



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
December 20, 2018  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- December 6, 2018

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

**B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS**

1. Nominations
  - Bicycle Pedestrian Path Advisory Committee
  - Conservation Commission
  - Juvenile Conference Committee
  - Martin Luther King, Jr./Jonathan Daniels Committee
  - Partner City Committee
  - Planning Board
  - Zoning Board of Adjustment
2. Confirmations
  - Airport Development and Marketing Committee
  - Assessors Board
  - Bicycle/Pedestrian Path Advisory Committee
  - Energy and Climate Committee
  - Conservation Commission
  - Heritage Commission
  - Historic District Commission
  - Keene Housing Authority
  - College City Commission
  - Martin Luther King, Jr./Jonathan Daniels Committee
  - Partner City Committee
  - Trustees of Trust Funds

**C. COMMUNICATIONS**

1. Karen Parsells - Resignation - Partner City Committee
2. Edward Guyot - Resignation - Bicycle Pedestrian Path Advisory Committee
3. Pamela Russell Slack - Public Restrooms at Former Transportation Center
4. Pamela Russell Slack - Installation of a Payment Dropbox Outside City Hall

5. Hundred Nights Shelter - Request for Renewal of Lodging House License
6. Monadnock Travel Council - Use of City Property - 2019 Ice and Snow Festival
7. Keene Community Kitchen - In Support of Resolution R-2018-36
8. Keene State College - In Support of Resolution R-2018-36
9. Antioch University New England - In Support of Resolution R-2018-36

**D. REPORTS - COUNCIL COMMITTEES**

1. Request for Easement Encroachment – Monadnock Food Co-op

**E. REPORTS - CITY OFFICERS AND DEPARTMENTS**

1. City Manager Comments
2. 2018 Homeland Security Grant Program Award- HazMat Allocation - Fire Department

**F. REPORTS - BOARDS AND COMMISSIONS**

**G. REPORTS - MORE TIME**

**H. ORDINANCES FOR FIRST READING**

1. Relating to Loading Zones and Parking  
Ordinance O-2018-22

**I. ORDINANCES FOR SECOND READING**

**J. RESOLUTIONS**

1. Relating to Sustainable Energy Goals  
Resolution R-2018-36

Non Public Session  
Adjournment

A regular meeting of the Keene City Council was held Thursday, December 6, 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, Bettina A. Chadbourne, Stephen L. Hooper, Philip M. Jones, and David C. Richards were present. Mitchell H. Greenwald was absent. Councilor Jacobs led the Pledge of Allegiance. A motion by Councilor Richards to accept the minutes from the November 15, 2018 regular meeting was duly seconded. The motion passed with a unanimous vote in favor.

#### ANNOUNCEMENTS – MAYOR

The Mayor announced that the Standing Committee meetings of December 26 and 27, 2018 have been canceled. The Mayor went on to announce the January 3<sup>rd</sup> City Council meeting will be starting at 6:00 PM in order to accommodate a workshop on right-to-know that will follow the regular agenda.

#### PRESENTATION OF RETIREMENT RESOLUTION – JOANNA BALCOM

The Mayor presented a Resolution to Joanna Balcom in honor of her recent retirement. The Resolution noted her many accomplishments during her tenure with the City and expressed gratitude for her years of service.

#### APPOINTMENTS – AD HOC COMMITTEES

The following appointments were received from the Mayor: Melinda Treadwell appointed to the Ad Hoc Comprehensive Economic Development Committee and to the Ad Hoc Winchester Street Reconstruction Project Steering Committee; Sandra Clark to replace April Buzby. A motion by Councilor Richards to accept the Mayor's appointments was duly seconded. The motion passed with a unanimous vote in favor.

#### NOMINATIONS

The following nominations were received from the Mayor: Elizabeth Bendel to serve as a regular member of Airport Development and Marketing Committee with a term to expire December 31, 2021; Rita Johnson to serve as a regular member of the Assessors Board with a term to expire December 31, 2021; Dillon Benik to serve as a regular member of the Bicycle/Pedestrian Path Advisory Committee with a term to expire December 31, 2021; Kenneth Dooley and Jessica Baum to serve as regular members of the Energy and Climate Committee with a term to expire December 31, 2021; Larry Dachowski to serve as an alternate member of the Energy and Climate Committee with a term to expire December 31, 2021; Bettina Chadbourne and Dick Berry to serve as regular members of the College City Commission with a term to expire December 31, 2021; Alexander VonPlinsky to serve as a regular member of the Conservation Commission with a term to expire December 31, 2021; Charlotte Schuerman and Erin Benik to serve as regular members of the Heritage Commission with a term to expire December 31, 2021; Hans Porschitz to serve as a regular member of the Historic District Commission with a term to expire December 31, 2021; David and Paul Cooper to serve as alternate members of the Historic District Commission with a

term to expire December 31, 2021; Pamela Russell Slack to serve as a regular member of Keene Housing Authority with a term to expire December 31, 2023; William Hay and Jan Manwaring to serve as regular members of the Martin Luther King Jr./Jonathan Daniels Committee with a term to expire December 31, 2021; Dawn Thomas Smith and Kathy Frink to serve as regular members of the Partner City Committee with a term to expire December 31, 2021; and Kathy Snow to serve as a regular member of the Trustees of Trust Funds, with a term to expire December 31, 2021. The nominations were tabled until the next regular meeting.

#### MSFI REPORT – PROPOSED SUSTAINABLE ENERGY RESOLUTION – ENERGY AND CLIMATE COMMITTEE

Municipal Services, Facilities and Infrastructure Committee report read recommending that full Council direct staff to introduce a resolution regarding sustainable energy, as recommended by the Energy and Climate Committee. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with 13 in favor and Councilor Sutherland opposed.

#### PLD REPORT – ALBERT GRAUER – LODGING HOUSE LICENSE RENEWAL – 85 WINCHESTER STREET

Planning, Licenses and Development Committee report read recommending a lodging license be issued to Mr. Albert Grauer for property located at 85 Winchester Street for a period of one year from the date of issuance. Said license is conditional upon the following:

1. No more than 8 persons may reside on the premises.
2. No less than 4 vehicular parking spaces must be provided on the premises.
3. Compliance with all applicable laws, ordinances, codes and rules and regulations.
4. The continuation of license is subject to and conditioned upon the successful passage of two inspections to be conducted by the City.
5. Owner shall notify City staff of any change in building operator; failure to do so may be grounds for suspension or revocation of this license.

This license expires on the 6th day of December, 2019 and may be revoked by the City Council in accordance with Sec. 46-590 “Suspension or Revocation.” A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

#### PLD REPORT – KEENESNORIDERS SNOWMOBILE CLUB – USE OF CITY PROPERTY – PUBLIC WORKS DEPARTMENT

Planning, Licenses and Development Committee report read recommending the City Council grant permission to KeeneSnoRiders for use of the following City property for a snowmobile trail:

- The right-of-way along the north side of Krif Road from Krif Court to Winchester Street;
- City property identified by tax map numbers 909-05-012, 911-26-015 and 909-03-210;
- The crossing of Winchester Street at Krif Road ;and, Production Avenue approximately 200+/- feet south of NH Route 9, and

- Use of the Class VI Portion of the Old Gilsum Road starting approximately one (1) mile from the Gilsum Town line and going north.

Said use shall commence on December 15, 2018 and expire on April 1, 2019, and is subject to the following conditions:

- The signing of a revocable license an indemnification agreement; and
- The submittal of a certificate of liability insurance in the amount of \$1,000,000, naming the City of Keene as an additional insured.

In addition, the KeeneSnoRiders, Inc. will be responsible (including cost) for the installation and maintenance of all signage/markings, which will begin accordance with Snowmobile Trail Standards published by the NH Department of Resources and Economic Division of Parks and Recreation; that all signage/markings installed shall be removed from the City right-of-way and City property when there is no longer any snow cover, no structures, including buildings, shelters, lights, displays, walls, etc. shall be permitted with the City right-of-way or on the City property; no parking of motor vehicles or trailers and no catering servicing activities of any kind shall be permitted within the City right-of-way or on City property; grooming shall not extend outside the right-of-way of Krif Road, snow windows shall be groomed to provide adequate sight distances and a gentle sloping approach at all road and driveway intersections; no part of the City Street (paved surfaces) may be uses by off highway recreational vehicles (OHRV) or their operators for any purpose, other than direct crossing; and that KeeneSnoRiders, Inc. shall be responsible for the repair of any damage (including costs) and the City right-of-way property shall only be used when there is snow cover. A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

#### PLD REPORT – COUNCILOR FILIAULT – SUPPORTING STATE LEGISLATION THAT WOULD STANDARDIZE THE AGE REQUIREMENT FOR TOBACCO AND VAPING PRODUCTS

The Chair tabled the Planning, Licenses and Development Committee report until after the vote on Ordinance O-2018-20.

#### FOP REPORT – USE OF UNSPENT PROJECT BALANCE TO IMPROVE PARK AVENUE – PUBLIC WORKS DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to use \$438,000 in unspent balances from the completed FY18 Road Rehabilitation Projects (90018, 90237, and 90249) for the rehabilitation of Park Avenue and to move Park Avenue from Fiscal Year 2021 to Fiscal Year 2019. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. The motion passed with 12 votes in favor and two opposed. Councilor Filiault and Councilor Sutherland were opposed.

#### FOP REPORT – DESIGN CHANGE ORDER – CHESHIRE RAIL TRAIL – PHASE III PROJECT – PUBLIC WORKS DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be

authorized to do all things necessary to negotiate and execute a design change order with CHA Consulting, Inc. for the Cheshire Rail Trail Phase III project in an amount not to exceed \$11,264.00, with funding for the participating and non-participating cost to come from the unspent project balance of the FY18 Road Rehabilitation projects. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. The motion passed with 12 votes in favor and two opposed. Councilor Filiault and Councilor Sutherland were opposed.

#### FOP REPORT – PROJECT EVALUATOR FOR IMLS GRANT – LITTLE MAKERS: LIBRARY STEM AND MAKER ACTIVITIES FOR VERY YOUNG LEARNERS CONTRACT – KEENE PUBLIC LIBRARY

Finance, Organization and Personnel Committee report read recommending the City Council that contract RFP 02-19-02 Project Evaluator for IMLS Grant be awarded to Peer Associates. A motion by Councilor Jacobs 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 announced on Monday, November 26<sup>th</sup>, Commissioner Caswell was visiting with Keene State College to discuss workforce initiatives. She took advantage of this opportunity to support the workforce initiatives at the college, support a future application for funding from the Chamber for regional branding, and noted the importance of finding ways to incorporate the state's economic development plan into Keene's and the region.

The City Manager advised the Council that the 2017 Council adopted the Economic Development Action Plan which recommended the creation of a development package. There were printed marketing materials given to the Council.

The City Manager reminded the Council that she is in her second year as the City Manager and that she had in her first year made her rounds to each of the departments and attended staff meetings. She believes this is a great opportunity to speak with employees she might not otherwise see, answer questions, provide information and take feedback.

The City Manager noted on December 12, 2018, she will be speaking in front of the Leadership Monadnock class to explain what her role is in the City and how the Council form of government works.

The Manager continued that on November 19, 2018, she attended a neighborhood meeting with President Treadwell from Keene State College. Representatives from the neighborhood shared their concerns and suggestions for improving quality of life for all residents. Several of their suggestions are being brought forward for more discussion at the City College Commission.

The City Manager announced the Gilbo Parking Lot is complete and starting December 7, 2018 the kiosks will be active.

The City Manager reminded the Council they are invited to the Annual City Employee Holiday Luncheon and Recognition Event, which is next Thursday from 11:30 AM – 1:30 PM in the Michael E.J. Blastos Community Room. The Holiday Luncheon Committee puts on a wonderful luncheon each year and all food and event expenses are supported through donations, including donations from union groups, employee funds, vendors (Health Trust and Delta Dental) and other local businesses.

**MORE TIME**

More time was granted by the Chair for the following items in Committee: Vicki Bacon – Body & Soul Road Runners’ Club – Request to Use City Property – Red Cap Run; Keene Lions Club – Request to Use City Property – Duck Race.

**MSFI REPORT AND ORDINANCE O-2018-20: RELATING TO THE PURCHASE, USE AND POSSESSION OF TOBACCO PRODUCTS**

Municipal Services, Facilities and Infrastructure Committee report read recommending the adoption of Ordinance O-2018-20 Relating to the Purchase, Use and Possession of Tobacco Products. The report was filed into the record. Ordinance O-2018-20 was read for the second time. A motion by Councilor Manwaring for adoption of the Ordinance was duly seconded. Lengthy discussion followed. With reference to the motion on the floor, on roll call vote with 14 Councilors present, 10 voted in favor and Councilors Jacobs, Rice, Sutherland, and Hansel were opposed. Councilor Greenwald was absent. Ordinance O-2018-20 declared adopted.

**REMOVED FROM THE TABLE - PLD REPORT – COUNCILOR FILIAULT – SUPPORTING STATE LEGISLATION THAT WOULD STANDARDIZE THE AGE REQUIREMENT FOR TOBACCO AND VAPING PRODUCTS**

Planning, Licenses and Development Committee report read recommending that Staff be instructed to work with our Legislative Delegation to amend RSA-126-1C to increase the minimum age from 18 to 21 to purchase, use or possess tobacco products. A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with 13 in favor and Councilor Sutherland opposed.

**ADJOURNMENT FOR COLLECTIVE BARGAINING**

At 8:35 PM the Mayor adjourned the meeting for the purposes of collective bargaining strategy. At 8:47 PM the meeting reconvened. On motion by Councilor Richards, voted unanimously to authorize the City Manager to do all things necessary to execute negotiated contacts with the Professional Firefighters of Keene and the Keene Fire Supervisors to be effective July 1, 2018 through June 30, 2022.

A true record, attest:

  
City Clerk



City of Keene, N.H.  
*Transmittal Form*

December 18, 2018

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.1.

**SUBJECT:** Nominations

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**RECOMMENDATION:**

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

Bicycle Pedestrian Path Advisory Committee

Brad Dufresne, slot 2  
51 Russell Street

Term to expire Dec. 31, 2021

Thom Little, alternate slot 8

Term to expire Dec. 31, 2019

Conservation Commission

Kenneth Bergman, slot 6  
Re-nomination

Term to expire Dec. 31, 2021

Thomas O. Haynes, alternate, slot 9  
Re-nomination

Term to expire Dec. 31, 2021

Juvenile Conference Committee

Joseph Langione, slot 3  
renomination

Term to expire Dec. 31, 2021

Martin Luther King, Jr./Jonathan Daniels Committee

Mohammad Saleh, slot 8  
240 Darling Road

Term to expire Dec. 31, 2021

Partner City Committee

George S. Hansel, slot 6

Term to expire Dec. 31, 2021

Planning Board

Andrew Weglinski, slot 2

Term to expire Dec. 31, 2021



17 Elm Street, Keene

Zoning Board of Adjustment

Joseph Hoppock, slot 1  
16 Church St.

Term to expire - Dec. 31, 2021

**ATTACHMENTS:**

**Description**

Background\_Hoppock

Background\_Saleh

Background\_Dufresne

Background\_Weglinski

## RESUME

**Joseph S. Hoppock, Esquire**

16 Church Street, Suite 4A  
Keene, NH 03431

Telephone: 603-357-8700

Fax: 603-357-8750

Email: [jhoppock@hoppocklaw.com](mailto:jhoppock@hoppocklaw.com)

**Practice Areas:** Civil Litigation; Business Litigation; Personal Injury; Commercial Litigation; Family Law (divorce, custody, support and all related areas); Municipal Law; School Law; Employment Law; Insurance Claims; Administrative Law; Zoning and Land Use.

**Admitted:** 1988, New Hampshire and U.S. District Court, District of New Hampshire; 2002, U.S. Court of Appeals for the First Circuit.

**Law School:** Wake Forest University, J.D., 1988.

**College:** Virginia Commonwealth University, B.A., *magna cum laude*, 1985.

**Member:** New Hampshire Bar Association; United States District Court (DNH); First Circuit Court of Appeals (2003).

**Biography:** Instructor, Paralegal Studies Program, Keene State College, Contracts and UCC and Family Law, 1992-1997; Adjunct Faculty Member, Keene State College, Business Law, 2000 –2006; Member, Keene Board of Education, 1997-2002; Member, Keene Zoning Board of Adjustment, 2013-2016; Board of Directors, Keene Family YMCA 2016-Present.

**Military:** United States Air Force (USAF) 1978-1982. (*Tactical Aircraft Maintenance Specialist - F-106's & F-15's*).

**Reported Cases:** *Johnson & Aetna Life & Casualty Co.*, 131 N.H. 698; 559A.2d 838 (1989); *Zukis v. Town of Fitzwilliam*, 135 N.H. 384; 604A.2d 956 (1992); *Town of Gilsom v. Monadnock Regional School District*, 136 N.H.32; 611A.2d 625 (1992); *Olson v. Town of Fitzwilliam*, 142 N.H.339, 702 A.2d, 318 (1997); *In Re: Petition of Beauregard*, - N.H. - (2004); *Patterson v. Patterson*, 306 F.3d 1156 (1st Cir. 2002); *Farrar v. City of Keene*, 158 N.H. 684 (2009).

**Born:** Elizabeth, New Jersey, June 15, 1960.

## **Mohammad A. Saleh, Ph.D.**

Physicist, Engineer, Activist

240 Darling Rd, Keene, NH 03431

Email: [REDACTED], Phone: 937-308-1568 (C) / 603-3542595(H)

### Education:

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- Ph.D. in Electro-Optical Engineering. University of Dayton, OH, Aug. 2007.
- M.S. in Electro-Optical Engineering. University of Dayton, OH, August 1999.
- B.Sc. in Physics. CUNY, New York, NY, 1996.

### Activism:

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- A rational humanist, community leader, dedicated to social progress and justice
- Member of Keene Immigration and Refugee Partnership
- Big-Brother in the Big Brother Big Sister organization
- Community Kitchen volunteer
- Lead the effort to free father of four minor from ICE custody and deportation fear (who lives in Manchester NH)

### Professional Career Profile:

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Project leader with 15 years' experience in a broad range of development work. Extensive knowledge in imaging system development, optical testing and metrology, remote sensing, photodiode engineering, and diffraction optics design, among a larger list of technical areas. Independent, detail driven, with excellent leadership, management and interpersonal skills; complemented with written and verbal proficiency.

### Professional Experience Details:

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- Nov. 2012 – Present  
Corning Incorporated  
Title: System Engineer and Project Leader
- Jan. 2008 – Aug 2012  
Science Application International Corporation (SAIC), Beavercreek, OH.  
Title: Senior Electro-Optical Engineer
- Jan. 2003 - Dec. 2007, UES Inc. OH,  
June 2000 - Dec. 2002, TMC Inc. OH. (TMC was acquired by UES Inc.)  
Title: Electro-Optical engineer
- Sep. 1997 - May 2000.  
Title: Graduate Research Assistant, University of Dayton, Dayton, OH.

# Brad Dufresne

New England / Northeast

Experienced, top-performing, revenue growth and management professional with a proven ability to coach and motivate team members. Established track record in implementing efficient and progressive practices to obtain and exceed company sales objectives. Proficiency in maximizing value-add contributions of teams and developing individual co-workers in a positive environment. Self-starter who excels working independently and cross-departmentally.

## Director of Enterprise Operations 2017-2018

Apptopia: Managed Client Direct Enterprise Partnerships, Trained and Managed Sales and Customer Success Teams  
*App Market Research and Competitive Intelligence B2B SaaS Platform and Managed Service*

- **158% YoY Net-New Revenue Growth**
- **Reduced Client Churn by More Than 60%**
- Led Internal Customer Segmentation and Market-Facing Strategy Meetings: Reporting to the COO
- Expanded Web-App and API Integration Data Delivery Models (Volkswagen Worldwide, Uber, Amazon, Coca-Cola, Publishers Clearing House, FIFA, Bain Capital, INSEAD)
- Launched Slack, Google Chrome/Sheets Extension, Crunchbase, and Bloomberg Terminal Integrations
- Forecasted Revenue and Managed Budgets for Staffing, Travel, and Operating Expenses
- Overhauled Platform Delivery/Pricing, and Launched Multiple New Product Offerings
- Redesigned Lead Generation and Qualification Process as HubSpot CRM Administrator & Evaluating/Implementing Marketing Automation Tools
- Refined Sales Cycle and Selling Resources to Maximize Conversion
- Conducted Due Diligence Process and Secured Series A Venture Funding (April 2018)

## Sales and Revenue Operations Manager 2016-2017

HCPPro: Hired, Trained, and Managed Inside Sales, National Accounts, and Customer Success Associates  
*Digital Healthcare Billing and Compliance Training Platform*

- **216% YoY Sales Revenue Growth; 153% Quota Attainment in 2016**
- **Salesforce.com Administrator:** Overhauled Salesforce Utilization/Reporting, Integrated Billing and Fulfillment, and Established Dynamic Lead-Scoring
- Led Staffing, Forecasting, Pricing/Positioning, Product Feedback, and Marketing Collaboration Initiatives
- Built Employee Onboarding and Sales Training Curriculum
- Created and Implemented Leadership Rounding Program for Cross-Departmental Communication and Transparency
- Launched Paid Mobile App: 2017 Clinical Documentation Improvement Pocket Guide (CDI + PG)
- *Acquired by Leeds Equity Partners*

## Sales and Implementation Manager 2014-2015

Fiksu: Brand Direct Sales, Technical SDK Integration/Optimization, and Customer Success Team Management  
*Mobile Advertising SaaS Platform and Managed Service: Social, Video, Display, Rewarded, RTB*

- **Average Quarterly Quota Attainment: 207%**
- **\$5.3M+ in 2015 Revenue through Q3 with Company-Leading Client Retention** (NBA, Viacom, DraftKings, 120 Sports, ASICS, Movile, Edmodo, Spike TV)
- **3 “Employee of the Quarter” Nominations** and Largest Single-Sale Client in Company History
- Managed Business Development Reps and Account Executives and Led Sales Training Curriculum for CPM, CPC, CPI, and CPx Marketing Campaigns
- Active Leadership in Product Steering Committee, Process Improvement Panel, Culture Committee
- *Acquired by Noosphere*

**Strategic Account Executive** 2013-2014

Localytics: Enterprise and Mid-Market Client Development – New Sales

*Mobile App and Web Analytics and Marketing B2B SaaS Platform*

- **Promoted Within 3 Months** to Senior Accounts
- Full-Cycle Consultative Sales Process for Net-New Clients and Strategic Cross-Departmental Upsells (NHL, TaxiForSure, MyFitnessPal, RunKeeper, iHeartRadio/Clear Channel, Tumblr)
- Managed Utilization of Sales Engineering and Post-Sales SDK Integration Teams

**Field Sales Representative** 2012-2013

Readiness Rounds: New England, New York, Colorado, Utah, New Mexico

*Healthcare Quality/Compliance Collection and Reporting SaaS Platform*

- **550% YTD** of \$600,000 Quota
- **8-10 Monthly Executive Meetings** (CEO, CIO, CNO) (Partners HealthCare, Yale-New Haven Health, Steward Health Care, Spaulding Rehabilitation Network, Connecticut Children's, Centura Health)

**Clinical Field Sales Representative** 2009-2011

Forest Pharmaceuticals: Worcester, MA

Specialty Markets: **Neurology, Cardiology, Psychiatry, Internal Medicine**

- **2010 President's Club**
- **Rank#2 Overall:** Analyzed prescription growth trends and managed care coverage to target 290+ key prescribers based on new business opportunities
- *Acquired by Allergan*

**Education:**

**University of Massachusetts Lowell:** Graduated - Bachelor of Science:

Business Administration - Management/Marketing and Mechanical Engineering Technology

**Additional Skills and Experience:**

**Sandler Selling System, Salesforce, Marketo, HubSpot, WordPress, LeadLander, Mobile/Web Marketing:**

Facebook/Instagram/Twitter/YouTube/Google/Amazon/Display Networks

**Massachusetts Institute of Technology;** Head Coach: Men's Rugby 2015-2018

**College of the Holy Cross;** Head Coach: Women's Rugby 2009-2013

**UMass Lowell Student Government;** Community Engagement 2005-2007

**References:** Available Upon request

**ANDREW MICHAEL WEGLINSKI** LEED AP / BPI Certified Building Analyst  
28 VALLEY ST., KEENE, NH 03431 ● 201.669.2752 ● [REDACTED]



## EDUCATION

2003 Master of Architecture, Norwich University  
2002 Bachelor of Science in Architectural Studies with Honors  
Minor in Fine Arts, Norwich University

## PROFESSIONAL EXPERIENCE

2017 - Present **MacMillin Company / DEW Affiliate** Keene, New Hampshire  
Project Engineer for Hillside Village

2012 - Present **AW Energy Audits** – Owner / Operator  
Blower Door Testing, Thermal Imaging, Energy Consulting

2006 - 2017 **Daniel V. Scully Architects** Keene, New Hampshire  
Project Manager for Edgewater II Lakeside Retreat  
Project Team for the new Keene ICE rink  
Project Manager for C&S Fed-Ex Building Retrofit  
Project Manager for PJ Noyes Assessment & Envelope Retrofit  
Project Team/CHPS Documentation for Mason Elementary School  
Project Manager for Bigelow Summer Camp  
Project Team & Energy Modeling for Monadnock Food Co-op  
Project Team for Building A – Railroad Development  
Project Manager for numerous Residential & Commercial Projects

2004 - 2006 **M.J. Macaluso & Associates Architects**, New York, New York  
Project Manager for Exterior Restoration Projects  
Designer/Project Manager for Private Art Deco Lobby, Midtown Manhattan  
Qualified NYC Exterior Rehabilitation Inspector and Licensed Suspended Scaffold Operator  
Project Team for Numerous Design/Planning Projects

2003 – 2004 **DeDeJ Inc.**, Beijing, China  
Design Team Leader for Greater Suifenhe Concept Pogranichny, China/Russia Border Crossing and Trade Zone  
Designer/Project Manager for Beijing Space Program Headquarters, China  
Design Team/Planning Board for 2008 Beijing Olympic Park and Venue  
Design/Planning Team for the New Beijing International Airport, China  
Design Team for Taihu Lake Resort & Manmade Island, China

- 2002 - 2004      **V. Paulius & Associates**, Allendale, New Jersey  
 Project Team for Coastal Apartment project & Master Plan, Lithuania  
 Design Build Team for White Rose and C&S Cold Storage Facilities, Carteret,  
 New Jersey  
 Intern Architect and Graphic Designer
- 2000 – 2002      **Gary Shank Construction**, Ramapo, New Jersey  
 Residential/Commercial Carpentry, Roofing, Painting, & Demolition

## **VOLUNTEERISM / MILITARY**

- The Keene Historic District Commission**- Vice Chair  
**Monadnock Family Services (MFS)** - Board of Directors, Operations  
 Committee, Facilities Committee  
**The Monadnock United Way** - Asset Allocations Committee  
**Keene Church of the Nazarene** - Board of Directors  
**The Community Kitchen (TCK)** - Board Chair, Building Committee  
**United States Marine Corps** – Infantry 0311

## **CERTIFICATIONS, HONORS, AND AWARDS**

- 2018              **Keene Young Professional Network**,  
 2018 Trendsetter Award Recipient
- 2016              **Daniel V. Scully / Architects (Project Manager)**, Keene, New Hampshire  
 Marvin Window & Doors 2016 National Architect Challenge winner,  
 Best Transitional/Eclectic Project for Edgewater II, Harrisville, NH.
- 2015              **OSHA (Occupational Safety & Health Administration)**  
 OSHA 30 Construction Certification
- 2012              **Building Performance Institute (BPI)**  
 BPI Building Analyst Certification
- 2009              **United States Green Building Council**  
 LEED Accredited Professional with BD+C specialty Certification
- 2008              **Daniel V. Scully / Architects (Project Manager)**, Keene, New Hampshire  
 AIA/New Hampshire, Excellence in Residential Architecture:  
 The People's Choice Award Bigelow Camphouse, Temple, NH
- 2006              **MJ Macaluso & Associates Architects (Project Team)**, New York, New York  
 SARA Design Award for Tre-Dici Restaurant
- 2004              **DeDeJ Inc. (Designer / Design Team)**, Beijing, China
  - Design Competition Winner Suifenhe / Pogranichny Border Trade Zone  
 Master Plan.

- Design Competition Winner for AP-MCSTA Building (China Space Headquarters)
- Design Competition Winner for Tsinghua University Building & Landscape Design
- Design Competition Winner for Beijing International Airport Design





City of Keene, N.H.  
*Transmittal Form*

December 5, 2018

**TO:** Mayor and Keene City Council

**FROM:** Kendall W. Lane, Mayor

**ITEM:** B.2.

**SUBJECT:** Confirmations

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**COUNCIL ACTION:**

In City Council December 6, 2018.  
Tabled until the next regular meeting.

**RECOMMENDATION:**

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

Airport Development and Marketing Committee

Elizabeth Bendel, slot 9	Term to expire Dec. 31, 2021
Re-nomination	

Assessors Board

Rita Johnson, slot 2	Term to expire Dec. 31, 2021
Re-nomination	

Bicycle/Pedestrian Path Advisory Committee

Dillon Benik, slot 7	Term to expire Dec. 31, 2021
Re-nomination	

Energy and Climate Committee

Kenneth Dooley, slot 1	Term to expire Dec. 31, 2021
Re-nomination	

Jessica Baum, slot 7	Term to expire Dec. 31, 2021
Re-nomination	

Larry Dachowski, alternate, slot 10	Term to expire Dec. 31, 2021
Re-nomination	

College City Commission

Bettina Chadbourne, slot 4	Term to expire Dec. 31, 2021
Re-nomination	

Dick Berry, slot 5	Term to expire Dec. 31, 2021
Re-nomination	

Conservation Commission

Alexander VonPlinsky, slot 1	Term to expire Dec. 31, 2021
Re-nomination	

Heritage Commission

Charlotte Schuerman, slot 6	Term to expire Dec. 31, 2021
Re-nomination	

Erin Benik, slot 7	Term to expire Dec. 31, 2021
Re-nomination	

Historic District Commission

Hans Porschitz, slot 3	Term to expire Dec. 31, 2021
Re-nomination	

David Bergeron, alternate, slot 9	Term to expire Dec. 31, 2021
Re-nomination	

Paul Cooper, alternate, slot 10	Term to expire Dec. 31, 2021
Re-nomination	

Keene Housing Authority

Pamela Russell Slack, slot 5	Term to expire Dec. 31, 2023
Re-nomination	

Martin Luther King, Jr./Jonathan Daniels Committee

William Hay, slot 2	Term to expire Dec. 31, 2021
Re-nomination	

Jan Manwaring, slot 3	Term to expire Dec. 31, 2021
Re-nomination	

Partner City Committee

Dawn Thomas Smith, slot 4	Term to expire Dec. 31, 2021
Re-nomination	

Kathy Frink, slot 7	Term to expire Dec. 31, 2021
Re-nomination	

Trustees of Trust Funds

Kathy Snow, slot 2	Term to expire Dec. 31, 2021
Re-nomination	



City of Keene, N.H.  
*Transmittal Form*

December 6, 2018

**TO:** Mayor and Keene City Council

**FROM:** Karen Parsells

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.1.

**SUBJECT:** Karen Parsells - Resignation - Partner City Committee

---

**ATTACHMENTS:**

Description

Communication\_Parsells

**BACKGROUND:**

Karen Parsells is resigning from the Partner City Committee, effective December 31, 2018. Karen has been a member of the Committee since its inception on July 17, 2008.

# Karen M. Parsells

11 McKinley Street  
Keene, New Hampshire 03431  
603-352-4345

November 1, 2018

Mayor and Keene City Council  
3 Washington Street  
City Hall  
Keene, New Hampshire 03431

Dear Mayor and Council:

Please accept this letter as official notice of my intention to resign from the Keene Partner City Committee effective December 31, 2018.

I have had the honor and pleasure of serving on the committee for the past seven years. My husband and I had some wonderful visits to Einbeck and made several great friends there as well as in and Germany over those years.

Thank you for allowing me to serve the community.

Respectfully,

  
Karen M. Parsells



External Communication  
*Transmittal Form*

December 18, 2018

**TO:** Mayor and Keene City Council

**FROM:** Edward Guyot

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.2.

**SUBJECT:** Edward Guyot - Resignation - Bicycle Pedestrian Path Advisory Committee

---

**ATTACHMENTS:**

Description

Communication\_Guyot

**BACKGROUND:**

Edward Guyot is resigning his membership position on the Bicycle Pedestrian Path Advisory Committee. He has been a member since February 18, 2016.

## Ed Guyot

---

**From:** Ed Guyot  
**Sent:** Tuesday, December 11, 2018 4:39 PM  
**To:** 'Helen Mattson'  
**Cc:** 'Mayor Kendall Lane'  
**Subject:** RE: Membership - Bicycle/Pedestrian Path Advisory

Please remove me from the committee I am no longer able to serve due to work commitments.  
Thank you.

A handwritten signature in black ink, appearing to read 'Ed Guyot', with a date '12/11' written to the right of the signature.

Edward R. Guyot, CPA, CGMA, MBA  
Principal  
John G. Burk and Associates, CPA's PC  
56 Court Street, PO Box 705  
Keene, NH 03431  
603-357-4882



City of Keene, N.H.  
*Transmittal Form*

December 11, 2018

**TO:** Mayor and Keene City Council

**FROM:** Pamela Russell Slack

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.3.

**SUBJECT:** Pamela Russell Slack - Public Restrooms at Former Transportation Center

---

**ATTACHMENTS:**

Description

Slack Communication

**BACKGROUND:**

Ms. Slack is requesting the City do a cost comparison for installation of public restrooms at the former Transportation Center versus the installation of a Portland Loo.



December 11, 2018

To the Mayor and City Council:

I am requesting the Mayor and City Council do a comparison cost analysis between constructing bathrooms at the transportation center and The Portland Loo. Please include the installation of two bathrooms, connecting the bathrooms to the sewer line, the cost of maintaining the bathrooms daily and an approximate cost for an attendant. My concern with reopening the public bathrooms at the Transportation Center that without proper monitoring there will be significant issues as there were in the past. Safety should be considered.

I have included some information about the Portland Loo, which is solar powered, easy to clean with open grating to deter crime. Perhaps the Portland Loo could be incorporated into the plans for the skate park.

Thank you



Pamela Russell Slack  
260 Beaver Street  
Keene NH  
03431



### TRANSIT PLANNERS

Each solar-powered kiosk is easy to clean, with open grating to deter crime.

## LOO LOOKS



See Gallery here...

## DESIGNED BY THE CITY, FOR THE CITY

Portland's famous stand-alone bathroom, The Portland Loo, was developed by Madden Fabrication in conjunction with the City of Portland. Free and accessible around the clock, the Loos are designed specifically to prevent problems that are commonly experienced with public toilets. The sleek and modern kiosk discourages crime with graffiti-proof wall panels and open grating. And, they're easy to clean, with commonly used components that are easy to replace or upgrade. First installed over 10 years ago, The Portland Loo has proven to be a durable and inexpensive solution to keep your city clean and crime-free.

[READ MORE](#)

## THE PROOF IS IN THE POTTY

**PREVENTS  
CRIME**

The sleek and modern kiosk discourages crime with graffiti-proof wall panels and open grating that allows you to see if and how many people are inside.

**READ MORE**

**EASY TO  
CLEAN &  
MAINTAIN**

The coating on the steel wall panels makes it simple to clean with a hose, and all plumbing and building components are common and easy to replace or upgrade.

**INEXPENSIVE  
TO INSTALL  
AND RUN**

It can be delivered on site as a complete enclosure, and requires minimal utilities that can operate on solar power or low level volt power.

**READ MORE**

**LOO, WHO?**

**READ MORE**



City of Keene, N.H.  
*Transmittal Form*

December 11, 2018

**TO:** Mayor and Keene City Council

**FROM:** Pamela Russell Slack

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.4.

**SUBJECT:** Pamela Russell Slack - Installation of a Payment Dropbox Outside City Hall

---

**ATTACHMENTS:**

Description

Slack Communication

**BACKGROUND:**

Ms. Slack is suggesting that a payment drop box be installed outside City Hall for the convenience of the public.

December 11, 2018

To the Mayor and City Council:

I am requesting that an outside drop box be placed at City Hall in order for citizens to drop off payments. For example property tax, water and sewer and the like. The hours available in the lobby for citizens are not user friendly.

Thank you

A handwritten signature in black ink that reads "Pamela Russell Slack". The signature is written in a cursive style with a large, stylized "S" at the end.

Pamela Russell Slack  
260 Beaver Street  
Keene NH  
03431



City of Keene, N.H.  
*Transmittal Form*

December 13, 2018

**TO:** Mayor and Keene City Council

**FROM:** Mindy Cambiar, Executive Director

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.5.

**SUBJECT:** Hundred Nights Shelter - Request for Renewal of Lodging House License

---

**ATTACHMENTS:**

Description

Cambiar Communication

**BACKGROUND:**

Ms. Cambiar has submitted the annual request for a Lodging House License for Hundred Nights Shelter.



**HUNDRED NIGHTS INC.**  
Cold Weather Shelter      Open Doors Resource Center

P.O. Box 833  
17 Lamson Street  
Keene, NH 03431  
(603) 352-5197  
[www.hundrednightsinc.org](http://www.hundrednightsinc.org)  
Tax ID: 45-2798171

Keene City Council  
3 Washington St  
Keene, NH 03431

December 12, 2018

Re: Renewal Application for Operation of a Lodging House  
Hundred Nights Inc. Cold Weather Shelter

Dear City Council Members,

Enclosed is our application and a check in the amount of \$165.00 to renew our Lodging House License at Hundred Nights Inc., 15 Lamson Street in Keene.

The Cold Weather Shelter opened for the season on November 12, 2018, although we had 30 different people who stayed with us between April and November. Between January 1 and December 12, 2018 there were 195 unique guests, including 18 children, who received 4,537 bed-nights of shelter.

Please let me know if you need any other information. Thank you for your time and consideration in the renewal of our license.

Sincerely,

Mindy Cambiar  
Executive Director  
Hundred Nights, Inc



*The mission of Hundred Nights, Inc. is to provide a cold weather shelter offering clean beds in a safe and warm space to our neighbors in need, to operate the Open Doors Resource Center, which provides a welcoming space for people to gather for sustenance of body and spirit on a year-round basis and hold a free medical clinic on a regular basis for the uninsured and homeless people in our community.*





**APPLICATION FOR OPERATION OF A LODGINGHOUSE**

*(Please print or type)*

Date 12/13/18 Location of Lodginghouse 15 Lamson St Keene

Identify local or national Fraternity or Sorority that members are pledged to (if applicable) \_\_\_\_\_

Property Owner Timoleon & Kiriaky Chakalos Business Phone 352-4230

Address 49 Blackberry Lane Keene Home Phone 352-1843

Operator/Resident Agent Mindy Cambiar Business Phone 352-5197

Address 574 N Shore Rd Monsonville Home Phone 667-1481  
NH 03454

Number of Persons Authorized to reside on premises 26

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

*(Signature)*  
Signature of Property Owner

Timoleon Chakalos  
Name (Printed or Typed)

*(Signature)*  
Signature of Operator/Resident Agent

Mindy Cambiar  
Name (Printed or Typed)

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

\_\_\_\_\_  
Signature of College Representative

\_\_\_\_\_  
Name and Title (Printed or Typed)

*(For Office Use Only)*

Date Received 12/13/18 CH Action Taken \_\_\_\_\_

**Recommendations/Requirements**

Police \_\_\_\_\_

Fire \_\_\_\_\_

Code Enforcement \_\_\_\_\_

\_\_\_\_\_  
City Clerk



City of Keene, N.H.  
*Transmittal Form*

December 13, 2018

**TO:** Mayor and Keene City Council

**FROM:** Jim Narkiewicz, Festival Committee Chair

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.6.

**SUBJECT:** Monadnock Travel Council - Use of City Property - 2019 Ice and Snow Festival

---

**ATTACHMENTS:**

Description

Narkiewicz Communication

**BACKGROUND:**

Mr. Narkiewicz is making the annual request for the 2019 Ice and Snow Festival to be held on February 2, 2019.



December 12, 2018

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

Dear Mayor Kendall Lane and City Council,

This past year on Saturday, February 3, 2018 the Monadnock Travel Council produced the 16th Annual Keene Ice & Snow Festival in downtown Keene. The Monadnock Travel Council has submitted the paper work for Community Event Funding for this coming year's 2019 Keene Ice and Snow Festival. I would like to request the permission for the Monadnock Travel Council to produce and a license be issued to hold the 17th Annual Keene Ice & Snow Festival on Saturday, February 2, 2019 in downtown Keene, New Hampshire.

The Keene Ice & Snow Festival has been a community event in downtown Keene for many years and provides a free day of family packed fun. Thank you for your consideration in allowing this annual event to continue through the Monadnock Travel Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Narkiewicz", is written over the typed name and title.

Jim Narkiewicz, Committee Chair Keene Ice & Snow Festival  
Lifetime Board Member Monadnock Travel Council  
P.O. Box 358  
Keene, NH 03431  
(603) 313-8585



City of Keene, N.H.  
*Transmittal Form*

December 18, 2018

**TO:** Mayor and Keene City Council

**FROM:** Phoebe Bray, Executive Director

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.7.

**SUBJECT:** Keene Community Kitchen - In Support of Resolution R-2018-36

---

**ATTACHMENTS:**

Description

Community Kitchen Communication

**BACKGROUND:**

Ms. Bray has submitted a letter on behalf of the Keene Community Kitchen in support of the adoption of Resolution R-2018-36 relating to Sustainable Energy Goals.

RECEIVED  
CITY OF KEENE

DEC 17 2018

OFFICE OF  
CITY CLERK

## The Community Kitchen, Inc.

37 Mechanic Street ~ P.O. Box 1315

Keene, NH 03431

Tel (603) 352-3200 ~ Fax (603) 355-0179

[www.thecommunitykitchen.org](http://www.thecommunitykitchen.org)

FIN 22.2473346



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

13 December, 2018

Honorable Mayor and City Council,

The Community Kitchen, Inc. supports the Sustainable Energy Resolution that was presented to the City's Municipal Services and Infrastructure Committee on November 28<sup>th</sup>, 2018. The resolution, if approved by the City Council, will commit the entire Keene community to using renewable resources for 100% of our electrical energy by 2030 and for 100% of our thermal and transportation energies by 2050.

The Community Kitchen, Inc. is the largest food security agency in the Monadnock Region, currently supplementing the nutritional needs of an average of 1,300 individuals per week through our pantry and hot meals programs. Our mission is to provide food and advocacy for any local citizen struggling with food insecurity. Boldly addressing the issue of climate change is one of the key measures that society can take to help people who use our services, since climate change disproportionately impacts our most vulnerable community members and it raises the threat of food insecurity for us all.

Low income community members pay a higher percentage of their incomes on basic necessities like energy and food. More of their employment opportunities are in industries that are vulnerable to climate impacts, such as agriculture and tourism. We have already seen climate-driven crop losses across the globe increase the cost of food. Our local farms have experienced the same effects in recent years, which could weaken their ability to offer jobs and value to the local economy.

Making local investments for a healthy climate is good for The Community Kitchen's constituents. When the City of Keene commits to these important and reasonable goals, we can expect better economic vitality in our region. Our leadership will influence other communities to make similar commitments and the combined efforts of our communities will relieve us from some of the worst climate pressures on our global economy and food system.

At The Community Kitchen, we are making our own investments in a better climate future. We have recently subscribed to a municipal composting service, and we are currently exploring the placement of a solar array on our building. We are committed to climate resilience because it is a necessary condition for food security in the Monadnock Region. The City of Keene's express commitment to renewable energy will multiply the impact of our organization's actions toward this vital goal.

Sincerely,

A handwritten signature in black ink that reads "Phoebe Bray". The signature is written in a cursive, flowing style.

Phoebe Bray,

Executive Director, The Community Kitchen, Inc.



City of Keene, N.H.  
*Transmittal Form*

December 18, 2018

**TO:** Mayor and Keene City Council

**FROM:** Cary H. Gaunt, Ph.D., Director of Campus Sustainability

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.8.

**SUBJECT:** Keene State College - In Support of Resolution R-2018-36

---

**ATTACHMENTS:**

Description

Keene State College Communication

**BACKGROUND:**

Dr. Gaunt has submitted a letter on behalf of Keene State College in support of the adoption of Resolution R-2018-36 relating to Sustainable Energy Goals.



Dr. Cary Gaunt  
Director of Campus Sustainability  
Keene State College  
229 Main Street  
Keene, NH 03435

November 27, 2018

Mayor Kendall W. Lane  
City Council  
City of Keene  
3 Washington Street  
Keene, NH 03431

RE: Support for the Community-Wide Sustainable Energy Resolution

Dear Mayor Lane and City Council Members:

I am writing to support the community-wide Sustainable Energy Resolution initiated by the Monadnock Progressive Alliance (MPA) Clean Energy Team. The proposed goals present a bold, yet essential, leadership vision for the City and region. By having these goals, clear implementation road maps can be developed.

The goals presented in the Sustainable Energy Resolution are compatible with Keene State College's sustainability and renewable energy goals approved by President Treadwell and the College Cabinet during Earth Week, April 2017. Keene State College developed these goals after extensive research, including stakeholder outreach, benchmarking analysis of our peers, and assessing financial plausibility. The College wanted to strengthen its leadership position in environmental sustainability while ensuring the financial sustainability of the institution. Innovative financing mechanisms and technological advances have dramatically increased the accessibility and viability of renewable energy and make these essential renewable energy goals attainable.

I say "essential" renewable energy goals because the international scientific consensus is clear: to avoid catastrophic global climate disruption, that will affect our region through more intense storm events, heat waves, and unpredictable weather, warming must be kept below 1.5 degrees Celsius. According to the Intergovernmental Panel on Climate Change (IPCC) report released October 8, 2018, achieving this means all sectors of society must respond with plans to eliminate carbon dioxide emissions no later than 2050. The goals presented in the Sustainable Energy Resolution effectively respond to this international call to action.

The Keene State College Office of Sustainability applauds the significant actions the City of Keene already has taken toward climate protection. Speaking as the Director of Campus

Sustainability, I hope the City will approve the Sustainable Energy Resolution to underscore *and* expand its commitment to climate leadership. Furthermore, the Office of Sustainability looks forward to collaborating with the City to develop approaches that will help both of us achieve our renewable energy goals and model effective response to the climate challenge.

Sincerely,

A handwritten signature in black ink, appearing to read "C. H. Gaunt". The signature is fluid and cursive, with a long horizontal stroke at the end.

Cary H. Gaunt, Ph.D.  
Director of Campus Sustainability  
Keene State College





City of Keene, N.H.  
*Transmittal Form*

December 18, 2018

**TO:** Mayor and Keene City Council

**FROM:** Shawn M. Fitzgerald, Ph.D., Provost and CEO

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.9.

**SUBJECT:** Antioch University New England - In Support of Resolution R-2018-36

---

**ATTACHMENTS:**

Description

Antioch University New England Communication

**BACKGROUND:**

Dr. Fitzgerald has submitted a letter on behalf of Antioch University New England in support of the adoption of Resolution R-2018-36 relating to Sustainable Energy Goals.

# ANTIOCH UNIVERSITY

NEW ENGLAND

40 Avon Street Keene, NH 03431-3516 | 603.357.3122 | www.antiochne.edu

December 12, 2018

To the Honorable Mayor and City of Keene Councilors,

Antioch University fully endorses the Sustainable Energy Resolution for Keene, and requests that the City Council adopt the Resolution's goals of 100% renewable electricity by 2030 and 100% renewable sources for all other energy by 2050. In addition, we request that an action plan to achieve these goals be finalized by April 2020.


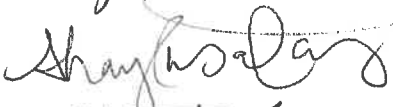

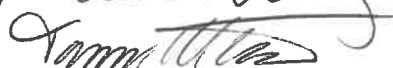
The shift from fossil fuels to renewable energy sources is reflective of Antioch's mission of environmental stewardship and consistent with the work of Antioch University New England's Environmental Studies programs in the areas of climate change, community resiliency and environmental policy initiatives. Antioch's purchase of electricity from 100% renewable sources is another step toward a sustainable future.



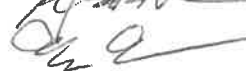
However, we know that individual acts alone are not enough. The transition from fossil fuels to renewable energy is a societal transformation that needs to be managed effectively and efficiently in an organized manner. Coordinated actions by local government and civic sectors are necessary. Therefore, we ask the City Council to adopt the Sustainable Energy Resolution presented by the Clean Energy Team of the Monadnock Progressive Alliance.



Shawn M Fitzgerald, Ph.D.  
Provost and CEO  
Antioch University New England

Antioch University New England Students

Jacques Kenjro   
Shaylin Salas   
Elisabeth Leaning   
Tamara Visser 

FELICITY MONK   
Kelsey Bearden   
Chris Collins 



City of Keene, N.H.  
*Transmittal Form*

December 12, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities & Infrastructure Committee

**ITEM:** D.1.

**SUBJECT:** Request for Easement Encroachment – Monadnock Food Co-op

---

**RECOMMENDATION:**

On a vote of 4-0, the Municipal Services, Facilities & Infrastructure Committee recommends that the City Manager and City staff be authorized to do all things necessary to negotiate and execute the necessary documentation with the Monadnock Food Co-op and Railroad Street Condominium Unit Owners Association for encroachments in the City's Drainage Easement located on the former Railroad Property subject to conditions identified by staff.

**BACKGROUND:**

Public Works Director Krt Blomquist explained this request is time sensitive. He stated that there are two representatives from the Monadnock Food Co-op approached the City to discuss encroaching on a City easement; he used a map to demonstrate the location. There are two easements near the Co-op on Railroad Street Condominium Unit Owners Association property. The drainage easement in question in this request is for a large storm drain that moves water north from Main Street. As the Co-op moved forward designing their new addition and submitted a permit application for third party review, they found they were encroaching on the City's drainage easement. The encroachment is a fairly small 12' area. Still, the Public Works Director tries typically to discourage building permanent structures where the City has infrastructure. Depending on how this Committee and Council vote, the Co-op will redesign to move outside that area if necessary. If Council grants the encroachment, staff will work with the Co-op designers to ensure the foundation is protected for the future when there is a need to upgrade or replace the drainage system; the City does not want to be responsible for extra costs to protect the Co-op building. This project is unique because the land is owned cooperatively under the title Railroad Land Development, LLC, which is why both the Co-op and condominium association are included in the recommended motion; per the City Attorney, it is necessary to work with both entities. He and the City Attorney anticipate release of the easement area but nothing is finalized because of the short notice. He said the recommended motion is broad so that staff has broad authority to allow the City Manager to finalize documents. Staff needs Council's concurrence for the Co-op to be able to encroach on the easement.

The Public Works Director introduced the two representatives present for this request: Rob Hitchcock, engineer from SVE Associates, and Michael Faber, General Manager of Monadnock Food Co-op. Mr. Hitchcock began explaining that he made a mistake in using an outside surveyor initially because his was unavailable; the outside contractor was less familiar with the project area and the City, and thus was unaware of the easement. Mr. Hitchcock said he was at fault because he did not follow-up to confirm the easements were unaffected in the design. He used a map to describe the addition and the encroachment. He said he knows it was his mistake, but redesigning will cause them to lose additional community space, and will add a minimum six weeks to the project schedule. They are asking for help to resolve this as easily as possible for everyone.

Mr. Faber echoed Mr. Hitchcock and said he appreciates Council's willingness to consider this request. He knows it was a mistake and might seem like a small area, but redesigning the addition is more complex than it might appear on the map; the interior layout would be impacted and all of the steel would have to be redesigned. Per Chair Manwaring's request, Mr. Faber demonstrated the 6,700sf addition on the design plans.

The Public Works Director summarized the request and said the recommended motion is positive so the City can work with the Co-op and Railroad Land Development, LLC to develop a solution. Per Councilor Hooper's request, the Public Works Director explained developing this solution will require staff time, which is a minor expense to the City.

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

On a vote of 4-0, the Municipal Services, Facilities & Infrastructure Committee recommends that the City Manager and City staff be authorized to do all things necessary to negotiate and execute the necessary documentation with the Monadnock Food Co-op and Railroad Street Condominium Unit Owners Association for encroachments in the City's Drainage Easement located on the former Railroad Property subject to conditions identified by staff.



City of Keene, N.H.  
*Transmittal Form*

November 30, 2018

**TO:** Mayor and Keene City Council

**FROM:** Mark F. Howard, Fire Chief

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 2.

**SUBJECT:** 2018 Homeland Security Grant Program Award- HazMat Allocation - Fire Department

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a grant in the amount of \$25,303.94 from the 2018 State of New Hampshire Homeland Security Grant Program.

**ATTACHMENTS:**

Description

Grant

**BACKGROUND:**

On October 14, 2018, the Fire Department was approved by the City Manager to apply for the 2018 State of New Hampshire Homeland Security Program Hazardous Materials Grant. All of the funds awarded for the listed equipment to be purchased are 100% grant funded with no local contribution.

See attached award letter and approved equipment list of the equipment awarded.

# State of New Hampshire

JOHN J. BARTHELMES  
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.  
ROBERT L. QUINN  
ASSISTANT COMMISSIONERS

## DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889  
Speech/Hearing Impaired  
TDD Access Relay NH 1-800-735-2964

November 7, 2018

Mark Howard  
Keene HazMat Team  
31 Vernon Street  
Keene, NH 03431

Re: 2018 Homeland Security Grant Program Award – HazMat Allocation

Dear Chief Howard,

It is my pleasure to inform you that upon review of your 2018 Homeland Security HazMat Grant Application, the Keene Hazardous Materials Response Team has been awarded \$25,303.94. These funds are awarded under the State Homeland Security Program (SHSP) portion of the 2018 Homeland Security Grant Program (HSGP) for the purchase of eligible equipment as described in your application. Please refer to the attached "Approved Items Checklist" when submitting reimbursement requests and identify the items you have purchased.

These grant awards are subject to federal program requirements and special conditions. Enclosed are your Sub-Recipient Information Reporting Form, federal grant terms and conditions, special conditions requirements, lobbying certification and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Unit within thirty (30) days of the date of this letter. Special conditions requirements must be responded to within forty-five (45) days of the date of this letter. In addition, this project must be implemented within 60 days following the grant award effective date or be subject to automatic cancellation of the grant. Failure to meet these requirements may result in a delay in reimbursement or cancellation of your grant award.

Additional information is also available at <http://www.nh.gov/safety/homeland/index.html>. We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills, or use this equipment; however, we will work together to ensure that our ability to do so will be kept.

Sincerely,

*Pam Ulan-Mary/Grants Administrator*

John J. Barthelmes  
Commissioner

Keene HazMat  
 2018 HazMat  
 Approved Items Checklist  
 \$25,303.94

Vendor:  
 Account: 54100000 500574  
 Activity: 23HS18SHLC

Final Pymt:  
 Grant Category: SHSP  
 Grant Expires: 8/31/2021  
 Audit Period:

Approved				Reimbursed		
Name of Equipment	Quantity	Cost	AEI	Name of Equipment	Quantity	Cost
MSA EV6000 Plus, 2X/4X Zoom Compass	2	13,998.00				
MSA 5X Meter w/PID, O2, LEL, H2S & HCN w/ KIT	2	5,150.00				
Calibration Kit for MSA 5X meter	1	6,155.94				
<b>Total</b>		<b>25,303.94</b>				<b>0.00</b>

Balance 25,303.94



City of Keene, N.H.  
*Transmittal Form*

November 29, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Donald R. Lussier, P.E., City Engineer  
**THROUGH:** Elizabeth A. Dragon, City Manager  
**ITEM:** H.1.  
**SUBJECT:** Relating to Loading Zones and Parking

---

**RECOMMENDATION:**

That Ordinance O-2018-22, Relating to Loading Zones and Parking, be referred to the Municipal Services, Facilities and Infrastructure Committee for review and recommendation to the City Council.

**ATTACHMENTS:**

Description

Ordinance O-2018-22

**BACKGROUND:**

The City's recent reconstruction of the Gilbo East parking lot shifted the travel lane along the southern portion of St. James Street toward the west in order to accommodate angled parking on the eastern side. This necessitated the elimination of five metered parallel spaces on the west side.

The attached Ordinance O-2018-22 will expand an existing 15-minute loading zone and designate the remainder of this area a "No Parking" zone.





# CITY OF KEENE

O-2018-22

Eighteen

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

Relating to Loading Zones and Parking

AN ORDINANCE .....

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

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by removing the stricken text and inserting the bolded text to the following provisions in Article III, "Parking", Division 2, "Specific Streets Regulations", Section 94-92 "Designated loading zones" and Section 94-93, "No parking", in Chapter 94, entitled "Traffic, Parking and Public Ways" as follows:

Sec. 94-92. - Designated loading zones.

- (a) There are hereby established certain areas along curbs or in other areas to be known as loading zones or live parking areas, to be specifically marked as such, where vehicles may stop to discharge or pick up passengers or freight but may not be left unattended for longer than 15 minutes. The following areas are hereby designated as loading zones:

~~St. James Street, 55 feet southerly from the freight door of Sentinel Publishing Company premises to the end of the building of Indian Head News Company on the west side of St. James Street.~~

**St. James Street, west side, from a point intersecting the extended centerline of Lamson Street, southerly 115 feet.**

Sec. 94-93. - No parking.

- (a) Specific streets. No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or a traffic control device, in any of the following places:

**St. James Street, west side, from the northerly curb line of Gilbo Avenue to a point 88 feet north.**

\_\_\_\_\_  
Kendall W. Lane, Mayor



City of Keene, N.H.  
*Transmittal Form*

December 14, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Mari Brunner, Planning Technician  
**THROUGH:** Elizabeth A. Dragon, City Manager  
**ITEM:** J.1.  
**SUBJECT:** Relating to Sustainable Energy Goals

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**RECOMMENDATION:**

That Resolution R-2018-36 relative to Sustainable Energy Goals be referred to the Municipal Services, Facilities and Infrastructure Committee for consideration and a recommendation back to City Council.

**ATTACHMENTS:**

Description

Resolution R-2018-36

**BACKGROUND:**

This item was originally submitted to City Council as a communication from Nancy Gillard and Carolyn Jones on November 1, 2018. The communication was referred by Mayor Lane to the Energy and Climate Committee (ECC) and the Municipal Services, Facilities, and Infrastructure (MSFI) Committee. The ECC discussed the proposed resolution at their meeting on November 7, 2018 and voted unanimously to recommend that the Keene City Council adopt the proposed Sustainable Energy Resolution.

The MSFI committee reviewed this item at their meeting on November 28, 2018 and heard from approximately 28 individuals during the public comments portion of the meeting, all of whom were in favor of adopting the proposed sustainable energy goals. Several individuals read statements on behalf of area businesses and organizations in support of the proposed goals, including Bensonwood, Filtrine Manufacturing, Green Energy Options, Monadnock Food Co-op, Tree Free Greeting, The Greater Keene Chamber of Commerce, and Keene State College Sustainability Office. The committee voted to recommend that City Council direct staff to introduce a resolution regarding sustainable energy, which passed on a vote of 4-1 with Councilor Sutherland opposing.

At the December 6, 2018 City Council meeting, the Council voted to direct staff to introduce a resolution regarding sustainable energy, as recommended by the MSFI committee. The motion passed with 13 in favor and Councilor Sutherland opposed.



# CITY OF KEENE

R-2018-36

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

A RESOLUTION .....RELATING TO SUSTAINABLE ENERGY GOALS.....

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

WHEREAS, The City of Keene has formally recognized the challenges of Climate Change since the year 2000 when it became a participant in the Cities for Climate Protection Program; and

WHEREAS, The City of Keene then developed and implemented a Climate Action Plan in 2004 and a Climate Adaptation Plan in 2007 and incorporated these plans into its 2010 Comprehensive Master Plan after extensive community stakeholder engagement; and

WHEREAS, The State of New Hampshire 2009 Climate Action Plan set a goal of reducing Greenhouse Gas Emissions by 80% from 1990 to 2050; and

WHEREAS, the challenges presented by Climate Change have become increasingly apparent in the intervening years, as reported in the Congressionally-mandated National Climate Assessments; and

WHEREAS, the United States Energy Information Administration reports that the combustion of fossil fuels accounts for as much as 76% of US Greenhouse Gas Emissions; and

WHEREAS, energy efficiency measures that drive down energy demand are the most cost-effective means to reduce fossil fuel consumption, and clean energy sources such as solar, wind, and small hydro may now be cost-competitive with fossil fuel sources; and

WHEREAS, local, distributed generation of energy can provide resilience to weather-related interruptions of energy supply and economic disruptions of energy pricing while reducing air pollution and associated public health risks; and

WHEREAS, clean, renewable energy is one of the nation's fastest-growing employment sectors and represents an enormous economic opportunity for Keene to create jobs and attract talent, thereby contributing to the vision of a vibrant economy outlined in the Comprehensive Master Plan and the Economic Development Action Plan; and

WHEREAS, economically disadvantaged residents, older people and children, people who are homeless, people with disabilities or health conditions, and

members of other underrepresented minorities experience the impacts of climate change disproportionately; and

WHEREAS, cities across the nation have made commitments to transition to 100 percent clean energy and Keene strives to remain a leader among its peer cities.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that:

A. It is the goal of the City of Keene that all electricity consumed in the City will come from renewable energy sources by the year 2030 and that 100% of all thermal energy and energy used for transportation come from renewable energy sources by the year 2050. This goal will apply to the entire Keene community, not just municipal government operations.

B. The City of Keene develop a strategic plan by December, 2020 to meet these renewable energy goals through a transparent and inclusive stakeholder process.

This resolution shall take effect upon sixty (60) days following approval by City Council.

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Kendall W. Lane, Mayor