



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
January 17, 2019
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- January 3, 2019

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations
Zoning Board of Adjustment
Conservation Commission
Bicycle Pedestrian Path Advisory Committee
2. Nominations
College/City Commission
Airport Development and Marketing Committee
Heritage Commission
Martin Luther King, Jr./Jonathan Daniels Committee

C. COMMUNICATIONS

1. Pathways for Keene - Request to Use City Property - 4 on the 4th Road Race
2. Councilor Filiault - Hours of Operation - Hawkers or Peddler's

D. REPORTS - COUNCIL COMMITTEES

1. Brett Amy Thelen – Harris Center for Conservation Education – Request to Temporarily Close a section of North Lincoln Street – Amphibian Crossing
2. Vicki Bacon - Body & Soul Road Runners' Club - Request to Use City Property - Red Cap Run
3. Jim Narkiewicz - Monadnock Travel Council - Use of City Property - 2019 Ice and Snow Festival
4. Keene Lions Club - Request to Use City Property - 30th Annual Ashuelot River Duck Race - Public Works Department
5. Mindy Cambiar - Hundred Nights Shelter - Request for Renewal of Lodging House License
6. Rev. Cynthia E. Bagley & Kathy Blair - The United Church of Christ - Request for Renewal of Lodging House License

7. Acceptance of Donations to Library Computer Fund – Keene Library
8. Acceptance of Donations to Library Renovation Project - Campaign Managers for the Next Chapter
9. Tara Reardon, NH Community Loan Fund - CDBG Application for the Acquisition and Maintenance of Tanglewood Park
10. Requesting Authorization to Dispose of City Property - City Assessor

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

G. REPORTS - BOARDS AND COMMISSIONS

1. Sustainable Energy Resolution - Conservation Commission

H. REPORTS - MORE TIME

1. Roxbury Street Bridge Replacement – Aesthetic Options – Public Works Department
2. Pamela Russell Slack - Public Restrooms at Former Transportation Center

I. ORDINANCES FOR FIRST READING

1. Relating to Water and Sewer Rates
Ordinance O-2019-02

J. ORDINANCES FOR SECOND READING

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

K. RESOLUTIONS

1. Relating to Sustainable Energy Goals
Resolution R-2018-36
2. In Appreciation of Gary L. Schneider Upon His Retirement
Resolution R-2019-01
3. In Appreciation of Todd A. Gardner Upon His Retirement
Resolution R-2019-02

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, January 3, 2019. 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, Bartolmiej K. Sapeta, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Bettina A. Chadbourne, Stephen L. Hooper, David C. Richards and Mitchell H. Greenwald were present. Philip M. Jones was absent. Councilor Richards led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the December 20, 2018 regular meeting was duly seconded by Councilor Jacobs. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS – MAYOR

The Mayor announced a new State Law that went into effect on January 1st, which requires that the minutes identify who is making a motion and who is making the second. For Council Committee reports, the Chairs of the Committee will be making the motion and the Vice-Chair will make the second. If the Chair or Vice-Chair is not present, then another member of that Committee will be recognized. for the motion or the second on a Committee report. Outside of this protocol, the Mayor will be identifying the Councilor who is making the motion and the Councilor making the second by name.

CONFIRMATIONS

A motion was made by Councilor Greenwald and duly seconded by Councilor Jacobs to confirm the following nominations: 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 a regular member 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.

NOMINATIONS

The following nominations were received from the Mayor: Michael Remy to serve as an alternate member on the Zoning Board of Adjustment with a term to expire December 31, 2021; Arthur Walker to serve as a regular member of Conservation Commission with a term to expire December 31, 2021; and Todd Horner to serve as a regular member of Bicycle Pedestrian Path Advisory Committee with a term to expire December 31, 2020. The nominations were tabled until the next regular meeting.

01/03/2019

COMMUNICATION – ANDREW MADISON – RESIGNATION – CONSERVATION COMMISSION

A communication was received from Andrew Madison resigning from the Conservation Commission. A motion by Councilor Greenwald to accept the resignation with regret and appreciation of service was duly seconded by Councilor Jacobs. The motion passed with a unanimous vote in favor.

COMMUNICATION – BRETT AMY THELEN – HARRIS CENTER FOR CONSERVATION EDUCATION – REQUEST TO TEMPORARILY CLOSE A SECTION OF NORTH LINCOLN STREET – AMPHIBIAN CROSSINGS

A communication was received from Brett Amy Thelen of the Harris Center for Conservation Education, 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. The request was referred to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – REV. CYNTHIA E. BAGLEY & KATHY BLAIR – THE UNITED CHURCH OF CHRIST – LODGING HOUSE LICENSE

A communication was received from Rev. Cynthia E. Bagley & Kathy Blair of the United Church of Christ, requesting their annual request for a lodging house license. The request was referred to the Planning, Licenses and Development Committee.

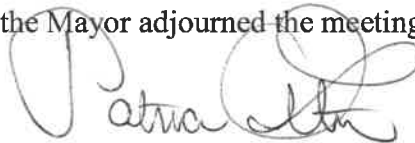
CITY MANAGER COMMENTS

The City Manager updated the City Council that the new Capital Improvement Plan books are at the printer. They should be delivered around January 17, 2019. On Thursday, January 24, 2019, the Finance, Organization and Personnel Committee will start its review and on Saturday, January 26, 2019 there will be a presentation to the Planning Board and the City Council of the proposed CIP..

ADJOURNMENT FOR LEGAL ADVICE

At 6:07 PM, there being no further business, the Mayor adjourned the meeting for legal advice.

A true record, attest:



City Clerk



City of Keene, N.H.
Transmittal Form

December 31, 2018

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.1.

SUBJECT: Confirmations

COUNCIL ACTION:

In City Council January 3, 2019.
Tabled until the next regular meeting.

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

Horner Background

Michael J. Remy

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

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



City of Keene, N.H.
Transmittal Form

January 16, 2019

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.2.

SUBJECT: Nominations

RECOMMENDATION:

I hereby offer the following individuals as nominees to the designated Board or Commission:

College City Commission

David C. Richards, slot 4
201 Court Street

Term to expire Dec. 31, 2021

Airport Development and Marketing Committee

Andrea White, slot 4
Flagg Road, Marlow, NH

Term to expire Dec. 31, 2021

Heritage Commission

Louise Zerba, slot 8, alternate
re-nomination

Term to expire Dec. 31, 2021

Martin Luther King, Jr./Jonathan Daniels Committee

Pamela Knight, slot 7
158 High Street

Term to expire Dec. 31, 2021

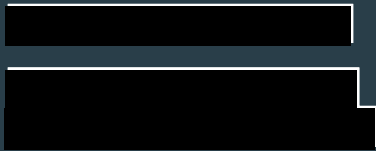
ATTACHMENTS:

Description

White_background

Knight_background

Contact



Top Skills

Training
Management
Data Analysis

White Andrea

Costing/Accounts Payable at Audio Accessories Inc.
Marlow, New Hampshire

Experience

Audio Accessories Inc.
Costing/Accounts Payable
February 2017 - Present
Marlow, NH

White Construction, LLC. / JWL Management, Inc.
Assistant Construction Manager
June 2007 - February 2017 (9 years 9 months)
Denver, CO / Madison, WI

Assist in all construction project management responsibilities:
Provide real estate support during LOI/Lease estimate provided for every project
Red line/value engineer plans during architectural and MEP design
GC procurement, bidding and negotiation
Cost control and timeline management to final C of O

BAXA Corp
Product Complaint Coordinator
March 2010 - May 2011 (1 year 3 months)
Managed income reports against FDA/QM guidelines for complaint determination for the entire CHU Team
MDR determinations on complaints reported as well as filing
Managed weekly and monthly reporting and trending data for CAPA system
Complaint closures/investigations for my designated product groups
Monthly auditing of case management system
Worked internally towards completion of NCMR investigations
Worked with customers directly in regard to completion of complaint investigations
ISO auditing

Pharmacy One Source
Project Account Manager
April 2008 - April 2009 (1 year 1 month)
Middleton, WI

Worked with the development team to provide opportunities for system feature requests as well as trending industry utilization feedback from our customers
Trained front end users on all software products as well as helped with customizing their systems and keeping them up with USP codes
Worked independently and maintained my own work schedule as well as the service schedule for my clients
Handled Beta customers during software updates and new releases
Developed QM and SOP documents
Managed Salesforce data
Negotiated renewal terms directly with facility DOP and or network Directors
Worked with interface team for transitions to live feeds

Executive Jet Management

Subcontracting Manager

September 2005 - May 2007 (1 year 9 months)

Subcontracting Services

Training and managing a staff of 14-16 highly motivated and skilled customer focused individuals
Supplied cost effective supplemental lift solutions to NetJets as well as the EJM charter based customers
Managed and balanced PO requests as well as forecasted event demand
Worked to build and maintain relationships with outside vendors
Worked on process improvement projects with my peers within my own department as well as others that interacted with my department for company wide progress

Marquis Jet / NetJets, Inc

Owner Services Manager / Lead Account Manager

November 2001 - September 2005 (3 years 11 months)

Developing and opening an Owner Services department for Marquis Jet from the ground floor
All training, HR, scheduling, hiring, payroll, equipment purchasing and yearly budgets
Handled all and any requests in regard to our Owner's travel needs to include catering, ground and if needed hotel accommodations
Worked on process improvement projects with my peers within my own department as well as others that interacted with my department for company wide progress

Education

Montana State University

Associate's Degree · (1998 - 2000)

University of Maine

Economics · (1995 - 1997)

Pamela Damron Knight

158 High Street Keene, NH 03431 • Cell Phone: (918) 906-4226 • [REDACTED]

PROFILE

Retired information technology professional with experience in project management, business process improvement, data analysis, testing and training. Strong research, writing, and analytical skills supported by a mastery of computer applications.

CURRENT VOLUNTEER EXPERIENCE

Friends of the Keene Public Library	2007-Present
Board Member and Newsletter Editor	2007-Present
Board Vice President	2017-Present
Chamber Singers of Keene	2007-Present
Member of the alto section, performing in 2 concerts per year	2007-Present
Board member	2012-Present
Board President	2018-Present

PROFESSIONAL EXPERIENCE

St. James Episcopal Church	2014-2015
Administrator, Jonathan Daniels 2015 Commemoration	
Coordinated activities associated with the year-long commemoration of the 50 th anniversary of Jonathan Daniels's martyrdom, which culminated in a pivotal event at the Colonial Theatre.	
<ul style="list-style-type: none">• Created and maintained a website and Facebook page.• Chaired committee meetings.• Handled all communications with dignitaries, friends of Jonathan Daniels and individuals who were with him in Alabama.• Published a Keene pilgrimage brochure.• Created a listing of memorials honoring Jonathan Daniels in the US and the UK.	
Hewlett-Packard Enterprise Services	1999-2014
Infrastructure Technology Outsourcing (ITO) Service Delivery Consultant III	
<ul style="list-style-type: none">• 02/2003 – 08/2014: Bank of America Account Project Manager for business services applications developed by HP in support of the Bank of America account. Responsible for managing several software releases a year, including the following:<ul style="list-style-type: none">- Business requirements analysis and documentation- Business process improvement- Testing and defect tracking- User documentation and training- Data analysis and reporting- Resource management• 07/1999-02/2003: WorldCom Account Contributed to numerous software releases by writing release materials, creating and editing test scripts, identifying and documenting application defects, and conducting training.	

WorldCom, Tulsa, OK **1998-1999**
Change Management Analyst, Information Technology

- Developed methods, procedures and technical documentation in support of telecommunications software implementation. Identified end user needs, facilitated software training and testing, and developed user guides.

Community Service Council of Greater Tulsa, Tulsa, OK **1995-1998**
Information Services Manager

- Directed computerization project for an information and referral telephone service; developed and delivered user training program; published 1996 and 1998 editions of the *Directory of Community and Agency Services*.

The University of Tulsa, Tulsa, OK **1991-1995**
 Director of Special Projects 1994-1995
 Director of Adult Student Programs 1992-1994
 Coordinator for Part-time Students 1991-1992

Council for Adult and Experiential Learning, Chicago, IL **1991**
 Director, Learning for Tomorrow Program, Ohio Bell Telephone, Cleveland, OH

Capital University, Columbus, OH **1981-1991**
 Assistant Director of Assessment 1990-1991
 Faculty Advisor and Assistant Professor, Cleveland Center 1981-1990
 Acting Coordinator, Cleveland Center 1981-1982

EDUCATION

Bachelor of Arts degree with High Honors, Emory University, Atlanta, GA
Phi Beta Kappa, Mortar Board
 Master of Arts degree (ABD), Vanderbilt University, Nashville, TN

SOFTWARE APPLICATIONS

Microsoft: Word, Excel, Access, Project, PowerPoint, Visio, Outlook, and Publisher



City of Keene, N.H.
Transmittal Form

January 14, 2019

TO: Mayor and Keene City Council

FROM: Janis Manwaring, Secretary

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Pathways for Keene - Request to Use City Property - 4 on the 4th Road Race

ATTACHMENTS:

Description

Manwaring Communication

BACKGROUND:

Pathways for Keene is submitting their annual request for the 4 on the 4th Road race scheduled for Thursday, July 4, 2019.



VIBRANT • ACTIVE • COMMUNITY
PATHWAYSFORKEENE.ORG
P.O. BOX 226, KEENE, NH 03431

January 9, 2019

**3 Washington Street
Keene, New Hampshire 03431**

**To: The Honorable Mayor Kendal Lane
And City Councilors**

**Pathways for Keene requests a license to hold the 18th Annual
4 on the 4th Road Race on Thursday, July 4, 2019. The Race will begin
and end at Railroad Square. The hours will be from 6AM to 11AM.**

Thank you for your support.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jan Manwaring", with a long, sweeping flourish extending to the right.

**Jan Manwaring
Secretary, Board of Directors**



City of Keene, N.H.
Transmittal Form

January 16, 2019

TO: Mayor and Keene City Council

FROM: Councilor Randy L. Filiault

ITEM: C.2.

SUBJECT: Councilor Filiault - Hours of Operation - Hawkers or Peddler's

ATTACHMENTS:

Description

Communication_Filiault

BACKGROUND:

Councilor Filiault is asking that the City Council consider eliminating the hours of operation which is established by the City Code for hawking or peddling with the City.

January 15, 2019

TO: Honorable Mayor and City Council
SUBJECT: Hours of Operation – Mobile Vendors
FROM: Councilor Randy Filiault

As of late, I have been receiving concern from licensed hawkers and peddlers that there is confusion and potentially inconsistent hours of operation between hawkers and peddlers in the City. The City Code establishes the hours of operation to be no earlier than 9 a.m. or any later than 9 p.m. Daylight Savings Time or 7:00 pm Eastern Standard Time. The City Code also allows a hawker or peddler to request an extension of the time period by approaching the City Council.

I am suggesting that the City not regulate the hours of operation and allow these establishments the freedom to set their own hours.

A handwritten signature in black ink, appearing to read "Randy Filiault". The signature is written in a cursive style with a long horizontal stroke extending to the right.



City of Keene, N.H.
Transmittal Form

January 9, 2019

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities & Infrastructure Committee

ITEM: D.1.

SUBJECT: Brett Amy Thelen – Harris Center for Conservation Education – Request to Temporarily Close a section of North Lincoln Street – Amphibian Crossing

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends that the City Council authorize the closing of a portion of North Lincoln Street for several evenings that are coordinated with City staff between March and April, 2019 when conditions are favorable for amphibian migration. City staff may cancel the closure and/or reopen the road at any time, if deemed necessary for the convenience and safety of the public.

BACKGROUND:

Ms. Thelen explained this request to temporarily close a portion of North Lincoln Street on various weather dependent days in March and April, which the Council also approved in spring 2018. In the spring of each year a natural phenomenon of amphibian species migration occurs during the first warm, rainy nights of spring after the snow pack melts. Thousands of the following species cross roads on these nights to move toward breeding wetlands: spotted salamanders, wood frogs, and spring peepers. The Harris Center organizes volunteers on many of these nights to counteract the growing conservation concern of roadkill. Volunteers carry the amphibians across the roadways.

The Harris Center worked with the Public Works Director and received Council approval in 2018 to close a portion of North Lincoln Street between George Street and the Woodland Cemetery; there are no homes impacted by the closure. Ms. Thelen noted it is challenging to predict the weather and if the conditions are not specific, the migration will not occur that night. The Public Works Director needs to be notified by 12:00 PM on the day of closure so staff can implement it before the end of business; sometimes however, the weather may appear conducive early in the day but is then unfavorable in the evening. In 2018, the road was closed four nights and one night was unsuccessful; the other three nights, thousands of amphibians crossed the road. There were two additional nights the road was not closed and there was significant migration activity. On each of those two nights volunteers counted more than 2,000 amphibians crossing, which she suspects is a significant underestimate because volunteers only work from sundown until 11:00 PM. The amphibians will migrate all night if the conditions are appropriate. Additionally, there are usually more amphibians on the roadway than volunteers can count.

In addition to the conservation benefits, this has become a popular community event. Each night in 2018, there were 20-50 volunteers, including many families with small children. Volunteers also participate in this activity on Jordan Road and Eastern Avenue; those volunteers work despite continuous vehicle traffic because detours would be more significant at those locations. The road closure on North Lincoln Street allows community members of all ages to participate in this educational activity. Keene is the first municipality in NH to support

this migration event, garnering positive press regionally; the Public Works social media posts about the event reached more people than any of their previous posts (more than 78,000 people). Eventually, Ms. Thelen hopes this can become a regular part of Public Works operations annually so Council does not have to revisit the request each year. This specific request is to close the portion of North Lincoln Street for up to six nights in March and April 2019.

The Public Works Director agreed this closure does not impede any homeowners' ability to access their homes. He only received a few complaints about the sudden detour in 2018; he uses all of his press and social media outlets to notify the public in advance of possible closures. He agreed that the arrangement worked well last year; staff was able to place the barricade before end of business and remove them by 7:00 AM the next day. The brevity of the closure was confusing to some who typically use North Lincoln as a major cross street to RT-9 and Eastern Ave. For that reason, staff developed a communications plan for 2019 so citizens know what to expect.

Councilor Sutherland thanked Ms. Thelen for explaining the project and asked if the six requested days are only a fraction of the total migration. Ms. Thelen said it depends how weather conditions align. In 2018, the first closure was on March 29 and the last was on May 6; as opposed to the six week migration season in 2018, some years it is concentrated to only two or three weeks. She also clarified that this is just adult and inbound migration; there are additional migration times for juveniles in the summer with smaller concentrations that are harder to predict and thus, receive less focus.

Councilor Lamoureux asked how successful this project was for the City in 2018 and if there could be improvements to make it easier in 2019. The Public Works Director said this event took place for 13 years before road closure. Drivers are surprised by unexpected nighttime pedestrian activity, and volunteers are surprised by the volume of traffic at this location. Public Works and Police Department staff agreed this closure arrangement was worth the brief and minor inconvenience to drivers. He is unaware of any specific problems in 2018 beyond calls from drivers who use that route commuting to and from work on Optical Avenue. Detours are marked in addition to press releases and social media announcements, but there will always be some people who miss those announcements. Placing the barricades before the end of the workday might be minimally inconvenient to some during their evening commutes, but it saves the City overtime costs. He noted there is also a five-day salamander forecast tool on the Harris Center website that people can follow, which social media links to so people can look ahead. He suggested the Committee recommend that Council authorize staff to work with the Harris Center on road closures.

Councilor Sutherland asked if it would be too inconvenient to have the closure in place for two weeks. The Public Works Director said the area gets significant traffic and he is not ready to implement a long-term extension at this point.

Councilor Hooper recalled there is one salamander that has been seen crossing North Lincoln Street for the last five consecutive years, which is a good indication of this event's success. Ms. Thelen agreed this is exciting and explained the spot patterns are unique to each individual salamander; volunteers try to photograph as many salamanders as possible to track recurrences. She also noted that the majority of amphibians the volunteers encounter are actually frogs.

Chair Manwaring recognized Margaret Kasschau (40 N. Lincoln St.), whose home is adjacent to the road closure. She attended several times in 2018 and had great experiences; it was well-received in the neighborhood and the detour signs were a good reminder the event was taking place that evening. She hopes this becomes a regular part of spring operations.

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

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends that the City

Council authorize the closing of a portion of North Lincoln Street for several evenings that are coordinated with City staff between March and April, 2019 when conditions are favorable for amphibian migration. City staff may cancel the closure and/or reopen the road at any time, if deemed necessary for the convenience and safety of the public.



City of Keene, N.H.
Transmittal Form

January 9, 2019

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.2.

SUBJECT: Vicki Bacon - Body & Soul Road Runners' Club - Request to Use City Property - Red Cap Run

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to Body & Soul Road Runners to sponsor a running race on February 9, 2019, subject to the customary licensing requirements of the City Council. In addition, the Police Department shall identify Railroad Street from Main Street to Community Way as a No Parking zone from the hours of 6:00 AM to 11:00 AM. This license is conditional upon the petitioners providing ten volunteer race marshals, and subject to any recommendations of City staff.

BACKGROUND:

Sara Alderfer, of 3 West Street, and Vicki Bacon, of 31 West Surrey Road were present and confirmed all City requirements have been met with the exception of the insurance voucher. Ms. Alderfer indicated she is working with the mother club and expects to have the voucher by the end of the month.

Kurt Blomquist, Public Works Director noted this request was previously placed on more time. He continued this is the 5th Annual Body & Soul run. A protocol meeting was held with the sponsor to discuss this Community Event and staff is happy to recommend moving forward with the prepared motion.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to Body & Soul Road Runners to sponsor a running race on February 9, 2019, subject to the customary licensing requirements of the City Council. In addition, the Police Department shall identify Railroad Street from Main Street to Community Way as a No Parking zone from the hours of 6:00 AM to 11:00 AM. This license is conditional upon the petitioners providing ten volunteer race marshals, and subject to any recommendations of City staff.



City of Keene, N.H.
Transmittal Form

January 9, 2019

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.3.

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

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Monadnock Travel Council be granted permission to use City property on Central Square and Railroad Square, including outside burning of a fire in an enclosed fire pit on Railroad Square and closure of Railroad Street from Main Street to the exit of the Wells Street Parking structure for the 2019 Ice and Snow Festival on Saturday, February 2, 2019 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the City Council; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff.

BACKGROUND:

Jim Narkiewicz, of 3 Ash Brook Road was present and noted this is the 17th Annual Ice and Snow Festival. The event will take place February 2, 2019.

Kurt Blomquist, Public Works Director reported in order to make the next Council meeting a protocol meeting was held this morning. Mr. Narkiewicz commented due to the insurance the activities will take place in two locations; Central Square and Railroad Square. He continued we currently have six ice carvers and are looking for two more. Mr. Blomquist added this is a nice family event. Mr. Blomquist said staff is comfortable with the proposal and recommends moving forward.

Chair Richards asked for Committee questions.

Councilor Hansel asked if Mr. Narkiewicz promoted the event with the downtown businesses. Mr. Narkiewicz said they did take flyers around and asked for sponsors. Councilor Hansel noted comments by a downtown business from last year and agreed to speak to Mr. Narkiewicz after the meeting.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Monadnock Travel Council be granted permission to use City property on Central Square and Railroad Square, including outside burning of a fire in an enclosed fire pit on Railroad Square and closure of Railroad Street from Main Street to the exit of the Wells Street Parking structure for the 2019 Ice and Snow Festival on Saturday, February 2, 2019 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the

City Council; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff.

Councilor Sapeta said it seems like this request came in late. Mr. Blomquist reported the request actually came in around the December timeframe when Committee and Council meetings were cancelled due to the holidays. Councilor Sapeta referred to a Downtown Events Coordinator position authorized by Council last year and asked if anyone was hired. Both Mr. Blomquist and Mr. Lamb indicated they could not answer the question. They both noted they remember the authorization but do not remember what actions were taken. Mr. Narkiewicz added he intends to come in by November 1st next time to avoid holiday meeting cancellations.



City of Keene, N.H.
Transmittal Form

January 9, 2019

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.4.

SUBJECT: Keene Lions Club - Request to Use City Property - 30th Annual Ashuelot River Duck Race -
Public Works Department

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends its support of the 30th Annual Great Ashuelot Duck Race and that the Keene Lions Club be granted a license to close the appropriate City street on June 29, 2019, and if necessary on another date, in coordination with City staff; the use of 350 Marlboro Street for counting and sorting ducks and a City front end loader to be coordinated with City Staff; and the provision of the appropriate insurance and indemnification to be coordinated by City Staff.

BACKGROUND:

Mr. Blomquist, Public Works Director reported the representative was unable to attend this evening due to an emergency. He also reported this item did come to the Committee at its last December meeting. Mr. Blomquist referred to the prepared motion and advised it is set up the way it is because they are looking at readjusting their course (where the ducks are dumped and picked up). The prepared motion provides for staff to make the decision. Mr. Blomquist reported they would still use 350 Marlboro Street to count the ducks and on the event day use of a City loader to dump the ducks.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends its support of the 30th Annual Great Ashuelot Duck Race and that the Keene Lions Club be granted a license to close the appropriate City street on June 29, 2019, and if necessary on another date, in coordination with City staff; the use of 350 Marlboro Street for counting and sorting ducks and a City front end loader to be coordinated with City Staff; and the provision of the appropriate insurance and indemnification to be coordinated by City Staff.



City of Keene, N.H.
Transmittal Form

January 9, 2019

TO: Mayor and Keene City Council
FROM: Planning, Licenses and Development Committee
ITEM: D.5.

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

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to Timoleon Chakalos to engage in the operation of a lodging house at 15 Lamson Street subject to the following conditions: no more than 26 persons may reside on the premises at any one time; compliance with all applicable sections of the City Code; compliance with any requirements or recommendations of City staff. Said license will expire on the 17th day of January, 2020 and may be revoked by the City Council in accordance with Section 46-590 "Suspension or Revocation."

BACKGROUND:

John Rogers, Building Official reported all inspections were done yesterday by both the Keene Fire Department and the City's Building Department at both locations involved. The few minor issues were taken care of. Mindy Cambiar, of Hundred Nights Shelter was present and available to answer questions.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to Timoleon Chakalos to engage in the operation of a lodging house at 15 Lamson Street subject to the following conditions: no more than 26 persons may reside on the premises at any one time; compliance with all applicable sections of the City Code; compliance with any requirements or recommendations of City staff. Said license will expire on the 17th day of January, 2020 and may be revoked by the City Council in accordance with Section 46-590 "Suspension or Revocation."



City of Keene, N.H.
Transmittal Form

January 9, 2019

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.6.

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

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to the United Church of Christ to engage in the operation of a lodging house at 23 Central Square subject to the following conditions: said lodging house license shall only be used as an overflow for the Hundred Nights Shelter; and managed by the Hundred Nights Shelter; no more than 16 persons may reside at any one time on the premises; compliance with all applicable sections of the City Code; and compliance with any requirements or recommendations of City staff. Said license will expire on the 17th day of January, 2020 and may be revoked by the City Council in accordance with Section 26-590 "Suspension or Revocation."

BACKGROUND:

Chair Richards referred to the report out by Mr. Rogers regarding the required inspections. He asked if the applicant had any comments. Sherman Morrison, of 209 Roxbury Street #2 noted this is the Church's fifth year running the overflow shelter. He said unlike previous years this year the need has been more urgent; there are more families than in the past. He noted they did open a couple of days early this year because of the need and have had six or seven people every night.

Chair Richards asked for Committee questions or comments.

Councilor Jones referred to a question asked by Councilor Sutherland last year regarding why the word families was removed from the prepared motion. Mr. Morrison could not answer the question. Ms. Cambiar replied most of the families now have children under the age of 10. It is very difficult to have them walk from Point A to Point B at 8:45 PM because the children are usually already asleep. It was never an official decision to remove families from the motion. Mr. Lamb said in terms of the licensing procedures he does not think the Committee could set that type of limit anyway. Chair Richards agreed. Everyone agreed they believed the original intent was for families to go over to the Church. There was no opposition to the logic of now sending individuals rather than families with children.

Councilor Hansel commented the UCC Church really did step up in a big way this year by getting everything coordinated to open a few days early. He also noted this overflow shelter is run with all volunteers. Mr. Morrison indicated there were still a few people camping and will not use the shelter until there are significant amounts of snow on the ground. Councilor Hansel commended the work being done by the UCC Church.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to the United Church of Christ to engage in the operation of a lodging house at 23 Central Square subject to the following conditions: said lodging house license shall only being used as an overflow for the Hundred Nights Shelter; and managed by the Hundred Nights Shelter; no more than 16 persons may reside at any one time on the premises; compliance with all applicable sections of the City Code; and compliance with any requirements or recommendations of City staff. Said license will expire on the 17th day of January, 2020 and may be revoked by the City Council in accordance with Section 26-590 "Suspension or Revocation."

Before Chair Richards could complete his meeting adjourned statement Councilor Sapeta said he would like to ask a question. Chair Richards refrained from completing the meeting closure to allow Councilor Sapeta to speak. Councilor Sapeta referred to the question he asked earlier regarding a Downtown Events Coordinator authorized by City Council. He continued after last year's discussion there was supposed to be some sort of report back and he has not heard anything back. Councilor Sapeta asked if the Committee could hear an update at the next meeting. Mr. Lamb advised the topic would be appropriate at a future meeting where the topic has been agendized. Mr. Lamb suggested he would speak to the City Manager and work through Chair Richards to get the item on the agenda.



City of Keene, N.H.
Transmittal Form

January 8, 2019

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.7.

SUBJECT: Acceptance of Donations to Library Computer Fund – Keene Library

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$10,195.96 from the Trustees of the Keene Public Library and the Friends of the Keene Public Library to be used to purchase five laptop computers.

BACKGROUND:

Gail Zachariah , from the Library Department stated she was before the committee regarding a donation \$10,195.96 from the Trustees of the Keene Public Library the Friends of the Keene Public Library to be used to purchase five laptop computers. The Chair noted this donation is from the American Library Association and the Dollar General Literacy Foundation. This is the first time for this donation.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$10,195.96 from the Trustees of the Keene Public Library and the Friends of the Keene Public Library to be used to purchase five laptop computers.



City of Keene, N.H.
Transmittal Form

January 8, 2019

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.8.

SUBJECT: Acceptance of Donations to Library Renovation Project - Campaign Managers for the Next Chapter

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommend acceptance of donations in the amount of \$219,201.66 as listed in the July 19, 2018 to the December 21, 2018 Cambridge Trust report with the donations deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

BACKGROUND:

Ms. Judy Putnam, Co-Chair of the Library Capital Campaign was the next speaker. Ms. Putnam brought before the committee \$219,201.66 in donations as listed in the 7/19/18 to the 12/21/18 Cambridge Trust report. The Chair made note of the varied amounts of generous donations this campaign keeps bringing in.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend acceptance of donations in the amount of \$219,201.66 as listed in the July 19, 2018 to the December 21, 2018 Cambridge Trust report with the donations deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.



City of Keene, N.H.
Transmittal Form

January 8, 2019

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.9.

SUBJECT: Tara Reardon, NH Community Loan Fund - CDBG Application for the Acquisition and Maintenance of Tanglewood Park

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the Keene City Council supports a CDBG application through Cheshire County for the purchase of Tanglewood Manufactured Housing Park by an owner cooperative.

BACKGROUND:

Ms. Tara Reardon stated she is from the NH Community Loan Fund who specifically works for a Program known as ROC (Resident Owned Communities) NH. Ms. Reardon noted this program has been around since 1984 and there are now 127 resident owned communities in New Hampshire. This entity helps manufactured-housing parks with things like organizing residents when parks become available, provides technical assistance, as well as lending them money.

Ms. Reardon referred to NH RSA 205-A which states that when a manufactured home community becomes available for sale, the residents have 60 days to match this offer. This is the scenario before the committee today. She noted the pro forma in the committee's packet has since changed; the pro forma without the CDBG Grant shows a \$10 rent increase to put toward the 20 million dollar purchase price.

She noted the CDBG Application is due on January 28, which gives them just enough time to get a public notice in and conduct a public hearing.

Mr. Christopher Villeneuve, President of the Tanglewood Park Board stated he moved to Keene as a single parent because of the positive things he had heard about Keene. He stated that Tanglewood Park has been a source of affordable housing for working class people in Keene. He talked about his children's success in Keene schools. He stressed the importance of keeping this park locally owned and affordable for the working class people who live in Keene.

Chair Greenwald clarified the water and sewer is owned by the city and the roads are owned by the association and asked how the maintenance of such would be handled. Mr. Villeneuve stated there would be systems in place to take care of such things and noted this is where ROC NH's assistance would be vital for the owners. Ms. Reardon added this group is organized as a Consumer Cooperative under NH RSA 301-A which is a not for profit organization, and this is what helps keep the rents down. She added that prior to purchase ROC NH requires an engineering and property conditions report and an environmental assessment and from that report the engineers build a capital improvements plan for ten years and the owners are required to put aside reserves, which reserves are front loaded by ROC NH. Under the purchase and sales agreement that is being discussed

with Mr. Hynes, they are requiring property management be in place, this would also be the request for this group if they were able to go forward.

Councilor Chadbourne felt this was a great idea. Councilor Clark stated over the years the cooperation of the residents has been exemplary.

Mr. Villeneuve added that since they would be a non-profit, there would be made available various grants over the years from USDA to assist with water, infrastructure and other things of that sort. Ms. Reardon added that even though Tanglewood is a not for profit organization, they would still be required to pay property taxes.

The City Manager asked the presenters to talk about how the 20 million dollars will be raised as well as the CDBG grant for \$500,000. She also asked about the lot rent increase because of this purchase. Ms. Reardon stated the mortgage Mr. Hynes currently has on the property has to be assumed which is about 11 million dollars (this is with P&C Bank through Freddie Mac). This will happen after the Purchase and Sales Agreement is signed. With Freddie Mac there is the option referred to as stepped-up where you can borrow up to 70%, this is the first option which would be looked at. Freddie Mac however, does not permit subordinated debt; ROC NH would become the equity partner with Tanglewood and are willing to enter into a refinance. She added they were not sure what their investors would be looking for – all of these questions need to be answered to determine the rent increase. The plan is to minimize the increase or to phase it in. She added Mr. Hynes has the highest lot rent in NH but this is what makes this park worth 20 million dollars. Ms. Dragon felt the lot rent increase would be an important issue to the property owners so it can be compared to the other company that has made a proposal to purchase this park.

Ms. Dragon asked how ROC NH would deal with any capital improvement issues that might happen within the first two years. Ms. Reardon stated this is something they have encountered in the past and rely a lot on the property conditions report prepared by the engineers. The allocation of \$50,000 to start could change depending on what the report says; there are also emergency community development (United States Department of Agriculture Rural Development) monies available and ROC NH has also stepped in in the past, New Hampshire Department of Environmental Services has a state revolving fund which has a low interest rate. Ms. Dragon asked whether this is the largest park ROC NH has taken on. Ms. Reardon stated there is a park in Exeter NH which has 391 homes in it.

Chair Greenwald asked the City Manager what impact this purchase would have on the tax payer. Ms. Dragon stated what the Council is voting on is whether to support a \$500,000 CDBG Application to help with the purchase of this park. The CDBG Application can be processed through the city or the county but because of the timing the proposal is to process this application through the county. This grant has no impact on the city budget. The reason the City Manager posed these questions is to make sure the Park is going to be successful in the future.

Mr. Villeneuve stated his mission as the Board President is to make sure the rent increase does not cause a family to be required to move out.

Kurt Blomquist, Public Works Director, addressed the committee and stated his department has worked with owners of this park in the past and complimented the steps taken recently to bring the operations under control. He noted the pro forma does not address the full amount charged to the entity (\$34,000 per quarter as an example for water and sewer). Ms. Reardon stated the pro forma does not outline the annual operating budget for the park in details with each debit and credit, it merely shows the what they would be responsible for in terms of the park during the acquisition process.

Mr. Blomquist stated his department could be of assistance with the engineering report. Ms. Reardon stated they welcome any outside opinion.

The Chairman asked for public comment next.

Chris Coates, County Administrator, addressed the Committee and stated the county has just been brought into this transaction. The matter is going to be presented to the commissioners in the next few days where the commissioners would also have the opportunity to look over the minutes from today's meeting. Mr. Coates expressed concern about the consistency in leadership at the park – he asked how long ROC NH could remain with this group as they move forward. Ms. Reardon stated as long as Tanglewood is their borrower they would remain with the park (term of the loan is 20 plus 20) and with 300 plus households the likelihood of participation is great. Education, training, annual meetings are some of the things ROC NH has in place.

Mr. Coates asked should there be any short term costs outside the park's projected price range whether ROC NH would support the park through same. Ms. Reardon answered in the affirmative.

Mr. Coates asked the City Attorney what the city's liability would be should the city move forward with this CDBG application. The City Attorney stated the city seeks outside counsel for block grant applications and noted he was not ready to discuss the city's liability at this time. Mr. Coates posed the same question to Rebecca Bullock from the Southwest Regional Planning Commission. Ms. Bullock stated her understanding is the liability for grantees is fairly well maintained through the contracts and this is a question which would need to be presented to their legal counsel. City Manager noted in this scenario there is no liability for the city as the application is being presented through the county.

Mr. Coates asked whether the city has had any issues with applications it has taken on. The City Manager stated she has been with the city only for a short period of time and the City Attorney did not recall any issues in the past with other entities but noted this is what the Public Works Director had eluded to where the city might be that entity which might need to step in and provide assistance as a last resort.

Ms. Reardon stated with respect to liability there are two forms; one with respect to auditing which is ongoing and is covered by the grant and the other is the liability for the funds expended. Ms. Reardon stated what she has always seen is a lien placed by Council of Development Finance Agencies to secure the loan. Ms. Bullock stated in this instance it would be the county who would be placing the mortgage lien on the cooperative.

Ms. Sharon Harper, Secretary of the Board of Tanglewood Park, stated she was a member of the cooperative in Swanzey and has had experience with ROC and made note of the training they provide. She indicated the residents want things to stay the same and expressed her appreciation for ROC.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the Keene City Council supports a CDBG application through Cheshire County for the purchase of Tanglewood Manufactured Housing Park by an owner cooperative.



City of Keene, N.H.
Transmittal Form

January 8, 2019

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.10.

SUBJECT: Requesting Authorization to Dispose of City Property - City Assessor

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to dispose of City owned property, as justice may require, for property known as 0 off Wetmore Street, located on Map 116 Lot 18.

BACKGROUND:

Dan Langille, City Assessor, stated that the City took ownership of property located at 0 off Wetmore Street on October 7, 2016 via a tax deed (taxes were unpaid for a period of three years). The property is about .12 acres in size and the property is currently vacant and is a land-locked parcel. Two owners own the rest of the property in the area. Mr. Langille stated the reason the city is looking to sell this property is because the city does not own any other property in the area and would release the city of any liability of maintaining this property and the property would be put back on the tax rolls.

Mr. Langille explained when a property is taken by tax deed the sale needs to happen through an auction or through a sealed bid process. However, state law permits the city to dispose of the property through other means as long as City Council approves of such sale and it is deemed to be in the best interest of the public. Mr. Langille stated staff would like authority to approach the other two owners with respect to acquiring this property.

Councilor Clark asked whether there was ever a proposal for this property to be laid out. The City Attorney stated there is a large piece of property to the left, on the map, which is developed and the city was under the impression a road might be created here but this never happened.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to dispose of City owned property, as justice may require, for property known as 0 off Wetmore Street, located on Map 116 Lot 18.



City of Keene, N.H.
Transmittal Form

January 17, 2019

TO: Mayor and Keene City Council

FROM: Conservation Commission

THROUGH: W. Rhett Lamb

ITEM: G.1.

SUBJECT: Sustainable Energy Resolution - Conservation Commission

RECOMMENDATION:

At its meeting of November 19, 2018 Ms. Clark moved for the Conservation Commission to recommend that City Council adopt the resolution presented by the Energy and Climate Committee, with Conservation Commission support. Mr. Reilly seconded the motion, which the Conservation Commission carried unanimously.

BACKGROUND:

Chair Haynes welcomed Suzanne Butcher, from the Energy and Climate Committee, who referenced a letter in the meeting packet. She and Nancy Gillard submitted a draft resolution for City Council consideration that would: set new goals for all electricity consumed in the City to 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. The draft resolution, which 89 other US cities have adopted, can be viewed in the meeting packet. She explained support for this resolution from the Chamber of Commerce, for example, in helping policy makers understand and take steps to prepare for climate change impacts, like the 71% increased concentration of heavy rainfall events in New England. She welcomed questions from the Commission.

Mr. Walker asked about the increased concentration of precipitation. Ms. Butcher replied studies show increased concentration of precipitation during heavy rain and snow events. This is just one example of climate change our nation is facing.

Chair Haynes said this overview is informational and can be presented on a future agenda. Mr. Lamb recalled the proposed resolution submitted to City Council go before the MSFI Committee on November 28, where they will likely make a recommendation to Council. The Commission can make a statement of support to share with Council when they vote on the recommendation from the Energy and Climate Committee.

Ms. Clark moved for the Conservation Commission to recommend that City Council adopt the resolution presented by the Energy and Climate Committee, with Conservation Commission support. Mr. Reilly seconded the motion, which the Conservation Commission carried unanimously.



City of Keene, N.H.
Transmittal Form

January 9, 2019

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities & Infrastructure Committee

ITEM: H.1.

SUBJECT: Roxbury Street Bridge Replacement – Aesthetic Options – Public Works Department

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee placed this item on more time for one cycle for staff to return with answers to the Committee's questions.

BACKGROUND:

The City Engineer and Josh Lund, McFarland Johnson Consultant, described aesthetic options for the Roxbury Street bridge replacement, for which the Committee has already heard about construction methods. Mr. Lund used a visual aid (diagrams and photo examples) to describe the three bridge rail options for the Committee's consideration, all of which were designed to be safe (crash tested for vehicles) and match the aesthetics of downtown. He noted all options include a pedestal with decorative light posts (to match light posts downtown) at all four corners of the bridge.

- Option A – Powder Coated Steel Barrier and Railing
 - Steel bridge posts with rails and pedestrian balusters. (An opening no smaller than four inches)
- Option B – Combined Decorative Concrete Barrier and Steel Railing
 - A low decorative concrete barrier wall that can have a form liner stone veneer, with a steel pedestrian rail above it.
- Option C – Decorative Concrete Barrier
 - Entirely concrete barrier and pedestrian baluster using recessed decorative panels. There are many decorative concrete stamp options.

The City Engineer noted all options that include steel will be powder coated a specific color, as opposed to the more rustic, exposed steel on the pedestrian trails. He suggests painting decorative pedestrian steel railings (Option B) black to match the light fixtures. If there is more exposed steel (Option A), a lighter blue or green might look better. He hopes to have the Committee's input on this aspect. He added that all three options will be tested for vehicle safety.

Councilor Filiault said he is pleased with the light pedestals because there is not enough lighting in Keene. He asked the City Engineer what option he would choose in his professional opinion. The City Engineer said he prefers Option B because it would be an aesthetically pleasing complement to the industrial heritage of downtown Keene. Option C is modern and does not feel authentic to downtown. Councilor Filiault asked the cost of each option. The City Engineer said they do not have specific figures but all options should fall within the allotted budget; the project is still in the preliminary design phase. Mr. Lund said Option C is the least expensive and Option B is the most expensive.

Councilor Sutherland disagreed with Councilor Filiault; he thinks the lighting is excessive because there is another streetlight approximately 10' away on Google street view. He thinks this should be treated less like a bridge over a river and more like a bridge over a canal. He will be happy to see the bridge upgraded but thinks Council should consider what other important projects those funds could support if the bridge is modest. He suggested decorating the bridge could be an opportunity to collaborate with local artists and minimize costs. The City Engineer said the existing street lighting meets City code standards; if there is a light close to the bridge it will be removed. He said this is more aesthetic than utilitarian. Councilor Sutherland said a neighbor who does not want additional light may not share the same opinion.

Councilor Filiault asked if the proposed lighting will be LED or solar. The City Engineer said at minimum they will be LED and he needs to determine the solar shading in that area; solar may not be possible with the new adjacent residential development. Councilor Filiault would like to know if solar is possible before making a final decision about lighting.

Councilor Lamoureux asked which option has the least long-term maintenance costs. The City Engineer replied Option C, with no exposed steel. Steel will have to be repainted every five years. The concrete will have to be sealed, which is a much easier process. He said it is hard to imagine a vehicle impacting the bridge at a high enough speed to warrant concrete replacement. However, in the event of a collision of that magnitude, concrete would be more expensive to replace.

Councilor Lamoureux agreed he would like to know the options for solar lighting before a final vote but said he supports more lighting in the area. Councilor Hooper agreed and said he supports Option B. Even though Option C is the simplest, it does not fit downtown.

Chair Manwaring asked if any of the options are better to minimize flooding onto neighboring properties. The City Engineer replied no; the bridge opening will be enlarged and the sewer main removed as a part of the project. For all options, the area below the railing is already outside the flood zone and the river would have left the impoundment before the water is above the street. Once the water is that high these materials will make no difference.

Councilor Sutherland asked if there are options to customize the concrete panels in Option C. The City Engineer said there are many decorative options to stamp the concrete panels, but they are not customizable; Option C is most conducive to public art. The City Engineer noted bridge construction is anticipated to begin July 1, so it would be more logical to implement any fixed art on the bridge after project completion.

Chair Manwaring recognized Councilor Carl Jacobs, who asked if any of the options better facilitate snow and ice melt off the bridge; he also supports any conversations about public art. Mr. Lund replied the sidewalks slope toward the road in all options and melt toward the road and not the channel.

Chair Manwaring recognized Pablo Fleischman (37-39 Roxbury St.), who offered his help to the City Engineer to determine solar shading in the area. He agreed with Councilor Sutherland about lighting and thinks the proposed lights (12'-14' high; shorter than current) should be shielded the way others in town must be. The City Engineer said this bridge is designed as a part of the Roxbury Street Rehabilitation Project and all lighting will be shielded per City standards.

Chair Manwaring recognized Betsy Zimmerli (Mayflower Dr.), who asked if any options are more amenable to graffiti removal. The City Engineer said steel can be repainted to cover graffiti. There are sealants to facilitate removing graffiti from concrete but they are imperfect and fallible over time.

Councilor Filiault said he thinks he prefers Option B but, if there is no strict timeframe, asked if staff can return with a cost breakdown and an answer to the solar question. He needs that information before making a recommendation. The City Engineer and Mr. Lund agreed that will be possible in the next two week committee

cycle. In addition, Councilor Sutherland requested a cost differential with and without lighting.

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

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee placed this item on more time for one cycle for staff to return with answers to the Committee's questions.



City of Keene, N.H.
Transmittal Form

January 8, 2019

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: H.2.

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

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that this item be placed on more time.

BACKGROUND:

The Chairman pointed to the need for public restrooms downtown – he referred to the letter from Pamela Russell Slack regarding this matter and Ms. Russell Slack’s request for putting this item on more time to allow her to attend when the matter is discussed.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that this item be placed on more time.



City of Keene, N.H.
Transmittal Form

January 15, 2019

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: I.1.

SUBJECT: Relating to Water and Sewer Rates

RECOMMENDATION:

That Ordinance O-2019-02 relating to water and sewer utility rates have a first reading at the January 17, 2019 meeting of the City Council and that it be referred to the Finance, Organization and Personnel Committee for a recommendation.

ATTACHMENTS:

Description

Ordinance O-2019-02

Water Sewer Household and commercial rate impact examples

BACKGROUND:

City staff has conducted its annual review of the water and sewer fees that provide the primary sources of revenue for the Water and Sewer utility enterprise funds. The results of that review are contained in the rate change recommendation incorporated into Ordinance O-2019-02.

The rate structure utilized by the city has two key components for each service account.

The first is a fixed component, based on meter size. It is designed to recover the principal and interest cost of capital projects funded by bonds and the loan portion of state aid programs.

The second component is a volume based rate that is designed to provide funding for operations, maintenance, and capital costs of the water distribution and treatment systems, as well as the wastewater collection and treatment systems.

The volume rate is the same for all customers and is charged for each 100 cubic feet (hcf) of water used.

As part of the development of the 2019-2024 Capital Improvement Program and the FY19 Operating Budget, projected debt service, capital, and operating costs for FY19 were run through a rate setting model that calculates the fixed rate based upon meter hook up size, and the volumetric rate based upon current water consumption.

This process produced combined water and sewer rates for 2019 that are higher than the current utility rates but in line with the rates budgeted for FY19.

In the water fund, the rate model calls for a \$0.27 increase from \$4.51 to \$4.78 per hcf in the water rate associated with the volume of water consumed. This increase is attributed to an increase in operation and maintenance costs. The rate amount projected in the FY19 budget was \$4.64.

The fixed portion of the water rate increased \$.21 based on increases in capital expenditures and debt service.

Water	Increase in Costs
Volume Rate Increase - Operating Costs	
Admin-grounds, public awareness admin charges	\$ 27,600
Mains & Trench Repairs	\$ 22,150
Supplies	\$ 9,200
Meters	\$ 68,047
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>
	\$ 126,997
 Fixed Rate Increase - Debt and Capital Costs	
Debt and Capital Increase	\$ 50,000
 Loss of Black Brook TIFD Revenue	 \$ 100,228

The rate model also generates rates for the sewer system operational expenses and capital and debt service expenses. A sewer volume rate increase of \$0.11 is recommended, from \$5.20 to \$5.31, with an increase of \$2.08 on the fixed portion of the sewer rate. The FY19 sewer rate projected in the FY19 budget was \$5.46. The proposed FY19 sewer rate is \$0.15 lower than anticipated.

Sewer	Increase in Costs
Volume Rate Increase - Operating Costs	
Additional Maintenance & Supplies	\$ 54,240
 Fixed Rate Increase - Debt and Capital Costs	
Debt and Capital Increase (Bond Sale 2018)	\$ 209,495
 Loss of Black Brook TIFD Revenue	 \$ 36,518

Other contributing factors to the increase in rates are the loss of TIFD revenue in both the Water and Sewer Funds as well as a decrease in overall consumption over the past few years.

	FY18	FY17	FY16
Water	-4.87%	-2.14%	-0.22%
Sewer	-4.90%	0.10%	-2.49%

To put the proposed rate changes in perspective, typical residential users (household with a 5/8" meter hookup, and annual water usage of between 80 and 132 hcf) could see a yearly increase in the combined utility bills that range from \$39.56 to \$59.32 depending on actual water usage.

Commercial customers could see increases in water and sewer combined quarterly bills that range from

approximately \$61.57 to \$2,245.85. The actual impact of the rate change will vary based upon the volumes of water used.

Calculations demonstrating these estimates are attached.

It is recommended that the new rates become effective for all bills being issued in February 2019.



CITY OF KEENE

O-2019-02

In the Year of Our Lord Two Thousand and Nineteen

AN ORDINANCE Relating to Water and Sewer Utility Charges

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

That Appendix B Fee Schedule of the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in the accompanying rate schedule in Section 98-511 (a) and in Section 98-512 (a) of Appendix B so that Section 98-511 (a) and Section 98-512 (a) would read as follows:

Appendix B

	effective	effective
<u>Section 98-511 (a). Water</u>		
<u>Meter Rates</u>	<u>2018</u>	<u>2019</u>
Volume Rate (\$ per hcf)	4.51	4.78
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	7.08	7.29
3/4 inches	10.19	10.50
1 inch	18.12	18.66
1 1/2 inches	40.77	41.99
2 inches	72.48	74.65
3 inches	163.07	167.96
4 inches	289.91	297.97
6 inches	652.29	671.86

Section 98-512 (a). Sewer

<u>Rates</u>	<u>2018</u>	<u>2019</u>
Volume Rate (\$ per hcf)	5.20	5.41
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	51.88	53.96
3/4 inches	74.71	77.70
1 inch	132.81	138.13
1 1/2 inches	298.83	310.78
2 inches	531.25	552.50
3 inches	1195.32	1243.13
4 inches	2125.00	2210.00
6 inches	4781.26	4972.51

Kendall W. Lane, Mayor

CITY OF KEENE, NEW HAMPSHIRE

Typical Household Cost Comparison FY 19 Rate Setting

FAQ Consumption

- 20 units = 20 HCF per quarter
- 20 per quarter X 4 = 80 HCF per year = 8,000 CF per year
- 27 units = 27 HCF per quarter
- 27 per quarter X 4 = 108 HCF per year = 10,800 CF per year
- 33 units = 33 HCF per quarter
- 33 per quarter X 4 = 132 HCF per year = 13,200 CF per year

2018 actual rates		ACTUAL					
Sewer Fixed	\$51.88	\$51.88				\$51.88	
Sewer Consumption	\$5.20	\$104.00	20	27	33	\$171.60	
Water Fixed	\$7.08	\$7.08				\$7.08	
Water Consumption	\$4.51	\$90.20	20	27	33	\$148.83	
		\$253.16	Quarterly Bill	Quarterly Bill	Quarterly Bill	\$379.39	
		\$1,012.64	Annual Cost	Annual Cost	Annual Cost	\$1,517.56	
		(\$2.88)	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	(\$2.75)	
		(\$11.52)	ANNUAL COST INCREASE	ANNUAL COST INCREASE	ANNUAL COST INCREASE	(\$11.00)	
2019 proposed rates							
Sewer Fixed	\$53.96	\$53.96				\$53.96	
Sewer Consumption	\$5.31	\$106.20	20	27	33	\$175.23	
Water Fixed	\$7.29	\$7.29				\$7.29	
Water Consumption	\$4.78	\$95.60	20	27	33	\$157.74	
		\$263.05	Quarterly Bill	Quarterly Bill	Quarterly Bill	\$394.22	
		\$1,052.20	Annual Cost	Annual Cost	Annual Cost	\$1,576.88	
		\$9.89	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	\$14.83	
		\$39.56	ANNUAL COST INCREASE	ANNUAL COST INCREASE	ANNUAL COST INCREASE	\$59.32	

CITY OF KEENE, NEW HAMPSHIRE
Sample Commercial Cost Comparison FY19 Rate Setting

	Laundry Business: Units of 100 HCF per year = Meter size		Small Restaurant Units of 100 HCF per year = Meter size		624 5/8"		Medium Manufacturing Business Units of 100 HCF per year = Meter size		6,093 3"		Medium Manufacturing Business Units of 100 HCF per year = Meter size		2,870 2"	
2018 actual rates														
Sewer Fixed	\$531.25	\$31.25	\$51.88	\$1,195.32	\$1,195.32	\$51.88	\$1,195.32	\$531.25	\$1,195.32	\$531.25	\$1,195.32	\$531.25	\$1,195.32	\$531.25
Sewer Consumption	\$5.20	6,652.00	\$5.20	\$5.20	\$5.20	\$811.20	\$5.20	\$5.20	\$5.20	\$5.20	\$5.20	\$5.20	\$5.20	\$5.20
Water Fixed	\$72.48	\$72.48	\$7.08	\$163.07	\$163.07	\$7.08	\$163.07	\$72.48	\$163.07	\$72.48	\$163.07	\$72.48	\$163.07	\$72.48
Water Consumption	\$4.51	5,521.16	\$4.51	\$4.51	\$4.51	\$703.56	\$4.51	\$4.51	\$4.51	\$4.51	\$4.51	\$4.51	\$4.51	\$4.51
	Quarterly Bill	\$60,094.56	\$1,573.72	\$16,149.15	\$16,149.15	\$1,573.72	\$16,149.15	\$1,573.72	\$16,149.15	\$1,573.72	\$16,149.15	\$1,573.72	\$16,149.15	\$1,573.72
	Annual Cost	\$240,378.25	\$6,294.88	\$64,596.59	\$64,596.59	\$6,294.88	\$64,596.59	\$6,294.88	\$64,596.59	\$6,294.88	\$64,596.59	\$6,294.88	\$64,596.59	\$6,294.88
	monthly cost increase	(\$95.69)	(\$0.51)	(\$18.64)	(\$18.64)	(\$0.51)	(\$18.64)	(\$95.69)	(\$18.64)	(\$95.69)	(\$18.64)	(\$95.69)	(\$18.64)	(\$95.69)
	QUARTERLY COST INCREASE	(\$87.06)	(\$1.52)	(\$55.91)	(\$55.91)	(\$1.52)	(\$55.91)	(\$87.06)	(\$55.91)	(\$87.06)	(\$55.91)	(\$87.06)	(\$55.91)	(\$87.06)
	ANNUAL COST INCREASE	(\$348.25)	(\$6.08)	(\$233.63)	(\$233.63)	(\$6.08)	(\$233.63)	(\$348.25)	(\$233.63)	(\$348.25)	(\$233.63)	(\$348.25)	(\$233.63)	(\$348.25)
2019 projected rates														
Sewer Fixed	\$552.50	\$552.50	\$53.96	\$1,243.13	\$1,243.13	\$53.96	\$1,243.13	\$552.50	\$1,243.13	\$552.50	\$1,243.13	\$552.50	\$1,243.13	\$552.50
Sewer Consumption	\$5.31	6652	\$5.31	\$5.31	\$5.31	\$828.36	\$5.31	\$5.31	\$5.31	\$5.31	\$5.31	\$5.31	\$5.31	\$5.31
Water Fixed	\$74.65	\$74.65	\$7.29	\$167.96	\$167.96	\$7.29	\$167.96	\$74.65	\$167.96	\$74.65	\$167.96	\$74.65	\$167.96	\$74.65
Water Consumption	\$4.78	\$521.16	\$4.78	\$4.78	\$4.78	\$745.68	\$4.78	\$4.78	\$4.78	\$4.78	\$4.78	\$4.78	\$4.78	\$4.78
	Quarterly Bill	\$62,340.41	\$1,635.29	\$16,780.68	\$16,780.68	\$1,635.29	\$16,780.68	\$1,635.29	\$16,780.68	\$1,635.29	\$16,780.68	\$1,635.29	\$16,780.68	\$1,635.29
	Annual Cost	\$249,361.66	\$6,541.16	\$67,122.73	\$67,122.73	\$6,541.16	\$67,122.73	\$6,541.16	\$67,122.73	\$6,541.16	\$67,122.73	\$6,541.16	\$67,122.73	\$6,541.16
	monthly cost increase	748.62	20.32	210.51	210.51	20.32	210.51	748.62	210.51	748.62	210.51	748.62	210.51	748.62
	QUARTERLY COST INCREASE	\$2,245.85	\$61.57	\$631.53	\$631.53	\$61.57	\$631.53	\$2,245.85	\$631.53	\$2,245.85	\$631.53	\$2,245.85	\$631.53	\$2,245.85
	ANNUAL COST INCREASE	\$8,983.41	\$246.28	\$2,526.14	\$2,526.14	\$246.28	\$2,526.14	\$8,983.41	\$2,526.14	\$8,983.41	\$2,526.14	\$8,983.41	\$2,526.14	\$8,983.41



City of Keene, N.H.
Transmittal Form

January 9, 2019

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities & Infrastructure Committee

ITEM: J.1.

SUBJECT: Relating to Loading Zones and Parking

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends that the City Council adopt Ordinance O-2018-22.

ATTACHMENTS:

Description

Ordinance O-2018-22

BACKGROUND:

The City Engineer said this is a follow-up to the Gilbo Avenue parking lot rehabilitation project and he was happy to report the lighting and kiosks are essentially finished. Ordinance O-2018-22 is proposed to correct ambiguity in the City Code that resulted from parking changes in this project. Parallel parking on the west side of St. James Street was eliminated and replaced with angled parking on the east side of the street. This left a gap between the loading zone for Syd's Carpet & Snooze Room and the no parking zone; that gap now has no legal use. This ordinance will extend the loading zone across the front of Syd's to the no parking zone.

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

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends that the City Council adopt Ordinance O-2018-22.



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

In City Council December 20, 2018.
Referred to the Municipal Services,
Facilities and Infrastructure Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

January 9, 2019

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities & Infrastructure Committee

ITEM: K.1.

SUBJECT: Relating to Sustainable Energy Goals

RECOMMENDATION:

On a vote of 4-1, the Municipal Services, Facilities & Infrastructure Committee recommends that the City Council adopt Resolution R-2018-36. Councilor Sutherland opposed.

ATTACHMENTS:

Description

Resolution R-2018-36

BACKGROUND:

The City Manager recalled a request came before this Committee to create a resolution related to sustainable energy goals. Staff presented the Committee with the proposed resolution that is ready to move forward for Council consideration. She noted slight changes to wording since the Committee saw it last, which Ms. Brunner summarized.

1. The end of the resolution previously said this is “a policy and plan” of the City, which now reads as, “a goal” of the City. She said a goal is more aspirational and can be applied to the whole community as opposed to something focused only on the municipal government.
2. The original proposed resolution listed a deadline of April 2020, which staff changed to December 2020 after evaluating staff availability to support the best possible public engagement process.

Ms. Brunner added that the draft resolution mistakenly includes a statement that it will take effect upon 60 days, which she does not think is logical for this resolution. The City Attorney agreed it is a Scribner error and has no substantive effect on the resolution.

Councilor Sutherland asked if this goal applies to the entire Keene community and not just municipal operations, what the implications are for the community; the City does not have purview over how an individual acts. The City Manager said a large part of this conversation has been reaching out to the broader community; the City has done well reducing its carbon footprint but has not engaged the community. One charge of the Energy and Climate Committee (ECC) is public education, so this resolution was written to support community wide initiatives.

Councilor Sutherland said he is voting against this resolution because he thinks the City already has renewable energy goals outlined clearly in the Master Plan. He does not think it is appropriate to say this goal applies to the entire community, when some in the community might not share this goal. The City Manager said staff did not want to be too specific because they will discuss implementation when developing the strategic plan. Councilor Sutherland asked then, if this is just a resolution saying we will have a plan; he said there is already a

Master Plan and strategic plan approved by the Joint Committee. He said it is inappropriate to pass this and find out what happens later.

Ann Shed, Chair of the ECC, said Keene set a precedent by joining the Cities for Climate Protection in 2000 and worked to reduce the City's Greenhouse Gas (GHG) emissions 20% municipally and 10% community-wide between 1995-2015. She said the City has set a precedent of adopting goals for the community. At that time a plan had not been formulated and it took the City four additional years to adopt the Climate Action Plan, in which there were goals for each community sector (commercial, residential, transportation, etc.). She hopes it will not take four years to develop the Strategic Energy Plan, which is essentially an update to the Climate Action Plan developed 15 years ago. She was pleased to hear the Committee making solar power a priority for earlier agenda items and the municipality should be commended for its efforts to date. Still, the context has changed and we are aware of new threats and the urgency of action. The energy market is also evolving toward renewables. With new technology emerging, the ECC is researching models to make energy efficiency accessible across the income spectrum. In addition to the municipality, the commercial/industrial sector also made significant progress reducing GHG emissions between 1995-2015 because they realized the economic benefits. She is enthusiastic to work on the plan with the ECC and stakeholders throughout the community; the December 2020 deadline coincides with the end of her tenure on the ECC.

Chair Manwaring recognized Nancy Gillard (72 Reservoir St.), who spoke on behalf of herself and Suzanne Butcher (41 Felt Rd.). As a long-time resident, Ms. Gillard said she is proud this is before the Committee in addition to the other great efforts the City has made to reduce GHG emissions, saving the municipality and taxpayer's money. She believes this resolution is a logical next step for the City to join the more than 100 cities nationwide (5th in NH) to adopt this resolution; Keene can learn effective strategies from the cities that have already done this. She encouraged the City to recognize the scope of this work and that Ms. Brunner developed the timeline carefully with the ECC. She does not think people will stop adopting energy efficient strategies during the next two years working on the plan. She said the Clean Energy Team will continue supporting community outreach and working with stakeholders that have submitted letters of support. She and Ms. Butcher are proud of Keene and think this is a great way to move ahead implementing one element of the Master Plan.

Chair Manwaring continued recognizing members of the public.

Peter Wadowick (Langdon), who works for Bensonwood Manufacturing, thinks 15 months is plenty of time to develop a plan, as opposed to the 23 months proposed. Concord has already adopted this resolution and is in the process of developing a Strategic Energy Plan. He read a statement from the Concord ECC advisory report in support of 100% renewable energy: The City should develop and adopt an initial plan within one year of making its commitment to achieve the goal of 100% renewable electricity. City staff will draft the plan with the Energy Committee providing oversight and assistance, and a stakeholder group providing community input. The plan might include a conceptual approach to achieving the long-term renewable energy goals as well as more specific steps that might be achieved in short-term timeframes. This plan would be updated periodically over the course of the period until 2050. Mr. Wadowick thinks Concord recognizes their sustainable energy plan should be written expeditiously; the plan should be a living and working document added to and fine-tuned over time as technology and practices change. Renewables are good for the economy, environment, and community health. He understands that resources and staff are limited but he thinks 23 months to create a plan implies a certain reticence and undue bureaucracy that the City might regret. He hopes there will be an amendment to change the deadline back to April 2020.

Abigail Walton (40 Avon St.): Environmental Studies Professor at Antioch University New England (AUNE), former Keene Master Plan Steering Committee member, and former Planning Board member. She is familiar with the planning process and resonated with the theme of citizen pride expressed regarding this resolution. She just returned from the National Conference on Science & the Environment in Washington, DC and found NH icy instead of snowy, as it should be. There is a sense of urgency about the impacts of climate change. Still, she

was proud because Keene was featured again in the US Government's Fourth National Climate Assessment for its innovative approach to climate adaptation planning. That plan was created through stakeholder engagement as a part of the Master Plan goals; it continues to be recognized internationally. She said it is easy to forget Keene is looked to as a leader in this space but we should be proud and recognize the opportunity to continue elevating and making this a place that attracts people. On the theme of pride, she noted how happy she was as an educator to see Ms. Brunner and Ms. Thelen, who are alumni of AUNE, doing good things in the world. She looks forward to AUNE students' involvement in this planning process as well. She said the Master Plan was not created to collect dust on a shelf; it is a living document with language stating we recognize there is always a need to take actions of leadership, like with this resolution. She quoted the section of the Master Plan on renewable energy: The City should actively pursue the integration of renewable large and small-scale energy sources. City government should continue to pursue federal and state funding for renewable energy projects as well as working with local groups to create renewable energy incentives for residential and commercial landowners. She said that if the City moves forward with a robust plan there is an opportunity for shovel-ready projects that attract investment and increases Keene's competition in the state. This is one of the top implementation strategies in the Master Plan. She understands staff is busy with another top implementation strategy—the Land Use Code Update—but she agreed that April 2020 is a better goal and hopes the resolution will be amended in that way.

Regarding the timeline, the City Manager noted the Community Development Department is very short staffed. While she knows everyone faces these staffing challenges, the City is in the middle of a large project that takes great time. A senior planner is on leave and two others have retired recently. She added that Keene is not as big and does not have the same resources as Concord. So, when staff is on leave, it takes time to recruit. The Community Development Director reflected carefully on the current projects and the timeline Ms. Brunner drafted and determined December 2020 is the most realistic deadline to achieve this goal successfully.

Chair Manwaring spoke in favor of the December 2020 deadline because it gives Council more time to understand the issues and prepare to vote. She thinks community buy-in seems important and meeting the 100% renewable energy goals by 2030/2050 will require time spent showing the community how they can do their part. She is pleased to see the ECC and Clean Energy Team's hard work and she knows they will do great outreach.

Chair Manwaring recognized Councilor Terry Clark, who was grateful to see the participation around this issue. He said December 2020 might be reasonable if starting from scratch, but the ECC is already working on it and wants to keep moving forward. It is increasingly important to start implementing this goal. He said the level of support for the ECC was evident by the public participation in the meeting and thus this plan will not likely need as much staff support. He thinks it can be completed in one year. He asked the members of this Committee to amend the resolution with a deadline of April 2020. He said putting it off tells the community it is not important when it is.

Connor Hill (Winchester) recalled a recent news report that carbon dioxide emissions increased last year and there is no time to procrastinate. When he was here last he presented a letter from Keene High School students and it is an issue that will define his generation, the future of Keene, and the planet. As a young person, he urged the Committee to act as quickly as possible.

Mr. Wadowick noted he is also on the Clean Energy Team. While he understands the staffing concern he thinks it is a barrier we should overcome and the Clean Energy Team is willing to do what they can to help. He still thinks April 2020 is a better, more urgent deadline to show we take this seriously.

Councilor Hooper asked Ms. Shedd her feelings about the deadline. She said she could not speak for the ECC because the deadline changed since their last meeting. Personally, she felt relieved when she saw the December deadline because she thinks the plan will be deeper with that additional time for community engagement. Beyond drafting the plan, sharing it will take time in addition to the Council process, which is also lengthy. She stated that action will not halt while this plan is developing. She is also a member of the Monadnock Energy Hub, a

coalition of local energy committees, initiating solarized and weatherized campaigns throughout the region. She would be happy to complete the plan sooner than December 2020, but thinks it is a reasonable and realistic deadline.

Councilor Lamoureux said this resolution is important for the community and thinks this is a good balance of urgency and realities of staff availability and Council proceedings. He commended the Community Development Director and Ms. Brunner for working as hard as they have, and will continue to, make that deadline possible. He supports the December 2020 deadline because the ECC and staff want to do a good job.

The Community Development Director noted one important element of the December 2020 date is that City and stakeholders will not stop working on GHG reductions and energy efficiency in the meantime. They are looking for new opportunities every day and the plan will help the community develop better options and alternatives.

Councilor Filiault said he supports the December 2020 deadline because the plan can be completed earlier. When things are rushed they take longer to get through the Council process. He said it is better to take staff advice and change something later if necessary.

Mr. Wadowick asked if the deadline means the plan must be adopted by December 2020 or just complete and starting the Council process. Ms. Brunner said the word adopt was not included because we cannot assume the Council will adopt something that has not been developed yet. The ECC and staff timeline builds in time for the adoption process but that is not guaranteed.

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

On a vote of 4-1, the Municipal Services, Facilities & Infrastructure Committee recommends that the City Council adopt Resolution R-2018-36. 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

PASSED

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.

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

January 17, 2019

TO: Mayor and Keene City Council

FROM: Beth Fox, ACM/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: K.2.

SUBJECT: In Appreciation of Gary L. Schneider Upon His Retirement

RECOMMENDATION:

That Resolution R-2019-01 be adopted by the City Council.

ATTACHMENTS:

Description

Resolution R-2019-01

BACKGROUND:

Mr. Schneider retired from the Community Development Department effective December 28, 2018, with over 39 years of service.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Nineteen

A RESOLUTION In Appreciation of Gary L. Schneider Upon His Retirement

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

WHEREAS: Gary's long career with the City of Keene began at 16 with a predecessor of today's Summer Youth Program; working two seasons for the former Cemetery Division of the Public Works Department beginning June 16, 1976, before becoming full-time August 29, 1977; being promoted in that department October 8, 1978; again promoted, to Code Enforcement Officer, transferring April 16, 1979; resigning July 28, 1982, but returned to Public Works December 6 that year and again being promoted effective September 6, 1983; resigning February 10, 1984, and returning May 12, 1986, as Code Enforcement Officer; promoted again to Plans Examiner August 13, 2001; and assuming interim department management duties in 2000 and in 2010; and

WHEREAS: With a background in engineering and architecture, Gary has developed a deep knowledge of every aspect of construction, from its planning stages through occupancy of all types of uses, and has made determinations on compliance with the zoning ordinance, building codes, sign ordinance, housing code; and

WHEREAS: Willing to accept broader responsibilities, Gary has been instrumental in the smooth operation of the Zoning Board of Adjustment, assuming interpretation and enforcement as its staff liaison; also has served as department representative to the Building Board of Appeals and the Housing Standards Board of Appeals; has handled review of all floodplain issues; and has used good judgement in decision making and backing up the decisions he has made; and

WHEREAS: Very patient in his approach to complex situations, Gary has helped educate customers and initiate corrective actions in a consistently professional and detailed manner, treating everyone with the same regard, whether representatives of national corporations, local homeowners, contractors, architects, engineers, or other licensed professionals; and he is respected by coworkers in the health, fire, planning, engineering and other public works functions, as well as in code enforcement; and

WHEREAS: Gary has been appreciated for regularly sharing his expertise with other staff members and contributing his wisdom to team initiatives, helping his last two direct reports be promoted to Code Enforcement Officers, improving his proficiencies in various trades through multiple professional certifications, examining improved ways to approach permitting, contributing to annual operating budget preparations, and helping speed the process of returning electric power to flood victims in Keene in 2005; and

WHEREAS: Gary retired from the Community Development Department on December 28, 2018, with over 39 years of dedicated and honorable service to the community;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Keene hereby extends its sincere thanks to Gary L. Schneider for his dedication to the Keene community and the Monadnock Region and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Gary in appreciation for his many years of service to the City of Keene.

PASSED

_____ Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

January 17, 2019

TO: Mayor and Keene City Council

FROM: Beth Fox, ACM/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: K.3.

SUBJECT: In Appreciation of Todd A. Gardner Upon His Retirement

RECOMMENDATION:

That Resolution R-2019-02 be adopted by the City Council.

ATTACHMENTS:

Description

Resolution R-2019-02

BACKGROUND:

Mr. Gardner retired from the Fire Department effective December 31, 2018, with 25 years of service.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Nineteen

A RESOLUTION In Appreciation of Todd A. Gardner Upon His Retirement

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

WHEREAS: Todd A. Gardner started his career with the department on December 20, 1993, when he was assigned to the Ladder Company, and was promoted November 20, 2006, to Call Lieutenant of the Steamer Company; and

WHEREAS: An emergency medical technician with experience as both a state employee and a municipal employee in multiple departments in another community, Todd easily accomplished all required KFD call company training and earned his certifications as a Firefighter I, in Hazardous Materials Operations, and in Incident Command while serving as a member; and

WHEREAS: In addition to acting as a valuable resource when called upon to respond, Todd actively participated in departmental functions and community events; and

WHEREAS: Earning the respect of his coworkers, Todd was elected over the long term as Treasurer of the Ladder Company; and

WHEREAS: Todd retired from the City of Keene December 31, 2018, with 25 years of dignified and honorable service to the City as a Call Firefighter;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Todd A. Gardner and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Todd in appreciation of his many years of service to the residents of Keene and the Monadnock Region.

PASSED

Kendall W. Lane, Mayor