director of the Keene Senior Center urged continued support for her organization. She requested an additional \$5,000 due to an increased in participation from serving more baby boomers.

Mayor and City Council – Unclassified

Alan Stroshine of 27 Salisbury Road spoke in support of continued funding for the DeMar Marathon, which is sponsored by the Elm City Rotary Club. Mr. Stroshine went on to note the success of the kids DeMar program that encourages local elementary school children to run or walk and to log their progress throughout the Summer, and then to run the last mile of the race on the event day. He noted they have also implemented a very successful senior program for runners in that age group as well. He ended by thanking the City for their support.

Police Department

Toby Tousley of 499 Washington Street was not in support of the new supervisory position for a dispatcher. Mr. Tousley stated that in 2010 there were 4 dispatchers and now there are 4 full-time dispatchers and 3 part-time dispatchers. He stated although both the Police and Fire Departments do an outstanding job, these increases are not sustainable.

Airport

Toby Tousley of 499 Washington Street was an advocate for the Airport. This budget has more than doubled since 2001 and although the airport is a good thing for the community, “throwing money” at it doesn’t seem to be working and the Council needs to consider other alternatives.

Public Works Department

Toby Tousley of 499 Washington Street was in support of the Public Works Department. He stated that this department has not doubled its staffing since 2001 unlike the Police and Fire Department. Councilor Kahn asked for clarification as to whether Mr. Tousley was referring to the total budgets doubling in size or the staffing. Mr. Tousley replied his comments to doubling in size were in reference to the total budget.

At this point, the Mayor asked if there were any general comments on the proposed budget.

Toby Tousley of 499 Washington Street commented that there are a few other ways to reduce taxes. He went on that the taxes are too high to even attract a new City Manager. Mr. Tousley suggested city employees pay for their parking downtown, they have good wages and have no reason to have free parking.

There being no further comments, the Mayor closed the Public Hearing at 8:08 PM for oral comments. Written comments will be accepted until 1:00 PM Tuesday May 24th. Written comments must be signed and submitted to the City Clerk to be included in the record. In addition, a City Councilor who wishes to make an amendment to the proposed budget must submit the text of the proposed amendment, including the line item to be amended, to the City Clerk for inclusion on the Council agenda no later than 4:30 PM on Wednesday, May 25<sup>th</sup>.

A true record, attest:

City Clerk

**APPOINTMENT – AIRPORT MASTER PLAN STUDY ADVISORY COMMITTEE**

The following appointment to the Airport Master Plan Study Advisory Committee was received from the Mayor: Jack Wozmak as a staff member. A motion by Councilor Greenwald was duly seconded to accept the Mayor's appointments. The motion passed with a unanimous vote in favor.

**NOMINATION**

The following nomination to City boards and commissions was received from the Mayor: John P. Rab as an alternate member to the Zoning Board of Adjustment for a term to expire December 31, 2018. The confirmations will occur at the next regular meeting.

**COMMUNICATION – SADIE BUTLER – RESIGNATION – CONSERVATION COMMISSION**

A communication was received from Sadie Butler resigning from her position on the Conservation Commission. A motion by Councilor Greenwald to accept the resignation for service on the board was duly seconded. The motion passed with a unanimous vote in favor.

**COMMUNICATION – PEG BRUCE/KEENE KIWANIS CLUB – REQUEST TO USE CITY PROPERTY – TREE LIGHTING**

A communication was received from Peg Bruce on behalf of the Keene Kiwanis Club, requesting to use City property to produce the 2016 Tree Lighting Celebration on Friday, November 25, 2016. The communication was referred to the Planning, Licenses and Development Committee.

**COMMUNICATION – COUNCILORS TERRY CLARK AND DAVID RICHARDS – FUNDING OF A PRIVATE GAS PIPELINE – RATE TARIFF**

A communication was received from Councilors Clark and Richards requesting that the City Council adopt a resolution opposing the funding of a private gas pipeline through a distribution cost recovery rate tariff. The communication was referred to the Planning, Licenses and Development Committee.

**COMMUNICATION – MAYOR LANE – REQUEST TO USE CITY PROPERTY – FALL FESTIVAL: A CELEBRATION OF COMMUNITY AND CULTURE**

A communication was received from the Mayor requesting to use City property for the Fall

Festival: A Celebration of Community and Culture. The communication was referred to the Planning, Licenses and Development Committee.

**PLD REPORT – USE OF CITY PROPERTY – CLARENCE DEMAR MARATHON**

Planning, Licenses and Development Committee report read recommending The Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 25, 2016, subject to the customary licensing requirements of the City Council, and compliance with any recommendations of City staff. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 17 Community Events Budget, and agrees to remit said payment within 30-days of the date of invoicing. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

**PLD REPORT – USE OF CITY PROPERTY – KEENE MUSIC FESTIVAL**

Planning, Licenses and Development Committee report read recommending The Keene Music Festival be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales and music venues, as well as use of City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the Keene Music Festival on Saturday, September 3, 2016 from 9:00 AM to 10:30 PM. In addition, the applicant is permitted to close off a portion of Church Street from Main Street to the entrance of the Vision Financial parking lot. This permission is granted subject to the customary licensing requirements of the City Council, submittal of a signed letter of permission from City Tire for use of their property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 17 Community Events Budget. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

**PLD REPORT – BAN ON SINGLE USE PLASTIC BAGS**

Planning, Licenses and Development Committee report read recommending this be accepted as informational. The Mayor acknowledged the absence of Councilor Clark and he tabled the report to a future meeting.

**PLD REPORT – CITY MANAGER - PERMISSION TO NEGOTIATE**

Planning, Licenses and Development Committee report read recommending the City Manager be given the authority to negotiate leases and purchase and sales agreements at the Airport only for further review and approval by the City Council. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

**FOP REPORTS – ACCEPTANCE OF DONATIONS – LIBRARY RENOVATION PROJECT;  
ACCEPTANCE OF DONATION – SUMMER MAKER CORPS LIBRARY INTERNS; AND  
ACCEPTANCE OF DONATIONS – COMMUNITY DAY OPEN HOUSE**

Mayor Lane noted that items 3A5 through 3A7, all related to donations would be acted upon with one motion. Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary: to accept donations of \$53,765 listed in the February, March and April 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; to accept a \$6,000 donation from the Friends of the Keene Public Library to be used for the hiring of two Summer Maker Corps Library Interns; and to accept grants and donations associated with the City Community Day/Open House scheduled for June 28, 2016, at the City's Marlboro Street complex. A motion by Councilor Greenwald to carry out the intent of the reports was duly seconded. The motion passed with a unanimous vote in favor.

**FOP REPORTS – ACCEPTANCE OF CHESHIRE COUNTY FUNDING – YOUTH SERVICES; ACCEPTANCE OF AWARD – MONADNOCK ALCOHOL AND DRUG ABUSE COALITION; FY 2015 STATE HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM; AND HOMELAND SECURITY AND EVALUATION PROGRAM GRANT ACCEPTANCE**

Mayor Lane noted that items 3A8 through 3A11, all related to grants would be acted upon with one motion. Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary: to accept and administer funds provided by Cheshire County for Youth Services programs; to accept an award from Monadnock Alcohol & Drug Coalition in the amount of \$2,000 for use by Youth Services; to accept the FY 2015 State Homeland Security Exercise program funds that have been assigned to the Keene Fire Department in the amount of \$14,100 to conduct active shooter warm zone training; and to accept a grant of up to \$5,300.00 from the FY 2015 Homeland Security Grant program for the Keene Police Department and Keene Fire Department to conduct an active shooter table top exercise in conjunction with Keene Public Works, New Hampshire State Police, Keene High School and SAU 29. A motion by Councilor Greenwald to carry out the intent of the reports was duly seconded. The motion passed with a unanimous vote in favor.

**FOP REPORT – EXTENSION OF DEED WAIVER – UNPAID 2012 PROPERTY TAXES**

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to grant an additional 30-day extension, of the deed waiver granted by Council on March 17, 2016 for properties located at 334 Roxbury St. and 15 Cross St. 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 – RECORDS STORAGE AND MANAGEMENT SERVICES – RATE INCREASE**

Finance, Organization and Personnel Committee report read recommending to the City Council that the proposed rate increases for records storage and management services to outside

customers be approved with an effective date of July 1, 2016. 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 – AIRPORT ROAD CULVERT REHABILITATION – CHANGE ORDER #2

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a construction change order with Ted Berry Company for an amount not to exceed \$13,500.00 for the Airport Road Culvert Repair Project. 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 – BABBIDGE RESERVOIR DAM IMPROVEMENT – CHANGE ORDER #1

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a change order with Dubois & King, Inc. for an amount not to exceed \$11,500.00 for the design of the Babbidge Dam Improvements Project. 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 – COSTS ASSOCIATED WITH THE CITY MANAGER RECRUITMENT EFFORTS

Finance, Organization and Personnel Committee report read recommending accepting the Mayor's communication as informational. The report was filed as informational.

#### FOP REPORT – LAND USE CODE UPDATE PHASE 1 – CONSULTANT SELECTION

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to execute a professional services contract with Town Planning Urban Design Collaborative in an amount not to exceed \$65,945 for professional services for the first phase of the Land Use Code Update project. 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.

#### CITY MANAGER – COMMENTS

The City Manager commented that Tara Kessler, Planner, and Rhett Lamb, ACM/Planning Director, were awarded NH Planners Association Project of the Year Award for their work on Complete Streets in this past year. Each year, the NH Planners Association awards one project, program, or tool that is a significant advantage to the cause of planning and demonstrates how a project or program implemented a plan. The City Manager stated the Monadnock Alliance for Sustainable Transportation and the League of American Bicyclists announce that Friday, May 20, 2016 is National Bike to Work Day. MAST invites commuters to stop by Railroad Square in Keene between 6:00 AM and Noon this Friday for free breakfast, giveaways, raffle prizes and more. The City Manager went on to Phase 2 Environmental Assessment kick-off meeting to be

held on Tuesday, May 24, 2016 at 6:00 PM. The meeting will be held in the Delegation Meeting Room (2<sup>nd</sup> Floor) of the original Cheshire County Courthouse, 33 Winter Street. There will be a presentation by the consultants, Stantec Consulting Services, Inc. A meeting notice has been sent to City Councilors, the Edgewood Neighborhood Association and all Airport groups. The City Manager continued with Mike Harness, Solid Waste Operations Foreman in the Public Works Solid Waste Division was awarded the Sammi Izzo Award as the Recycler of the Year by the Northeast Resources Recovery Association at its annual meeting May 15-17, 2016 in Nashua, NH.

#### MORE TIME

More time was granted by the Chair for the following item in Committee: Request to Conduct Homecoming Parade – Keene High School.

#### MEMORANDUM – ACM/HUMAN RESOURCES DIRECTOR AND ORDINANCE O-2016-08: RELATING TO CLASS ALLOCATIONS AND SALARY SCHEDULES

A memorandum was received from Elizabeth Fox, ACM/Human Resources Director, along with Ordinance O-2016-08: Relating to Class Allocations and Salary Schedules. The memorandum was filed as informational. Ordinance O-2016-08 was read for the first time. The Ordinance was referred to the Finance, Organization and Personnel Committee.

#### MEMORANDUM – FINANCE DIRECTOR AND RESOLUTIONS R-2016-11: RELATING TO THE APPROPRIATION OF FUNDS FOR THE CONSOLIDATED INFRASTRUCTURE PROJECT; R-2016-12: RELATING TO THE APPROPRIATION OF FUNDS FOR THE DEFIBRILLATOR REPLACEMENT PROJECT; R-2016-13: RELATING TO THE APPROPRIATION OF FUNDS FOR THE GOOSE POND DAM IMPROVEMENTS PROJECT; R-2016-14: RELATING TO THE APPROPRIATION OF FUNDS FOR THE LIBRARY CAMPUS DEVELOPMENT PROJECT; AND R-2016-15: RELATING TO THE APPROPRIATION OF FUNDS FOR THE RESERVOIR DAM REPAIRS PROJECT

A memorandum was received from the Finance Director along with Resolutions R-2016-11: Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; R-2016-12: Relating to the Appropriation of Funds for the Defibrillator Replacement Project; R-2016-13: Relating to the Appropriation of Funds for the Goose Pond Dam Improvements Project; R-2016-14: Relating to the Appropriation of Funds for the Library Campus Development Project; and R-2016-15: Relating to the Appropriation of Funds for the Reservoir Dam Repairs Replacement Project. The memorandum was filed as informational. Resolutions R-2016-11; R-2016-12; R-2016-13; R-2016-14; and R-2016-15 were read for the first time. The Resolutions were referred to the Finance, Organization and Personnel Committee.

#### MEMORANDUM AND RESOLUTION R-2016-20: RELATING TO AN APPROPRIATION FROM THE DOWNTOWN INFRASTRUCTURE CAPITAL RESERVE FOR LIGHTING IMPROVEMENTS TO THE COMMERCIAL STREET PARKING LOT

A memorandum was received from the Finance Director along with Resolution R-2016-20:

05/19/2016

Relating to an Appropriation from the Downtown Infrastructure Capital Reserve for Lighting Improvements to the Commercial Street Parking Lot. The memorandum was filed as informational. Resolution R-2016-20 was read for the first time. The Resolution was referred to the Finance, Organization and Personnel Committee.

**RESOLUTION R-2016-19: IN APPRECIATION OF NANCY T. BURRIDGE UPON HER RETIREMENT**

Resolution R-2016-19: In Appreciation of Nancy T. Burrige Upon Her Retirement was read by title only. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. The motion passed with a unanimous vote in favor. Resolution R-2016-19 declared adopted.

**ADJOURNMENT**

At 8:41 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

City Clerk