



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
March 15, 2018
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- March 1, 2018

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. New Hampshire Energy Week 2018 Presentations
2015 Greenhouse Gas Emissions Inventory
Honeywell Year 5 Cost Avoidance Overview

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations
Airport Development and Marketing Committee
Heritage Commission
Historic District Commission
Housing Standards Board of Appeals
Building Board of Appeals
Cities for Climate Protection
Martin Luther King, Jr./Jonathan Daniels Committee
Library Board of Trustees
Planning Board
Conservation Commission
2. Nominations
Airport Development and Marketing Committee
Juvenile Conference Committee
3. Appointments - Downtown Revitalization ad hoc Committee

C. COMMUNICATIONS

1. Mari Brunner - Resignation - Cities for Climate Protection Committee
2. Monadnock Progressive Alliance - Requesting Support for their "Ready for 100% Renewable Energy" Campaign
3. Clarence DeMar Marathon - Request to Use City Property
4. Keene Serenity Center - Request to Close a Portion of Carpenter Street
5. Farmer's Market of Keene - Request to Use City Property

D. REPORTS - COUNCIL COMMITTEES

1. Tim Zinn/Let It Shine - Request for Community Event Status - 2018 Keene Pumpkin Festival Brought to You By the Students of the Area's Schools
2. Stormwater and Wastewater Asset Management Planning - Consultant Selection
3. Roxbury Street Bridge Replacement - Consultant Selection
4. Responding to Recruitment Challenges – Keene Police Officers
5. Recommended CIP Changes - FY 2019 - 2024
6. Capital Improvement Program - FY 2019 - 2024
7. Councilor Powers - Considerations for Future CIPs

E. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. CITY MANAGER COMMENTS

F. REPORTS - BOARDS AND COMMISSIONS

1. Planning Board Recommendation - CIP - FY 2019 - 2024
2. Cities for Climate Protection - Seeking Dedicated Planning Staff to work on the Climate Action and Adaptation Plans

G. REPORTS - MORE TIME

1. Councilor Manwaring - License Fees for Events Requiring Staff Protocols
2. FY17 Audit Presentation – Melanson Heath

H. ORDINANCES FOR FIRST READING

1. Relating to the Energy and Climate Committee
Ordinance O-2018-04
2. Relating to Parking Lots
Ordinance O-2018-05

I. ORDINANCES FOR SECOND READING

1. Relating to Probationary Firefighter and Probationary Police Officer
Ordinance O-2018-03

J. RESOLUTIONS

1. All Veterans' Tax Credit
2. Approving an Application for CDBG Funds - MEDC/603 OPTX
Resolution R-2018-07

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, March 1, 2018. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Janis O. Manwaring, Thomas F. Powers, Terry M. Clark, Randy L. Filiault, Bartolmiej K. Sapeta, Margaret M. Rice, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Bettina A. Chadbourne, Stephen L. Hooper, Philip M. Jones and David C. Richards were present. Councilors Carl B. Jacobs and Mitchell H. Greenwald were absent. Councilor Richards led the Pledge of Allegiance. A motion by Councilor Richards to accept the minutes from the February 1, 2018 regular meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS

The Chair announced the annual Legislative Delegation Meeting will be Tuesday, April 3, 2018. The meeting will be in Council Chambers at 6:30 PM.

PRESENTATION – RETIREMENT RESOLUTION – PAUL A. SZOC

The Mayor invited Paul A. Szoc from the Fire Department forward to present him with a Retirement Resolution. The Mayor went on to express the City's gratitude to Mr. Szoc for his dedication, and went on to detail his history of employment with the City of Keene. Mr. Szoc thanked the Mayor for the acknowledgement of his years of service. Mr. Szoc also thanked the City employees for all of their support over the years.

PRESENTATION – RETIREMENT RESOLUTION – TIMOTHY T. MASON

The Mayor invited Timothy T. Mason from the Fire Department forward to present him with a Retirement Resolution. The Mayor went on to express the City's gratitude to Mr. Mason for his dedication, and went on to detail his history of employment with the City of Keene. Mr. Mason thanked the Mayor for the acknowledgement of his years of service. Mr. Mason also thanked the City employees for all of their support over the years.

PUBLIC HEARING – 2019-2024 CAPITAL IMPROVEMENT PROGRAM

The Mayor called the public hearing to order at 7:11 PM. The notice of hearing and certificate of publication were read. The Mayor recognized the City Manager for comment. Ms. Dragon noted the City's Capital Improvement Program is the community's strategic planning tool for projects that exceed \$20,000 in value and have a useful life of five years or more. The effective use of this document is really for advance project planning. The goal is to provide for continued reinvestment in existing assets combined with strategic investing in new assets that are important to Keene's future. She continued this year the departments developed their proposals with an eye towards economic development and redevelopment of the City. Just to give the public a sense of the effort involved, she noted this process began back in August when a memorandum went out to department heads to prepare for their submissions. Over a period of several weeks, one on one meetings were held with all of the departments. The proposed CIP book was finalized for distribution to the Council on January 18th, after which public meetings to review each page of the CIP were held before the Finance, Organization and Personnel Committee, leading us to tonight's public hearing. Overall it is an eight month process that is very involved.

Ms. Dragon acknowledged the efforts of each department, which worked on putting together the proposed CIP; and thanked the City Council for their efforts and for asking the hard questions in terms of prioritizing.

The Mayor stated this is an opportunity for the public to comment or ask questions on the various projects proposed in the CIP. The City Council will have an opportunity at the next Finance, Organization and Personnel Committee meeting and the next Council meeting to voice their opinions. He continued the CIP is broken into a number of programmatic sections. The Mayor continued his intent is to highlight those projects that are slated for first year funding, noting these items represent our capital budget, which would be rolled into the upcoming operating budget. He noted the other years in the CIP are included for planning purposes for future projects that may or may not actually occur. He went on to go through each proposed project, noting he would accept public comments at any point during the review regardless of whether he highlighted the particular item or not.

Mayor Lane went on to review projects proposed in the Public Health and Safety Section which included ambulance replacement and replacement of portable radios for the Police and Fire Departments. He went on to discuss projects out of the Water Fund including water main replacement work slated for Marlboro Street, as well as water utility and water main work on bridges and other areas impacted by construction projects. He ended by going over projects out of the Sewer Fund including an upgrade of the HVAC system at the Martell Court treatment facility, and sewer main replacements in areas impacted by construction projects, ongoing repair and replacement of sewer mains, and sewer main lining and structural repairs, among others.

The Mayor then reviewed the Transportation Section, noting that there will be curb replacement and repairs at various locations throughout the city; road surface rehabilitation and guardrail replacements; and, sidewalk repairs and replacement. In addition the Winchester Street reconstruction project is slated to begin with the State paying 80% and the City paying 20%. Finally, interim work on the Marlboro Street corridor will begin.

The Mayor went on to review the Economic Development and Vitality Section, noting such projects as the 560 Main Street Assessment for treatment and removal of approximately 100,000 tons of soil in the area behind Tire Warehouse and Leon's as well as maintenance of parking lots. The downtown revitalization is also in this section, and although it is not currently projected to be funded, there is a request for funding for studies to move that project forward. There are also projects slated at the Airport including the repair of deteriorated and failing pavement and Taxiway-A reconstruction.

Mayor Lane stated reviewed the Flood and Storm Water Management Section, which included Goose Pond Improvements to perform necessary repairs to the dam to take care of deficiencies noted by DES. This section also includes storm water collection and cleaning, repairs and improvement to the drainage system, hydraulic analysis and improvements to the City's storm water collection system, as well as a study of the west Keene Fire Station to determine if this is the best location for fire and EMS services is west Keene.

The Mayor opened the hearing for public comments.

Kathy Burke 29 Grant Street spoke regarding the skate park on Gilbo Avenue, stating it needs a makeover. She explained a group of people have been working with the City's Parks and Recreation Director on this. They would like to see the skatepark remain downtown and feel it is an important part of the revitalization of downtown. Many families use the park and then go out to eat in the downtown area. She ended the park needs to look better and they have been working hard with Andy Bohannon and hope the Council will support improvements to the location.

Sean Zimmerman 29 Grant Street stated he thinks it is important to keep the skate park downtown noting that it contributes to the local economy. A lot of families go to the skate park and all the parents that come would love to see it rebuilt. When revitalization discussions occurred he had about 200 people fill out forms in support of rebuilding the skate park, which were submitted to the City for the record.

Bright Krinsky of 261 Stone Pond Road in Marlborough stated that Keene is the cultural center of this area, but Keene is missing some things that make us lose people. One important missing component is an updated skate park. He supports having it downtown and thinks it is time to rebuild this park. They have worked with a professional design company to come up with a good plan and they think it should move forward.

Johnny Chavira of 41 Russell Street stated he would like to see the skate park move forward. He loves going there and that is where he goes a lot to spend time.

Tommy Way of 18 Nelson Street noted he has been skating at the Keene skate park since he was a little kid. He explained that in its current state, it is very dangerous. The place is a beat up and people can get hurt on the obstacles. He urged the Council to support building a new park.

Dave Zimmerman of 29 Grant Street stated there a lot of kids that are coming forward to attend the meetings and put on the table what they want at the skate park. He said he spoke to the kids and they gave a lot of good reasons why the park should stay downtown. He was convinced by their arguments. He wanted to share that with the Council.

The Mayor went on to review the General Operations, Facilities and Infrastructure Section. Some of the projects in this section include upgrades to the interior of the Recreation Center, and to the exterior of the Public Works garage. In addition, the IT Department is looking at some existing equipment replacement, server replacement, and storage data network replacement to replace SAN devices. The Fleet Fund includes funding to replace various pieces of equipment. There is also several capital reserves set aside for ambulance and Fire Department Apparatus replacement. There is funding for the Wells Street Tax Increment Financing District for downtown infrastructure, as well as funding for Roads, bridges, and intermodal transportation improvements. Finally, repairs are proposed for the City Hall parking deck and the Wells Street parking facility, and water system repairs and replacement.

The Mayor noted that concludes all the projects with first year funding requested in the CIP. He went on to ask for general questions and comments. As there were no further comments the Mayor closed the public hearing for oral testimony at 7:35 PM, noting written comments will be accepted until March 6th at 1:00 PM. Councilors may submit any proposed amendments in

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writing by 1:00 on Tuesday March 6th to be considered by the Finance, Organization and Personnel Committee.

A true record, attest:


City Clerk

NOMINATIONS

The following nominations were received from the Mayor: Mitchell H. Greenwald to serve as a Councilor member of Airport Advisory Committee with a term to expire December 31, 2019; Charlotte K. Schuerman to serve as a regular member of Heritage Commission with a term to expire December 31, 2018; Joslin Kimball Frank to serve as an alternate member of Historic District Commission with a term to expire December 31, 2020; Donald Flibotte to serve as a regular member of Housing Standards Board of Appeals and the Building Board of Appeals with a term to expire December 31, 2020; Jake Pipp to serve as a regular member of Cities for Climate Protection with a term to expire December 31, 2020; Terry M. Clark to serve as a Councilor member of Cities for Climate Protection with a term to expire December 31, 2019; Aperr Naadzenga to serve as an alternate member of Cities for Climate Protection with a term to expire December 31, 2020; Jan Manwaring to serve as a regular member of Martin Luther King, Jr./Jonathan Daniels Committee with a term to expire December 31, 2018; George Scott to serve as a regular member of Library Board of Trustees with a term to expire December 31, 2020; George Hansel to serve as a Councilor member of Planning Board with a term to expire December 31, 2019; Eloise Clark to serve as a regular member of Conservation Commission with a term to expire December 31, 2020; and Arthur Walker to serve as an alternate member of Conservation Commission with a term to expire December 31, 2019. The nominations were tabled until the next regular meeting.

COMMUNICATION – JAMES GRIFFIN – REQUESTED IMPROVEMENTS ON KEY ROAD

A communication was received from James Griffin, requesting safety improvements for Key Road. The communication was referred to staff to handle administratively.

COMMUNICATION – RICHARD CORNELIUS – RESIGNATION – CITIES FOR CLIMATE PROTECTION

A communication was received from Richard Cornelius indicating that he was not interested in serving a 2nd term on the Cities for Climate Protection Committee. The communication was accepted as informational.

COMMUNICATION – TIM ZINN/LET IT SHINE – REQUEST FOR 2018 PUMPKIN FESTIVAL EVENT LICENSE

A communication was received from Tim Zinn, Let It Shine, requesting to use downtown City property to conduct the 2018 Pumpkin Festival Brought to You by the Children of SAU 29. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – TIM ZINN/LET IT SHINE – REQUEST FOR COMMUNITY EVENT STATUS – PUMPKIN FESTIVAL

A communication was received from Tim Zinn, Let It Shine, requesting consideration for Community Event Funding for the 2018 Pumpkin Festival Brought to You by the Children of SAU 29. The communication was referred to the Finance, Organization and Personnel Committee.

COMMUNICATION – COUNCILOR MITCHELL H. GREENWALD – VETERANS TAX CREDITS

A communication was received from Councilor Mitchell H. Greenwald, requesting the City consider expanding the Veterans Tax Credit to all veterans. The communication was referred to the Finance, Organization and Personnel Committee.

COMMUNICATION – COUNCILOR JAN MANWARING – LICENSE FEES FOR EVENTS REQUIRING STAFF PROTOCOLS

A communication was received from Councilor Jan Manwaring requesting a review of all license fees associated with licensed events, which required protocol meetings. The communication was referred to the Finance, Organization and Personnel Committee.

MSFI REPORT – WINCHESTER STREET BRIDGE REPLACEMENT PREFERRED ALTERNATIVE

Municipal Services, Facilities and Infrastructure Committee report read recommending that “Replacement Option 1”, as presented, be selected as the preferred alternative for the rehabilitation of the Winchester Street Bridge over Ash Swamp Brook, and the City Manager be authorized to do all things necessary to implement this proposed alternative. A motion by Councilor Manwaring to accept the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – PORTION OF NORTH LINCOLN STREET CLOSURE DURING AMPHIBIAN MIGRATION

Municipal Services, Facilities and Infrastructure Committee report read recommending that the City Council authorize the closing of a portion of North Lincoln Street for several evenings that are coordinated with City staff between March and April, 2018 when conditions are favorable for amphibian migration. City Staff may cancel the closure and/or reopen the road at any time, if deemed necessary for the convenience and safety of the public. A motion by Councilor Manwaring to accept the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – COUNCILOR JACOBS – PROCESS FOR CONSIDERATION PROPOSED ART PROJECTS

Municipal Services, Facilities and Infrastructure Committee report read recommending that this matter be referred to City staff to create a proposal to bring forward the first cycle in April for consideration by the Council. A motion by Councilor Manwaring to accept the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – AMERICAN LEGION BALLFIELD AGREEMENT – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance Organization and Personnel Committee report read recommending 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 softball fields located at 797 Court Street. 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 – KEENE LINK: KEENE STATE COLLEGE AND CITY OF KEENE AGREEMENT ON SHARED LIBRARY SYSTEMS AND SERVICES

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a revised Agreement between Keene State College and the City of Keene concerning Keene Link, the joint library automation system. A motion by Councilor Powers to carry out the intent of the report was duly seconded. The Mayor recognized Celia Rabinowitz, Dean of the KSC Mason Library, to answer a question from Councilor Sutherland relative to the functionality of Keene Link. The motion passed with a unanimous vote in favor.

FOP REPORT – LEASE – JAZZLYN HOSPITALITY, LLC

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a lease with Jazzlyn Hospitality, LLC for parking at the Wells Street Garage. 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.

MORE TIME

More time was granted by the Chair for FY 17 Audit Presentation – Melanson Heath. The Mayor requested that if any Councilors had questions regarding the audit that they submit their questions in writing in advance of the meeting.

CITY MANAGER COMMENTS

The City Manager announced that the City Departments have started budget meetings this past week. This will continue on for several months. The City Manager went on to share that SAU 29 is having a public forum on school safety being held on Wednesday, March 7, 2018 at 6:30

03/01/2018

PM in the Keene Middle School auditorium. The intent of the forum is to communicate with the parents and public on school safety in particularly in recent events in Parkland, FL.

MEMORANDUM & ORDINANCE O-2018-02: RELATING TO CHAPTER 102 ZONING CODE ARTICLE VIII SIGN REGULATIONS

A memorandum was received from the City Manager along with Ordinance O-2018-02. The memorandum was filed into the record. Ordinance O-2018-02 was referred by the Chair to the Joint Planning Board/Planning, Licenses and Development Committee.

MEMORANDUM & ORDINANCE O-2018-03: RELATING TO PROBATIONARY FIREFIGHTER AND PROBATIONARY POLICE OFFICER

A memorandum was received from the City Manager along with Ordinance O-2018-03. The memorandum was filed into the record. Ordinance O-2018-03 was referred by the Chair to the Finance, Organization and Personnel Committee.

PLD REPORT AND ORDINANCE O-2018-01-A: RELATING TO AIRPORT DEVELOPMENT AND MARKETING COMMITTEE

Planning, Licenses and Development Committee report read recommending the adoption of Ordinance O-2018-01-A. The report was filed as informational. Ordinance O-2018-01-A was read for the second time. A motion by Councilor Richards for adoption of the Ordinance was duly seconded. On a roll call vote, with 13 Councilors present and voting in favor, the motion carried. Councilors Jacobs and Greenwald were absent. Ordinance O-2018-01-A declared adopted.

MEMORANDUM & RESOLUTIONS R-2018-05: RELATING TO THE RELEASE OF DRAINAGE EASEMENTS AND ACCEPTANCE OF A DEED FOR A RELOCATED DRAINAGE EASEMENT – ASHUELOT STREET

A communication was received from Summit Distributing, LLC which is working on a proposed gas station redevelopment project at 219 West Street. As part of their project, there is a need to relocate an existing municipal drain line. The Resolution would release the existing drainage easement and accept a new drainage easement at a relocated location. The communication and Resolution R-2018-05 were referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

ADJOURNMENT FOR COLLECTIVE BARGAINING AND LEGAL ADVICE

At 8:22 PM, the Mayor adjourned the Council meeting for the purposes of collective bargaining strategy and legal advice. Attorney Tom Claussen and Human Resources Director, Elizabeth Fox were invited to remain. At 8:39 PM the Council reconvened.

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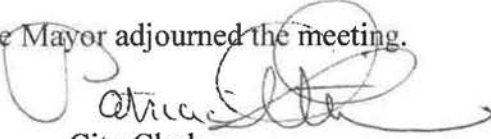
On motion by Councilor Richards, voted unanimously to authorize the City Manager to do all things necessary to execute a memorandum of understanding with the American Federation of State, Municipal and County Employees (AFSME) Council 93, Local 2973 related to attainment of a CDL Class A endorsement by certain members of the unit.

On motion by Councilor Richards, voted unanimously to authorize the City Manager to do all things necessary to execute negotiated contracts with the Professional Firefighters of Keene and Keene Fire Supervisors to be effective July 1, 2017 through June 30, 2018.

ADJOURNMENT

At 8:47 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:


City Clerk



City of Keene, N.H.
Transmittal Form

February 13, 2018

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.1.

SUBJECT: Confirmations

COUNCIL ACTION:

In City Council March 15, 2018.

Voted unanimously to confirm the nominations.

In City Council March 1, 2018.

Tabled to the next regular meeting of the City Council.

RECOMMENDATION:

I hereby nominate the following individuals to serve on the designated board or commission:

ATTACHMENTS:

Description

Resume - Naadzenga

Resume - Schuerman

BACKGROUND:

Airport Development and

Marketing Committee

Mitchell H. Greenwald, Councilor slot 7

Term to expire Dec. 31, 2019

Heritage Commission

Charlotte K. Schuerman, regular slot 6
189 Court Street

Term to expire Dec. 31, 2018

Historic District Commission

Joslin Kimball Frank, alternate slot 8

Term to expire Dec. 31, 2020

Housing Standards Board of Appeals

Donald Flibotte, regular slot 5

Term to expire Dec. 31, 2020

Building Board of Appeals

Donald Flibotte, regular slot 5

Term to expire Dec. 31, 2020

Cities for Climate Protection

Jake Pipp, slot 2	Term to expire Dec. 31, 2020
Terry M. Clark, Councilor slot 3	Term to expire Dec. 31, 2019
Aperr Naadzenga, alternate slot 8	Term to expire Dec. 31, 2020

Martin Luther King, Jr./Jonathan Daniels Committee

Jan Manwaring, slot 3	Term to expire Dec. 31, 2018
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Library Board of Trustees

George Scott, slot 9	Term to expire June 30, 2020
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Planning Board

George Hansel, Councilor slot 9	Term to expire Dec. 31, 2019
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Conservation Commission

Eloise Clark, regular slot 4	Term to expire Dec. 31, 2020
Arthur Walker, alternate slot 8	Term to expire Dec. 31, 2019

APER R NAADZENGA

(603) 209-1668 (Cell)

QUALIFICATION HIGHLIGHTS

- Taught Environmental science and Geography to teens and adults
- Developed creative outdoor programming promoting growth and challenge for all ages
- Experienced in innovative pedagogy and outdoor teaching techniques
- Fosters an appreciation and respect for the environment through outdoor activities and adventure

EXPERIENCE AND ACCOMPLISHMENTS

Teaching & Team Building

- Experienced training youth, teens, and adults from diverse backgrounds
- Bonds and engages groups with project based activities
- Utilizes inquiry based learning concepts
- Facilitates and debriefs fun teambuilding initiatives and activities

Natural Resources and Interpretation

- Leads educational natural and environmental history hikes (single, multi-day, and overnight)
- Experienced in Keene's Robin Hood park and White Mountains of New Hampshire ecosystems and natural history
- Incorporates scientific inquiry, systems approach, and place-based teaching techniques
- Utilizes community projects to engage in stewardship

Group Leadership and Management

- Developed strong, trusting relationships with participants, parents, faculty, and staff
- Managed group dynamics, conflicts, and interactions
- Rated highly for integrity, honesty and respectful interactions

Planning & Logistics

- Organizes and facilitates small and large group meetings and training events
- Ensures activities, projects and tasks occur on-time and on-budget
- Works effectively with all levels of the organization

APER R NAADZENGA

Outdoor Leadership Experiences

- Planning and leading weekend, multi-day, multi-week trips
 - Hiking and Backpacking
 - Biking (mountain and road)
 - Canoeing
 - Sailing (lake, bay and coastal)
 - Skiing (cross-country, backcountry, alpine)
 - Snowshoeing
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EMPLOYMENT HISTORY

Educational/Academic

Adirondack Watershed Institute; Watershed Research Steward 2017 - current
Paul Smiths College,
New York

Antioch University-
New England,
Keene NH

Library Associate (Work Study position) 2017 - spring

Professional/Corporate

Consultant

Aperr Environmental Services: 2012 - current
Community Education Instructor

Non-Profit / Volunteering Experience and Affiliations

Community Leader Shepherd Global Media Outreach, Plano TX 2010-current

SELECTED CERTIFICATIONS, CONFERENCES AND WEBINARS

- Adapting Forested Watershed to Climate Change Workshop, Antioch University NH, 2017
- Winning with People, ADD-Vance Academy, World-Bank Estate, Abia SE Nigeria, 2010
- MDGs TOT (Millennium Development Goals Training of the Trainers), Refreshers, Nigeria, 2012-2014.
- Telling your story with ArcGIS maps CBI-Conservation Biology Institute, 2017

APER NAADZENGA

- Green Up Keene NH, Earth Day, environmental cleanup; spent a little over an hour in Keene NH neighborhood and filled 9 trash bags with 87 pounds of trash
Organized by the Monadnock Community and Antioch University, April 2017
 - CTEC Symposium on “New Approaches to Conservation Conflict” Center for Tropical Ecology and Conservation (CTEC), Antioch University New England. May 2017
 - Maestro Conference on Water quality; the fight to keep fossil fuels in the ground, February 2017
 - MEEA Conference: Maine Environmental Education Association, March 2017
 - Basic Wilderness First Aid – CPR NY, Summer 2017 (in view)
 - American “Leave no trace” watershed management certification , NY Summer 2017 (in view)
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TECHNICAL AND PROFESSIONAL AFFILIATIONS

- GIS and Excellent skills in Microsoft Office products
 - Extensive experience implementing and supporting enterprise applications
 - Student Member – America’s Watershed Initiative (Uniting people, land and water across 31 states)
 - Student Member – American Association of Geographers (AAG)
 - Student Member – Association of Nigerian Geographers (ANG)
 - Student Member – Society of American Foresters, 11.5 Category
 - Student Member – Northeast ArcGIS User Group (NEARC)
 - Student Member – The New England Urban and Regional Information Association (NEURISA)
 - Student Member – Solid Waste Association of North America (SWANA)
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EDUCATION

B.S., Geography and Environmental Management, University of Abuja, F.C.T, Nigeria

Currently: M.S. candidate, Environmental Studies, Antioch University New England, Keene, NH

Charlotte K. Schuerman
189 Court Street
Keene, New Hampshire 03431
603-499-8599

January 30, 2018

Mayor Kendall W. Lane
3 Washington Street
Keene, New Hampshire 03431

Dear Mayor Lane,

I am writing to express my interest in becoming a member of the Keene Heritage Commission. I believe I can contribute to the work of the Commission because of my interest in historic architecture and my experience in working with historic houses.

I moved to Keene several years ago from Chicago. During the previous twelve years I volunteered as a docent for the Frank Lloyd Wright Robie House, the Glessner House designed by Henry Hobson Richardson, and the Clarke House, the oldest house in the original boundaries of Chicago. I was also a member of the Chicago Architecture Foundation. After moving to Keene I became a volunteer at the Horatio Colony House Museum and a member of the Cheshire Historical Society.

I am impressed and excited about the efforts now underway with the Commission and look forward to working with it, with you, and the rest of the Keene administration.

Sincerely,



Charlotte K. Schuerman

cc: Rosie Carey



City of Keene, N.H.
Transmittal Form

March 12, 2018

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.2.

SUBJECT: Nominations

COUNCIL ACTION:

In City Council March 15, 2018.

Tabled until the next regular meeting of the City Council.

RECOMMENDATION:

I hereby nominate the following individuals to serve on the designate board or committee:

Airport Development and Marketing
Committee

Elizabeth Bendel, slot 9
Chesterfield, NH

Term to expire Dec. 31, 2018

Nathan Jacobs, slot 10
69 Wilson Pond Rd.
West Swanzey, NH

Term to expire Dec. 31, 2019

Juvenile Conference Committee

Eli Rivera, slot 1
Re-nomination

Term to expire Dec. 31, 2020

ATTACHMENTS:

Description

Background - Bendel

Background - Jacobs

February 26, 2018

Background for Elizabeth Bendel

Elizabeth is the owner and President of Monadnock Aviation, Inc. She served in the U.S. Navy as an aviation intelligence officer. During her career, Beth was stationed in a variety of locations including the Philippines, Japan, and the Pentagon. Her introduction to aviation was early in her career at Naval Air Station Cubi Point, Philippines, working with P-3 Orion aircraft. It was here that she discovered her love for aviation and became a pilot. She next served in Japan and was then selected to attend the Joint Military Intelligence College where she earned a Master of Science Degree in Strategic Intelligence. Her service culminated at the Pentagon as a broadcast anchor-woman for the Defense Intelligence Network. She earned several Navy Achievement Medals and the Defense Meritorious Service Medal during her service.

Following her military career, Beth became a federal law enforcement agent and used her background in intelligence operations to investigate and arrest drug traffickers. Ultimately, she specialized in investigations of child pornography producers and traffickers. Beth was recognized with various law enforcement citations and awards including being honored as The Officer of the Year by the National Center for Missing and Exploited Children.

With the founding of Monadnock Aviation, Beth returned to her aviation roots. Now in its tenth year of business, and certified as both woman and veteran owned, Monadnock Aviation provides a complete array of aviation services at the Dillant-Hopkins Airport. With ten employees and four aircraft, she provides fuel, Enterprise rental cars and other aviation services to corporate jet operators, comprehensive flight training from private pilot all the way through commercial pilot and flight instructor, aircraft maintenance, aircraft inspections, and aircraft storage.

Beth is an active volunteer in the local community and serves as a member of the FAA Safety Team (FAAST) and maintains professional membership in the National Air Transportation Association (NATA) and the National Business Aviation Association (NBAA).

Nathan Jacobs, Work History
69 Wilson Pond Rd.
West Swanzey, NH 03431
860-885-4849

Education

1993 Graduated Gorham High School, Gorham NH
1993 Attended Daniel Webster College of Aviation, Nashua NH- Aviation Administration
1994 Attended Plymouth state college Plymouth NH- Business Management
1996 Attended New Hampshire Tech Berlin NH- Business Management

Work History and Education

1993-1996 Pilot Mt. Washington Sky Adventures Gorham NH
Scenic Glider and airplane rides over the White Mountains
Building valuable aviation flying time to start my career.

1996-1998 Owner Mount Washington Sky Adventures Gorham NH
Hired pilots, bought airplanes, ran the business (this was absolutely the best time of my life) four pilots one office personnel and myself, four aircraft, one 1949 Stearman Biplane, one Piper Pawnee to tow the gliders, and two, three place Schweizer 2-32 gliders, ohh yeah and a wrench permanently attached to my hand. Wow what a ride it was, I'll never forget the great People and Friends that helped to make it all happen!

1997-2000 Berlin City Car Dealerships, Gorham NH
Car Salesman/ Pilot, I was located in the Toyota showroom selling vehicles.
I started selling cars in the winter as my flying business was closed during the winter. Berlin City Bought a Beechcraft King Air 200 and they asked me to fly as co-pilot for them where I was taught how to fly a turbine aircraft.

2000-2006 Raytheon/Flight Options Wichita KS
Flew charter on a King air 200 and then was typed in a Beechjet 400a then a Hawker 800XP, this was a large company that sold fractional shares of the aircraft to clients that I then flew throughout the US, North America, and South America.

2001-2006- C&S Wholesale Grocers Inc., Keene NH
Part time contract pilot flying the Beechjet and eventually the Hawker.

August 7, 2006-Present- C&S Wholesale Grocers Inc., Keene NH
I started as a Captain on the Beechjet and Hawker. Through the years I have worn many different hats within the Aviation department. My extra duties have been procurement officer, Safety Officer, Lead pilot, and I am now the Aviation Director for the Department. I have held this title since September 2016.



City of Keene, N.H.
Transmittal Form

March 12, 2018

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.3.

SUBJECT: Appointments - Downtown Revitalization ad hoc Committee

COUNCIL ACTION:

In City Council March 15, 2018.

Tabled until after consideration of the Capital Improvements Project.

RECOMMENDATION:

That the Downtown Revitalization ad hoc Committee be re-appointed to continue its work on exploring all issues related to downtown revitalization to create both short term and long term goals, which may include modifications, alterations and improvements.

That the following appointments be accepted for membership:

Kendall W. Lane
Mitchell H. Greenwald
Gary Lamoureux
Carl Jacobs
George Hansel
Shane Gormley
Jack Dugan
Cheryl Belair
Kevin Dremel
Katie Sutherland
Shannon Hundley
Tracy Keating
Roger Weinrich
Melinda Treadwell

Kurt Blomquist, staff

BACKGROUND:

The Downtown Revitalization ad hoc Committee was originally created in February 2017. Section 2-585 of the City Code requires that an ad hoc committee's existence not exceed one year, though they may have their term extended upon reappointment by the Mayor and approval by the City Council.



City of Keene, N.H.
Transmittal Form

March 13, 2018

TO: Mayor and Keene City Council

FROM: Mari Brunner

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Mari Brunner - Resignation - Cities for Climate Protection Committee

COUNCIL ACTION:

In City Council March 15, 2018.

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

ATTACHMENTS:

Description

Communication - Brunner

BACKGROUND:

Mari Brunner is resigning her membership on the Cities for Climate Protection. Mari has been a member since December of 2015.

In City Council March 15, 2018.

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

February 27, 2018



City Clerk

The Honorable Kendall Lane
Mayor of the City of Keene
3 Washington Street
Keene, NH 03431

Dear Mayor Lane,

This is to inform you that, given my new status as a City employee, I resign from the City of Keene Cities for Climate Protection Committee effective immediately. Please feel free to contact me using the information below if you have any questions.

Sincerely,



Mari Brunner
129 Howard Street
Keene, NH 03431
mbrunner@ci.keene.nh.us
(603) 852-4689



City of Keene, N.H.
Transmittal Form

March 13, 2018

TO: Mayor and Keene City Council

FROM: Nancy Gillard, Monadnock Progressive Alliance

THROUGH: Patricia A. Little, City Clerk

ITEM: C.2.

SUBJECT: Monadnock Progressive Alliance - Requesting Support for their "Ready for 100% Renewable Energy" Campaign

COUNCIL ACTION:

In City Council March 15, 2018.

Referred to the Cities for Climate Protection Committee and the Municipal Services, Facilities and Infrastructure Committee.

RECOMMENDATION:

On behalf of the Clean Energy Team of the Monadnock Progressive Alliance, Nancy Gillard is seeking support from the City for their collaborative grassroots effort to achieve more aggressive energy goals to benefit the region both environmentally and economically.

ATTACHMENTS:

Description

Communication - Gillard

March 11, 2018

Dear Honorable Mayor and City Council:

On April 21, 2018 the Clean Energy Team of the Monadnock Progressive Alliance will be launching the "Ready for 100% Renewable Energy" campaign with support of the Sierra Club as well as local organizations and businesses. The campaign goal for Keene is to meet all electric needs with 100% clean/renewable energy by 2030 and to meet all transportation and heating/cooling needs with 100% clean/renewable energy by 2050.

We are excited to be launching this campaign by building on the success Keene has already realized with many energy efficiency and renewable energy initiatives to reduce the city's greenhouse gas emissions. The goals of this campaign also align with the city's *2007 Plan for Adapting to Climate Change: Planning for Climate Resilient Community*. For these reasons we believe Keene is ready to move forward now to join the many towns and cities across the United States who are working to meet their energy needs with 100% clean/renewable energy choices.

We invite you to join us in this collaborative grassroots effort to achieve more aggressive energy goals that will benefit our region both environmentally and economically. Looking forward to working together with the city on this endeavor.

Sincerely,



Nancy Gillard
Clean Energy Team
Monadnock Progressive Alliance
72 Reservoir St.
Keene, NH 03431

In City Council March 15, 2018.
Referred to the Cities for Climate Protection
Committee and the Municipal Services, Facilities
and Infrastructure Committee.


City Clerk



External Communication
Transmittal Form

March 9, 2018

TO: Mayor and Keene City Council

FROM: Alan Stroshine, Race Director

THROUGH: Patricia A. Little, City Clerk

ITEM: C.3.

SUBJECT: Clarence DeMar Marathon - Request to Use City Property

COUNCIL ACTION:

In City Council March 15, 2018.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

DeMar Marathon Communication

BACKGROUND:

The Elm City Rotary Club seeks permission to hold the 41st annual Clarence DeMar Marathon on Sunday, September 30, 2018.




February 16, 2018

In City Council March 15, 2018.

Referred to the Planning, Licenses and Development Committee.

Mayor Kendall Lane
Keene City Council
3 Washington St
Keene, NH 03431


City Clerk

Re: 41st Annual Clarence DeMar Marathon and 5th Annual DeMar Half Marathon
Request for City Event permit

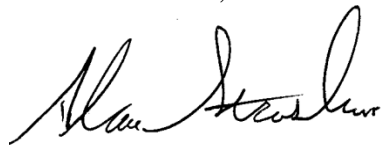
Dear Mr. Mayor and City Councilors,

The Keene Elm City Rotary Club respectfully requests an event permit for our official City of Keene Community Event; the annual Clarence DeMar Marathon and DeMar Half Marathon to be held on Sunday, September 30th 2018. A part of our event includes the Kids DeMar Marathon and Super Senior DeMar Marathon programs.

I invite all members of city government and staff to join us on the quad at Keene State College to experience the energy and personal accomplishment of so many people on race day.

I am available for any questions you might have.

Yours in service,



Alan Stroshine, Race Director
Member, Keene Elm City Rotary Club

Keene Elm City Rotary
PO Box 1786
Keene, NH 03431

Clarence DeMar Marathon Corp is a 501c3 organization – Tax ID: 02-0454040



External Communication
Transmittal Form

March 13, 2018

TO: Mayor and Keene City Council

FROM: Janis Manwaring, Keene Serenity Center

THROUGH: Patricia A. Little, City Clerk

ITEM: C.4.

SUBJECT: Keene Serenity Center - Request to Close a Portion of Carpenter Street

COUNCIL ACTION:

In City Council March 15, 2018.

Referred to the Municipal Services, Facilities and Infrastructure Committee.

ATTACHMENTS:

Description

Communication - Manwaring

BACKGROUND:

The Keene Serenity Center is requesting permission to close a portion of Carpenter Street from Church Street to Kingsbury Street on June 23, 2018 to accommodate their annual summer celebration.

In City Council March 15, 2018.
Referred to the Municipal Services, Facilities and
Infrastructure Committee.

February 28, 2018

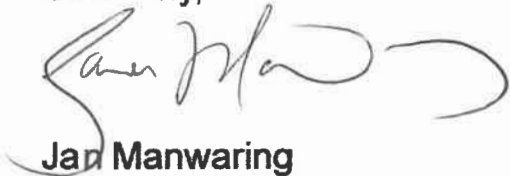
Patricia Castle
City Clerk

Mayor Kendall Lane and
City Councilors
3 Washington Street
Keene, New Hampshire 03431

On behalf of the Keene Serenity Center I am requesting closure of
Carpenter Street from Church Street to Kingsbury Street on Saturday ,
June 23, 2018 from 8AM to 4PM. The Center is holding the Annual
Summer Celebration at Carpenter Field. Folk Music will be featured, and
electrical cords will be laid across Carpenter Street for the musicians'
speakers. Last year City Council granted this request, and barricades were
provided by the City.

Thank you for your cooperation.

Sincerely,



Jan Manwaring
Member, Keene Serenity Center
50 Belmont Avenue
Keene, New Hampshire 03431



External Communication
Transmittal Form

March 13, 2018

TO: Mayor and Keene City Council

FROM: Bruce Bickford, Market Coordinator

THROUGH: Patricia A. Little, City Clerk

ITEM: C.5.

SUBJECT: Farmer's Market of Keene - Request to Use City Property

COUNCIL ACTION:

In City Council March 15, 2018.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Communication - Bickford

BACKGROUND:

The Farmer's Market of Keene is requesting use of City property along Gilbo Avenue as well as parking spaces in the Commercial Street Parking Lot for their annual farmer's market from May through October, 2018.

In City Council March 15, 2018.
Referred to the Planning, Licenses and
Farmer's market of Keene Development Committee.
PO Box 425
Keene, NH 03431


City C

March 6, 2018

Mayor and City Council
3 Washington Street
Keene, NH 03431

Dear Mayor Lane and Councilors,

The Farmer's Market respectfully requests the renewal of our license to use parking spaces in Commercial Street lot and along Gilbo Avenue for the Market to run Tuesdays and Saturdays operating from 9:00 AM to 1:00 PM.

We are asking for the same number of spaces in the same location and will operate from May through October.

Sincerely,



Bruce Bickford, Market Coordinator
Farmer's Market of Keene
603-209-7100



City of Keene, N.H.
Transmittal Form

March 8, 2018

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

SUBJECT: Tim Zinn/Let It Shine - Request for Community Event Status - 2018 Keene Pumpkin Festival Brought to You by the Students of the Area's Schools

COUNCIL ACTION:

In City Council March 15, 2018.

Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends City Council grant Let it Shine Community Event status for the Pumpkin Festival Brought to You by the Students of the Area Schools.

BACKGROUND:

Mr. Tim Zinn of 43 Grove Street, Chairman of the Board for Let It Shine addressed the Committee. Mr. Zinn stated last year was a successful event and he is before the Committee this year to request community event funding for their 2018 event.

Chair Greenwald stated the first step would be to determine if this event qualifies for community event status.

City Manager Elizabeth Dragon went over the checklist (included in the committee's packet) an applicant has to meet to receive community event status. Ms. Dragon stated staff has done all its review and has determined this event is in good standing, meets the criteria for being registered with the State of New Hampshire as a not for profit, it also meets the other qualifications on the list but asked that the Committee check on the name of this event which has changed several times over the years.

Mr. Zinn noted that Let it Shine has been the sponsor since 2011.

Councilor Clark noted the background notes indicate Let It Shine plans to cover all costs including any city costs and if that was the case why the applicant was requesting funding from the city. Mr. Zinn stated they would like to do as much fundraising as possible but would request the city to cover anything that is over and beyond.

Councilor Jacobs inquired does community event status automatically assume city funding would be provided and money has to be allocated in the budget. Ms. Dragon stated R-2012-19, the last Whereas paragraph talks about the community event budget funding personnel and material otherwise not incurred by a particular department responsible for the event. This paragraph talks about the above and beyond cost but it would still have to come through the budget process and in this case it would have to be a supplemental budget request.

Ms. Dragon went on to say the complicating issue is mostly with Public Works staff who accrue comp. time for events such as this. Last year Let It Shine's budget was reduced by about \$4,000 to take care of this comp time issue. The Manager added not all community events are treated alike; the DeMar Marathon event has a set funding limit. The Chairman went over the other community events and the dollar amounts attached to each of those.

Councilor Jacobs stated he does not see a contribution from SAU 29 when it says the event is run by the children of SAU 29. Mr. Zinn noted the event is actually run by Let it Shine. He added the school's contribution is carving of the pumpkins.

The Councilor stated he has been serving on the Fall Festival Committee, and there was a concern raised that a few of these events are being clustered together and there are only a few individuals who are able to manage these events and asked that perhaps thought be given to spreading these events out throughout the year.

Councilor Powers noted another consideration would be a change to location – Gilbo Avenue versus Central Square could be at a reduced cost because there won't be those traffic issues. The Councilor asked whether the committee was satisfied this event meets the requirements of having been produced twice prior to this year. Ms. Dragon stated this would be a decision for the Committee.

When they came in last year, staff felt it was a different event and this is why it is before the Committee tonight for their decision. The event has been held in the past, but it is a much different scope, however, the applicant has indicated it is a version of the old festival.

Councilor Clark asked if this event was held in the past why it does not have community event status anymore. Ms. Dragon stated last year both staff and Let it Shine felt it was not quite the same event. Mr. Zinn stated this event has its own vision and they have nothing against the other similar event.

Councilor Jacobs suggested this event and the other similar event that has recently been organized think about combining their efforts.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends City Council grant Let it Shine Community Event status for the Pumpkin Festival brought to you by the students of the area schools.



City of Keene, N.H.
Transmittal Form

March 8, 2018

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.2.

SUBJECT: Stormwater and Wastewater Asset Management Planning - Consultant Selection

COUNCIL ACTION:

In City Council March 15, 2018.
Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Hazen and Sawyer for engineering and technical services for the Stormwater and Wastewater Asset Management Planning Project for an amount not to exceed \$150,000 with funding to come from Project Cost Centers 90193 and 08078.

BACKGROUND:

City Engineer Don Lussier stated the State of NH is offering principle forgiveness on projects that are funded with the state revolving fund up to \$30,000 per phase to prepare these in asset management plans. This is so that municipalities are encouraged to develop these asset management plans in a fiscally sustainable way. The city applied for the program last October. The city applied for a second round for another phase in November. Staff was just informed this week that they have been approved for their fourth application but staff is not quite sure whether the city has \$90,000 or \$120,000 in funding.

The motion before the committee is for the selection of consultants for engineering and technical services for the Storm water and Wastewater Asset Management Planning Project. Seven applications were received, four were chosen for interviews and staff is recommending Hazen and Sawyer be selected as the consultant for this work. They have done work for the city in the past.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Hazen and Sawyer for engineering and technical services for the Stormwater and Wastewater Asset Management Planning Project for an amount not to exceed \$150,000 with funding to come from Project Cost Centers 90193 and 08078.



City of Keene, N.H.
Transmittal Form

March 8, 2018

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.3.

SUBJECT: Roxbury Street Bridge Replacement - Consultant Selection

COUNCIL ACTION:

In City Council March 15, 2018.

Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with McFarland Johnson for engineering services required for the replacement of the Roxbury Street Bridge over Beaver Brook in an amount not to exceed \$154,560 (subject to NHDOT approval), with the funding to be provided by Project Cost Center 90295-B.

BACKGROUND:

Mr. Lussier stated staff is recommending the consultant of McFarland and Johnson for the Roxbury Street bridge project design work. This project falls under the State Aid Bridge Program, the cost outlined is reimbursed 80% by the state. The project was funded in FY18.

The city is moving forward with the design phase with the anticipation of construction to happen in the spring of 2019.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with McFarland Johnson for engineering services required for the replacement of the Roxbury Street Bridge over Beaver Brook in an amount not to exceed \$154,560 (subject to NHDOT approval), with the funding to be provided by Project Cost Center 90295-B.



City of Keene, N.H.
Transmittal Form

March 8, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.4.

SUBJECT: Responding to Recruitment Challenges – Keene Police Officers

COUNCIL ACTION:

In City Council March 15, 2018.
Report filed as informational.

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that this item be accepted as informational.

BACKGROUND:

Human Resources Director Beth Fox and Police Chief Steve Russo were the next two speakers. Ms. Fox stated the city has been having difficulty in trying to recruit a large enough applicant pool. As a result, the city is proposing a few strategies to attract more applicants.

The first strategy is aimed at those holding in state or out of state certification and is a tool used by other municipalities. For all new recruits the city is also looking at a program that would offer relocation assistance, as well as some leave provisions during their first year of employment.

Chief Russo stated they currently have six open positions. The department has one individual in the academy, one on probation, one who is Georgia certified and the department plans on starting him in April, another individual who has gone through the process but is finishing up his college career, and five other candidates going through the background process. The Chief noted there are quite a few of the command staff who can retire whenever they choose to do so as they have reached their time for retirement.

Chief Russo stressed something different needs to be done to attract more candidates. He added he has seen more people leave the department last year than he has ever seen in his entire career, for various reasons. Most candidates are choosing to stay in the central portions of NH or close to the seacoast so the city needs to do something to attract these individuals to Keene. He added the city has a great department, the pay is good, the city treats its employees well but an added incentive is necessary. Retention is another aspect the department is giving thought to as well. However, there are things the city can't actually do to retain these individuals as they could be leaving for any number of personal reasons as well.

Councilor Clark asked whether fewer people are coming into the field. Chief Russo agreed the number of individuals taking the test has decreased and the qualified applicant pool is also decreasing. Councilor Clark

asked what standard the city uses to determine the number of officers it needs in a community. Councilor Powers stated the ratio was two officers per 1,000 but there is the college and hospital that would also need to be taken into consideration.

Councilor Lamoureux asked whether the other entities these officers are transferring to offering them any incentives as well. Chief Russo stated the last two officers who left are not getting any incentives. The Councilor noted all emergency services are running into this problem and what is being discussed needs to be looked at for all emergency services

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that this item to be accepted as informational.

It was indicated this item was the purview of City Manager to implement.



City of Keene, N.H.
Transmittal Form

March 8, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.5.

SUBJECT: Recommended CIP Changes - FY 2019 - 2024

COUNCIL ACTION:

In City Council March 15, 2018.
Report filed as informational.

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends accepting communications as well as staff recommendations regarding downtown renovations, the Gilbo East Parking Lot, the storage area network, downtown revitalization and surface parking lot maintenance as informational.

BACKGROUND:

Chair Greenwald stated the public hearing on the CIP was kept open for written public comments and this item is regarding a comment sent in by Mr. Cobb who has indicated he was not in support of adjusting the timeline or the funding level for the downtown renovations.

Chair Greenwald continued that items 11 through 14 are suggested amendments to the CIP from staff and Councilors that will be discussed along with the public communications that came in, prior to voting on the adoption of the CIP.

Councilor Lamoureux stated the council made a motion to move the Gilbo East parking lot work from FY19 to FY18 to complete a mill shim overlay. There is \$180,000 in the CIP to complete this work. The committee asked city staff to come back with a hybrid project not just a mill shim overlay. He added the city is in the middle of a downtown revitalization project and the Gilbo East lot is part of that revitalization, and will be heavily used once the library is complete. The Councilor stated what he is proposing is for the city to take a lead on this work and put in solar lighting as has been suggested which will provide a solar program people can build on; put in parking kiosks, add in landscaping and walkways people can use. Staff was asked to come back with a program that would complete this project and they were amenable to that.

The Manager noted the Gilbo East lot, as Councilor Lamoureux explained, is under review at the MSFI Committee and this recommendation is asking to add some funding to the FY19 CIP for this project. The Manager stated what is being proposed would split the funding over two fiscal years. She continued that right now Public Works is bringing in numbers and options to complete this work in FY18 and staff would like to see this addressed in FY18. She stated they could wait until FY19 but this might delay the work of the committee on timely completion of the project. Councilor Lamoureux stated his suggestion is to have the construction funds allocated in FY18 so when the project is underway this year, some of the money could be

reserved to be allocated to the Downtown Revitalization for this purpose.

Councilor Powers asked how much money is being discussed here, noting this is something that would be handled by the MSFI Committee.

Ms. Dragon clarified that what Councilor Lamoureux is suggesting is not currently in the CIP book. She went on to suggest the Council could add additional funding for this purpose by resolution and take it either from the capital reserve account or through unallocated fund balance. Councilor Powers clarified this is parking fund money, not general fund money. Finance Director Steve Thornton answered there are two possible sources, the balance in the parking fund, or if it is a downtown infrastructure capital reserve, that money would come from the Wells Street TIFD District.

Councilor Jacobs clarified this project is already in the current CIP we are operating under without the amendments Councilor Lamoureux has brought forward relative to Gilbo East lot, and we may have a way to fund this in the operating budget. Ms. Dragon stated the Council would need to appropriate additional dollars from either the reserve that is funded by the downtown TIFD, or from the parking fund if the Council wanted to do additional work on this parking lot. It accomplishes the same thing if this is put in the CIP, or funding is allocated this year through resolution. Both actions provide for the project, but if the CIP amendment is the chosen method, it would split the funding between two fiscal years. The appropriation through resolution this year is a cleaner and more streamlined process to move the project forward.

Councilor Manwaring stated the MSFI Committee supports what Councilor Lamoureux is proposing.

Councilor Clark asked about the funding needed for this. The City Manager stated they need about \$125,000 for the scope that is being proposed, and the Council needs to determine what mechanism they want to utilize to fund it. If done by resolution it just makes all the funding available in one budget year under one funding source. Councilor Clark stated the parking lot is going to be done, but the downtown revitalization is still an unknown. He went on to state he was in support of what is being proposed by Councilor Lamoureux.

Chair Greenwald stated staff is recommending removing from the CIP the storage area network in the amount of \$105,000.

This item is a recommendation from staff to add money into the CIP as discussed at the economic development workshop. This would change the project scheduling with preliminary design scheduled in the proposed CIP for FY20 at a cost of \$150,000, be moved to FY19, and also provide \$30,000 for an economic analysis.

This is to move \$30,300 from FY20 to FY19 for library parking kiosks in the Gilbo East Parking lot.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends accepting items 10 thru 14 as informational.



City of Keene, N.H.
Transmittal Form

March 8, 2018

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.6.
SUBJECT: Capital Improvement Program - FY 2019 - 2024

COUNCIL ACTION:

In City Council March 15, 2018.

Voted with 8 in favor and 5 opposed to move \$150,000 for FY 19 back to FY 20 for the Downtown Revitalization Project.

Voted unanimously for the adoption of the CIP as amended.

RECOMMENDATION:

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Council approve, as amended, the Capital Improvement Program which removes the storage area network project in FY 2019, adds \$180,000 in FY 2019 and removes \$150,000 in FY 2020 for the Downtown Revitalization Project, and adds \$30,300 in FY 2019 and removes \$30,300 in FY 2020 for surface parking lot maintenance.

BACKGROUND:

Chair Greenwald noted we will now discuss the CIP and once the motion to adopt has been made, amendments will be accepted.

A motion was made by Chair Greenwald that the Finance, Organization and Personnel Committee recommends the adoption of the capital improvement program as presented.
The motion was seconded by Councilor Powers.

Councilor Powers made a motion to amend the CIP proposal to remove the FY19 Storage Area Network project from the CIP. The motion was seconded by Councilor Jacobs.

Councilor Powers stated removing this entire project is of concern to him and asked for input from the IT Director. Ms. Landry stated the equipment has been purchased and is being installed shortly. This is just a change to the funding mechanism and needs of the project.

The amendment made by Councilor Powers carried on a 4-0 vote.

Councilor Jacobs stated he supports Councilor Lamoureux's recommendation relative to the Downtown Revitalization Project, noting we have the option of amending the proposed CIP or allocating the funds by

resolution in the current fiscal year adding he is inclined to add it to the CIP since it is a capital project. To help clarify the options, Public Works Director Kurt Blomquist stated if the council didn't put the money in until FY19, staff will have to wait until July to award the project. However, if we were to go with the Manager's recommendation, staff could be back by April with a resolution. This would be staff's recommendation as well to award the project for FY18. Money would come from the unallocated fund balance of the parking fund or it could be taken out of the capital reserve for the downtown revitalization project. Councilor Jacobs clarified this means they should not propose an amendment to the CIP for this. Staff agreed and in response to a question from Councilor Clark stated they have concerns on the timing of the paving if we wait until July to award the project. This project is under design now, and staff would like to award the construction before July. The City Manager added this will be brought forward to the MSFI to move forward with Councilor Lamoureux's plan.

Councilor Powers moved to amend the proposed CIP to add \$30,300 for the surface parking lot maintenance project to the FY19 budget. The motion was seconded by Councilor Clark. The motion carried on a 4-0 vote.

Councilor Powers moved to amend the proposed CIP to add \$30,300 to surface parking lots maintenance project for FY19. Chair Greenwald clarified this will be to allow parking kiosks to be installed in the Gilbo East lot while it is under construction. The motion was seconded Councilor Clark. The motion carried on a 4-0 vote.

Councilor Jacobs moved to amend the proposed CIP to add \$180,000 to FY19 and to remove \$150,000 in the downtown revitalization project fund in FY20. The motion was seconded Councilor Clark. Chair Greenwald commented this amendment allows for the additional design and study work to be done that was proposed for the downtown project economic analysis and planning. Councilor Powers noted this amendment is not appropriating money, just moving up the project timing from FY20 to FY19. The motion carried on a 3-1 vote with Councilor Powers voting in opposition.

Chair Greenwald made the following motion which was seconded by Councilor Clark.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Council approve the Capital Improvements Program as amended.



City of Keene, N.H.
Transmittal Form

March 8, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.7.

SUBJECT: Councilor Powers - Considerations for Future CIPs

COUNCIL ACTION:

In City Council March 15, 2018.
Report filed as informational.

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends accepting this item as informational.

BACKGROUND:

The Councilor suggested adding an index to future CIP documents which would be listed by project. He further suggested a discussion on what belongs in the CIP, operational issues versus CIP items – using sewer main cleaning as an example of something that should be in the operating budget because it is a routine maintenance issue. He went on to suggest that we consider pushing the threshold dollar amount of \$20,000 up so that more of the smaller projects could be included in the operational budget. He ended by suggesting the City consider annually putting money into the capital reserve after an initial purchase is made for an item like police radios, rather than bonding for these purchases.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends accepting this item as informational.



City of Keene, N.H.
Transmittal Form

3/15/18

TO: Mayor and Keene City Council

FROM: Rhett Lamb, ACM/Planning Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: F.1.

SUBJECT: Planning Board Recommendation - CIP - FY 2019 - 2024

COUNCIL ACTION:

In City Council March 15, 2018.
Memorandum filed as informational.

RECOMMENDATION:

A motion was made by Councilor George Hansel that the Planning Board recommend that City Council adopt the 2019/2024 CIP and find it in compliance with the Master Plan. The motion was seconded by Nathaniel Stout and was unanimously approved.

BACKGROUND:

The Planning Director introduced the Finance Director Steve Thornton. Mr. Lamb stated Mr. Thornton has been involved with the completion of The Capital Improvement Program for many years and this is the time the Council is approving the plan and the time when the Council is looking for Board recommendation.

Mr. Thornton stated he was before the Board to present the 2019/2024 CIP. The Program is in keeping with the goals and priorities identified in the Master Plan adopted in 2010 as well as the council goals and priorities. He noted it is the responsibility of staff to implement these goals and priorities. He noted at times these priorities can be in conflict due to budgetary reasons.

Mr. Thornton went on to say water and sewer are a large portion of the CIP, as well as drainage infrastructure and road projects. Other items in the CIP are parks, transportation, and City fleet and safety equipment.

Mr. Thornton then talked about some of those projects that have a large impact on citizens of Keene. The first of such projects he addressed was the Downtown Revitalization project. In 2022, there is a considerable amount of infrastructure work scheduled for downtown (drainage, water and sewer lines). The other such project is a drainage project scheduled for Central Square where a 30-inch drainage line from Court Street to Central Square to Roxbury Street to Town Brook (to replace a 12-inch tile drain) will be replaced. This is to address some localized flooding. Another drainage project is on Main Street where a 24-inch line from Eagle Court to Water Street (to replace an 8-inch tile drain), this again is to reduce localized flooding. The third project is on Church Street to construct a 48-inch drain line from Church Street to Beaver Brook; this will supplement a 30-inch line which already exists.

The other substantial project is on Marlboro Street; \$2.2 million to replace sub-standard water and sewer lines, repairs to curbing and sidewalks, some paving work, bike lanes and other amenities. The Keene/Swanzey Bypass

is also another large project. This project is primarily funded by the State – FY19-20 – the work goes from the Winchester Street bridge to Route 101. The work being proposed is the construction of a roundabout at Key Road; replace the Island Street bridge as well as some utility work. FY25 brings about work on Winchester Street from Route 101S to the Swanzey town line.

Victoria Street Extension (FY22) – Extend Victoria Street to Marlboro Street, which would alleviate some of the truck traffic on Water Street. Mr. Lamb noted for the City to complete this project, it would need approval from the owner of the Kingsbury property to use their land to cross over their property.

Mr. Stout asked whether there was any connection to the work being proposed on Marlboro Street and the Victoria Street extension. Mr. Lamb stated there has been an initiative for a while to revitalize east Keene with the hope that with the City spending money, private ownership initiatives could be encouraged.

Bridge Work – four bridges are being proposed in the CIP – In FY18 Main Street/Route 12 bridge. FY19 – Winchester Street Bridge over Ash Swamp Brook Bridge and Roxbury Street Bridge over Beaver Brook. FY22 – George Street bridge over Beaver Brook. These projects will be undertaken with funding from the State.

Water projects – FY20 – Water Supply Master Plan and a Wellfield Study.

Traffic Signal Program – FY24 this work would last about six years.

Patricia T. Russell Park Redevelopment – FY21.

The last two projects are from the Planning Department in FY23 and FY24 – Update to the Comprehensive Master Plan and Aerial Imaging update.

Mr. Stout asked about sidewalk work and asked whether the City was going back to asphalt sidewalks. Mr. Thornton answered in the negative. Mr. Stout asked about the Land Use Code Update project. Mr. Lamb stated two of the three contracts (planning consultant and communication consultant) – these firms should be on board in a couple of weeks with work to begin sometime in March 2018.

Councilor Hansel stated with each year that goes by he seems to be referring less to the Master Plan document and raised concern as to its update being pushed to FY23. He asked what this work would entail in FY23. Mr. Lamb stated the plan is to evaluate what can be preserved and what would need to be updated. Chair Spykman stated he would like the opportunity for the Board to see which portions of the Master Plan need updating and working on it section by section. Mr. Lamb noted there is always the struggle between writing plans and implementing them. Mr. Stout stated he would not want to lose what was valuable in the last process, and noted the many who contributed to the last plan.

A motion was made by Councilor George Hansel that the Planning Board recommend that City Council adopt the 2019/2024 CIP and find it in compliance with the Master Plan. The motion was seconded by Nathaniel Stout and was unanimously approved.



City of Keene, N.H.
Transmittal Form

March 13, 2018

TO: Mayor and Keene City Council

FROM: Ann Shedd, Chair - Cities for Climate Protection

THROUGH: Patricia A. Little, City Clerk

ITEM: F.2.

SUBJECT: Cities for Climate Protection - Seeking Dedicated Planning Staff to work on the Climate Action and Adaptation Plans

COUNCIL ACTION:

In City Council March 15, 2018.
Referred to the City Manager.

ATTACHMENTS:

Description

Communication - Shedd

BACKGROUND:

The Cities for Climate Protection Committee is asking for an increased allocation of Planning Department staff time to work with the Committee on the previously adopted Climate Action and Adaptation Plans.

In City Council March 15, 2018.
Referred to the City Manager.

Patricia Castle

CITY OF KEENE

9 March, 2018

Dear Mayor Lane and City Councilors –

At the March 7, 2018 meeting of the Cities for Climate Protection Committee, there was a unanimous vote to request an increased allocation of Planning Department staff time to the work of the Committee. The Keene *Climate Action Plan* adopted by Council in 2004 identified as a “Future Measure Imperative for All Sectors” the creation of an “Energy Efficiency/Environmental Coordinator Position”, or “As an alternative to hiring new personnel, an existing staff person in the Planning Department could assume the initial work of the Energy Efficiency/Environmental Coordinator...approximately 25% of that person’s time would be dedicated to the Cities for Climate Protection campaign.”. The Keene *Climate Adaptation Plan* adopted by Council in 2007 again called for the development of a position of “Sustainability Coordinator”.

The Greenhouse Gas Emissions Inventory Report and the ESCO Contract Report presented to Council on March 15, 2018 highlight progress that has been made in the municipal sector. Significant further progress will need to occur in both the municipal and the community sectors for Keene to contribute to the State’s goal outlined in the NH Climate Action Plan of 2010: an 80% reduction in Greenhouse Gas Emissions by 2050.

Investing in efforts to further reduce Greenhouse Gas Emissions is synergistically advantageous to Keene’s goal of economic development. According to 2018 data from the US Energy Information Agency, 33 states and DC have demonstrated continued economic growth concurrent with reductions in carbon emissions. New Hampshire’s Gross Domestic Product (GDP) rose 21.4% from 2000-2014 while our CO2 emissions fell by 13.9% during the same interval. Investing staff time for coordination of sustainability efforts could further enhance Keene’s economic development as the work could include the pursuit of programs, grants, incentives and rebates that support energy efficiency and renewable energy projects in the municipal sector along with the commercial and residential sectors.

The coordinator’s efforts could also address Keene’s largest emissions sector, “Transportation” by enhancing local implementation efforts of evolving technologies as well as advocating for progressive changes in the regional and state transportation infrastructure.

The Committee recognizes the constraints of the City budget with regard to creating a new staff position at this time. The Committee also recognizes the Community greenhouse gas emissions reduction result falling short of its 10% target. Vital work remains to be done to assure that Keene’s citizens and businesses have energy systems that are efficient, economical, equitable, and environmentally sustainable. Therefore the Committee respectfully advises and requests that Council take action at this time on the specific recommendations to dedicate Planning staff time for tasks outlined in the aforementioned, previously-adopted Climate Action and Adaptation Plans.

Respectfully,

Ann C. Shedd

Ann Shedd
Chair, Cities for Climate Protection Committee

City of Keene Climate Action Plan

adopted by City Council 2004

<https://ci.keene.nh.us/sites/default/files/Boards/CCP/2004%20Local%20Action%20Plan.pdf>

Page 37 of original document:

FUTURE MEASURES IMPERATIVE FOR ALL SECTORS:

1. Establish Energy Efficiency/Environmental Coordinator Position

...As an alternative to hiring new personnel, an existing staff position in the Planning Department could assume the initial work of the Energy Efficiency/Environmental Coordinator. Under this scenario, one planner would be assigned to the CCP program. As the measures begin to generate savings for the City, a part-time employee could be hired to further the goals of the plan and generate additional savings.

City of Keene Adapting to Climate Change: Planning a Climate Resilient Community

Adopted by City Council 2007

https://ci.keene.nh.us/sites/default/files/Boards/CCP/Keene%20Report_ICLEI_FINAL_v2_1.pdf

page 44 of 65

FIRST STEPS TO BEGIN IMPLEMENTATION AND ENSURE LONG-TERM SUCCESS:

To ensure the longevity of the City's climate protection planning efforts, Keene should consider hiring a Sustainability Coordinator, as recommended in the CCP Action Plan, and reiterated in this document. This staff person would assist the City in tracking and implementing its climate change and sustainability efforts. The Coordinator would also work to prioritize City sustainability goals and targets; help set up subgroups within City government for specific tasks; coordinate with the appropriate City departments; provide updates to the City Manager and City Council; and review projects and initiatives for consistency, monitor effectiveness, and generally ensure that climate protection remains a key component of the land development and capital improvement program decision-making process in Keene.

In the mean time, an internal team within City Government should be formulated to integrate individual departmental efforts aimed at sustainability, as well as to make policy and procedural changes. This group could also identify a timeframe for implementation of policy and procedural changes and could create internal action plans for departments to follow.

The following are the first steps the City should take to successfully begin the implementation of its climate adaptation planning efforts:

- 1. To highlight the need for integration among mitigation and adaptation efforts, the City should formally recognize this document and the CCP Action Plan as the City's "Climate Protection Plan."*
- 2. Allow for public input about climate change and sustainability in the comprehensive master planning process and include all relevant portions of this plan in the comprehensive master plan, as the City's guiding document.*
- 3. Devise a financial strategy to support the creation of a Municipal Sustainability Coordinator position.*
- 4. Create an internal team within City Government to spur departmental integration and implementation of adaptation measures.*
- 5. Further prioritize and assess actions to pursue first, costs for implementation, and funding sources.*



City of Keene, N.H.
Transmittal Form

March 8, 2018

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

SUBJECT: Councilor Manwaring - License Fees for Events Requiring Staff Protocols

COUNCIL ACTION:

In City Council March 15, 2018.
More time granted.

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends putting this item on more time to allow further discussion about event protocols and whether that activity should be contemplated as a component of any fee increases.

BACKGROUND:

Councilor Manwaring stated she is a member of Pathways for Keene and was shocked when she went in to pay her license fee that it was only \$25. For the four on the 4th the event crosses streets, there are protocol meetings staff has to attend and felt this fee was insufficient.

City Clerk Patty Little addressed the Committee in response to the Councilor. She referred to a handout she had circulated which shows three categories of licenses. Ms. Little explained that “community event” is not a license type, but rather a trigger for a funding mechanism. Community event status can be extended to many different types of licenses such as a street fair, use of public ways or the discharge of fireworks for instance.

The street fair license is what the pumpkin festival would fall under; tree lighting, music festival and ice and snow festival also receive the same license. Ms. Little noted there was a license fee of \$150 per day which the council eliminated many years ago because of a request from Center Stage. The prior pumpkin festival brought about many protocol meetings but the smaller scale festival is less meetings. There is still no license fee because the council eliminated such a fee some time ago.

The second category of a license is one that is issued through the Clerk’s office and is an administrative license. These also require protocol meetings and are for the purpose of timed races – which require runner safety and are not prohibiting other uses of the public way. These require one or two protocol meetings and carry a license fee of \$25. The other type of license is the outdoor periodic event license, which would be an event on private property like the Wyman Tavern Brew Fest. This event requires protocol meetings but does not carry a license fee.

The third category of license which is also handled administratively are for such things as walkathons or parades held on the sidewalk, which are out of the public way, and generally do not require protocol meetings.

Ms. Little went on to say license fees are meant to cover the administrative portion to produce a license but was not meant to cover the protocols because these licenses pre-date the concept of protocol meetings. Ms. Little stated she does agree that these license fees no longer cover the administrative cost for reviewing an application and producing a license.

Chair Greenwald stated it is necessary to have such events but staff time does need to be considered. The Chair asked how much the actual cost would be to cover such items. Ms. Little stated the bigger question is whether the council wants the fees to be comprised of more than what it costs in staff time to produce the license. If the scope of a fee is expanded to cover some portion of the protocol meetings held with fire, police, and public works, then that would be different than accounting for just the clerk's staff time to attend to protocol meetings and document the recommendations in order to prepare the license.

Councilor Clark felt for the sake of the tax payer this is an item that needs to be looked into and felt the committee should put this on more time and direct staff to do so.

Councilor Manwaring stated the protocol meeting she attended had representatives from Police, Fire and Public Works and noted these are higher level city staff involved in these meetings.

The committee addressed the planning costs which is what the city clerk was going to be reviewing and then it would be the implementation costs which would be the costs attached to the actual event; something staff will obtain for the committee at a later time.

Councilor Jacobs stated the city does want to support these events, but understanding the actual cost was important. Chair Greenwald agreed these events were important for the community but the services provided for these events need to be covered. Councilor Jacobs felt having an accounting will help the community and the councilors.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends putting this item on more time to allow further discussion about event protocols and whether that activity should be contemplated as a component of any fee increases.



City of Keene, N.H.
Transmittal Form

March 8, 2018

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: G.2.
SUBJECT: FY17 Audit Presentation – Melanson Heath

COUNCIL ACTION:

In City Council March 15, 2018.
More time granted.

RECOMMENDATION:

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that this item be put on more time.

BACKGROUND:

The City Manager stated staff is requesting more time to discuss this item.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that this item be put on more time.

Councilor Jacobs was not present for this vote.



City of Keene, N.H.
Transmittal Form

March 15, 2018

TO: Mayor and Keene City Council

FROM: Michele Chalice, Planner on behalf of the Cities for Climate Protection Committee

ITEM: H.1.

SUBJECT: Relating to the Energy and Climate Committee

COUNCIL ACTION:

In City Council March 15, 2018.

Referred to the Planning, Licenses and Development Committee.

RECOMMENDATION:

That Ordinance O-2018-04 be referred to the Planning, Licenses and Development Committee for their review and recommendation.

ATTACHMENTS:

Description

Ordinance O-2018-04

BACKGROUND:

The Cities for Climate Protection Committee is proposing to revise and update their name and intent. They have been in discussion for some time regarding the committee's name being out of date and not in alignment with the committee's current range of topics and projects. A January 2018 annual retreat allowed for their exploration of the proposed changes and possible implications. Recent studies show that the term "energy" is more accessible to the general public over "climate" hence the order of the terms in the new, proposed name. As well, the "Purpose" has been refined to be less general, to acknowledge the interconnected relationship of energy and economic resilience, and to focus on three, more specific directions for their projects and advocacy.



CITY OF KEENE

O-2018-04

Eighteen

In the Year of Our Lord Two Thousand and

AN ORDINANCE Relating to the Energy and Climate Committee

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 text and deleting the strike through text to the following provisions of Chapter 2 Article V Division 19 as follows;

DIVISION 19. – ENERGY AND CLIMATE ~~CITIES FOR CLIMATE PROTECTION~~ COMMITTEE

Sec. 2-1088. - Purpose.

~~The purpose of the cities for climate protection committee is to aid in the reduction of greenhouse gas emissions and increase the community's adaptive capacity to the expected impacts of a changing climate in order to protect the viability of the community and to protect public health, safety, and welfare.~~

In order to protect public health, safety and welfare, as well as the economic vitality of the community, the Energy and Climate Committee exists to:

- (1) monitor and advocate for the reduction of greenhouse gas emissions throughout our community,**
- (2) promote energy conservation and efficiency, as well as the use and production of renewable energy, and**
- (3) increase awareness of and resilience to the expected impacts of a changing climate.**

Sec. 2-1089. - Membership.

The **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee shall consist of seven regular voting members, one of whom shall be a member of the city council, all of whom represent a cross section of organizations, institutions, businesses and interests in the city.

Sec. 2-1090. - Terms.

Members shall be appointed for three-year terms. However the initial appointment shall be staggered so that three members shall be appointed for one year, three members for two years, and three members for three years. In the event of a vacancy, interim appointments may be made to complete the unexpired term.

PASSED

Sec. 2-1091. - Relation to department.

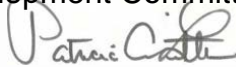
The planning department will provide staff support to the **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee. Other departments may be called upon as necessary.

Sec. 2-1092. - Functions and guidelines.

The functions and guidelines in this section are established for the conduct of the **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee. The committee shall:

- (1) Coordinate the goals and measures of the local action climate plan in order to reduce greenhouse gas emissions and increase the community's adaptive capacity;
- (2) Update the local climate action plan and greenhouse gas inventory as deemed necessary;
- (3) Promote the awards and recognitions the city and community members have received for outstanding work in the climate protection arena;
- (4) Promote and report the successes and efforts of the committee to the council and community on a regular basis;
- (5) Make recommendations to local boards and committees pertaining to the local climate action plan and sustainable practices such as energy efficiency, and energy generation and zoning practices;
- (6) Serve as an advocate for the city's interest at the state and national level in climate change policy;
- (7) Assist the city with community outreach and education for the local climate action plan by bringing the benefits of the plan to the attention of the public through educational materials, presentations, and other methods;
- (8) Assist with preparation of grant applications and pursue other funding mechanisms to implement the goals and measures of the local action plan;
- (9) Receive gifts and donations in the name of the city with prior approval of the city council; and
- (10) Perform such other related functions as required by the city council or as requested by the city manager.

In City Council March 15, 2018.
Referred to the Planning, Licenses
and Development Committee.



Patricia Castle
City Clerk

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

March 12, 2018

TO: Mayor and Keene City Council

FROM: Medard Kopczynski, Director Economic Development

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: H.2.

SUBJECT: Relating to Parking Lots

COUNCIL ACTION:

In City Council March 15, 2018.

Referred to the Municipal, Services, Facilities and Infrastructure Committee.

RECOMMENDATION:

That Ordinance O-2018-05 be referred to the Municipal Services, Facilities and Infrastructure Committee for their review and recommendation.

ATTACHMENTS:

Description

Ordinance O-2018-05

BACKGROUND:

At the November 16th meeting of the City Council, the City Manager was authorized to negotiate and execute a lease for parking spaces in the Wells Street Garage for the purpose of furthering a proposed expansion of the Monadnock Food Co-op. Due to the expansion, parking spaces for Cheshire Medical Center-Dartmouth Hitchcock will be relocated and reserved for the top and bottom deck.

Currently, the spaces located on the bottom deck of the Wells Street Garage are laid out as a public way and are not permitted for long-term lease. The public way will need to be abandoned by a separate action of the City Council which requires changes to Chapter 94 of City Code be made.

The proposed changes will make the purpose clear in the definition of Parking Lots and will remove the direct reference to parking lots as public ways, but keep the public way restrictions as applicable to Parking Lots.



CITY OF KEENE

O-2018-05

Eighteen

In the Year of Our Lord Two Thousand and

RELATING TO PARKING LOTS

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 underlined text in Section 94-1 "Definitions" and Section 94-94 "Restrictions" and retitling Division 2 to read "Specific Street Regulations" of Chapter 94, entitled "Traffic, Parking and Public Ways" as follows:

ARTICLE I. IN GENERAL

Sec. 94-1. Definitions

Parking lot means any public parking lot owned and/or operated and maintained by the city upon which the city council has directed the installation of parking meters including but not limited to: the Commercial Street lot, the Gilbo East and West lots, the Wells Street lot, the Wells Street Garage, the City Hall Garage, Cypress Street lot, the Elm Street Lot and the Library Annex lot.

ARTICLE III. PARKING

DIVISION 2. SPECIFIC STREET REGULATIONS

Sec. 94-94. Restrictions.

(d) Parking lots.

(1) Restrictions upon parking in public parking lots of the city shall be consider off-street parking subject to the restrictions including penalties of this chapter for public ways and as may be established or amended by ordinance. ~~Such parking lots shall be considered to be public ways for the purpose of this chapter, and all regulations applying to public ways shall be applicable thereto, including penalties.~~

Kendall W. Lane, Mayor

In City Council March 15, 2018.
Referred to the Municipal, Services,
Facilities and Infrastructure Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

March 8, 2018

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

SUBJECT: Relating to Probationary Firefighter and Probationary Police Officer

COUNCIL ACTION:

In City Council March 15, 2018.
Report filed as informational.
Ordinance O-2018-03 declared adopted.

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2018-03.

ATTACHMENTS:

Description

Ordinance O-2018-03

BACKGROUND:

Ms. Fox stated staff opinion is that this item should be combined with what was just discussed (prior item). This would provide within the probationary wage scale for a grade adjustment after a satisfactory evaluation during the mid-point. Chief Russo noted there was a large gap between the probationary police officer and the next step up and this would close that gap and bring Keene closer to Manchester. Ms. Fox added staff is also proposing to delete a code that is obsolete.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2018-03.



CITY OF KEENE

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

Relating to Probationary Firefighter and Probationary Police Officer

AN ORDINANCE

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting *Section 62-192 "Probationary police officer"* and *Section 62-193 "Auxiliary police officer trainee"* in the retitled Subdivision IV of Chapter 62, Personnel and by substituting in lieu thereof *Section 62-192 Probationary Police Officer*:

Subdivision IV. – Probationary firefighter and probationary police officer ~~Probationary & auxiliary officers~~

Sec. 62-192. – Probationary Police Officer

The hourly wage for probationary officers is as follows:

HOURLY WAGE SCHEDULE (effective April 1, 2018)

Grade	Step 1
P1	\$23.25
P2	\$24.30

~~Sec. 62-193. – Auxiliary police officer trainee.~~

~~The hourly wage schedule for auxiliary police officer trainees is as follows:~~

~~HOURLY WAGE SCHEDULE (effective July 1, 2009)~~

Grade	Step 1
A1	\$6.88

in City Council March 1, 2018.

Referred to the Finance, Organization and Personnel Committee.

PASSED March 15, 2018 City Clerk

Kendall W. Lane, Mayor

A true copy;

Attest:

City Clerk



City of Keene, N.H.
Transmittal Form

March 8, 2018

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: J.1.
SUBJECT: All Veterans' Tax Credit

COUNCIL ACTION:

In City Council March 15, 2018.
Report filed as informational.
Resolution R-2018-06 declared adopted.

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends staff be directed to draft a resolution for the All Veterans Tax Credit.

ATTACHMENTS:

Description

Resoluton R-2018-06

BACKGROUND:

City Assessor Dan Langille explained that a tax credit is a discount on a tax bill and the discounted portion is redistributed to the rest of the community. Currently the city offers two types of tax credits: service connected disability veterans' credit for \$2,000 for a veteran who is permanently disabled because of their service. There are 41 such credits being offered for a total amount of \$82,000 in tax credit. A community has to offer a minimum of \$700 as a credit but Keene has chosen to offer the maximum amount of \$2,000.

The second is a veterans' credit for veterans who serve at least for 90 days for a qualifying war period or have received a medal. RSA 7-228 is the state statute that pertains to this. A community must offer at least \$50 but our community has chosen to offer \$225 (maximum is \$500). The city is providing 652 veterans' credits for a total amount of \$146,700. There is no income criteria for these credits.

What is the impact to the community because of these credits? Mr. Langille stated this is a difficult question to answer because there is no requirement for a veteran to register in the community so the number of veterans is difficult to figure out. However, according to the census report staff looked at, there could be close to 1,247 veterans in the community. Today 652 veteran credits are being offered which leaves approximately 595 still eligible. 595 times the \$225 veteran credit amount would be a \$133,875 impact, which equates to 3.6 million in assessed value. Overall the city offers \$228,000 in credit; 10 million comes off the tax rolls.

Chair Greenwald asked whether this credit is off the entire tax bill – Mr. Langille answered in the affirmative. He added this is not an optional credit.

Mr. Kevin Stone of 89 North Lincoln Street addressed the Committee and stated he was not requesting to go outside the guidelines outlined in the RSA but he was informed by area municipalities that they were offering veterans' credits to all veterans. He noted he served in Korea (in peace time Korea) and his total time served in various capacities equal 20 years. He added he is not trying to take anything away from a surviving spouse, but these are individuals who did not serve in the military, but he was a veteran.

Councilor Clark stated these days we seem to be in perpetual war and we have men and women deployed all over the world in very dangerous parts of the world and felt this is a credit the city should offer.

Mr. Joe Mirzoeff of 61 Park Avenue clarified this credit is offered to only people who own a property in Keene. Mr. Langille agreed stating it is offered for the principal place of abode.

Councilor Jacobs asked how the estimated impact would affect certain valued homes. For example what is the tax impact on a property valued at \$200,000.

Councilor Jacobs stated he was in support of this credit.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends staff be directed to draft a resolution for the All Veterans Credit.

Mr. Stone asked whether this Resolution would take effect by the April 15 deadline. City Attorney Mullins stated if he was to take into consideration the upcoming dates of the council, if the Rules of Order were suspended, this item could be acted by the council at its next two meetings.



CITY OF KEENE

R-2018-06

Eighteen

In the Year of Our Lord Two Thousand and
RELATING TO THE ALL VETERANS' TAX CREDIT

A RESOLUTION

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

Whereas, RSA 72:28-b was established for the purpose of granting the All Veterans' Tax Credit to veterans who do not qualify for the Veteran Credit (RSA 72:28); and

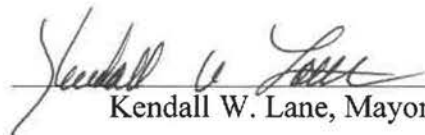
Whereas, the All Veterans' Tax Credit offers the same credit except that it removes the requirement for service during a qualifying war or armed conflict.

Now, Therefore, Be It Resolved that the City Council of the City of Keene hereby wishes to offer the All Veterans' Tax Credit set forth in RSA 72:28-b, by responding in the affirmative to the following:

“Shall the Council of the City of Keene offer the All Veterans' Tax Credit to read:

The All Veterans' Tax Credit shall be the same as the amount of the standard or optional veterans' tax credit in effect in the town or city under RSA 72:28. The All Veterans' Tax Credit shall be subtracted each year from the property tax on the veteran's residential property. A person shall qualify for the All Veterans' Tax Credit if the person is a resident of this state who served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from service; or the spouse or surviving spouse of such resident, provided that Title 10 training for active duty by a member of a national guard or reserve shall not be included as service under this paragraph; provided however that the person is not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35.”

This act will take effect as of April 1, 2018.


Kendall W. Lane, Mayor

PASSED March 15, 2018

A true copy;
Attest: 
City Clerk



External Communication
Transmittal Form

March 12, 2018

TO: Mayor and Keene City Council

FROM: Rebeckah Bullock, Southwest Regional Planning Commission

THROUGH: Patricia A. Little, City Clerk

ITEM: J.2.

SUBJECT: Approving an Application for CDBG Funds - MEDC/603 OPTX

COUNCIL ACTION:

In City Council March 15, 2018.

Referred to the Finance, Organization and Personnel Committee.

Public Hearing set for Thursday, April 5, 2018 at 7:00 PM.

ATTACHMENTS:

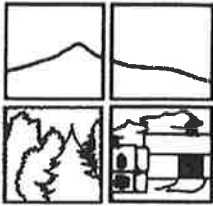
Description

Communication - Bullock

Resolution R-2018-07

BACKGROUND:

Rebeckah Bullock from Southwest Regional Planning Commission is submitting a Resolution for CDBG funds that would request up to \$200,000 to be sub-granted to MEDC, which would loan the funds to 603 OPTX for costs related to business start-up at 80 Krif Road.



Southwest Region Planning Commission

37 Ashuelot Street, Keene, NH 03431

603-357-0557 Voice

603-357-7440 Fax

DATE: MARCH 12, 2018

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ^{RB} REBECKAH BULLOCK, SOUTHWEST REGION PLANNING COMMISSION

THROUGH: ELIZABETH A. DRAGON, CITY MANAGER

RE: PROPOSED APPLICATION FOR CDBG FUNDS: MEDC/603 OPTX

Recommendation: That the City Council adopt the attached resolution approving an application for Community Development Block Grant (CDBG) funds to the NH Community Development Finance Authority (CDFA) for the State of New Hampshire; and further, to re-adopt the Anti-Displacement and Relocation Assistance Plan.

Proposed application: The proposal is to request up to \$200,000 in CDBG funds. The CDBG would provide up to \$200,000 to be sub-granted to Monadnock Economic Development Corporation (MEDC) which would loan the funds to 603 OPTX for costs related to business start-up including but not limited to working capital, equipment, and any other soft or development related costs at a building located at 80 Krif Road in Keene. The business will create at least 10 new jobs, of which at least 6 will be filled from people from low and moderate income households. The total project is estimated at \$931,000 of new investment in Keene.

Public Hearing and Schedule: The CDBG application is due on April 5, 2018. A public hearing will be scheduled on or before that date for the following purposes:

1. Public hearing for the MEDC/603 OPTX project
2. Public hearing to re-adopt the Anti-Displacement and Relocation Assistance Plan.



CITY OF KEENE

R-2018-07

Eighteen

In the Year of Our Lord Two Thousand and

APPROVING AN APPLICATION FOR CDBG FUNDS

A RESOLUTION

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

WHEREAS, the City of Keene has stated as one of its Community Goals that the economic development base of the City be diversified; and

WHEREAS, the present national economic climate suggests there is a need for development that would provide jobs; and

WHEREAS, the Monadnock Economic Development Corporation has been incorporated for the purpose of working to expand the economic base of the Monadnock region; and

WHEREAS, the U.S. Department of Housing and Urban Development has established a Community Development Block Grant Program which is administered within the State of New Hampshire by the Community Development Finance Authority; and

WHEREAS, the Community Development Block Grant would provide up to \$200,000 to be sub-granted to the Monadnock Economic Development Corporation (MEDC) who would loan the funds to 603 OPTX for costs related to business start-up including but not limited to working capital, equipment, and any other soft or development related costs at a building located at 80 Krif Road in Keene.

NOW, THEREFORE, BE IT RESOLVED that the City Council approve and support the City's grant application to the New Hampshire Community Development Finance Authority for an amount up to \$200,000 in Community Development Block Grant funds: that the City will re-adopt the Residential Anti-Displacement and Relocation Assistance Plan; that the City will accept the grant if it is approved and enter into a contract with the New Hampshire Community Development Finance Authority; and, further, that the City Manager is authorized to execute any documents which may be necessary for the contract.

Kendall W. Lane, Mayor

In City Council March 15, 2018.

Referred to the Finance, Organization and Personnel Committee.

Public Hearing set for Thursday, April 5, 2018 at 7:00 PM.

PASSED

City Clerk