



City of Keene  
New Hampshire

KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
January 3, 2019  
6:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- December 20, 2018

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

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

1. Confirmations  
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. Nominations  
Zoning Board of Adjustment  
Conservation Commission  
Bicycle Pedestrian Path Advisory Committee

**C. COMMUNICATIONS**

1. Andrew Madison - Resignation - Conservation Commission
2. Brett Amy Thelen - Harris Center for Conservation Education - Request to Temporarily Close a Section of North Lincoln Street - Amphibian Crossings
3. Rev. Cynthia E. Bagley & Kathy Blair - The United Church of Christ - Lodging House License

**D. REPORTS - COUNCIL COMMITTEES**

**E. CITY MANAGER COMMENTS**

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

**G. REPORTS - BOARDS AND COMMISSIONS**

**H. REPORTS - MORE TIME**

**I. ORDINANCES FOR FIRST READING**

**J. ORDINANCES FOR SECOND READING**

**K. RESOLUTIONS**

Non Public Session

Adjournment

A regular meeting of the Keene City Council was held Thursday, December 20, 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, Margaret M. Rice, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Bettina A. Chadbourne, Stephen L. Hooper, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Bartolmiej K. Sapeta was absent. Councilor Greenwald led the Pledge of Allegiance. A motion by Councilor Richards to accept the minutes from the December 6, 2018 regular meeting was duly seconded. The motion passed with a unanimous vote in favor.

#### ANNOUNCEMENTS – MAYOR

The Mayor reminded the Council 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.

#### NOMINATIONS

The following nominations were received from the Mayor: Brad Dufresne to serve as a regular member of Bicycle Pedestrian Path Advisory Committee with a term to expire December 31, 2021; Thom Little to serve as an alternate member of Bicycle Pedestrian Path Advisory Committee with a term to expire December 31, 2019; Kenneth Bergman to serve as a regular member of the Conservation Commission with a term to expire December 31, 2021; Thomas O. Haynes to serve as an alternate member of the Conservation Commission with a term to expire December 31, 2021; Joseph Langione to serve as a regular member of the Juvenile Conference Committee with a term to expire December 31, 2021; Mohammad Saleh to serve as regular members of the Martin Luther King, Jr./Jonathan Daniels Committee with a term to expire December 31, 2021; George S. Hansel to serve as a regular member of the Partner City Committee with a term to expire December 31, 2021; Andrew Weglinski to serve as a regular member of the Planning Board with a term to expire December 31, 2021; and Joseph Hoppock to serve as a regular member of the Zoning Board of Adjustment, with a term to expire December 31, 2021. The nominations were tabled until the next regular meeting.

#### CONFIRMATIONS

The Clerk noted that Bettina A. Chadbourne was removing her name as a nominee to the College City Committee. A motion was made by Councilor Greenwald and duly seconded to confirm the following nominations: 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; Dick Berry to serve as regular member 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. On a roll call vote, with 14 Councilors present and voting in favor the nomination was confirmed. Councilor Sapeta was absent.

COMMUNICATION – KAREN PARSELLS– RESIGNATION – PARTNER CITY COMMITTEE

A communication was received from Karen Parsells resigning from the Partner City Committee. A motion by Councilor Greenwald to accept the resignation with regret and appreciation of service was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – EDWARD GUYOT– RESIGNATION – BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE

A communication was received from Edward Guyot resigning from the Bicycle Pedestrian Path Advisory Committee. A motion by Councilor Greenwald to accept the resignation with regret and appreciation of service was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – PAMELA RUSSELL SLACK – PUBLIC RESTROOMS AT FORMER TRANSPORTATION CENTER

A communication was received from Pamela Russell Slack, requesting the City do a cost comparison of the installation costs between public restrooms at the former Transportation Center versus a the installation of a Portland Loo. The communication was referred to the Finance, Organization and Personnel Committee.

COMMUNICATION – PAMELA RUSSELL SLACK – INSTALLATION OF A DROPBOX OUTSIDE CITY HALL

A communication was received from Pamela Russell Slack, suggesting that a payment drop box be installed outside City Hall for the convenience of the public. The request was referred to staff to handle administratively.

COMMUNICATION – HUNDRED NIGHTS SHELTER – REQUEST FOR RENEWAL OF LODGING HOUSE LICENSE

A communication was received from Mindy Cambiar of the Hundred Nights Shelter, requesting their annual request for a Lodging House License. The request was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – MONADNOCK TRAVEL COUNCIL – USE OF CITY PROPERTY – 2019 ICE AND SNOW FESTIVAL

A communication was received from Jim Narkiewicz of the Monadnock Travel Council, requesting their annual request for the 2019 Ice and Snow Festival to be held on February 2, 2019. The request was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – KEENE COMMUNITY KITCHEN – IN SUPPORT OF RESOLUTION R-2018-36

A communication was received from Phoebe Bray of the Keene Community Kitchen, indicating their support of the adoption of Resolution R-2018-36: Relating to Sustainable Energy Goals. The communication was filed into the record as informational.

COMMUNICATION – KEENE STATE COLLEGE – IN SUPPORT OF RESOLUTION R-2018-36

A communication was received from Cary Gaunt of the Keene State College, indicating their support of the adoption of Resolution R-2018-36: Relating to Sustainable Energy Goals. The communication was filed into the record as informational.

COMMUNICATION – ANTIOCH UNIVERSITY NEW ENGLAND – IN SUPPORT OF RESOLUTION R-2018-36

A communication was received from Shawn Fitzgerald of the Antioch University New England, indicating their support of the adoption of Resolution R-2018-36: Relating to Sustainable Energy Goals. The communication was filed into the record as informational.

MSFI REPORT – REQUEST FOR EASEMENT ENCROACHMENT – MONADNOCK FOOD CO-OP

Municipal Services, Facilities and Infrastructure Committee report read recommending 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. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

CITY MANAGER COMMENTS

The City Manager announced there is free parking downtown through December 25<sup>th</sup>. She encourages the public to come downtown and shop local.

The City Manager advised there will be an informational communication distributed regarding the Marlboro Street Project and a public information session that will be held on January 15<sup>th</sup>. It will be an open-house format from 4:30 PM to 6:00 PM so the public can drop in and talk with the design team. There will be a brief presentation from 6:00 PM to 6:30 PM followed by a Q&A and a casual conversation at 7:30 PM.

The City Manager reported that in 2017, the Police Department logged 672 hours and for 2018, as of December 13<sup>th</sup> 848 hours were logged for foot patrol or bicycle patrol in the downtown area. This is a 26% increase from 2017.

The City Manager stated the City had not been successful in its application for a planning grant for the downtown project. The grant was a *Build America Grant* that was just over \$700,000. She added there were no planning grants selected anywhere in the United States. They were all construction grants. The Manager noted this was unfortunate since we were going to use the grant for preliminary designs for the downtown and then apply later for the construction grant. City Manager informed the Council that they will be having more conversations regarding the downtown project as they move into the Capital Improvement Plan.

2018 HOMELAND SECURITY GRANT PROGRAM AWARD – HAZMAT ALLOCATION –  
FIRE DEPARTMENT

A motion by Councilor Greenwald to suspend the Rules of Order to act upon the 2018 Homeland Security Grant Program Award – HazMat Allocation was duly seconded. On roll call vote with 14 Councilors present and voting in favor. Councilor Sapeta was absent. The Chair invited the Fire Department Chief, Mark Howard to come forward. Chief Howard informed that on October 14, 2018, the Fire Department was approved by the City Manager to apply for the 2018 State of New Hampshire Security Program Hazardous Materials Grant. The Chief reviewed the equipment details that would be funded through the grant. Chief Howard confirmed this was a grant the Department has received in the past. A motion by Councilor Greenwald recommending 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 was duly seconded. The motion passed with a unanimous vote in favor.

MEMORANDUM – CITY ENGINEER AND ORDINANCE O-2018-22: RELATING TO  
LOADING ZONES AND PARKING

A memorandum was received from the City Engineer along with Ordinance O-2018-22: Relating

12/20/2018

to Loading Zones and Parking. The memorandum was filed into the record. Ordinance O-2018-22 was referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

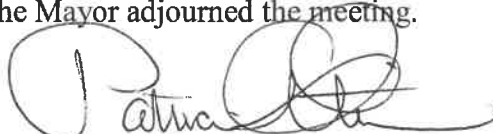
MEMORANDUM – PLANNING TECHNICIAN AND RESOLUTION R-2018-36:  
RELATING TO SUSTAINABLE ENERGY GOALS

A memorandum was received from the Planning Department along with Resolution R-2018-36. The memorandum was filed into the record. Resolution R-2018-36 was referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

ADJOURNMENT

At 7:24 PM, there being no further business, the Mayor adjourned the meeting.

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:** Confirmations

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**COUNCIL ACTION:**

In City Council December 20, 2018.  
Tabled until the next regular meeting.

**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  
17 Elm Street, Keene

Term to expire Dec. 31, 2021

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, TMCI Inc. OH. (TMCI 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 31, 2018

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.2.

**SUBJECT:** Nominations

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**RECOMMENDATION:**

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

Zoning Board of Adjustment

Michael Remy, slot 7 alternate  
55 Castle Street

Term to expire Dec. 31, 2021

Conservation Commission

Arthur Walker, slot 2

Term to expire Dec. 31, 2021

Bicycle Pedestrian Path Advisory Committee

Todd Horner, slot 1  
127 Pearl Street, apt. D

Term to expire Dec. 31, 2020

**ATTACHMENTS:**

**Description**

Remy Background

Homer Background

# **Michael J. Remy**

603-209-2820  
55 Castle St  
Keene, NH 03431

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## **WORK EXPERIENCE**

### **C&S Wholesale Grocers, Inc.**

*Director, Operations Finance Analysis & Administration*

**Various Locations**

*October 2017 - Present*

- Leading three diverse teams with P&L accountability (>\$110MM gross income/expense)
  - Operations analytics
  - Logistics revenue programs
  - Pallet, waste & recycling programs
- Building high trust relationships with executive leadership and customers
- Working with executive leadership on network optimization and design
- Due diligence and synergy evaluation on large confidential prospective targets
- On steering committee developing the company's environmental sustainability roadmap

*Senior Manager, Corporate Development*

*July 2016 – October 2017*

- Developed and presented full P&L analyses on new and modified business
- Set and reviewed operational synergy targets for M&A with internal and external stakeholders
- Managed site visits of potential M&A targets with primarily C-level internal/external participants

*Regional Manager, Process Quality (Regional FP&A)*

*June 2014 – July 2016*

- Developed and managed a team of people with drastically varying amounts of tenure
- Helped to roll out cost control best practices to newly acquired SE region
- Progressively increased geographic responsibility starting at \$2.1B in annual sales growing to \$5.2B in annual sales with accountability to four regional operations leaders
- Oversight of budgeting/forecasting/planning for over \$100M in annual expenses
- Developed strong partnership between finance and senior operations leadership

*Financial Analyst, Operations Finance*

*January 2013 - June 2014*

- Collaborated with operations and corporate teams to complete and review budgets and forecasts
- Gathered requirements, designed and built a metrics based budgeting tool for warehouse operations which was used for over \$300M in expenses at more than 55 facilities by FY16
- Developed warehouse and other operational pro-forma analyses of new and modified business
- Partnered with legal team to build dynamic financial models for use in labor negotiations

*Business Analyst*

*July 2011 – January 2013*

- Three rotations: ES3 Finance, Automated Operations & Transportation Analytics
- Provided on-site support for transportation and customer communications post-Sandy
- Developed financial reporting and transportation pro-forma analyses of new and modified business

*Procurement Analytics Intern*

*May 2009 – August 2010*

- Created a temporary warehouse inventory management system for an automation startup which controlled over \$4M of inventory

## **ACTIVITIES**

*Board Member, Keene Young Professionals Network, Keene, NH*

*May 2018 – Present*

- Working through rebranding and sponsorship change to better align with vision for the future
- Developed new event which is now one of the primary annual events for KYPN

*Advisor, Keene High School Interact Club, Keene, NH*

*April 2013 – June 2014*

- Responsible for organizational oversight
- Traveled to El Salvador to build houses with the group

## **EDUCATION**

**Babson College, Babson Park, MA**

*Graduation -May 2011*

*Bachelor of Science in Business Management-Entrepreneurship & Strategic Management*

- Student Government Senator
- Campus Activities Board Treasurer

## **RELEVANT TECHNICAL SKILLS**

Excel, Visio, Word, PowerPoint, Hyperion, Oracle OBIEE, SQL, VBA

207.251.6163  
127D Pearl St.  
Keene, NH 03431

# TODD HORNER

## SELECTED EXPERIENCE

PLANNER  
Southwest Region Planning Comm.  
Keene, NH  
July 2018-present

Current projects include: a rail trail corridor planning study for the 21.5 mile Ashuelot Rail Trail; a feasibility study for an intermodal transportation center in the Greater Keene area; a transportation planning initiative in Peterborough, NH focusing on active transportation and access management.

RESEARCH ASSISTANT  
University of Massachusetts  
Amherst, MA  
February 2018-June 2018

Worked with UMass-Amherst faculty and the City of Chelsea, MA to develop an online cultural asset mapping platform. The purpose of the platform is to provide municipal planning staff and community stakeholders with a dynamic tool for documenting, linking, and presenting cultural assets. Duties included communication with municipal staff, outreach to community stakeholders, platform development and deployment, and general project management.

PLANNING INTERN  
Department of Planning  
Chicopee, MA  
July 2017-July 2018

Developed and presented on zoning amendments; co-wrote an EPA Brownfield Assessment Grant; co-managed an EPA Brownfields Cleanup Grant; co-wrote a National Endowment for the Arts "Our Town" placemaking grant; co-wrote a proposal for the Massachusetts Housing Development Incentive Program; completed a MassDevelopment Transformative Development Initiative (TDI) District proposal; drafted a Complete Streets Policy.

RESEARCH ASSISTANT  
American Farmland Trust  
Northampton, MA  
May 2017-present

Researched state-level planning policy for American Farmland Trust's ongoing, nationwide project "State of America's Farmland." Compiled and synthesized information from a variety of sources (web, e-mail, and phone conversation) and provided briefings to AFT staff. Assisted AFT staff in developing criteria for comparing state policy.

DATA + POLICY INTERN  
Pioneer Valley Planning Comm.  
Springfield, MA  
Feb 2017-August 2018

Researched a variety of economic, environmental, and social topics for planning commission reports. Gathered and organized data from government, NGO, and private-sector sources. Built online dashboards visualizing regional performance indicators. Developed and conducted surveys for municipal partners.

## EDUCATION

UNIVERSITY OF  
MASSACHUSETTS-AMHERST  
Master's of Regional Planning  
2016-2018

Coursework encompasses a range of planning topics, including land use, economic development, cultural planning, climate change mitigation and adaptation, GIS, and historic preservation. 3.97 GPA.

VASSAR COLLEGE  
English BA  
2003-2007

Major coursework focused on British and American modernism and creative composition. Total coursework included a wide range of humanities and social sciences. 3.66 GPA.

## AWARD + CONFERENCES

2014 PANELIST  
2013 DELEGATE  
2013 SCHOLARSHIP AWARD  
2013 PANELIST

Farming on Conserved Land - Cheshire County Conservation District  
National Sustainable Agriculture Commission - DC Policy Campaign  
"It Takes a Region" Conference - Northeast Sustainable Agriculture Working Group  
Farmland Access Workshop - Land for Good

## PROFESSIONAL SKILLS

DESIGN  
WEB  
DATA/IT  
ADMINISTRATIVE

AutoCAD, Adobe Creative Cloud products, Rhino, SketchUp  
HTML, CSS, Javascript, Wordpress, Jekyll, Carto  
ArcMap, ArcGIS Online, qGIS, Python (Arcpy, Pandas, Numpy/Scipy), MAMP stack, Git  
Microsoft Office Suite, Microsoft Access, Quickbooks, Mailchimp, Social Media



External Communication  
*Transmittal Form*

December 20, 2018

**TO:** Mayor and Keene City Council

**FROM:** Andrew Madison

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

**ITEM:** C.1.

**SUBJECT:** Andrew Madison - Resignation - Conservation Commission

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**ATTACHMENTS:**


Description

Communication\_Madison

**BACKGROUND:**

Andrew Madison is resigning his membership on the Conservation Commission. He has moved out of Keene. Mr. Madison has been a member on the Commission since December of 2016 and has been serving as the Vice-Chair.

Andrew Madison  
38 High St. Apt. 2  
Keene, NH 03431



Patty Little  
City Clerk  
City of Keene, NH  
3 Washington St.  
Keene, NH 03431

November 18, 2018

Dear Ms. Little,

It is with regret that I must tender my resignation as Vice Chair of the City of Keene Conservation Commission, effectively immediately. Unfortunately, I will be moving away from Keene for career reasons and will no longer be able to perform my functions on the commission. I would like to thank Mayor Lane and the City Council for the opportunity to serve the city, it has been a rewarding and enjoyable experience.

Respectfully Submitted,



Andrew Madison



External Communication  
*Transmittal Form*

December 31, 2018

**TO:** Mayor and Keene City Council

**FROM:** Brett Amy Thelen

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

**ITEM:** C.2.

**SUBJECT:** Brett Amy Thelen - Harris Center for Conservation Education - Request to Temporarily Close a Section of North Lincoln Street - Amphibian Crossings

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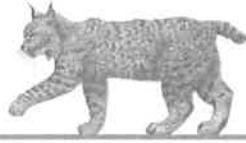
**ATTACHMENTS:**

Description

Communication\_Harris Center

**BACKGROUND:**

The Harris Center for Conservation Education is requesting the temporary closure of North Lincoln Street for a period of six weeks for the safety of the migrating amphibians and the families that come out to watch.



HARRIS CENTER  
FOR CONSERVATION EDUCATION

December 5, 2018

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

To the Honorable Mayor and City Council,

I am writing to once again request the temporary closure of a portion of North Lincoln Street for approximately 6 nights during a 6-week period in March and April, in order to ensure the safety of migrating amphibians and the many families who come out to watch them.

As you may remember, thousands of salamanders and frogs make their way to breeding wetlands – including the wetland adjacent to Woodland Cemetery and North Lincoln Street – on the first warm, rainy nights of spring, and many are killed when they must cross roads. Studies have shown that even modest vehicle traffic can have a significant negative impact on local amphibian populations.

Last spring, the Harris Center for Conservation Education worked with City staff to institute temporary detours around the North Lincoln Street amphibian crossing site on migration nights, facilitating the safe passage of more than 2,000 frogs and salamanders. On any given night, 20 to 50 people also visited the site to see the amphibians, including dozens of families with young children who'd never experienced a "Big Night" before.

Stories on the road closures appeared in the *Keene Sentinel*, *Monadnock Ledger-Transcript*, *Concord Monitor*, and *New Hampshire Union Leader*, and on NHPR. *New Hampshire Chronicle* also re-ran an older segment on our Salamander Crossing Brigades that was partially filmed at the North Lincoln Street amphibian crossing. The City's social media posts on the detours reached nearly 78,000 people – orders of magnitude higher than any of the Public Works Department's other posts – and the vast majority of comments were supportive.

In addition, I presented on the amphibian detours at the Northeast Partners in Amphibian and Reptile Conservation annual meeting (August 2018) and the Northeastern Transportation and Wildlife Conference (September 2018). In both instances, the City was commended for their collaboration with the Harris Center on this project.

Closing this section of road on migration nights in the spring of 2019 would once again ensure the safety of thousands of animals – which are an important part of the Robin Hood Park

ecosystem – and scores of people who come to North Lincoln Street to observe the spectacle. The planned detour will not impact anyone wishing to travel to their home on North Lincoln Street, as the closure spans the section of road bounded to the east by Robin Hood Park and to the west by Woodland Cemetery.

As a reminder, the amphibian migration is a weather-dependent phenomenon, so I cannot provide specific dates for the requested road closures at this time. However, last spring we worked successfully with the Department of Public Works and the Parks, Recreation, and Cemetery Department to implement the road closures and to inform the public about them. We anticipate a similarly smooth road closure and notification process in 2019.

I've spoken with Duncan Watson, Assistant Public Works Director, who affirmed that the closures represent a minor impact in terms of labor and resources dedicated to installing the detour. According to Duncan, "the Public Works Department is pleased to join in the enthusiastic public support for this important project."

Thank you for your consideration of this request, which would benefit both wildlife and people in Keene. I would be more than happy to meet with you, or to make a brief presentation to whichever subcommittee is assigned this request, to provide more information and to answer any questions you have.

Sincerely,

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

Brett Amy Thelen  
Science Director  
Harris Center for Conservation Education  
thelen@harriscenter.org





External Communication  
*Transmittal Form*

December 31, 2018

**TO:** Mayor and Keene City Council

**FROM:** Rev. Cynthia E. Bagley & Kathy Blair

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

**ITEM:** C.3.

**SUBJECT:** Rev. Cynthia E. Bagley & Kathy Blair - The United Church of Christ - Lodging House License

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**RECOMMENDATION:**

**ATTACHMENTS:**

Description

Communication\_United Church of Christ

**BACKGROUND:**

The United Church of Christ is submitting their annual request for their lodging house license. The current license expires February 3, 2019.



# UNITED CHURCH OF CHRIST IN KEENE

*The Heart of the City, at the Head of the Square*

www.ucckeene.org

603-352-4136

December 18, 2018

Rev. Cindy E. Bagley  
*Senior Minister*

To: The Keene City Council  
3 Washington Street  
Keene, NH 03431

Julie White  
*Church Administrator*

Dear Honorable Mayor Lane and City Council Members:

Beverly Caldon  
*Director of Music*

We are applying to the City Council for a Lodging House License in order to provide space for an overflow for homeless people from the Hundred Nights Shelter. This letter will serve as our request for this license. We will have an inspection by the Keene Fire Department to ensure that we comply with the safety regulations, and are happy to welcome anyone to visit our Church.

Diantha Dorman  
*Handbell Director*

We are providing this shelter on an overflow basis only, so it is not in operation every night nor throughout the year. We do not "let" rooms. We use a process by which people asking for shelter must check in at Hundred Nights, and comply with their procedures before being escorted to our church. Church volunteers are contacted by the Shelter in order to admit people to the overflow shelter in our downstairs meeting space. When it is in operation, we have an average of 6 to 9 guests, not including the two supervisors, one from Hundred Nights, and one a Church volunteer. There is always at least one person awake overnight.

Megan Butterfield  
*Youth Director*

Kim Anderson  
*Church Bookkeeper*

We would like the license to allow for 10 people seeking shelter overnight plus the two supervisors in the church at any one time. The United Church of Christ in Keene asks for no money from the people using the shelter, from Hundred Nights, from the City, nor from any other person or organization. This Mission Outreach program is completely paid for by the Church and its members.



It is our understanding that there is a cost of \$165 associated with the Lodginghouse license.

Thank you for your consideration.

We wish you the Peace of Christ,

*Rev. Cynthia Bagley*  
Rev. Cynthia E. Bagley  
Senior Minister

*Kathy Blair*  
Kathy Blair  
Church Council Chair





**APPLICATION FOR OPERATION OF A LODGINGHOUSE**

(Please print or type)

Date 12/27/2018 Location of Lodginghouse The United Church of Christ  
in Keene  
23 Central Square  
Keene, NH 03431

Identify local or national Fraternity or Sorority that members are pledged to (if applicable) N/A

Property Owner Kathryn Blair, Chair Business Phone 603-352-4136  
Church Council

Address 175 West Surr Rd, Keene, NH Home Phone 603-357-2084

Operator/Resident Agent Julie White Business Phone 603-352-4136  
Church Administrator

Address 23 Central Square, Keene, NH Home Phone 603-320-1820

Number of Persons Authorized to reside on premises 12  
Hundred Nights Winter Overflow Shelter

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

Kathryn Blair  
Signature of Property Owner

Church Council Chairperson  
Name (Printed or Typed)

Julie White  
Signature of Operator/Resident Agent

Julie White  
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:**

NA  
Signature of College Representative

NA  
Name and Title (Printed or Typed)

(For Office Use Only)

Date Received Dec. 28, 2018 Action Taken \_\_\_\_\_

**Recommendations/Requirements**

Police \_\_\_\_\_

Fire \_\_\_\_\_

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

City Clerk