



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
May 17, 2018
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- May 3, 2018

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Relating to the Absolute Discontinuance of Wells Street Parking Lot and the Return of Layout for Wells Street
Resolution R-2018-12
Resolution R-2018-13
2. Relating to the Fiscal Year 2018/2019 Operating Budget
Resolution R-2018-17
3. Presentation - Marketing and Communications Plan

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations
Keene Housing Authority
Heritage Commission
2. Nomination
Airport Development and Marketing Committee

C. COMMUNICATIONS

1. Dr. Ann Shedd - In Support of Amendment to Operating Budget - Part Time Position - Energy & Sustainability Manager
2. Councilor Clark - Proposed Amendment to Operating Budget - Contract for Sustainability Manager

D. REPORTS - COUNCIL COMMITTEES

1. Keene Swampbats – Request to Discharge Fireworks
2. Keene Lions Club – Request to Use City Property
3. Peter Poanessa & Judy Rogers/The Magical History Tour - Request to Endorse the 2019 Walldogs Mural Festival and Use of City Property
4. Roger Weinreich - Request to Use City Property - Main Street - Block Party

5. Acceptance of a Donation - Pickle Ball Courts - Parks, Recreation and Facilities Department
6. Banner Sponsorship Update - Parks, Recreation and Facilities Department
7. Lease Agreement - Senator Shaheen - Parks, Recreation and Facilities Department
8. Re-Allocation of FY 2018 CIP Funds to City of Keene Land Use Code Update
9. Public Works Fill A Truck Project - Food Donations
10. Rose Lane Change Order-Loureiro Engineering

E. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. CITY MANAGER COMMENTS

F. REPORTS - BOARDS AND COMMISSIONS

G. REPORTS - MORE TIME

H. ORDINANCES FOR FIRST READING

1. Relating to Class Allocation and Salary Schedule
Ordinance O-2018-08

I. ORDINANCES FOR SECOND READING

1. Relating to an Amendment to the Zoning Ordinance - Sign Regulation Changes
Ordinance O-2018-02-A

J. RESOLUTIONS

1. Relating to the Appropriation of Funds for the Goose Pond Dam Improvement Projects; Relating to the Appropriation of Funds for the Winchester Street By-Pass Project; Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; Relating to the Appropriation of Funds for the Martell Court Headworks Replacement Project
Resolution R-2018-08
Resolution R-2018-09
Resolution R-2018-10
Resolution R-2018-11
2. Relating to Acceptance and Use of Eversource LED Rebate Funds
Resolution R-2018-19
3. Relating to Gilbo East Parking Lot Improvements
Resolution R-2018-15
4. Relating to the Appropriation of Funds - Main Street Crosswalk Improvements
Resolution R-2018-18

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, May 3, 2018. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, 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, Stephen L. Hooper, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Bettina A. Chadbourne was absent. Councilor Hooper led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the April 19, 2018 regular meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS

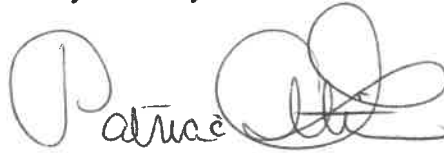
The Mayor announced that on Thursday, May 10th, Monday, May 14th, and Tuesday, May 15th, the Finance, Organization and Personnel Committee will be holding their budget review meetings at 5:30 PM. On Thursday, May 17th there is a Public Hearing on Wells Street Discontinuance and Layout and a presentation on Marketing and Branding for the City. On Tuesday, June 19th at 6:30 PM in Council Chambers, there will be a workshop on Parking Issues and Utilization. On Thursday, June 21st, at 5:30 PM in Council Chambers, there will be a Workplace Harassment Workshop.

PUBLIC HEARING – SIGN REGULATIONS

The Mayor opened the public hearing at 7:05 PM. The notice of hearing and certificate of publication were read. The Mayor recognized Acting Health Director John Rogers. Mr. Rogers noted this hearing is relative to Ordinance O-2018-02-A, which would make several changes to the City’s Zoning Ordinance relating to signs. He continued the changes include: make the Ordinance compliant with the Supreme Court decision relative to Reid v. Town of Gilbert, AZ with respect to the sign code being content neutral; to incorporate the new zones that were created along the Marlboro Street corridor; and finally to incorporate some changes recommended by the Code Enforcement Department to clarify some of the definitions and reconcile some conflicts between the Sign Code and the Planning Board standards. Mr. Rogers offered to answer any questions.

The Mayor opened the floor to public comments and questions. As there were no public comments, the Mayor closed the public hearing for oral testimony at 7:08 PM. He noted the hearing will remain open for written public comments until 1:00 PM on Tuesday, May 8, 2018. Written comments must be signed and submitted to the City Clerk by the deadline to be included in the record.

A true record, attest:


Patricia
City Clerk

PRESENTATION – 2019 WALLDogs MURAL FESTIVAL – THE MAGICAL HISTORY TOUR

Mayor Lane welcomed Georgia Kassimatis and Peter Poanessa forward to make a presentation regarding the 2019 Walldogs Mural Festival. Ms. Kassimatis began by explaining that she runs Friends of Public Art, which is a public arts organization that has been around since 2014. She went on to introduce Peter Poanessa, owner of Keene Signworx, stating they are present this evening to present plans for the 2019 Walldogs Magical History Tour. Ms. Kassimatis stated that to kick things off they would like to show a short video documenting this event when it took place in Kewanee, Illinois, to demonstrate what happens behind the scenes. At the conclusion of the video, a Powerpoint presentation was shown to provide more specifics about this event.

Mr. Poanessa started by explaining that the Magical History Tour is a branded tradename; it is ours and will not be repeated in another community. Each festival has a theme and the Magical History Tour will live on after the festival has concluded. There will be a permanent walking tour of the murals in Keene. He went on to explain that the Walldogs sprung out of a group called the Letterheads, which is trying to keep the traditional sign painting skills alive in the new digital world. They are a group of highly skilled sign painters and mural artists from all over the globe that have been together for over 25 years. They are a registered non-profit organization, and over the last 25 years they have painted about 750 murals around the country. They always paint historical theme Murals that tell the history of the towns they visit. The art is typically done in period style reminiscent of the 1920's and 30's.

Ms. Kassimatis stated Keene was chosen as the next Walldogs site in 2019. Every year they choose a new City. Friends of Public Art were approached last year for their support of this coming to Keene. She noted there are many benefits to this coming to our community. A Walldogs project is a community collaborative event requiring participation throughout. She continued that this will require a lot of community buy-in, including volunteers, cash donations, and help on various committees. She asked folks to spread the word about this event and the need for assistance. She also asked for ideas about content selection in terms of locations and content of the murals. Ms. Kassimatis also noted they have a social media presence on Facebook and would encourage people to get involved. Finally, she noted they have a website where people can join their community forum. Mural tours and other tourism opportunities come with this event choosing a community.

Mr. Poanessa added the festival typically runs from Wednesday evening to Sunday with the artists coming from all over the world to participate. They do not accept payment but they will need to be housed and fed by the community. On Wednesday night there is typically a reception dinner in the evening, and everyone is out in the street projecting the mural images onto the wall to transfer the design. The painting takes place in the daylight hours on Thursday, Friday and Saturday, with Sunday serving as a spillover day to finalize the artwork. The painting occurs typically in back alleys and side streets off Main Street, making it a little easier to handle. A lot of people will watch the paintings being worked on day after day. As the murals unfold, local residents will be watching and learning things about their own community. He continued the reason they called it the Magical History Tour is because these events are often described as a magical experience. It is a unique coming together of strangers in a town. The appreciation of

local citizens shown to the artist and the appreciation of the artists for their work and the forging of new friendships is what makes this a magical event. The community building component is so valuable. Mr. Poanessa continued Keene was chosen because they took the initiative to show that Keene would be a good host. Hundreds of cities vie for this opportunity and we were very lucky to be chosen.

Mayor Lane noted this is a very exciting project and he is so pleased to having the event here in Keene. It is a fantastic opportunity for the community and the center of our community. He asked Mr. Poanessa if he is a “Walldog” and Mr. Poanessa answered in the affirmative. The Mayor went on to ask if there were questions from the Council.

Councilor Greenwald asked either the City Attorney or the Code Department to provide information on how we are going to revise our sign code to allow this since our regulations are very stringent in terms of painting unpainted brick. He added, how would the City control what amateur painters might want to do after the event has concluded.

Mr. Poanessa offered to provide some insight. He explained that some communities have made changes to their sign code to accommodate the mural paintings. The last festival he attended, the town decided to revert back to the old sign code after the event was held, so it was literally a temporary change to their ordinance. He continued some communities don’t look at the murals as signs, because they do not advertise goods or services that are in existence today. Since they are commemorative murals some communities have decided they technically do not fall under the sign code regulations. The City would need to make those determinations in terms of how it would be handled here.

Councilor Jacobs asked if a specific date has been chosen for the event to be held. Mr. Poanessa responded they are looking at June 19 through 23, 2019.

Councilor Sapeta stated he was excited this is coming and that we have a lot of advanced notice so it can be well planned for and promoted. He went on to state that there are already several murals downtown that are of historic value which have fallen in disrepair. He questioned whether these murals should be spruced up to prepare for this event. Mr. Poanessa noted there are plans to refurbish one of the Coca Cola® murals, the one over by the Courthouse which is almost gone. The ones behind Kristin’s Bakery are in good condition, and are on the north side of the building sheltered from the sun and have lasted 100 years already. They do not want to do anything with that one at this time. He added that the Walldogs have contacts at Coca Cola® and they are required to use the proper colors from the proper era. This is something they are looking at doing. They may do a partial restoration and/or add a patina to make it look old. They have been looking at a few of those and will include murals that were here before when they create the walking tour.

Councilor Hooper asked how long the murals will last. Mr. Poanessa stated their goal is to raise enough money to purchase the best paint, which is 100% acrylic mural paint. This will allow the murals to last 50 to 75 years, and even longer for those that are north facing.

Councilor Jones thanked Ms. Kassimatis and Mr. Poanessa for nominating the City of Keene for this. He went on to ask if there is an established procedure now for bringing this to fruition. Mr. Poanessa stated they have been in contact with a lot of the past festival organizers, so they have a lot of help. He added the Walldogs have a pretty set playbook that they work from of what they expect. As they have been developing this, they have learned a lot more about what has to be done, and they just need to follow through with all of that and make it happen. It includes fundraising, logistics for staging and priming walls, working with building owners, executing building owner contracts, etc. There are also requirements regarding the condition of the wall surface to be used, and requirements in terms of timelines to provide historical subject matter, etc.

Councilor Jones noted at that time of year they will be competing with the Keene Swampbats for housing. Mr. Poanessa stated they are aware of that. They have actually been in contact with the College about potentially housing them. He does not foresee an issue with getting the 200 needing housing they need for that weekend.

Councilor Manwaring noted there is a book for sale at the Toadstool Bookshop about the Walldogs. The proceeds will go towards funding this event.

Mayor Lane thanked the presenters for their presentation on the Walldogs event. He noted there is a communication regarding the event on the agenda that will be referred to Committee.

NOMINATIONS

The following nominations were received from the Mayor: Christopher Coates to serve as a regular member of Keene Housing Authority with a term to expire December 31, 2022 and Erin Benik to serve as a regular member of Heritage Commission, with a term to expire December 31, 2018. The nominations were tabled until the next regular meeting.

APPOINTMENT – GREATER GOOSE POND FOREST STEWARDSHIP PLAN -AD HOC COMMITTEE

The following were appointed by the Mayor to the Greater Goose Pond Forest Stewardship Plan – Ad Hoc Committee: Thomas Haynes to replace Andrew Madison and Denise Burchested to replace Sadie Butler. A motion by Councilor Greenwald to accept the Mayor’s appointments was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – PETER POANESSA & JUDY ROGERS/THE MAGICAL HISTORY TOUR – REQUEST TO ENDORSE THE 2019 WALLDOGS MURAL FESTIVAL AND USE OF CITY PROPERTY

A communication was received from Peter Poanessa and Judy Rogers, requesting the City endorse the 2019 Walldogs Mural Festival and the use of City property as well as in-kind services from the City. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – PART-TIME POSITION – ENERGY AND FACILITIES MANAGER

A communication was received from Councilors Clark, Richards, Jones, Filiault, Sapeta, Hooper and Lamoureux requesting that the City Council create a part time position that would focus on the work of the Energy and Climate Committee. The Mayor deferred to the City Attorney who stated that the letter is asking the City Council create a part-time equivalent position in the City. The question that the Mayor asked that he review is the authority of the City Council to make that kind of appointment. The Attorney continued the City of Keene is a Manager managed form of government and not a strong Mayor as exists in other cities. Under the City Charter and State law the Manager has the authority for the appointment and dismissal of individuals from the City. The specific sections are Sec. 32 and Sec. 35 (b) and Sec. 37. This last section is fairly directive in its language, which states: “Neither the City Council, nor any of their committees or members shall dictate the appointment of any person to office or employment by the City Manager, or in any manner interfere with him or prevent him or her from exercising his or her own judgement in the appointment and discharge of employees of the City, except as stated in Section 29.”

The Mayor recognized Councilor Clark who responded that two years ago the Council was asked to create a new position for Police Dispatch Supervisor. The Councilor inquired whether that was an exception. The Attorney responded that he did not recall the specifics, but if that occurred it would have been a violation of the City Charter. The Councilor continued that he interpreted the Charter’s language to mean the creation of existing positions and that the City Council could not direct the City Manager to appoint particular individuals to existing positions. With respect to new positions, the Councilor noted there needs to be money appropriated in the budget and that can only be done through the City Council.

The Attorney responded that he agreed that the City Council has a fair amount of control over the budget. The question he was asked to comment on was whether the Council could require the creation of a position.

The Mayor referred the communication to the City Manager. He continued he expected this issue would come up again during the budget deliberations.

MSFI REPORT – PRESENTATION – PRELIMINARY DESIGN FOR IMPROVEMENTS TO WOODWARD POND DAM

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

MSFI REPORT – PRESENTATION – FLOOD MANAGEMENT IMPROVEMENTS PROJECT

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

MSFI REPORT – MONADNOCK PROGRESSIVE ALLIANCE – NOTIFICATION OF THEIR “READY FOR 100% RENEWABLE ENERGY” CAMPAIGN

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

MSFI REPORT – MONADNOCK INTERFAITH PROJECT – REQUEST FOR A WELCOME CENTER WITH PUBLIC TOILETS

Municipal Services, Facilities and Infrastructure Committee report read recommending that City staff be directed to meet with the MIP, and if there is any type of project to come forward regarding the welcome center with portable toilets that it be brought forward during the CIP process. 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 – THE FUTURE OF THE WHEELOCK PARK CAMPGROUND – PARKS, RECREATION AND FACILITIES DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending creating an infrastructure plan to bring forward during the next CIP cycle, and to close the campground for public use during the 2018 season, but allow tournaments to use the campground for the specific purposes under such terms and conditions as determined by the City Manager. 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 – CONTINUED DISCUSSION: SKATE PARK UPDATE – PARKS, RECREATION AND FACILITIES DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

MSFI REPORT – UPDATE ON MSFI COMMITTEE MORE TIME ITEMS

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

PLD REPORT – FIRSTLIGHT FIBER REQUEST TO INSTALL CONDUIT IN THE MAIN STREET RIGHT-OF-WAY – PUBLIC WORKS DEPARTMENT

Planning, Licenses and Development Committee report read recommending that the City Manager be authorized to do all things necessary to negotiate and execute a revocable license agreement with TVC Albany, Inc., D/B/A Firstlight Fiber for the installation of conduit, cabling

and associated appurtenances (licensed property) within the Main Street Right-of-Way, subject to the following conditions:

1. The licensed area shall be in the approximate location depicted on the sketch entitled "Project Route: Main St. – Church St. Area" by Firstlight, dated 2/12/18, with final locations to be approved by the Public Works Director.
2. Licensee is responsible for all costs associated with the installation, maintenance or repair of licensed property and the restoration of any area(s) which may be disturbed to the satisfaction of the City.
3. Licensee is required to obtain all required Federal, State and local permits, including but not limited to a City excavation permit, prior to performing any work.
4. Licensee is required to obtain an encumbrance or excavation permit from the City of Keene prior to performing any construction activity, maintenance tasks or accessing the licensed property in such a way that will obstruct public use of the right-of-way.
5. If the City requires the licensed property to be relocated or removed for any reason, Licensee shall perform such work and the cost of this work is the responsibility of the Licensee.
6. Licensee is responsible for the payment of any properly assessed real property or personal property taxes associated with its use and occupancy of the right-of-way in accordance with RSA 72:23, I(b), when due, failing which this license may be terminated.
7. Licensee agrees to allow any third-party to co-locate their cabling and equipment within the licensed property. Licensee shall be entitled to collect usual and customary lease fees from any such third party.
8. Licensee agrees to allow the Licensor to co-locate cabling and equipment within the licensed property and shall reserve not less than one (1) innerduct for such use. The Licensee will not be entitled to any lease fee or use charges as a result of such use by the Licensor.
9. Licensee agrees to indemnify, defend, and hold the City, its officers, officials, agents, employees, successors and assigns (collectively "City"), harmless from and against any claims, costs, losses, damages, causes of action, personal injuries, property damage (including any damage to the Premises), legal and administrative proceedings, liabilities, defenses, penalties, fines, liens, judgments, and expenses (including all costs, attorney(s)' fees and related expenses), whether at law or in equity relating to or arising from the use of the Premises by Licensee. Licensee shall hold the City harmless for any claim, demand, cost or expense arising from or related to the licensed property, including but not limited to any damage to the licensed property whether caused by the City or by any third party.
10. In any action brought by the City to enforce the terms of this License, the City shall be entitled to recover its costs, expenses, and reasonable attorney(s)' fees from Licensee. The terms stated at paragraph 9 shall survive the termination of this License.
11. Licensor may terminate this license for any reason upon ninety (90) days' prior written notice to Licensee. Licensee shall remove the licensed property and

restore any disturbed areas to the satisfaction of the City within thirty (30) days of such termination.

12. The City Manager may modify the above-listed conditions in order to accomplish the City Council's intent. The City Manager will also provide a memo to the Council communicating any changes to the approved conditions.

A motion by Councilor Jones to carry out the intent of the report was duly seconded. Discussion followed. With reference to condition number 8. Councilor Jones noted the Committee received clarification from the City Engineer and the Attorney regarding the definition of "co-locate" and it is defined as providing space in in the same trench, not in the same conduit. With reference to condition number 12. Councilor Sapeta stated he had concerns that this was relinquishing the Council's authority to approve or disapprove the conditions applied and asked the Manager to comment. The Mayor recognized Ms. Dragon who stated the language was added because the attorneys from First Light and the City had not worked out the exact language for some of the conditions. However, First Light wanted to move forward with the project and it was time sensitive. Rather than waiting a cycle to come back, this was added to keep with the intent of the conditions the Council was approving, while also allowing some modification to legal terms to occur. Ms. Dragon noted she has seen the Council allow staff to work out conditions on several other occasions with reference to licenses and permits. The Mayor agreed it is common for the Manager to work out the details to negotiate and execute contracts on behalf of the City. Discussion continued. Councilor Sapeta asked that in the future the Council is given more time to consider things such as this. Relative to the motion on the floor to carry out the intent of the report, the motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION – K-9 PROGRAM - POLICE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a \$50 donation to be used for the Keene Police Department K-9 program. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION - POLICE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a \$10 donation. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION – IN MEMORY OF TED DINKLE – FIRE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a \$50 donation. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATIONS TO LIBRARY RENOVATION PROJECT
- CAMPAIGN

Finance, Organization and Personnel Committee report read recommending the City Council accept \$322,950.12 as listed in the Cambridge Trust March 14, 2018 – April 18, 2018 donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – DEED WAIVER REQUEST FOR 2014 – FINANCE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to waive tax deeding for the attached list of properties until November 2, 2018 with the exception of 471 Elm Street, which has been removed from the list and the addition of 792J Court Street. The Clerk noted that she had received an update from the Tax Collector earlier that evening and 44 Sparrow Street should be removed from that list as well. A motion by Councilor Greenwald to carry out the intent of the report as updated was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – TAX DEEDING REQUEST FOR 2014 PROPERTY TAXES – FINANCE
DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the Tax Collector be authorized to deed the attached list of properties for the non-payment of the 2014 property taxes. The Chair noted that an update from the Tax Collector indicated that the following properties should be removed from the list: 33 Colorado Street, 169-171 Island Street, 47 Schult Street, and 888 Marlboro Road. A motion by Councilor Greenwald to carry out the intent of the report as updated was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT –SOLE-SOURCE CONTRACT FOR WATER MAIN CLEANING AND
LINING – PUBLIC WORKS

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to execute a sole-source construction contract with Suez Advanced Solutions in an amount not to exceed \$497,997, with funding provided from Cost Center 05063. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – CONSTRUCTION CHANGE ORDER – WATER STREET
REHABILITATION – PUBLIC WORKS

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to negotiate and execute a construction change order with Bazin Brothers Trucking, Inc., of Westminster, VT for an amount not to exceed \$110,000.00 for the Water Street Rehabilitation Project. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. On showing of hands, 14 Councilors were present, 13 voted in favor. Councilor Sutherland voted in opposition.

FOP REPORT – CONSTRUCTION CHANGE ORDER – 2017 ROAD SPOT REPAIR
PROJECT – PUBLIC WORKS

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a construction change order with BDM Sweeper Services, Inc. in the amount of \$71,992. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

CITY MANAGER COMMENTS

The City Manager commented about the Zoning 101 Workshop held on May 1, 2018. This was the official kick off for the Land Use Code Project. There was a great attendance from the City Council, Zoning Board and some Planning Board members. Staff did an excellent job making the experience a fun learning opportunity. Each group struggled with determining set back requirements, minimum lot size, parking requirements, green space requirements, height requirements, maximum percentage of lot covered by impermeable material, and determining if mixed uses were allowed. She expressed it was a powerful exercise to search through and struggle with the current voluminous zoning code and then be handed a 3 page sheet for this zoning district in the proposed new format and experienced how much easier it was to maneuver through the process. She congratulated Rhett Lamb, Tara Kessler, Med Kopczynski and the assistance of John Rogers for taking a complex subject matter and turning into a fun and powerful learning experience.

The City Manager went on regarding the Insurance Service Office, ISO, rating report. This is an analysis of the structural fire suppression delivery system provided in our community. The work of this analysis began last June 2017. The fire department and water department provided a great deal of information for this analysis. Insurance companies use many factors when determining the cost of premiums. One major factor is the level of fire protection. Most insurance carriers use the community's ISO rating to determine the quality of fire protection available, therefore, establish insurance rates. The City of Keene's ISO rating is tied to real dollars for our home and business owners. With all of the improvements the community has made to risk reduction by providing increased fire inspections, public education programs and juvenile fire starter programs along with our capital improvement programs related to fire apparatus replacement, water main and infrastructure improvements the City has improved the ISO rating from 4 to 3. In 2017, out of 60,042 communities only 3,409 scored an ISO rating of 3, or about 5.7%.

The City Manager announced that the State's Business and Economic Affairs Commission census tract, which includes 560 Main Street, has been included in the State's nominations to the United States Treasury Department as an opportunity zone. There were only 27 low income census tracts around the state included for this designation. This program was created by the Tax Cuts and Jobs Act which provides Federal tax incentives to investors in area designated as opportunity zones. Investors in these zones can defer capital gains on earnings reinvested in the zones and long term investments maintained over 10 years do not have to pay additional capital gains taxes on earnings from opportunity zone investments. Census tract #971401 has the lot at the corner of Optical Ave/Route 101, the former DPW site/Lower Main Street, lower Winchester Street, Krif Road and the Gilbo Avenue area in Downtown.

05/03/2018

MSFI REPORT AND ORDINANCE O-2018-06: RELATING TO SPECIFIC STREET REGULATIONS

Municipal Services, Facilities and Infrastructure Committee report read recommending the adoption of Ordinance O-2018-06. The report was filed as informational. A motion by Councilor Manwaring for adoption of the Ordinance was duly seconded. On roll call vote, 14 Councilors were present and voting in favor. Councilor Chadbourne was absent. Ordinance O-2018-06 declared adopted.

MEMORANDUM & RESOLUTION R-2018-15: RELATING TO GILBO EAST PARKING LOT IMPROVEMENTS

A memorandum was received from the City Engineer along with Resolution R-2018-15. The memorandum was filed into the record. Resolution R-2018-15 was referred by the Chair to the Finance, Organization and Personnel Committee.

MEMORANDUM AND RESOLUTION R-2018-17: RELATING TO THE 2018/2019 FISCAL YEAR BUDGET

A memorandum was received from the Finance Director along with Resolution R-2018-17: Relating to the 2018/2019 Fiscal Year Budget. The memorandum was filed as informational. Resolution R-2018-17 was read for the first time. The Resolution was referred by the Chair to the Finance, Organization and Personnel Committee. The Mayor set a Public Hearing for Thursday, May 17, 2018 at 7:00 PM.

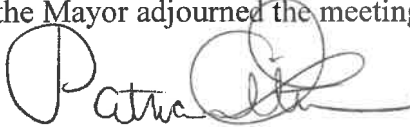
FOP REPORT AND RESOLUTION R-2018-16: RELATING TO PARTICIPATION AS A MEMBER IN A POOLED RISK MANAGEMENT PROGRAM

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2018-16. The report was filed as informational. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On a show of hands vote, with 14 Councilors voting in favor the motion carried. Resolution R-2018-16 declared adopted.

ADJOURNMENT

At 8:32 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:


City Clerk



PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will be held before the Keene City Council pursuant to a Petition from Kurt Blomquist, Public Works Director of the City of Keene, to consider **Resolution R-2018-12, relative to the absolute discontinuance of a public way known as Wells Street Parking lot** and **Resolution R-2018-13, relative to the return of layout of a public right of way known as Wells Street**. The City Council will hear all parties interested who may attend and any evidence they may offer. The discontinuance plan is available for viewing at the Public Works Department, Office of the City Engineer.


SITE VISIT: May 17, 2018 at 5:45 p.m.

PUBLIC HEARING: May 17, 2018 at 7:00 pm.

PUBLIC HEARING LOCATION: Council Chambers, Keene City Hall

Per order of the Mayor and Councilors of the City of Keene, this 5th day of April, 2018.

Attest:


City Clerk



CITY OF KEENE

R-2018-12

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

A RESOLUTION RELATING TO THE ABSOLUTE DISCONTINUANCE OF
A PUBLIC WAY KNOWN AS WELLS STREET PARKING LOT.....

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

That the Keene City Council is of the opinion that there is no further need to designate what is known as the Public Way to be known as Wells Street Parking Lot for the accommodation of the public and that there is occasion to rescind Resolution R-76-15 A and for the absolute discontinuance of the Public Way know as Wells Street Parking Lot as described in the attached Description of Complete Discontinuance, subject to the following conditions:

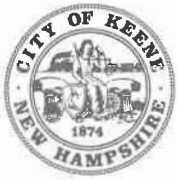
All documentation is in a content and form acceptable to the City Attorney and City Engineer.

Kendall W. Lane, Mayor

In City Council April 5, 2018.

Referred to the Municipal Services, Facilities and Infrastructure Committee and the Planning Board. Site visit scheduled for Thursday, May 17, 2018 at 5:45 PM. Public Hearing scheduled for Thursday, May 17, 2018 at 7:00 PM.


City Clerk



CITY OF KEENE

R-2018-13

In the Year of Our Lord Two Thousand and Eighteen

A RESOLUTION FOR THE RETURN OF LAYOUT OF A PUBLIC RIGHT OF WAY KNOWN
.....
AS WELLS STREET

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

The Keene City Council is of the opinion that for the accommodation of the public there is occasion to layout Wells Street for the purposes of a highway, utilities or other public improvements as described in the attached Return of Layout and said Petition, subject to the following conditions:

1. All documentation is in a content and form acceptable to the City Attorney, and City Engineer.

Kendall W. Lane, Mayor

In City Council April 5, 2018.

Referred to the Municipal Services, Facilities and Infrastructure Committee and the Planning Board. Site visit scheduled for Thursday, May 17, 2018 at 5:45 PM. Public Hearing scheduled for Thursday, May 17, 2018 at 7:00 PM.

City Clerk



CITY OF KEENE
PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to Resolution R-2018-17, which would require that the sum of \$25,391,454 be raised by taxation during the current year which together with \$34,782,546 for estimated operating revenues aggregating \$60,174,000 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$6,081,533 be appropriated for capital expenditures and capital reserve appropriations in the city proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2018. An itemized breakdown of both revenue and departmental expenses is available for viewing during normal business hours in the office of the City Clerk or the budget document is available on the City of Keene website at <http://www.ci.keene.nh.us/home> under the "Public Notices" section.

R-2018-17

General Fund Revenue & Other Financing Sources:	<i>Adopted</i>	General Fund Appropriations:	<i>Adopted</i>
Property Tax Revenue	\$25,391,454	Elected & Appointed Officials	\$2,860,846
Use of Surplus	882,403	Capital Projects	3,107,892
Other Taxes	448,000	Administrative Services	3,752,447
Tax Increment Financing	628,685	Community Services	20,331,410
Licenses, Permits & Fees	3,657,935	Municipal Development Services	6,713,641
Intergovernmental	2,705,635	Debt Service	4,533,629
Charges for Services	1,842,673		
Fines & Forfeits	89,821		
Miscellaneous	2,573,287		
Other Financing Sources	3,079,971		
NET GENERAL FUND OPERATING REVENUES	\$41,299,865	NET GENERAL FUND OPERATING APPROPRIATIONS	\$41,299,865
TOTAL PARKING METER FUND REVENUES	\$1,937,277	TOTAL PARKING METER FUND APPROPRIATION	\$1,937,277
TOTAL PC REPLACEMENT FUND REVENUES	\$176,260	TOTAL PC REPLACEMENT FUND APPROPRIATIONS	\$176,260
TOTAL SOLID WASTE FUND REVENUES	\$4,792,992	SOLID WASTE FUND APPROPRIATIONS	\$4,792,992
TOTAL SEWER FUND REVENUES	\$5,707,662	TOTAL SEWER FUND APPROPRIATIONS	\$5,707,662
TOTAL WATER FUND REVENUES	\$3,942,714	TOTAL WATER FUND APPROPRIATIONS	\$3,942,714
TOTAL EQUIPMENT FUND REVENUES	\$2,317,230	EQUIPMENT FUND	\$2,317,230
TOTAL OPERATING REVENUES - ALL FUNDS	\$60,174,000	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS	\$60,174,000
CAPITAL:			
SEWER FUND CAPITAL FUNDING	\$2,064,722	SEWER FUND CAPITAL APPROPRIATIONS	\$2,064,722
WATER FUND CAPITAL FUNDING	\$2,600,470	WATER FUND CAPITAL APPROPRIATIONS	\$2,600,470
EQUIPMENT FUND CAPITAL FUNDING	\$1,416,341	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,416,341
TOTAL CAPITAL FUNDING - ALL FUNDS	\$6,081,533	TOTAL CAPITAL APPROPRIATIONS - ALL FUNDS	\$6,081,533

HEARING DATE: May 17, 2018
HEARING TIME: 7:00 PM
HEARING PLACE: Council Chambers, Keene City Hall

Per order of the Mayor and Councilors of the City of Keene, this 3rd day of May, two thousand and Eighteen.

Attest: 
City Clerk



CITY OF KEENE

R-2018-17

Eighteen

In the Year of Our Lord Two Thousand and
Relating to the 2018/2019 fiscal year budget

A RESOLUTION

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

That the sum of \$25,391,454 be raised by taxation during the current year which together with \$34,782,546 for estimated operating revenues aggregating \$60,174,000 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$6,081,533 be appropriated for capital expenditures and capital reserve appropriations in the city proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2018, as attached hereto and made a part thereof.

Kendall W. Lane, Mayor

In City Council May 3, 2018.

Referred to the Finance, Organization and Personnel Committee.

Public Hearing set for Thursday, May 17, 2018 at 7:00 PM


City Clerk

2018/2019 Annual Operating Budget

R-2018-17

General Fund Revenue & Other Financing Sources:	<i>Adopted</i>	General Fund Appropriations:	<i>Adopted</i>
Property Tax Revenue	\$25,391,454	Elected & Appointed Officials	\$2,860,846
Use of Surplus	882,403	Capital Projects	3,107,892
Other Taxes	448,000	Administrative Services	3,752,447
Tax Increment Financing	628,685	Community Services	20,331,410
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Charges for Services	1,842,673		
Fines & Forfeits	89,821		
Miscellaneous	2,573,287		
Other Financing Sources	3,079,971		
NET GENERAL FUND OPERATING REVENUES	\$41,299,865	NET GENERAL FUND OPERATING APPROPRIATIONS	\$41,299,865
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TOTAL SOLID WASTE FUND REVENUES	\$4,792,992	SOLID WASTE FUND APPROPRIATIONS	\$4,792,992
TOTAL SEWER FUND REVENUES	\$5,707,662	TOTAL SEWER FUND APPROPRIATIONS	\$5,707,662
TOTAL WATER FUND REVENUES	\$3,942,714	TOTAL WATER FUND APPROPRIATIONS	\$3,942,714
TOTAL EQUIPMENT FUND REVENUES	\$2,317,230	EQUIPMENT FUND	\$2,317,230
TOTAL OPERATING REVENUES - ALL FUNDS	\$60,174,000	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS	\$60,174,000
CAPITAL:			
SEWER FUND CAPITAL FUNDING	\$2,064,722	SEWER FUND CAPITAL APPROPRIATIONS	\$2,064,722
WATER FUND CAPITAL FUNDING	\$2,600,470	WATER FUND CAPITAL APPROPRIATIONS	\$2,600,470
EQUIPMENT FUND CAPITAL FUNDING	\$1,416,341	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,416,341
TOTAL CAPITAL FUNDING - ALL FUNDS	\$6,081,533	TOTAL CAPITAL APPROPRIATIONS - ALL FUNDS	\$6,081,533



City of Keene, N.H.
Transmittal Form

April 20, 2018

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.1.

SUBJECT: Confirmations

COUNCIL ACTION:

In City Council May 3, 2018.

Tabled until the next regular meeting of the City Council.

RECOMMENDATION:

I hereby nominate the following individuals to serve on the designated Board or Commission:

Keene Housing Authority

Christopher Coates - slot 2
30 Gilsum Street

Term to expire Dec. 31, 2022

Heritage Commission

Erin Benik - slot 7
201 Pearl Street

Term to expire Dec. 31, 2018

ATTACHMENTS:

Description

Background - Coates

Background - Benik

From: Chris Coates [<mailto:ccoates@co.cheshire.nh.us>]
Sent: Tuesday, May 01, 2018 9:42 AM
To: Helen Mattson
Subject: Keene Housing

Helen,

Here is your request.

Commissioner Keene Housing

Mayor and City Council,

I was born and raised here in Keene and except for the 3 years in Washington DC working for the Special Olympics and 3 years working as a Crisis Supervisor in a Mental Health Treatment Center in Newburyport Mass, Keene has been my home.

I attended Lincoln School, Keene Junior High School, Keene High School and Keene State College in there Bachelors of Arts Psychology Program.

I was employed for 22 years by Monadnock Developmental Services as the Director of Community Services and Development, in 2015 I accepted the County Administrator position for Cheshire County where I am today. I have been and continue to be active in my community as a member of the Keene Lion's Club and Past President, Past Board Member of Center Stage-Pumpkin Fest , Cheshire County YMCA Advisory Board, Cedarcrest Advisory Board, MEDC Board Member, 10 years Keene City Councilor, 9 years Keene Board of Education 3 as Chair, 2 years NH State Rep, Board Member and Past President Greater Monadnock Arts Council, Current Greater Keene Chamber of Commerce Board Member and many other boards, committees and commissions.

I was a Commissioner and Past Chair of Keene Housing for 9 years and in that time had the opportunity to lead the hiring of Josh Meehan current Executive Director, support our continued participation to MTW " Moving To Work Program" through HUD, advocated for the development of a Children's Program within Keene Housing and signed off on as a Commissioner multiple renovations/rehabilitations of housing projects for Keene Housing.

I live with my wife Cari and have a daughter Ali who lives in Maryland with her husband Dave Chakola.

Thank you for your Consideration,

Chris Coates

From: Erin Benik [mailto:erin@benikhomes.com]

Sent: Thursday, April 12, 2018 9:14 AM

To: Tara Kessler

Subject: Re: Heritage Commission Interest

Hello Tara & Whom it May Concern,

As a member of the HDC, local resident, and Realtor I am very interested in the activities of the Heritage Commission. Keene is a wonderful town with a great history and architecture that I would love to help promote through the Heritage Commission. I hope that I can be selected to serve as a new member of the Heritage Commission.

Thank you,
Erin

--

Erin M Benik
Realtor
ReMax Town & Country
117 West St., Keene NH
603.465.1892
www.benikhomes.com



City of Keene, N.H.
Transmittal Form

May 7, 2018

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.2.

SUBJECT: Nomination

RECOMMENDATION:

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

Airport Development and Marketing Committee


Brian W. Johnson - slot 2 Term to expire Dec. 31, 2020
32 Christian Hill Rd
Swanzey NH, 03446

ATTACHMENTS:

Description

Background - Johnson

Brian W. Johnson
32 Christian Hill Rd
Swanzey NH, 03446
Cell 860-729-0319
Home 603-357-0659


Highly trained aviation professional, A&P, IA

- 4/2018 to Present

Director of Aviation, C&S Wholesale Grocers

Overseeing Pilots, maintenance, line service and flight scheduling departments for part 91 operation's

Managing the maintenance of a 2 to 3 ohnsoaircraft part 91 flight department flying 1100 to 1600 hours per year

All aspects of aircraft maintenance tracking, planning, budgeting and training

FAA liaison

Inventory control and parts purchasing

Gained ISBAO level 2 certification for flight department, SMS

Overseeing all aspects of hanger and grounds, Fuel farm and fuel farm QC

Fuel purchasing for in house fuel farm

Technical side of Aircraft Sales and Acquisitions for flight department

Team lead for intergraded materials management plan (storm water runoff monitoring and reporting EPA)

Responsible for all aspects of flight department in the absence of the Director/VP of Aviation

- 2006 to 3/2018

Sr. Aviation Maintenance Manager, C&S Wholesale Grocers

Managing the maintenance of a 2 to 3 aircraft part 91 flight department flying 1100 to 1600 hrs per year

All aspects of aircraft maintenance tracking, planning, budgeting and training

FAA liaison

Inventory control and parts purchasing

Gained ISBAO level 2 certification for maintenance department

Overseeing all aspects of hanger and grounds, Fuel farm and fuel farm QC

Fuel purchasing for in house fuel farm

- 2001 to 2006

Gulfstream Aerospace Westfield Mass,

Sr. Airworthiness inspector

Inspecting multiple product lines insuring all maintenance, repairs and modifications where accomplished

In accordance with manufacture's specifications, TCDS, STC's and within regulatory requirements

- 1995 to 2001: Gulfstream Aerospace, General Dynamics Aviation services, KC Aviation. Westfield Mass.

Lead Challenger technician CL 600,601,604, overseeing up to 20 personnel on 2 shifts, Accomplishing heavy

maintenance checks and various installs and large projects on Challenger aircraft.

Worked heavy maintenance checks on the following airframe's

Challenger 600, 601,604

Falcon 20, 50, 2000, 900

Hawker 125 series 400, 600, 700, 800,XP 850XP & 900XP,

Gulfstream GII, III, IV

Gulfstream G100, 200 Lear 31, Westwind.

Beechjet 400A

Engine experience

GE CF34

Honeywell TFE731 & HTE7000

Pratt & Whitney 308

Education:

North American Institute of Aviation

Conway, SC received the distinguished graduate award.

Aircraft that I have received certified training on:

Falcon 2000LX

Challenger 300,600,601,604

Hawker 700,800,850XP,900XP

Gulfstream G100, G200

Beechjet 400A

Additional Training:

NBAA leadership course

AIMM Aviation interpersonal maintenance management, conflict resolution

FAA ruby award for training, received multiple years

FAA human factors training

Part 65 training

Certified Hazmat training

OSHA training

EPA storm water run off prevention

Fall protection training

PPE training

CPR certified

AED certified

Blood borne pathogens training



City of Keene, N.H.
Transmittal Form

May 15, 2018

TO: Mayor and Keene City Council

FROM: Dr. Ann Shedd

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Dr. Ann Shedd - In Support of Amendment to Operating Budget - Part Time Position - Energy & Sustainability Manager

ATTACHMENTS:

Description

Communication - Shedd

BACKGROUND:

Dr. Shedd, on behalf of the Energy and Climate Committee, is registering support for the creation of a Energy & Sustainability Manager position to be funded in the FY 19 operating budget.

May 3, 2018

Dear Mayor Lane and members of the Keene City Council,

The Energy and Climate Committee has endorsed the creation of a 25% FTE position in the FY 2018-2019 municipal budget, "Energy and Sustainability Manager."

We recommend that the general duties of the sustainability manager position should include:

- Collate current city policies on sustainability, and outline policies needed to advance goals of current and future Climate and Energy Plans;
- Maintain metrics (eg set up & maintain EPA Portfolio Manager for City facilities with potential for on-going reporting to be automated; prepare periodic Greenhouse Gas Emissions reports);
- Transportation is Keene's largest contributor to community Greenhouse Gas Emissions: Coordinate/communicate around City, County, School District, and MAST efforts; pursue possible aggregate fuel/energy purchasing eg biofuels; Planning & implementation of expanded EV charging.
- Coordinate with other entities on initiatives to achieve joint efficiencies of scale and energy savings (eg potential joint energy/renewable energy procurement programs with school district, other municipalities in region, or Keene State; other public-private collaborations eg EV charging stations);
- Evaluate energy/sustainability impacts and financial impacts of proposed City projects;
- Seek and apply for relevant grant-funding;
- Pursue opportunities for economic and community development related to energy/sustainability goals, including retention and recruitment of businesses and young workforce looking for modern energy environment;
- Community outreach, including development and maintenance of print, broadcast, and web/social media presence re: Keene's energy environment and opportunities.
- Track legislation affecting City and community energy supply and use, and function as City spokesperson to NH Legislature.

This recommendation may act as an addendum to the City Councilors' request for creation of an Energy & Sustainability Manager position dated April 30, 2018. The recommendation was discussed at the Energy and Climate Committee meeting on May 3, 2018, with unanimous approval of the tasks outlined above.

Sincerely,



Ann Shedd, MD

Chair, Energy and Climate Committee



Position Title: Energy & Facilities Manager
Department: City Manager's Office
Grade Assignment: 10
Affiliation: Non Bargaining
FLSA Status: Exempt
Revision Date: June 6, 2017

STATEMENT OF DUTIES

The Energy & Facilities Manager has overall responsibility for the management of the City's Energy Plan (as outlined in the Energy Chapter of the Master Plan), facility needs assessments and improvement plans. Functions include but are not limited to: increasing energy and cost savings for the City; improving energy efficiency of municipal buildings; exploring and implementing renewable energy options; crafting policies that promote energy efficiency and investment; aligning energy initiatives with the *Guiding Principles* and *Principles for Sustainability*; facilitating communication and use of shared energy and facility management resources amongst departments; the development and management of energy and facility management and improvement budgets, including capital improvement plans; and developing and monitoring performance metrics and indicators for the purpose of evaluating program outcomes and prioritizing future initiatives and planning efforts.

SUPERVISION REQUIRED

Position reports to and works under the administrative direction of the City Manager. Working from municipal policies and objectives, the position establishes short and long term plans and objectives; sets performance standards; develops departmental policies, goals, objectives and budgets; and assumes direct accountability for department results. The position consults with the City Manager only where clarification, interpretation, or exception to municipal policy may be required.

JOB ENVIRONMENT

Works closely with City department heads and employees, residents, groups and/or individuals such as civic leaders, peers from other organizations, local businesses and industry, and representatives of professional organizations. Serves as the spokesperson and recognized authority on all energy and facility related matters for the City and serves as the City's consultant and resource contact for select boards and committees (e.g., Lebanon Energy Advisory Committee). Also serves as the media contact for the City Manager's Office on all matters pertaining to energy and facilities rules, regulations, initiatives, programs, etc.

Guidelines provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for

Position Title: Energy & Facilities Manager
Department: City Manager's Office
Grade Assignment: 10
Affiliation: Non Bargaining
FLSA Status: Exempt
Revision Date: June 6, 2017

accomplishing objectives or to deal with new or unusual requirements within the limits of guidelines or policies. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions.

The position has access to confidential information regarding law suits filed against the City involving energy or facility construction, etc. matters.

This position requires frequent work outside of regular business hours, including evening meetings.

POSITION FUNCTIONS

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Evaluates and implements ways to capture impact opportunities across four program action areas: Energy Planning & Coordination, Energy Efficiency in Buildings, Transportation Energy Efficiency, and Energy Supply & Distribution.
2. Develops and manages all short and long term energy and facility related goals, plans, projects, programs, policies and service delivery methods, to include capital improvement plans and projects.
3. Responsible for budgetary oversight and management of all energy and facility related projects and initiatives.
4. Develops Requests for Qualifications and Proposals (RFQs and RFPs) and evaluates, recommends and oversees consultants and contractors supporting efforts to develop and implement energy projects and programs, including energy performance contracting. Ensures consultant and contractor compliance with all City, contractual and other requirements.
5. Develops and tracks measurements and metrics (e.g. energy reduced, dollars saved) for city-wide energy initiatives.
6. Develops and implements a City plan and mechanism for the reinvestment of funds saved from implemented program initiatives.
7. Collaborates across departments to ensure understanding of and compliance with energy initiatives and reporting requirements.
8. Periodically assesses all City-owned buildings to determine required repairs, upgrades, energy-efficiency improvements and replacements, as well as the suitability of operational standards.

Position Title: Energy & Facilities Manager
Department: City Manager's Office
Grade Assignment: 10
Affiliation: Non Bargaining
FLSA Status: Exempt
Revision Date: June 6, 2017

9. Confers with the City Manager and other staff to forecast budgetary requirements, review finances, report program achievements, review project status, and plan program events.
10. Monitors and evaluates the effectiveness of energy-related programs, policies and service delivery methods; recommends needed changes and/or resource allocations.
11. Recommends and drafts rules and policies/procedures changes, including the review and update of City procurement policies to better take into account life cycle costs and best long-term value to the City.
12. Serves as the City's practical and strategic consultant and resource contact for select boards and committees, as directed by the City Manager (e.g., Lebanon Energy Advisory Committee).
13. Serves as the public resource and media contact for energy and facility related initiatives, programs, policies, etc.
14. Develops and fosters partnerships with residents, local businesses and organizations for the purpose of aligning the City energy goals and objectives with those of the community.
15. In collaboration with the City's Planning and Zoning department, reviews and recommends changes/updates to City codes, ordinances, etc. to best align with the City's Energy Master Plan.
16. Collaborates with national, regional and local resources and city personnel to identify and implement opportunities for city employees to reduce their energy footprint (e.g., carpooling, biking to work, etc.).
17. Develops and implements a city-wide energy and facility communications strategy and program to include formal communications mediums for the public, City Council, City Manager and employees.
18. Researches and identifies appropriate grant opportunities, develops and submits proposals and secures and manages funding/reporting.
19. Analyzes state and federal legislation and advises City Manager of real or potential impacts and opportunities accordingly; works with legislators to develop and/or revise proposed legislation.
20. Ensures compliance with City, state and federal laws and requirements related to energy service, production, etc. Recommends changes in programs, policies and practices.
21. Attends City, regional, state and federal meetings, seminars and trainings.
22. Performs other duties and responsibilities as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands described here are representative of those that must be met by

Position Title: Energy & Facilities Manager
Department: City Manager's Office
Grade Assignment: 10
Affiliation: Non Bargaining
FLSA Status: Exempt
Revision Date: June 6, 2017

an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

- Work is primarily performed in an office environment. Occasional field work, including accessing and examining mechanical rooms, equipment, construction sites, and rooftops may be required.
- Ability to lift up to 10 pounds on a regular basis.
- Ability to operate office equipment.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university in electrical, mechanical or energy engineering, sustainability, building sciences, project or facilities management, business administration, or related field. Master's Degree and/or relevant certifications such as Certified Energy Manager (CEM) or LEED accredited professional preferred.

Five (5) to seven (7) years of progressively responsible experience as an energy and/or facilities manager or in a related engineering, design, analyst, management or program administrator position (similar municipality preferred).

Other combinations of education and experience may be considered.

LICENSES/CERTIFICATIONS

Valid driver's license required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of New Hampshire municipal laws, public administration, government operations, and municipal finance/budgeting.
- Knowledge of Heating, Ventilation and Air Conditioning (HVAC) design and operation, as well as lighting, energy control systems, and building envelope design and retrofit opportunities and their impact on energy usage and occupant safety and productivity.
- Experience with public sector facilities, capital planning and development.
- Experience working and interfacing with operations, engineering, and project management staff and consultants.
- Experience in the planning and implementation of energy efficiency programs.
- Excellent verbal, written and public presentation skills.
- Excellent leadership, management and financial skills.
- Excellent interpersonal, problem solving and negotiation skills.

Position Title: Energy & Facilities Manager
Department: City Manager's Office
Grade Assignment: 10
Affiliation: Non Bargaining
FLSA Status: Exempt
Revision Date: June 6, 2017

- Experience researching grant opportunities, authoring and filing applications, and providing grant administration/oversight.
- Ability to work effectively with City and other government officials, employees, the general public, attorneys, private businesses, and public/private organizations.
- Ability to work independently and with minimal supervision in a fast-paced work environment, to prioritize and balance competing needs and to apply sound judgment.
- Ability to read blueprints and understand technical and contract requirements related to energy equipment, usage and production.
- Ability to research and analyze complex data, statistics and issues and to anticipate problems and identify effective solutions.
- Ability to perform and critique cost/benefit and life cycle cost analyses.
- Ability to interpret, communicate and apply federal, state, electric utility, and City laws, tariffs, regulations and policies.
- Excellent technology skills, including the use of word processing, spreadsheet, presentation, and project management software and database programs (such as MS Office Word, Excel and PowerPoint) and the use of City and State computer programs (e.g., Munismart).
- Attention to detail, accuracy and the ability to meet deadlines.
- Appreciation and respect for diversity.



HUMAN RESOURCES

DONALD I. BREWER
Human Resource Director

AMY A. JENNINGS
Employee Relations Manager

KARLA J. GIGLIO
Human Resource Specialist

COLLEEN C. SELBERG
Payroll/Benefits Administrator

Sustainability Program Coordinator City of South Portland

The City of South Portland is seeking a part-time (22.5 hours per week) **Sustainability Program Coordinator** to assist the Sustainability Director in developing and implementing policies and programs that simultaneously promote economic well-being, strong community connections, and a healthy, sustainable environment. The focus of the Sustainability office is implementation of the City's Climate Action Plan and related initiatives to assist municipal departments, schools, and the community to become more sustainable. The position will also have an emphasis on awareness campaigns, outreach, education, grants and partnerships.

Under the direction of the Sustainability Director, the Coordinator will also provide research support, represent the City and make presentations at public forums, events and meetings, assist in maintaining the sustainability portion of City website, help create and maintain a social media presence, serve as the City's liaison on the Energy and Recycling Committee, and lead the City's internal sustainability committee. The Sustainability Program Coordinator shall have the ability to attend evening and weekend meetings and public events.

Preferred Qualifications and Experience: Bachelor's Degree in Environmental Sciences, Policy or Management, English, Journalism, or a related field. One to three years related experience in outreach and education, program development, report writing, and/or grant writing. Ability to research, analyze and synthesize complex information, develop and present grant proposals, and design compelling outreach. Knowledge of sustainability principles, climate change, and general energy issues. Knowledge or experience with Windows/Microsoft Office platform and software used in development of outreach and educational materials.

The City of South Portland offers a robust array of part-time employee benefits, and is proud of its talented and dedicated workforce. Our strong management team is committed to providing employees with inspiring leadership, and a family friendly workplace where work/life needs are valued and supported.

Job description is posted on the City's website: www.southportland.org > departments > human resources > job openings.

Apply on or before Wednesday, September 20, at 4:30 p.m.

Pay range is \$18.89 to \$ 24.89 per hour, depending on qualifications and experience

Please submit resume and cover letter to:

25 Cottage Road • P.O. Box 9422 • South Portland, Maine 04116-9422
Telephone (207) 767- 7682 • Fax (207) 347-8303
Website:



City of Keene, N.H.
Transmittal Form

May 15, 2018

TO: Mayor and Keene City Council

FROM: Councilor Terry M. Clark

THROUGH: Patricia A. Little, City Clerk

ITEM: C.2.

SUBJECT: Councilor Clark - Proposed Amendment to Operating Budget - Contract for Sustainability Manager

ATTACHMENTS:

Description

Communication - Clark

BACKGROUND:

Councilor Clark is giving notice of his intent to offer an amendment to the FY 19 operating budget that would fund a contract position for a sustainability manager.

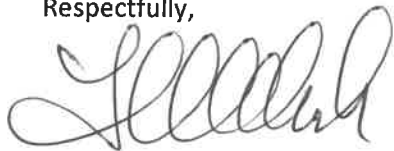
May 14, 2018

To: Mayor and City Council

Re: Amendment to 2018-19 Keene City Budget

I move to add \$40,000.00 to cost center 00300 to allow the City Manager additional funding to consider contracting for a sustainability manager.

Respectfully,

A handwritten signature in black ink, appearing to read "Terry M. Clark". The signature is fluid and cursive, with the first name being the most prominent.

Terry M. Clark
Ward Three City Councilor
14 Barrett Ave.
Keene, NH 03431
661-8347



City of Keene, N.H.
Transmittal Form

May 9, 2018

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.1.

SUBJECT: Keene Swampbats – Request to Discharge Fireworks

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the Keene Swamp Bats be granted permission for the discharge of display fireworks on the following dates: Saturday, June 16th and Tuesday, July 3rd, 2018 on Alumni Field at no later than 10:00 PM subject to the customary licensing requirements of the City Council; submittal of a signed letter of permission from SAU 29 for use of their property; and obtainment of a Class B fireworks permit for each display date. In addition, the petitioner agrees to comply with all recommendations of City staff. This permission is conditional upon the Petitioner absorbing the charges for any City services provided for the June 16th display. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 19 Community Events Budget for the July 3rd display. Said payment shall be made within 30-days of the date of invoicing.

BACKGROUND:

Kevin Watterson of 10 Westview Avenue, addressed the Committee stating that he was representing the Keene Swampbats to request permission to discharge fireworks. He noted the request was for two fireworks displays. The first display will be held on June 16th and the second display on July 3rd.

Mr. Watterson reported that he has met regularly with the Public Works Department, the Keene Fire Department and the Keene Police Department. Chair Richards asked how many years the Swampbats have held these displays. Mr. Watterson replied this was their 15th year.

Chair Richards asked if there are any changes to the event compared to prior years. Mr. Watterson replied there are no changes.

Chair Richards asked the Public Works Director, Kurt Blomquist if all City requirements have been met. Mr. Blomquist replied in the affirmative.

Chair Richards asked for Committee questions or comments.

There being no further questions or comments from the Committee or public, Chair Richards asked for a motion.

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the Keene Swamp

Bats be granted permission for the discharge of display fireworks on the following dates: Saturday, June 16th and Tuesday, July 3rd , 2018 on Alumni Field at no later than 10:00 PM subject to the customary licensing requirements of the City Council; submittal of a signed letter of permission from SAU 29 for use of their property; and obtainment of a Class B fireworks permit for each display date. In addition, the petitioner agrees to comply with all recommendations of City staff. This permission is conditional upon the Petitioner absorbing the charges for any City services provided for the June 16th display. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 19 Community Events Budget for the July 3rd display. Said payment shall be made within 30-days of the date of invoicing.



City of Keene, N.H.
Transmittal Form

May 9, 2018

TO: Mayor and Keene City Council
FROM: Planning, Licenses and Development Committee
ITEM: D.2.
SUBJECT: Keene Lions Club – Request to Use City Property

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to the Keene Lions Club to use City property on June 16, 2018, to conduct the Annual Great Ashuelot River Duck Race, and permission to use a bay at the Public Works Garage to sort and count ducks on a date to be determined with City staff, use of a City loader and operator to dump the ducks, and subject to the following conditions: subject to the customary licensing requirements of the City Council, and compliance with any requirements of City staff. In the event of inclement weather, the event may be postponed to a future date to be determined in conjunction with City staff.

BACKGROUND:

Crystal Knowles of 35 Cedar Street, addressed the Committee stating she was present on behalf of the Keene Lions Club. Ms. Knowles stated the request is for the use of the bay at the Public Works Garage to sort ducks, use of a City loader and operator to dump the ducks into the water. In addition, Ms. Knowles requested the interruption of traffic on West Street for 2-4 minutes, in order to dump the ducks into the Ashuelot River.

Chair Richards asked how many years the Keene Lions Club has been holding this event. Ms. Knowles replied this was their 29th year.

Chair Richards asked the Mr. Blomquist if all City requirements have been met. Mr. Blomquist replied in the affirmative.

Chair Richards asked for Committee questions or comments.

There being no further questions or comments from the Committee or public, Chair Richards asked for a motion.

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to the Keene Lions Club to use City property on June 16, 2018, to conduct the Annual Great Ashuelot River Duck Race, and permission to use a bay at the Public Works Garage to sort and count ducks on a date to be determined with City staff, use of a City loader and operator to dump the ducks, and subject to the following conditions: subject to the customary licensing requirements of the City Council, and compliance with any requirements of City staff. In the event of inclement weather, the event may be postponed to a future

date to be determined in conjunction with City staff.



City of Keene, N.H.
Transmittal Form

May 9, 2018

TO: Mayor and Keene City Council
FROM: Planning, Licenses and Development Committee
ITEM: D.3.

SUBJECT: Peter Poanessa & Judy Rogers/The Magical History Tour - Request to Endorse the 2019 Walldogs Mural Festival and Use of City Property

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that City Council wholeheartedly endorse the Magical History Tour efforts to coordinate the 2019 Walldogs Mural Festival to be held in downtown Keene from June 20 through June 23, 2019. The Petitioner agrees to return with further details relative to the use of City property as their plans are solidified.

BACKGROUND:

Peter Poanessa of 36 Dickinson Road and Judy Rogers of 50 Woodbury Street stated they were before the Committee to seek endorsement of The Magical History Tour. Mr. Poanessa explained that the festival included hundreds of artists coming in from around the world to paint murals. The murals are then painted on predesigned walls that will be predetermined through a process they are going to go through in the next year. It was noted that the festival would last 3-5 days.

Ms. Rogers reported they have spoken with the Historic District Committee, the Heritage Commission and the Historical Society. She noted that everyone is enthusiastically on board and they are seeking the endorsement from the City before they begin fundraising.

Chair Richards asked for Committee questions or comments.

Councilor Hansel asked how many murals would be placed around the City. Ms. Rogers replied the goal was to fund 12-15 large scale murals in the downtown area, with some radiating toward the bike path. She reported that a walking tour will be created throughout downtown when the murals are complete.

Councilor Hansel asked how people in the community could contact the group to donate a gift in support of the festival or to inquire about volunteering. Mr. Poanessa replied they have a website for inquiries and donations. The group is also hosting an event at the HIVE for the community to learn more about the festival. In addition, Mr. Poanessa stated they have a space on Main Street that will be open a few nights during the summer in hopes to get the community more involved.

Ms. Rogers noted formal fundraising efforts will be announced on their website. In addition, she noted their Committee is a part of Arts Alive and they are under their fiscal umbrella.

Councilor Hansel commented that he was in full support of the festival, noting that the City of Keene will

benefit from this event. In addition, he noted this is an opportunity for the community to come together and to create a unique culture for the area. Mr. Poanessa added that he has been involved in a few of the mural festivals and that it truly is a community changing event.

Chair Richards asked the Planning Director, Rhett Lamb if it is possible for the City to tie into The Magical History Tour's website. Mr. Lamb replied that he would have to look into this request and report back to the Committee.

Councilor Jacobs, stated that he is excited for the festival for all the reasons stated. He stated that he does not recall the City using the word "endorsing" in relationship to an event. He asked the Committee to clarify because he wanted this to be clear before this item came before the City Council. Chair Richards explained that the planning of the festival is a long process and the City regulations would have to be addressed. In addition, he explained by endorsing the festival it states that the City is doing all of the things necessary to bring this festival to the City. Councilor Jacobs noted that the group was not asking for any resources from the City and that the group would be providing these murals to the City as a wonderful gift. Councilor Hansel stated that by endorsing the festival it states that the City is a willing partner. Mr. Poanessa added that potential corporate donors would not look at sponsorship until the City was onboard.

Councilor Sapeta stated that he is Co-Chair of the College City Commission and explained that the Commission has asked the City to endorse certain events and allow use of the City seal on advertising materials. Chair Richards asked Mr. Lamb if this was something the Committee should approve. Mr. Lamb replied that the petitioners are asking for a general endorsement from the City. He suggested the Committee remain with a general endorsement at this time and as the group develops their plans further they can come back before the Committee with more specific requests.

Councilor Sapeta commented that it seemed this is a complex process and assumed the group would be documenting for the possibility of having a follow-up event. Mr. Poanessa stated that there are endless opportunities to continue this event festival after it ends. In addition, he noted that the documenting piece is a requirement of Wall Dogs and a good record of the festival. There is also a plan to have a book.

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that City Council wholeheartedly endorse the Magical History Tour efforts to coordinate the 2019 Walldogs Mural Festival to be held in downtown Keene from June 20 through June 23, 2019. The Petitioner agrees to return with further details relative to the use of City property as their plans are solidified.



City of Keene, N.H.
Transmittal Form

May 9, 2018

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

SUBJECT: Roger Weinreich - Request to Use City Property - Main Street - Block Party

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that Good Fortune be granted permission to use downtown city property to host the Good Fortune Block Party on Saturday, June 2, 2018 from 10:00 AM to 5:00 PM, including the closure of two lanes of traffic on Main Street on the northbound side from Eagle Court to Cypress Street. A rain date of June 9, 2018 has been identified in the event of inclement weather. Said permission is granted subject to the customary licensing requirements of the City Council; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff. In addition, the Petitioner agrees to absorb the cost of any City services provided.

BACKGROUND:

Roger Weinrich, 110 Main Street, Keene addressed the Committee to propose a block party in front of the Good Fortune block which is located between Cypress and Eagle Court on Saturday June 2, 2018 from 10 AM until 5 PM. He stated this is a family oriented event that would take place in conjunction with the Art Walk and the intention is to build some activities into that event. The footprint is from Bagels Works up to Cypress Street. They are proposing to close Main Street heading north on the east side routing traffic around Eagle Court making that one way. In addition, south bound traffic on Main Street would be left as normal.

Mr. Weinrich reported he has worked out details with City staff in regards to Jersey barriers and how to best protect people.

Mr. Weinrich noted that they do not expect a big turnout but did expect a lot of small hands on events in the footprint. He mentioned yoga classes in the street that will be taught by a local yoga school, bike races for kids, music and massage class featuring trigger point therapy. In addition, he reached out to the Monadnock Children's Museum to highlight events in that area. There is also an open invitation to all restaurants and retailers to join the block party.

Mr. Weinrich stated that this event is meant to jazz up vitality in the City but is also a little bit of an experiment. He explained the experiment part is to see if closing the street will bring more people downtown to spend money in the shops and restaurants.

Mr. Blomquist stated the Mr. Weinrich met with staff and have come up with the various City services support. He noted this is not a community event and part of the requirement is that Mr., Weinrich will absorb the cost of those services.

In addition, Mr. Blomquist reported there is a rain date included in the motion because the PLD Committee does not meet until a week after the event takes place.

Chair terrific idea likes experiment and put more people involved.

Councilor Hansel thanked Mr. Weinrich for taking on an event of this nature and bringing vitality to the City.

Councilor Sapeta asked if Mr. Weinrich considered holding the event in Railroad Square. Mr. Weinrich replied that part of the event is specific to the block and also to help define and brand his business. He noted that Railroad Square and Central Square sometimes work well for some events and then other times the location does not work.

Councilor Rice asked if there was an advertising plan to help promote the event. Mr. Weinrich replied that most of the advertising would take place through social media.

Councilor Sapeta thanked Mr. Weinrich for spearheading this event and taking the initiative to experiment with closing part of the street in downtown.

Councilor Hansel asked Mr. Blomquist if there will be an alert to the public about street closures for the event. Mr. Blomquist replied there will be a post on social media and there will be a message board at the roundabout alerting alternate traffic patterns.

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that Good Fortune be granted permission to use downtown city property to host the Good Fortune Block Party on Saturday, June 2, 2018 from 10:00 AM to 5:00 PM, including the closure of two lanes of traffic on Main Street on the northbound side from Eagle Court to Cypress Street. A rain date of June 9, 2018 has been identified in the event of inclement weather. Said permission is granted subject to the customary licensing requirements of the City Council; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff. In addition, the Petitioner agrees to absorb the cost of any City services provided.



City of Keene, N.H.
Transmittal Form

May 10, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.5.

SUBJECT: Acceptance of a Donation - Pickle Ball Courts - Parks, Recreation and Facilities Department

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager do all things necessary to accept a donation from the Keene Lions Club for \$15,900.00 for pickle ball courts located behind the Jonathan Daniels School.

BACKGROUND:

Parks, Recreation and Facilities Director, Andy Bohannon stated this donation is from the Keene Lions Club for \$15,900 for pickle ball courts to be installed behind the Jonathan Daniels School. This is a legacy gift from the Club.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager do all things necessary to accept a donation from the Keene Lions Club for \$15,900.00 for pickle ball courts located behind the Jonathan Daniels School.

Councilor Chadbourne was not present for this vote.



City of Keene, N.H.
Transmittal Form

May 10, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.6.

SUBJECT: Banner Sponsorship Update - Parks, Recreation and Facilities Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee accepts the sponsorship update for Wheelock Park and the Recreation Center as informational.

BACKGROUND:

Mr. Bohannon stated last month he was before the Committee regarding an update on the sponsorship program. He indicated the following organizations have paid for additional sponsorship:

- Mascoma Savings Bank \$5,000 for the score board at the Recreation Center.
- Monadnock Ford one year for \$450 for a banner at Durling Field.
- Keene Orthodontist Specialist has renewed their banner placements at Wheelock Park and the Recreation Center for another one year agreement for \$1800.

This money goes into the revolving fund for the Recreation Center.

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

On 5-0 vote, the Finance, Organization and Personnel Committee accepts the sponsorship update for Wheelock Park and the Recreation Center as informational.



City of Keene, N.H.
Transmittal Form

May 10, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.7.

SUBJECT: Lease Agreement - Senator Shaheen - Parks, Recreation and Facilities Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to execute a lease agreement with United States Senator Jeanne Shaheen for the office space located at 12 Gilbo Avenue.

BACKGROUND:

Mr. Bohannon stated this lease is for Senator Shaheen's office located on Gilbo Avenue. Senator Shaheen's office sent back a contract which looked different compared to the one the city entered into in 2011. The document has been reviewed by staff and staff is asking the Finance Committee to authorize the Manager to enter into this agreement with the Senator's office and extended it through 2021.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to execute a lease agreement with United States Senator Jeanne Shaheen for the office space located at 12 Gilbo Avenue.



City of Keene, N.H.
Transmittal Form

May 10, 2018

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.8.

SUBJECT: Re-Allocation of FY 2018 CIP Funds to City of Keene Land Use Code Update

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that City Council re-allocate \$30,000 appropriated in the FY18 Capital Improvement Program for the Downtown Revitalization Study to the Land Use Code Update.

BACKGROUND:

Planner, Tara Kessler stated she is before the Committee to request permission to reallocate \$30,000 from the FY18 capital improvement funds to the land use code update project. Staff is taking on a lot of work related to this project but this \$30,000 would help support some of the extra work related to a marketing consultant, legal assistance as well as some outreach and engagement work. Attorney Mullins stated because this is a unique program in New Hampshire, the attorney wanted the documents to be reviewed by outside legal counsel but the plan is to keep the costs fairly low.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that City Council re-allocate \$30,000 appropriated in the FY18 Capital Improvement Program for the Downtown Revitalization Study to the Land Use Code Update.



City of Keene, N.H.
Transmittal Form

May 10, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.9.

SUBJECT: Public Works Fill A Truck Project - Food Donations

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to solicit and accept donations for the Public Works Department "Fill a Public Works Truck" campaign to celebrate National Public Works Week 2018.

BACKGROUND:

Public Works Director Kurt Blomquist and PW Administrative Assistant Maria Castellano were the next two speakers. Ms. Castellano stated as part of National Public Works week all the public works departments throughout New Hampshire are being asked to participate in a campaign called the Fill A Truck campaign. She noted that the donations collected in Keene will be split between the Keene Community Kitchen, the St. Vincent DePaul Society Food Pantry and the Monadnock Understands Child Hunger (MUCH). This event is planned for the week of May 21. The truck will be parked in different areas of Keene during this week in order to collect donations.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to solicit and accept donations for the Public Works Department "Fill a Public Works Truck" campaign to celebrate National Public Works Week 2018.



City of Keene, N.H.
Transmittal Form

May 10, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.10.

SUBJECT: Rose Lane Change Order-Loureiro Engineering

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute change order 4 with Loureiro Engineering for an amount not to exceed \$9,818 for Contract 04-16-04.a

BACKGROUND:

Wastewater Treatment Plant Operations Manager, Aaron Costa addressed the Committee and provided a brief background about the Rose Lane site. This site came into operation in the 30's (the city's first wastewater treatment plant) and was open until 1985 when the new site was constructed. In 2007, DES classified a portion of this site as a sludge monofill and the city since that time has been working on a proper closure plan. Construction on the site has begun; Bazin Brothers is currently doing this work. There are still some old remnants of the former site (sludge drying beds) which are located on the eastern portion of the property.

What the city is looking for Loureiro Engineering to do is to fill in these beds and property grade the site. Change order 4 will include the shoreland permit because these beds are next to the river, construction oversight, evaluation of how much fill will be required, and property fencing to extend through the tire store site.

Councilor Powers noted these monies are coming out of the sewer fund and the project is still under budget. Mr. Costa agreed.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute change order 4 with Loureiro Engineering for an amount not to exceed \$9,818 for Contract 04-16-04.



City of Keene, N.H.
Transmittal Form

May 14, 2018

TO: Mayor and Keene City Council

FROM: Elizabeth A. Fox, ACM/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: H.1.

SUBJECT: Relating to Class Allocation and Salary Schedule

RECOMMENDATION:

That the City Council refer Ordinance O-2018-08 to the Finance, Organization, and Personnel Committee.

ATTACHMENTS:

Description

Ordinance O-2018-08

BACKGROUND:

The ordinance relating to salary and wage schedules for the 2018/2019 fiscal year reflects an across-the-board increase of 2.25% for non-bargaining units. The effective date of this increase would be July 1, 2018. This adjustment falls within the parameters of negotiated cost-of-living adjustments provided by the City's collective bargaining agreements.



CITY OF KEENE

O-2018-08

Eighteen

In the Year of Our Lord Two Thousand and

Relating to Class Allocations and Salary Schedules

AN ORDINANCE

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" and Section 62-194, "Administrative and Clerical," effective July 1, 2018.

Kendall W. Lane, Mayor

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**
(effective July 1, 2018)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	85,884	106,316	127,626
<u>E</u>	89,749	111,101	133,370
<u>V</u>	93,787	116,100	139,371
<u>E</u>	98,008	121,325	145,643
<u>L</u>	102,418	126,784	152,197
	107,027	132,490	159,046

City Code Section 62-166

**PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE
Non Union
(effective July 1, 2018)**

<u>GRADE</u>	<u>STEP</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
H 1	12.80	13.76	14.38	15.03
H 2	13.36	14.37	15.01	15.69
H 3	13.97	15.01	15.69	16.40
H 4	14.57	15.66	16.37	17.10
H 5	15.25	16.39	17.13	17.90
H 6	15.93	17.13	17.90	18.70
H 7	16.63	17.87	18.68	19.52
H 8	17.40	18.71	19.55	20.43
H 9	18.18	19.54	20.42	21.34
H 10	18.96	20.38	21.30	22.25
H 11	19.87	21.36	22.32	23.32
H 12	20.75	22.30	23.31	24.35

CLASS ALLOCATION

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

City Code Section 62-191

PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
(effective July 1, 2018)

<u>GRADE</u>		<u>STEP 1</u>
F 1	Level I/EMT B	\$19.26
F 2	Level II/A-EMT	\$20.42
F 3	Level II/Medic	\$21.42

**ADMINISTRATIVE AND CLERICAL
ANNUAL SALARY SCHEDULE**

Non Union

(effective July 1, 2018)

<u>GRADE</u>	<u>STEPS</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 1	29,864	31,208	32,612	34,080	35,614	37,217
S 2	31,208	32,612	34,080	35,614	37,217	38,892
S 3	32,612	34,080	35,614	37,217	38,892	40,642
S 4	34,080	35,614	37,217	38,892	40,642	42,471
S 5	35,614	37,217	38,892	40,642	42,471	44,382
S 6	37,217	38,892	40,642	42,471	44,382	46,379
S 7	38,892	40,642	42,471	44,382	46,379	48,466
S 8	40,642	42,471	44,382	46,379	48,466	50,647
S 9	42,471	44,382	46,379	48,466	50,647	52,926
S 10	44,382	46,379	48,466	50,647	52,926	55,308
S 11	46,379	48,466	50,647	52,926	55,308	57,797
S 12	48,466	50,647	52,926	55,308	57,797	60,398
S 13	50,647	52,926	55,308	57,797	60,398	63,116
S 14	52,926	55,308	57,797	60,398	63,116	65,956
S 15	55,308	57,797	60,398	63,116	65,956	68,924
S 16	57,797	60,398	63,116	65,956	68,924	72,026
S 17	60,398	63,116	65,956	68,924	72,026	75,267
S 18	63,116	65,956	68,924	72,026	75,267	78,654
S 19	65,956	68,924	72,026	75,267	78,654	82,193
S 20	68,924	72,026	75,267	78,654	82,193	85,892
S 21	72,026	75,267	78,654	82,193	85,892	89,757
S 22	75,267	78,654	82,193	85,892	89,757	93,796
S 23	78,654	82,193	85,892	89,757	93,796	98,017
S 24	82,193	85,892	89,757	93,796	98,017	102,428
S 25	85,892	89,757	93,796	98,017	102,428	107,037
S 26	89,757	93,796	98,017	102,428	107,037	111,854
S 27	93,796	98,017	102,428	107,037	111,854	116,887
S 28	98,017	102,428	107,037	111,854	116,887	122,147
S 29	102,428	107,037	111,854	116,887	122,147	127,644
S 30	107,037	111,854	116,887	122,147	127,644	133,388

City Code Section 62-194

ADMINISTRATIVE AND CLERICAL

(effective July 1, 2018)

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



City of Keene, N.H.
Transmittal Form

May 9, 2018

TO: Mayor and Keene City Council
FROM: Planning, Licenses and Development Committee
ITEM: I.1.

SUBJECT: Relating to an Amendment to the Zoning Ordinance - Sign Regulation Changes

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2018-02-A Relating to Chapter 102 Zoning Code Article V111 Sign Regulations.

ATTACHMENTS:

Description

Ordinance O-2018-02-A

BACKGROUND:

Chair Richards recognized Acting Health and Code Enforcement Director John Rogers. Mr. Rogers stated the Committee has been aware of the sign code change from the public workshop and from the City Council meeting. He stated this was A version because of the update to the specifications for sign logos.

Councilor Sapeta asked if the Ordinance for the Sign Regulations would be in the same format as the updated Zoning Code. He noted the Zoning Code was easier for people to understand. Mr. Rogers replied that the intent is to create an easier format that is user friendly.

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2018-02-A Relating to Chapter 102 Zoning Code Article V111 Sign Regulations.



CITY OF KEENE

In the Year of Our Lord Two Thousand and EIGHTEEN

AN ORDINANCE Relating to Chapter 102 Zoning Code Article VIII Sign Regulations

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 inserting the bolded text and eliminating the stricken text in Article VIII Sign Regulations of Chapter 102 entitled Sign Regulations as follows:

ARTICLE VIII. - SIGN REGULATIONS

DIVISION 1. - IN GENERAL

AMENDMENT #1

Sec. 102-1282. - Definitions.

The following definitions shall govern this article:

Building directory sign: A wall sign composed of individual smaller panels which identify businesses, occupants, owner(s) and/or the property manager. ~~Such building directory signs may set forth the occupation or other address information but shall not contain any advertising.~~

Building frontage: That portion of a building used to calculate the allowable signage. There are three types of building frontage that are relevant for purposes of this article:

- (1) *Parking lot building frontage:* Frontage along a building wall facing a parking lot that conforms to an approved site plan or the City of Keene Zoning Ordinance (hereinafter "zoning ordinance"), said building wall having an entry to the building that conforms to all applicable building and fire codes.
- (2) *Primary frontage:* Frontage along the narrowest point of a lot or parcel where the building wall faces a street or right-of-way that is determined to be of primary importance ~~(for purposes of ingress and egress)~~ to the business establishment occupying the premises, ~~said street or right-of-way being the same as the street address.~~
- (3) *Secondary frontage:* Frontage along a point of a lot or parcel where the building wall is parallel to a street or right-of-way that is of secondary importance to the business establishment occupying the premises ~~for purposes of ingress and egress.~~
- (4) *Tenancy frontage:* A line parallel or facing the parking lot building frontage, primary frontage or secondary frontage and defined by an extension of the tenant separation walls.

Bulletin board: A sign used for the posting of bulletins, notices, announcements, or other messages, ~~by a noncommercial organization.~~

Construction sign: A sign advertising the architect, engineer or contractors, donors or financial institution for a building or project, when such sign is placed upon the site under construction.

~~*Primary sign:* In the case of a single business establishment, a primary sign is a sign that sets forth the name and nature of that business. In the case of a development, a primary sign is a sign that sets forth the name and nature of that development.~~

Snipe sign: Means any sign, generally of temporary nature, made of any material, when such sign is tacked, nailed, posted, pasted, glued or otherwise attached to trees, poles, stakes, fences, or other objects not erected, owned, and maintained by the owner of the sign.

AMENDMENT #2

DIVISION 2. - APPLICATION PROCESS

Sec. 102-1287. - Signs excepted from permit requirement.

The following signs shall not require a sign permit unless otherwise provided in this article. Such signs shall conform to all building, structural, and electrical codes and regulations of the city. Building permits may be required to erect such signs even though the signs do not require a sign permit.

- (8) ~~*Business signs.*~~ No sign permit shall be required for signs ~~displaying the name of a business establishment~~ when said sign is attached or otherwise affixed to the business frontage in a covered common walkway of a shopping center, provided the area of such sign shall not exceed four square feet.

AMENDMENT #3

DIVISION 4. - PERMISSIBLE AND PROHIBITED SIGNS

Sec. 102-1292. - Prohibited signs.

The following signs shall be prohibited:

- (18) ~~*Reserved.*~~ **Snipe signs**

AMENDMENT #4

DIVISION 6. - SPECIFIC REGULATIONS FOR INDIVIDUAL SIGNS

Sec. 102-1301. - Temporary signs.

- (a) *Permit requirement for temporary signs.* A permit shall be required prior to the erection, construction, relocation, alteration or maintenance of temporary signs on property located in every zoning district of the city, unless specifically excepted from the permit requirement as set forth below. Permits for temporary signs shall authorize the erection, construction, relocation, alteration or maintenance of said signs for a period not exceeding 14 days, at which time they shall be removed. A subsequent temporary sign permit in any one calendar year may be issued only after the previous temporary sign permit has expired and the sign has been removed for at least 30 days. Only four temporary sign permits shall be issued in any one calendar year to the same property owner or applicant. A single permit for a temporary sign shall include all such temporary signs on the premises. The signs must be in conformance with the provisions of this article as well as all applicable building, structural, and electrical codes and regulations of the city.
- (b) *Exceptions to permit requirements for temporary signs.* The following temporary signs shall be excepted from the sign permit requirement set forth above:

- (1) ~~Agricultural signs. No sign permit shall be required for the erection, construction, location, or maintenance of signs advertising the sale of agricultural produce that is grown, raised, and/or harvested on the premises where such sale is permitted. However, there shall be no more than four signs on said premises at any one time and each shall not exceed four square feet in area. One temporary sign with a sign face no larger than 6 square feet is allowed per lot in the agriculture, rural, low density, medium density, high density, office, residential preservation, neighborhood business, and central business districts. One temporary sign with a sign face no larger than 32 square feet is allowed per lot in all other districts not listed above.~~
- (2) *Mobile vendor signs.* No sign permit shall be required for the erection, construction, relocation, or maintenance of temporary mobile vendor signs provided said vendors are properly licensed, and actually selling merchandise on the premises. No permanent mobile vendor signs are permitted. The total aggregate area of all such signs shall not exceed 12 square feet.
- (3) *Business relocation signs.* No sign permit shall be required for the erection, construction, relocation, or maintenance of temporary business relocation signs advertising the relocation of a business enterprise from the premises to a new location within the city, provided the area of any such sign shall not exceed 24 square feet, and shall be removed within 45 days after the business has been relocated.
- (4) *Construction signs.* No sign permit shall be required for the erection, construction, relocation, or maintenance of one sign with any development when building permits have been issued, provided the area of any sign shall not exceed 48 square feet, and shall be removed within 20 days after the last structure has been initially occupied or upon expiration of the building permit, whichever is sooner.
- (5) *Temporary event signs.* No sign permit shall be required for the erection, construction, relocation, or maintenance of temporary event signs, subject to the following conditions or limitations:
- a. Zoning districts. Temporary event signs are only permitted in commerce and central business limited districts of the city.
 - b. Setbacks. Temporary event signs shall not be placed in or within ten feet of any travel lane or driveway, nor within the sign setback lines established in this article.
 - c. Illumination. Temporary events signs shall not be internally or externally illuminated.
 - d. Multiple sites for periodic events. Temporary events signs shall be separated from other sites containing other actively permitted periodic event signs by a 1,000 foot separation as measured from property line to property line.
 - e. Size limitations. Temporary events signs shall be a maximum of four feet by eight feet and shall comply with all applicable codes and regulations.
 - f. Duration of signage display. Temporary events signs may be displayed for up to two weeks prior to the event plus the duration of the event, but shall be removed within 24 hours after the event concludes.
- ~~Sign permit required for erection of sign structure and replacement of sign face. A sign permit shall be required, but no permit fee will be assessed, for the erection of a sign structure and/or the replacement of a sign face for a periodic temporary events sign. Written permission of the property owner where the sign is to be located must be submitted to the department in conjunction with a sign permit application.~~
- g. Signs for street fairs or community events. Please refer to chapter 46, licenses and permits, article XVIII, street fairs or community events, which governs the permitting process, approval of uses, registration, and participation and permit fees for street fairs and community events.
- (6) Posters, bulletins, banners, notices. No sign permit shall be required for the display of posters, bulletins, banners, notices inside windows, and other similar temporary signs displayed inside

windows, provided the sign is not otherwise prohibited by this article and provided the total area of such sign does not exceed ten percent of the total window area of any building elevation of any building, up to a maximum total area of ten square feet on each building elevation.

- (7) ~~Real estate signs. No sign permit shall be required for the erection, construction, relocation, and maintenance of real estate signs, provided such signs are removed within 14 days after the sale, lease, or rental transaction has been completed. Temporary real estate signs shall be located on the property that is for sale or for lease, and only one such temporary real estate sign shall be permitted per property. Temporary real estate signs for the sale, lease, or rental of residential property, shall not exceed 6 square feet. Temporary real estate signs for the sale, lease, or rental of commercial property shall not exceed 32 square feet. In the central business district, all temporary real estate signs for the sale, lease, or rental of any property shall not exceed six square feet. Off-site open house signs are permitted but must be removed by the end of the day of the open house.~~

AMENDMENT #5

Sec. 102-1304. - Development signs.

All development signs shall be subject to the following provisions in addition to any limitations or conditions set forth elsewhere in this article:

- (1) *Location.* One development sign shall be allowed for every access road to a development as defined in this article. If more than one access road to a development exists, the development signs for said development shall be a minimum of 300 feet apart. The development sign(s) shall be located at the intersection of a state numbered highway and the street or access road which provides access to the development. The development sign may be located on the side of the road or in an island if the road is divided. The sign shall be located either on public land or private land owned by the developer. If a development sign is located on private land, said land must be owned by and a part of the development. If the development sign is located within a city right-of-way, city council permission shall be required prior to the erection and construction of said sign.
- (2) *Lot ownership.* If a development is owned by more than one person, the application for a sign permit shall be signed by all persons that represent more than 80 percent of the land of the development.
- (3) *Sign copy.* All sign copy for a development sign shall be a minimum of eight inches in height and a maximum of 18 inches in height. ~~The development sign shall only contain the name of the development.~~
- (4) *Height.* Development signs shall not be more than ten feet in height.
- (5) *Temporary signs.* No temporary sign shall be affixed to, attached to, or otherwise hung from a development sign or any part thereof, including the sign structure.
- (6) *Sign area.* No development sign shall exceed 50 square feet.
- (7) *Type of sign.* All development signs shall be freestanding signs.
- (8) *Illumination.* Development signs may only be externally illuminated.

AMENDMENT #6

Sec. 102-1306. ~~Education signs.~~ **Reserved.**

~~Educational signs shall only be approved for degree granting post secondary colleges or universities and must be issued by the city council under such terms and conditions as it may reasonably require.~~

AMENDMENT #7**DIVISION 7. - DISTRICT REGULATIONS****Sec. 102-1310. - Signs in office district, neighborhood business district, and legal non-conforming commercial property in any district.**

Unless otherwise provided in this article, a sign permit shall be required for all signs erected, constructed, or relocated in the office district, **neighborhood business district, and legal non-conforming commercial property in any district** of the city. All such signs shall conform to the provisions specified herein in addition to any other conditions or limitations set forth in this article. Signage ~~in for these districts the office district, neighborhood business district and legal non-conforming commercial property~~ will be calculated at one square foot of signage per linear foot of primary building frontage. On secondary building frontages, signs are calculated at 0.5 square feet signage per linear foot. On parking lot building frontages, signs are calculated at 0.25 square feet signage per linear foot. In multi-tenant buildings, the aforementioned calculation of the maximum allowable area shall be based on the tenancy frontage.

(1) *Parallel signs.* Parallel signs shall be subject to the following restrictions:

- a. Area. The total area of a parallel sign shall not exceed 12 square feet per business, with a maximum of 36 square feet per building.
- b. Limitation of placement and area. No parallel sign shall cover any portion of any building wall opening or project beyond the ends or top of the wall.
- c. Maximum height. A parallel sign shall not extend above the bottom windowsills of the second story above grade plane of any building.
- d. Minimum height. No parallel sign shall be permitted at a height of less than seven feet above the grade.
- e. Projection. No parallel sign shall project more than 12 inches from the face of the building wall to which it is attached and shall not project beyond the end or top of the building wall.
- f. External illumination. Externally illuminated parallel signs shall not be illuminated until the start of business or 8:00 a.m., whichever is later, and shall cease to be illuminated at the end of the business day or 9:00 p.m., whichever is later.

(2) *Freestanding signs.* Freestanding signs shall be subject to the following restrictions:

- a. Number. Only one freestanding sign structure may be permitted per frontage. At no time shall there be more than two freestanding signs per lot.
- b. Area. The area of any freestanding signs shall not exceed one square foot per five linear feet of lot frontage. The total area of any freestanding sign shall not exceed 20 square feet in area.
- c. Height. Freestanding signs shall not exceed eight feet in height for the sign structure and six feet in height for the sign when placed within one-half (.5) of the district setback, and such signs shall not exceed 14 feet in height for the sign structure and 12 feet in height for the sign when placed beyond this line.
- d. Proximity to property line or entrance/exit. No freestanding sign shall be located closer than ten feet to any public right-of-way and/or within ten feet of a building entrance/exit.
- e. External illumination. Externally illuminated freestanding signs shall not be illuminated until the start of business or 8:00 a.m., whichever is later, and shall cease to be illuminated at the end of the business day or 9:00 p.m., whichever is later.

~~(3) *Temporary signs.* Temporary signs are prohibited in the office district.~~

(4) (3) *Projecting signs.* Projecting signs shall be subject to the following restrictions:

- a. Substitution. If a projecting sign is used, no freestanding sign shall be permitted.
- b. Number. There shall be no more than one projecting sign per primary business frontage.
- c. Area. The total area of a projecting sign shall not exceed ten square feet.
- d. Projection. The maximum projection of a projecting sign beyond the building line shall not exceed four feet.
- e. Minimum height. The lower edge of a projecting sign shall be at least eight feet above the grade.
- f. Maximum height. A projecting sign shall not be placed or extend beyond the first story above grade plane.
- g. Sign copy. Sign copy shall not be less than one inch nor more than 12 inches in height.

AMENDMENT #8

Sec. 102-1311. - Signs in commerce, commerce limited, **business growth and re-use** and central business limited districts.

Unless otherwise provided in this article, a sign permit shall be required for all signs erected, constructed, or relocated in the commerce, commerce limited, **business growth and re-use**, and central business limited districts of the city. All such signs shall conform to the provisions specified herein in addition to any other conditions or limitations set forth in this article. Signage **in these districts** ~~for the commerce, commerce limited and central business limited districts~~ will be calculated at two square foot of signage per linear foot of primary building frontage. On secondary building frontages, signs are calculated at one square feet signage per linear foot. On parking lot building frontages, signs are calculated at 0.5 square feet signage per linear foot. In multi-tenant buildings the aforementioned calculation of the maximum allowable area shall be based on the tenancy frontage.

- (1) *Parallel signs.* Parallel signs shall be subject to the following restrictions:
 - a. Limitation of placement and area. No parallel sign shall cover any portion of a wall opening, nor project beyond the ends or top of the building wall.
 - b. Area. The total area of one or more parallel signs shall not exceed 200 square feet.
 - c. Projection. Except for marquee signs, no parallel sign shall project more than 12 inches from the face of the wall to which it is attached
 - d. Minimum height. No parallel sign shall project into a vehicle or pedestrian right-of-way at a height of less than seven feet above grade.
- (2) *Freestanding signs.* Freestanding signs shall be subject to the following restrictions:
 - a. Number. Only one freestanding sign shall be permitted per frontage. At no time may there be more than two freestanding signs per lot.
 - b. Area. The total area of any such sign shall not exceed one square foot per one linear feet of frontage or a total of 100 square feet. In the commerce district, if the frontage is greater than 300 feet, then the maximum allowable sign area may be no more than 200 square feet.
 - c. Height. Freestanding signs shall not exceed 14 feet in height when placed within one-half of the district setback line and 18 feet in height when placed beyond this line.
 - d. Proximity to street property line and/or entrance/exit. Freestanding signs located closer than ten feet from the street property line and closer than ten feet from an entrance or exit are not permitted.
- (3) *Menu board and changeable copy signs.* Menu board and changeable copy signs shall be restricted as follows:

- a. Number. Only one menu board sign and one changeable copy sign shall be permitted per lot or site frontage.
 - b. Area. A menu board or changeable copy sign may be either a parallel or freestanding sign. A menu board sign is in addition to the number of signs specified above. The area of either or both shall be included in the total area allowed based on building area or tenant area calculations.
 - c. Height. A menu board sign shall not exceed six feet in height. A changeable copy sign shall not exceed 12 feet in height.
 - d. Limitation of placement. A menu board sign shall not be located in the front setback.
 - e. Projection. A parallel sign which is also a menu board or a changeable copy sign shall not project more than one foot from the face of the wall to which it is attached.
- (4) *Banners.* Notwithstanding the restrictions set forth in sections 102-1292 and 102-1301, banners are permitted in the commerce district subject to the following restrictions:
- a. Location. Banners may be located at shopping centers/plazas in the commerce district that have a minimum of 200 feet frontage.
 - b. Numbers. A maximum of two banners may be mounted per pole. The poles for said banners shall be relocated on the property line common with the city right-of-way. There shall be a minimum of 60 feet between each pole containing banners.
 - ~~e. Copy. Sign copy for all banners shall be limited to the logo/emblem and/or the name of the shopping center/plaza. Copy identifying individual stores is prohibited.~~
 - d. c. Height. Banners shall be no more than of 18 feet higher than the first story above grade level and no less than ten feet higher than the first story above grade level.
 - e. d. Size. Each banner shall be a maximum of 16 square feet. The square footage of any banner shall be added to the maximum allowable area for a freestanding sign.
 - f. e. Height. The lower edge of a banner shall be at least eight feet above the grade directly beneath the sign as measured from the lowest point where the grade meets the building line on the facade to which the sign is attached. The maximum height to the top of such a sign, as measured from the lowest point where the grade meets the building line on the facade to which the sign is attached, shall not exceed 18 feet.
 - ~~g. f. Materials. Banners shall be constructed of cloth, canvas or other material treated to withstand inclement weather.~~
 - h. g. Mounting. Banners are to be safely mounted so as to withstand winds, storms, etc.
- (5) *Projecting signs.* Projecting signs shall be subject to the following restrictions:
- a. Number. There shall be no more than one projecting sign per tenancy frontage.
 - b. Area. The total area of such a projecting sign shall not exceed 20 square feet.
 - c. Projection. The maximum projection of such sign beyond the building line shall not exceed four feet.

AMENDMENT #9

Sec. 102-1315. - Signs in agricultural, conservation, **residential preservation** districts.

- (1) Unless otherwise provided by state law, no signs shall be permitted in the conservation district. Unless otherwise provided in this article, a sign permit shall be required for all signs erected, constructed, or relocated in the agricultural district and **residential preservation district** of the city. All such signs shall conform to the provisions specified herein in addition to any other condition or limitation set forth in this article. Signage for

the agricultural district **and residential preservation district** will be calculated at one square foot of signage per linear foot of primary building frontage. On secondary building frontages, signs are calculated at 0.5 square feet signage per linear foot. On parking lot building frontages, signs are calculated at 0.25 square feet signage per linear foot. In multi-tenant buildings the aforementioned calculation of the maximum allowable area shall be based on tenancy frontage.

- (1) *Parallel signs.* Parallel signs shall be subject to the following conditions:
 - a. Limitation of placement and area. No parallel sign shall cover any wall opening, nor project beyond the ends or top of the building wall.
 - b. Projection. No parallel sign shall project more than one foot from the face of the wall to which it is attached.
- (2) *Freestanding signs.* Freestanding signs shall be subject to the following restrictions:
 - a. Number. Only one freestanding sign shall be permitted per lot.
 - b. Area. The total area of any such sign shall not exceed 32 square feet.
 - c. Height. Freestanding signs shall not exceed 12 feet in height.

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

May 14, 2018

TO: Mayor and Keene City Council

FROM: Steve Thornton, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: J.1.

SUBJECT: Relating to the Appropriation of Funds for the Goose Pond Dam Improvement Projects; Relating to the Appropriation of Funds for the Winchester Street By-Pass Project; Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; Relating to the Appropriation of Funds for the Martell Court Headworks Replacement Project

RECOMMENDATION:

That resolutions R-2018-08 through R-2018-11 relating to appropriation of funds for the Consolidated Infrastructure, Winchester Street By-Pass, Goose Pond Dam Improvements, and Martell Court Headworks Replacement Projects be introduced and read at the May 17, 2018 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council

ATTACHMENTS:

Description

Resolution R-2018-08

Resolution R-2018-09

Resolution R-2018-10

Resolution R-2018-11

BACKGROUND:

Included in the proposed 2018/2019 operating budget are several bond issues to fund projects advanced through the Capital Improvements Program (CIP) process, as follows:

				<i>term</i>
R-2018-10	General Fund	Consolidated Infrastructure	\$1,271,000	10
R-2018-09	General Fund	Winchester Street By Pass Project	\$610,000	15
R-2018-08	General Fund	Goose Pond Dam Improvements	\$885,000	20
SUBTOTAL - GENERAL FUND			\$2,766,000	
R-2018-11	Sewer Fund	Martell Court Headworks Replacement	\$1,350,000	15
SUBTOTAL - SEWER FUND			\$1,350,000	
TOTAL - ALL FUNDS			\$4,116,000	

These resolutions require two readings before the City Council, the first of which will be May 17, 2018.



CITY OF KEENE

R-2018-08

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

A RESOLUTIONRelating to the Appropriation of Funds for the Goose Pond Dam
.....Improvements Project.....

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

That the sum of eight hundred and eighty five thousand (\$885,000) is hereby appropriated for the Goose Pond Dam Improvements Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to eight hundred and eighty five thousand (\$885,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

Kendall W. Lane, Mayor



CITY OF KEENE

R-2018-09

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

A RESOLUTIONRelating to the Appropriation of Funds for the Winchester Street
.....By-Pass Project.....

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

That the sum of six hundred and ten thousand (\$610,000) is hereby appropriated for the Winchester Street By-Pass Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to six hundred and ten thousand (\$610,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

Kendall W. Lane, Mayor



CITY OF KEENE

R-2018-10

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

A RESOLUTIONRelating to the Appropriation of Funds for the Consolidated
.....Infrastructure Project.....

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

That the sum of one million, two hundred and seventy one thousand (\$1,271,000) is hereby appropriated for the Consolidated Infrastructure Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, two hundred and seventy one thousand (\$1,271,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

Kendall W. Lane, Mayor



CITY OF KEENE

R-2018-11

In the Year of Our Lord Two Thousand and Eighteen

A RESOLUTION Relating to the Appropriation of Funds for the Martell Court
..... Headworks Replacement Project

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

That the sum of one million, three hundred and fifty thousand (\$1,350,000) is hereby appropriated for the Martell Court Headworks Replacement Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, three hundred and fifty thousand (\$1,350,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

May 14, 2018

TO: Mayor and Keene City Council

FROM: Kurt D. Blomquist, PE, Public Works Director/Emergency Management Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: J.2.

SUBJECT: Relating to Acceptance and Use of Eversource LED Rebate Funds

RECOMMENDATION:

That Resolution R-2018-19, Relating to the Acceptance of LED Street Light Program Rebate and Use of Funds, have a first reading in front of the City Council and that it be referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Resolution R-2018-19

BACKGROUND:

The City completed a project that converted the existing high pressure sodium street lights to more efficient LED lighting. As a result of this conversion the City was eligible and has received a \$100,000 rebate from Eversource of New Hampshire.

The brick paver crosswalks were installed as part of the 1988 reconstruction of the downtown. These crosswalks are now thirty (30) years old and have deteriorated to the point where they are extremely difficult to maintain. This deterioration has resulted in the crosswalks being difficult to cross with holes and very uneven surfaces presenting at times a safety issue. Repairs are required to make the crosswalks passable until the plans are finalized and implemented for the next downtown rehabilitation project.

There is also the perception that there is insufficient lighting at the crosswalks on Main Street that has resulted in complaints.

The Public Works Department has been working on options the deteriorated crosswalks and the crosswalk lighting concerns. It is proposed that the funds from the LED Rebate be used to implement the recommended solutions.



CITY OF KEENE

R-2018-19

Eighteen

In the Year of Our Lord Two Thousand and
Relating to the Acceptance of LED Street Light Program Rebate and Use of
A RESOLUTION Funds for Downtown Crosswalk and Lighting Repairs and Improvements

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

That the City Manager be authorized to do all things necessary to accept \$100,000 from Eversource of New Hampshire for the City LED Street Light Conversion Project and further the City Manager is authorized to do all things necessary to use these funds for repairs and improvements to the crosswalks and lighting in the City's Downtown area.

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

May 10, 2018

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: J.3.
SUBJECT: Relating to Gilbo East Parking Lot Improvements

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2018-15.

ATTACHMENTS:

Description

Resolution R-2018-15

BACKGROUND:

Mr. Blomquist stated the original project for the Gilbo East parking lot was approved through the FY18 CIP and had a budget of approximately \$118,700. The City Engineer prepared a plan to fit within this budget. During discussion with the MSFI Committee they asked staff to come back with some additional improvements, such as lighting, sidewalk, curbing and such other things. The total cost for the project is now \$298,000.

These additional funds are not available in the project balance. With the assistance of finance staff, funds have been discovered in the downtown infrastructure capital reserve.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2018-15.



CITY OF KEENE

R-2018-15

In the Year of Our Lord Two Thousand and Eighteen

A RESOLUTION RELATING TO GILBO EAST PARKING LOT IMPROVEMENTS

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

The sum of One Hundred Eighty Five Thousand Dollars (\$185,000) is hereby appropriated from the Downtown Infrastructure Capital Reserve for the purpose of completing the Gilbo East Parking Lot Improvement Project.

Kendall W. Lane, Mayor

In City Council May 3, 2018.
Referred to the Finance, Organization
and Personnel Committee.


Patricia C. Smith
City Clerk

PASSED



City of Keene, N.H.
Transmittal Form

May 15, 2018

TO: Mayor and Keene City Council

FROM: Steve Thornton, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: J.4.

SUBJECT: Relating to the Appropriation of Funds - Main Street Crosswalk Improvements

RECOMMENDATION:

That Resolution R-2018-18 relating to appropriation of funds for Main Street Crosswalk Improvements be introduced and read at the May 17, 2018 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council.

ATTACHMENTS:

Description

Resolution R-2018-18

BACKGROUND:

The Main Street Crosswalks Improvements project is included in the FY 2019-2024, and scheduled for FY 2024. The project will install raised traffic islands and curb extensions, as well as pedestrian activated signals at existing crosswalks at Elliott Street and near the Westwood Center.

Keene State College and the City Council have expressed concern over the scheduling of the proposed improvements, and suggested that the improvements be made in the near future. The College has agreed to provide \$120,000 in funding towards what will be a \$240,000 project, and which will be completed this summer.

The City share of the project is also \$120,000. As this is an unanticipated expenditure, the attached resolution, R-2018-18, would appropriate funds from the General Fund unassigned fund balance to pay for the City share of the project if approved.



CITY OF KEENE

R-2018-18

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

A RESOLUTION Related to an appropriation for Main Street crosswalk improvements.....

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

That the sum of one hundred and twenty thousand dollars (\$120,000) is hereby appropriated in the 2017-2018 fiscal year for the purpose of providing funding for Main Street crosswalk improvements.

Said appropriation to be funded by the General Fund unassigned fund balance (\$120,000).

Kendall W. Lane, Mayor