



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
May 16, 2019  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- May 2, 2019

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

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

1. Nominations  
Energy and Climate Committee  
Human Rights Committee

**C. COMMUNICATIONS**

1. Larry Dachowski - Resignation - Energy and Climate Committee
2. Apeer Naadzenga - Resignation - Energy and Climate Committee
3. Councilor Filiault - NH Rooms and Meals Tax Revenue Sharing

**D. REPORTS - COUNCIL COMMITTEES**

1. Periodic Report from Standing Committees – Juvenile Conference Committee
2. Petition – Urging the US Government to Lead a Global Effort to Prevent Nuclear War
3. Request to Solicit Donations - Fire Department
4. Acceptance of Donations - Human Resources
5. Acceptance of Donation - Cheshire Cats Jump Rope Team
6. Acceptance of Donation - Trustees of the Keene Public Library
7. Acceptance of 2016 Homeland Security Grant Award - HazMat Decon

**E. CITY MANAGER COMMENTS**

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

**G. REPORTS - BOARDS AND COMMISSIONS**

**H. REPORTS - MORE TIME**

1. Ed and Kathleen (Kennedy) Burke - Beaugard Trust Property and 0 Chapman Road

**I. ORDINANCES FOR FIRST READING**

1. Relating to Interdepartmental Responsibilities - Parking  
Ordinance O-2019-06
2. Relating to Class Allocation & Salary Schedule  
Ordinance O-2019-09

**J. ORDINANCES FOR SECOND READING**

**K. RESOLUTIONS**

1. Relating to the Appropriation of Funds for the City Hall Rear Wall Project; Relating to the Appropriation of Funds for the Flood Management Project; Relating to the Appropriation of Funds for the Road Rehabilitation Project; Relating to the Appropriation of Funds for the Winchester Street By-Pass Project; Relating to the Appropriation of Funds for the Transfer Station Roof Project; Relating to the Appropriation of Funds for the Woodward Pond Dam Project  
Resolution R-2019-16  
Resolution R-2019-17  
Resolution R-2019-18  
Resolution R-2019-19  
Resolution R-2019-20  
Resolution R-2019-21

**L. TABLED ITEMS**

1. Councilors Greenwald, Manwaring, & Richards – Tax Deeding - Kingsbury

Non Public Session  
Adjournment

A regular meeting of the Keene City Council was held Thursday, May 2, 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, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, David C. Richards and Mitchell H. Greenwald were present. Bartolmiej K. Sapeta and Philip M. Jones were absent. Councilor Bettina A. Chadbourne arrived at 7:05 PM. Councilor Clark led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the April 18, 2019 regular meeting was duly seconded by Councilor Jacobs. The motion passed with a unanimous vote in favor.

#### ANNOUNCEMENTS – MAYOR

The Mayor announced that the proposed operating budget books have been distributed. The Finance, Organization and Personnel Committee will start its review of the budget at their regular meeting on Thursday, May 9, 2019.

The Mayor announced that the 23<sup>rd</sup> Annual City of Keene Fourth Grade Water Science Fair will occur on Saturday, May 4, 2019 at the City's Drinking Water Treatment Facility on Roxbury Road. Judging starts around 9:00 AM and winners will be announced at noon. The Mayor encouraged everyone to attend.

The Mayor announced that the Councilor's have received an invitation from the Veteran's Council to participate in the Memorial Day Ceremony and Parade on Monday, May 27, 2019. The program starts 9:00 AM and the parade starts at 10:00 AM and will form on Gilbo Avenue and proceed up to the Veterans Monument at the Parks and Recreation Center.

#### PROCLAMATION – BIKE MONTH

The Mayor presented a proclamation to Mary Brunner, City Planner, proclaiming the month of May 2019 as Bike Month in the City of Keene and encouraging people to commute to work and engage in recreational bicycling.

#### PRESENTATION OF RETIREMENT RESOLUTION – MIKE MARTELL

The Mayor presented a Retirement Resolution to Mike Martell in honor of his recent retirement. The Resolution noted his many accomplishments during his tenure with the City and expressed gratitude for his years of service.

#### CONFIRMATION

A motion was made by Councilor Greenwald and duly seconded by Councilor Jacobs to confirm the following nomination: Allen Raymond to serve as a regular member on the Agricultural Commission with a term to expire December 31, 2021. On a roll call vote, with 13 Councilors present and voting in favor the nomination was confirmed. Councilors Sepata and Jones were absent.

**COMMUNICATION – PETITION – URGING THE US GOVERNMENT TO LEAD A GLOBAL EFFORT TO PREVENT NUCLEAR WAR**

A petition was initiated by the Keene Peace Vigil, requesting the City of Keene through the adoption of a Resolution encourage the US Government to help lead a global effort to prevent nuclear war. The petition has 56 signatures. The request was referred to the Municipal Services, Facilities and Infrastructure Committee.

**MSFI REPORT – PERIODIC REPORT - ASHUELOT RIVER PARK ADVISORY BOARD**

Municipal Services, Facilities and Infrastructure Committee report read recommending accepting the report as informational. The report was filed into the record as informational.

**PLD REPORT – KEENE SWAMPBATS – REQUEST TO DISCHARGE FIREWORKS**

Planning, Licenses and Development Committee report read recommending that the Keene SwampBats be granted permission for the discharge of display fireworks on the following dates: Wednesday, July 3rd, 2019 and Saturday, July 20th, 2019 on Alumni Field at no later than 10:00 PM subject to the customary licensing requirements of the City Council; submittal of a signed letter of permission from SAU 29 for use of their property; and obtainment of a Class B fireworks permit for each display date. In addition, the petitioner agrees to comply with all recommendations of City staff. This permission is conditional upon the Petitioner absorbing the charges for any City services provided for the July 20th display. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 20 Community Events Budget for the July 3rd display. Said payments shall be made within 30-days of the date of invoicing. A motion by Councilor Richards to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

**PLD REPORT – PATHWAYS FOR KEENE – REQUEST TO USE CITY PROPERTY – 4 ON THE 4<sup>TH</sup> ROAD RACE**

Planning, Licenses and Development Committee report read recommending that the City Council grant permission to Pathways for Keene to sponsor a running race on July 4, 2019, subject to the customary licensing requirements of the City Council. In addition, the Police Department shall identify Railroad Street immediately adjacent to Railroad Square as a No Parking zone from the hours of 6:00 AM to 11:00 AM. This license is conditional upon the petitioners providing an adequate number of volunteer race marshals to ensure runner safety along the course, and subject to any recommendations of City staff. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 20 Community Events Budget. Said payment shall be made within 30-days of the date of invoicing. A motion by Councilor Richards to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

**PULLED FORWARD – CONSERVATION COMMISSION LETTER REGARDING GREATER GOOSE POND FOREST STEWARDSHIP PLAN**

A letter was received from Alexander Von Plinsky submitted on behalf of the Conservation Commission encouraging the Council to adopt the Greater Goose Pond Forest Stewardship Plan, which was prepared by Moosewood Ecological LLC. The letter was filed as informational.

#### PLD REPORT – GREATER GOOSE POND FOREST STEWARDSHIP PLAN

Planning, Licenses and Development Committee report read recommending that the City Council adopt the Greater Goose Pond Forest Stewardship Plan prepared by Moosewood Ecological LLC for the City of Keene. A motion by Councilor Richards to carry out the intent of the report was duly seconded by Councilor Rice. The motion passed with a unanimous vote in favor.

#### FOP REPORT – ACCEPTANCE OF DONATION – SUMNER KNIGHT CHAPEL – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept the donation of \$161.00 and that the monies be used for the upkeep of the Sumner Knight Chapel. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Jacobs. The motion passed with a unanimous vote in favor.

#### FOP REPORT – HG JOHNSON REAL ESTATE – FEE AGREEMENT – 560 MAIN STREET – FROLING ENERGY

Finance, Organization and Personnel Committee report read recommending the acceptance of this item as informational. A motion by Councilor Hansel to amend the Committee Report to recommend the City Manager be authorized to do all things necessary to negotiate a finder's fee agreement with HG Johnson Real Estate relating to the position of 560 Main Street and report the results of that negotiation back to the Council for their approval was duly seconded by Councilor Sutherland. A brief discussion ensued. The amended motion failed with a five vote in favor and 8 opposed. Councilors Jacobs, Powers, Clark, Filiault, Rice, Lamoureux, Richards and Greenwald voted in opposition. The Chair filed the report as informational.

#### FOP REPORT – SUBDIVISION AND SALE OF A PORTION OF 560 MAIN STREET

Finance, Organization and Personnel Committee report read recommending that the City Council authorize the City Manager to do all things necessary to execute a subdivision and sale of a portion of City owned property located at 560 Main Street to 560 Main Street LLC for the agreed upon price of \$250,000. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Jacobs. The motion passed with a unanimous vote in favor.

#### CITY MANAGER COMMENTS

The City Manager recognized the entire Finance Department for their efforts to the production of the FY 2020 operating budget. She specifically recognized Merri Howe, Finance Director;

Karen Gray, Fund Manager; and Elizabeth Fox, Human Resources Manager. She noted there were many late nights putting this together.

The City Manager explained that the City has a fiscal policy which aims to limit property tax increases to a rolling 3-year average of the Boston's CPI, net of any expenditures required by law. This year that percent is 2.37%. Staff worked diligently to bring forward a budget, which excluding debt increases is a 1.55% increase to property taxes to the General Fund.

The City Manager announced that Friday, May 10, 2019, the City is celebrating Arbor Day at 11:00 AM. There will be a celebration at the corner of Dunbar Street and Main Street by Cumberland Farms. The Mayor and some students will be planting a tree.

The City Manager continued with a Safe Routes to School update. She reminded everyone that the City has been working with the Keene Middle School to put on a Safe Routes to School educational programing and also encouraging activities to promote kids safely walking and biking to school. The maps that you have in front of you were designed by the staff in the Community Development Department which is coordinating the project. She recognized our Safe Routes to School Coordinator, Tiffany Manning; Acting Planner, Mari Brunner; and GIS Technician, William Schoefmann for their hard work on this project.

The City Manager reminded the Council about the Aged Focused Planning Effort happening with Southwest Planning Commission. They are conducting a survey to collect information as part of an Aged Focused Study for southwest New Hampshire. Through this project, they are going to examine current demographics and gain an understanding of the wants and needs of the residents. The survey is posted on the website, [www.swprc.org](http://www.swprc.org), a hard copy could be obtained by calling their office.

The City Manager discussed the Green Up Keene Event. 5,100 pounds of trash was collected from the City's streets and trails. She stated the numbers will come in with more details in weeks to come.

The City Manager continued with the construction season underway, the next project will be the Ralston/Winchester Street Drainage improvements. They will begin mobilizing on May 6, 2019. Drivers that use Winchester Street and Ralston Street can expect delays, as construction activities will be restricting travel one lane at a time. The Public Works Department is suggesting the use of alternative routes of travel during construction. This construction should last about 6 weeks. The Public Works Director reminded the public to remain alert when driving through work construction zones.

#### MORE TIME

More time was granted by the Chair for the following items in Committee: Roger Weinreich – Request to Use City Property – Block Party – Main Street; Ed and Kathleen (Kennedy) Burke – Beauregard Trust Property and 0 Chapman Road.

PLD REPORT AND ORDINANCE O-2019-04: RELATING TO LICENSES AND PERMITS

Planning, Licenses and Development Committee report read recommending the adoption of Ordinance O-2019-04: Relating to Licenses and Permits. The report was filed into the record. Ordinance O-2019-04 was read for the second time. A motion by Councilor Richards for adoption of the Ordinance was duly seconded by Councilor Hansel. On roll call vote, 13 Councilors were present and voting in favor. Councilors Sapeta, and Jones were absent. Ordinance O-2019-04 declared adopted.

PLD REPORT AND ORDINANCE O-2019-05: RELATING TO VENDORS IN PARKING SPACES OR PARKING LOTS

Planning, Licenses and Development Committee report read recommending the adoption of Ordinance O-2019-05: Relating to Vendors in Parking Spaces or Parking Lots. The report was filed into the record. Ordinance O-2019-05 was read for the second time. A motion by Councilor Richards for adoption of the Ordinance was duly seconded by Councilor Hansel. On roll call vote, 13 Councilors were present and voting in favor. Councilors Sapeta, and Jones were absent. Ordinance O-2019-05 declared adopted.

FOP REPORT AND ORDINANCE O-2019-06: RELATING TO THE HUMAN RIGHTS COMMITTEE

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2019-06: Relating to the Human Rights Committee. The report was filed into the record. Ordinance O-2019-06 was read for the second time. A motion by Councilor Greenwald for adoption of the Ordinance was duly seconded by Councilor Jacobs. On roll call vote, 13 Councilors were present and voting in favor and one opposed. Councilors Sapeta, and Jones were absent. Councilor Sutherland opposed. Ordinance O-2019-06 declared adopted.

MEMORANDUM AND RESOLUTIONS: R-2019-08: RELATING TO THE ABSOLUTE DISCONTINUANCE OF A PORTION OF THE AMMI BROWN ROAD; R-2019-09: RELATING TO DEEDS FOR THE DISCONTINUED PORTION OF THE AMMI BROWN ROAD; R-2019-10: RELATING TO THE LAYING OUT OF A CLASS A TRAIL TO BE KNOWN AS THE AMMI BROWN TRAIL; AND R-2019-11: RELATING TO EASEMENTS FOR THE LAID OUT TRAIL TO BE KNOWN AS THE AMMI BROWN TRAIL

A memorandum was received from the City Engineer, along with Resolutions R-2019-08; R-2019-09; R-2019-10; and R-2019-11. The memorandum was filed into the record. Resolutions R-2019-08; R-2019-09; R-2019-10; and R-2019-11 were referred by the Chair to the Planning Board and Municipal Services, Facilities and Infrastructure Committee. The Mayor set a public hearing for Thursday, June 6, 2019 at 7:00 PM.

05/02/2019

MEMORANDUM AND RESOLUTION R-2019-15: RELATING TO THE 2019/2020 FISCAL YEAR BUDGET

A memorandum was received from the Finance Director, along with Resolutions R-2019-15. The memorandum was filed into the record. Resolutions R-2019-15 was referred by the Chair to the Finance, Organization and Personnel Committee. The Mayor scheduled a special meeting of the Keene City Council for the purpose of holding the public hearing for Thursday, May 30, 2019 at 7:00 PM.

UPDATE ON TABLED ITEM – TAX DEEDING – KINGSBURY

The City Manager updated the Council on the Kingsbury property. The City has received two reports from the environmental contractors that Mr. Thibeault is using. One report talks about the pumping out of the larger tank and the preparation for the pumping out of the other tank. The City Manager stated she had a conversation with Mr. Thibeault since the City has not received the \$100,000.00 tax that he had committed to pay within 10 days. During this conversation, Mr. Thibeault stated that he does have the check and he is going to pay it. When the City Manager checked with the Revenue Office earlier in the day, he did receive a notice on the 2016 tax lien. That lien will be moving forward if no payment is received by next Friday. The City Manager is assuming we should receive the payment prior to that date, as has been Mr. Thibeault's past practice.

The City Manager continued that she has communicated with Southwest Region Planning Commission about the brownsfield grant. She stated that the City is anxious to use the grant funds that are set aside for Phase II Assessment, however, Mr. Thibeault is not as anxious to move forward at this point. The conversation with SWRPC was to have a Phase II A and a Phase II B project and they seemed interested in getting this accomplished. This will allow us to negotiate a reduced scope with Mr. Thibeault so we can potentially move forward in the area he is looking to develop first for potential pad sites. There is a meeting set on Monday, May 13, 2019 with SWRPC to discuss that further. Assuming this would be something that we can move forward on, then the City Manager will meet with Mr. Thibeault and Jim Phippard to come to some sort of agreement on a change of scope that would allow us to use a portion of the brownsfield funds for Phase II and continue to have some positive movement in that property.

The Mayor stated it if it Mr. Thibeault's practice to pay the oldest lien tax before the due date, he hoped that what we would insist upon is payment on the oldest lien and \$100,000 in addition to that.

ADJOURNMENT

At 8:15 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

  
City Clerk





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

May 13, 2019

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.1.

**SUBJECT:** Nominations

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**RECOMMENDATION:**

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

Energy and Climate Committee

Cary Gaunt, slot 8  
110 Arch Street, Apt. 19

Term to expire Dec. 31, 2019

Human Rights Committee

Tammy Parrott, slot 6  
Assistant Director, Keene Public Library

Term to expire Dec. 31, 2019



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

May 13, 2019

**TO:** Mayor and Keene City Council

**FROM:** Larry Dachowski

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

**ITEM:** C.1.

**SUBJECT:** Larry Dachowski - Resignation - Energy and Climate Committee

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**RECOMMENDATION:**

Larry Dachowski has submitted his resignation as an alternate on the Cities for Climate Protection. Mr. Dachowski has been a member since February 2016.

**ATTACHMENTS:**

Description

Communication\_Dachowski

Larry Dachowski  
41 Fairview Street  
Keene, New Hampshire 03431  
(603) 352-8488  
[REDACTED]

May 8, 2019


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

Dear Mayor Lane,

I hereby resign as an alternate member of the Energy & Climate Committee.

It has been a privilege to attend the meetings of this committee. It was always interesting and informative, and it was inspiring to see the wisdom and dedication of the committee members.

Sincerely,



Lawrence W. Dachowski

Cc: Dr. Ann Shedd, E&CC chairperson



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

May 13, 2019

**TO:** Mayor and Keene City Council

**FROM:** Apeer Naadzenga

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

**ITEM:** C.2.

**SUBJECT:** Apeer Naadzenga - Resignation - Energy and Climate Committee

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**RECOMMENDATION:**

Apeer Naadzenga is submitting his resignation as an alternate from the Energy and Climate Committee. Mr. Naadzenga has been a member since March 2018.

**ATTACHMENTS:**

**Description**

Communication \_ Naadzenga

Antioch University New England  
Environmental Studies Department  
40 Avon Street, Keene NH 03431  
May 1, 2019

The Honorable Mayor, Kendall W. Lane  
The Mayor, City of Keene, New Hampshire  
City Hall, 3rd Floor, 3, Washington Street, Keene, NH 03431

Dear Honorable Mayor Lane:  
**Moving - On: Thank You for The Opportunity to Serve the City of Keene NH**

I write to thank you for giving me the opportunity to volunteer my skills and services in the Energy and Climate Committee of the City of Keene NH.

On January 4, 2019; I received the shocking news of my father's sudden passing due to illness in faraway back home in Nigeria and has since been buried - two weeks later, January 18, 2019 (Attached). These all happened at a time I was completing work on my Capstone Research Project here at the College.

In view of the above, I wish to move-on from the City of Keene as I have completed my program and will be looking to being with my extended family as soon as possible. Consequently, I am unable to function any further on the committee.

I am ever willing and ready to contribute remotely in whatever capacity should you require my skills that will be beneficial to the vision you have for the City of Keene NH. The ever-expanding sustainable development of the City as I have come to see could only be made possible by the strength of the visionary City Leadership and Council Representatives working assiduously for the healthy development of the City, to which I am grateful to have been a part of for the past 14 months.

Please accept the assurances of my esteemed regards

Respectfully,

  
Aperr Naadzenga

CC: Dr. Ann Shedd – Committee Chair, Energy and Climate Committee, City of Keene.



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

May 13, 2019

**TO:** Mayor and Keene City Council

**FROM:** Councilor Randy L. Filiault

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

**ITEM:** C.3.

**SUBJECT:** Councilor Filiault - NH Rooms and Meals Tax Revenue Sharing

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**ATTACHMENTS:**

**Description**

Communication - Filiault

State Aid to Municipalities

**BACKGROUND:**

Councilor Filiault is requesting that the City Council draft a resolution requesting the restoration of the original Rooms and Meals tax revenue sharing formula and that cities and towns receive their fair share of collected revenues.

**To:** Mayor Kendall Lane and Keene City Council  
**From:** Keene City Councilor Randy L. Filiault  
**Re:** New Hampshire Rooms and Meals Tax Revenue Sharing  
**Date:** May 13, 2019

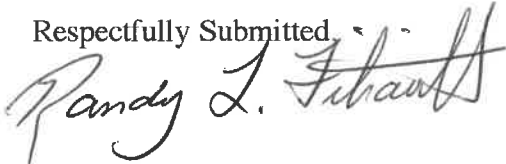
In 1967, the New Hampshire Legislature implemented the Rooms and Meals Tax. The agreed revenue sharing structure provided 60% of revenue to the State and 40% of revenue to cities and towns.

Since then, the State Government repeatedly reneged on that agreement by changing the formula to benefit itself. Those changes left cities and towns shortchanged. In fiscal year 2019, the State Government garnered 79% of the Rooms and Meals Tax revenue while municipalities took in only 21%.

Consequently, I respectfully request the Keene City Council draft and forward a resolution to our state legislative delegation and the Governor's office demanding:

- the State restore the original Rooms and Meals Tax revenue sharing formula of 60%/40%; and
- New Hampshire cities and towns receive their fair share of collected revenues

Respectfully Submitted,

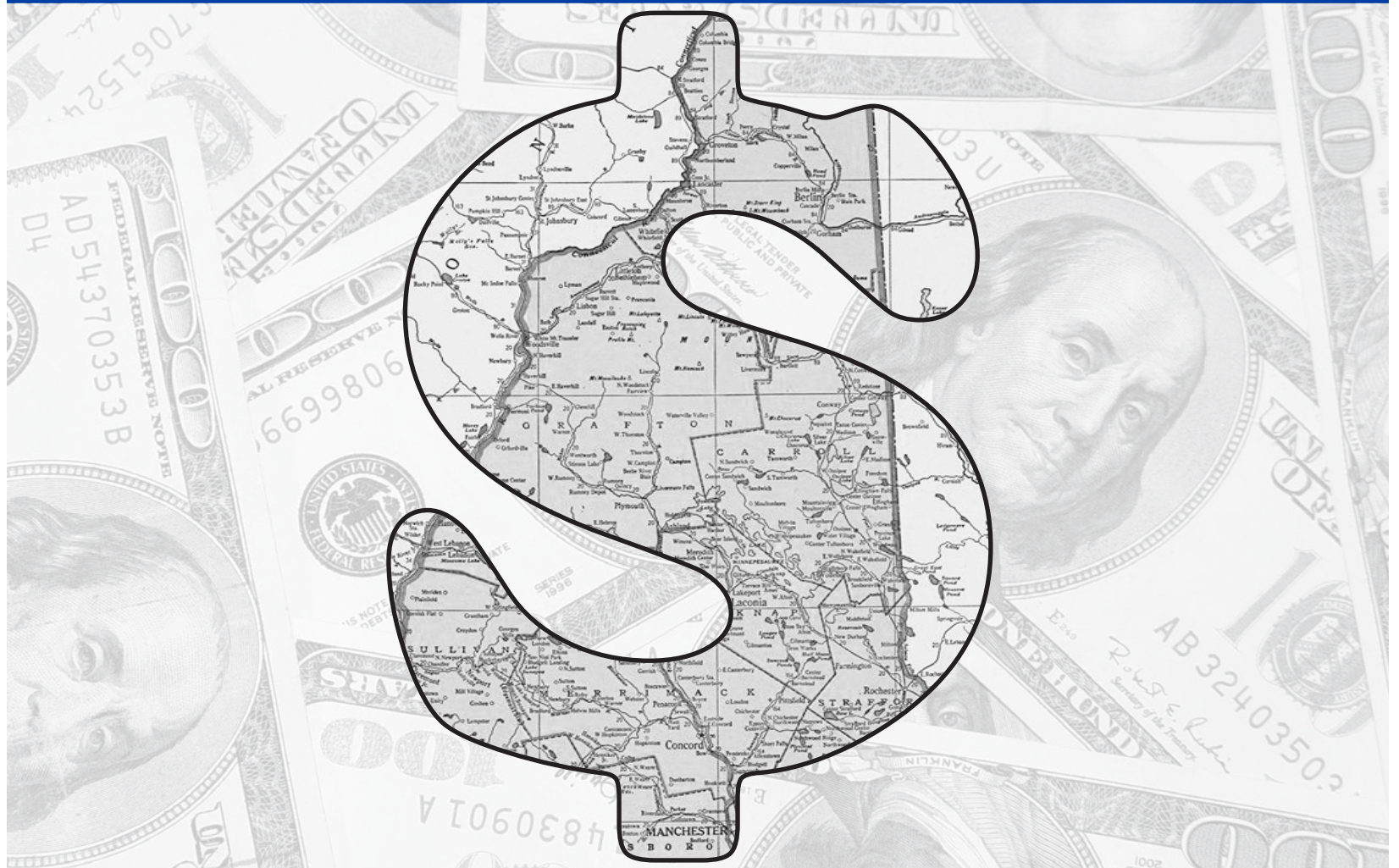


Randy L. Filiault,  
Keene City Councilor

Encl.: New Hampshire Municipal Association *State Aid to Municipalities: Histories and Trends*

NEW HAMPSHIRE MUNICIPAL ASSOCIATION

# State Aid to Municipalities



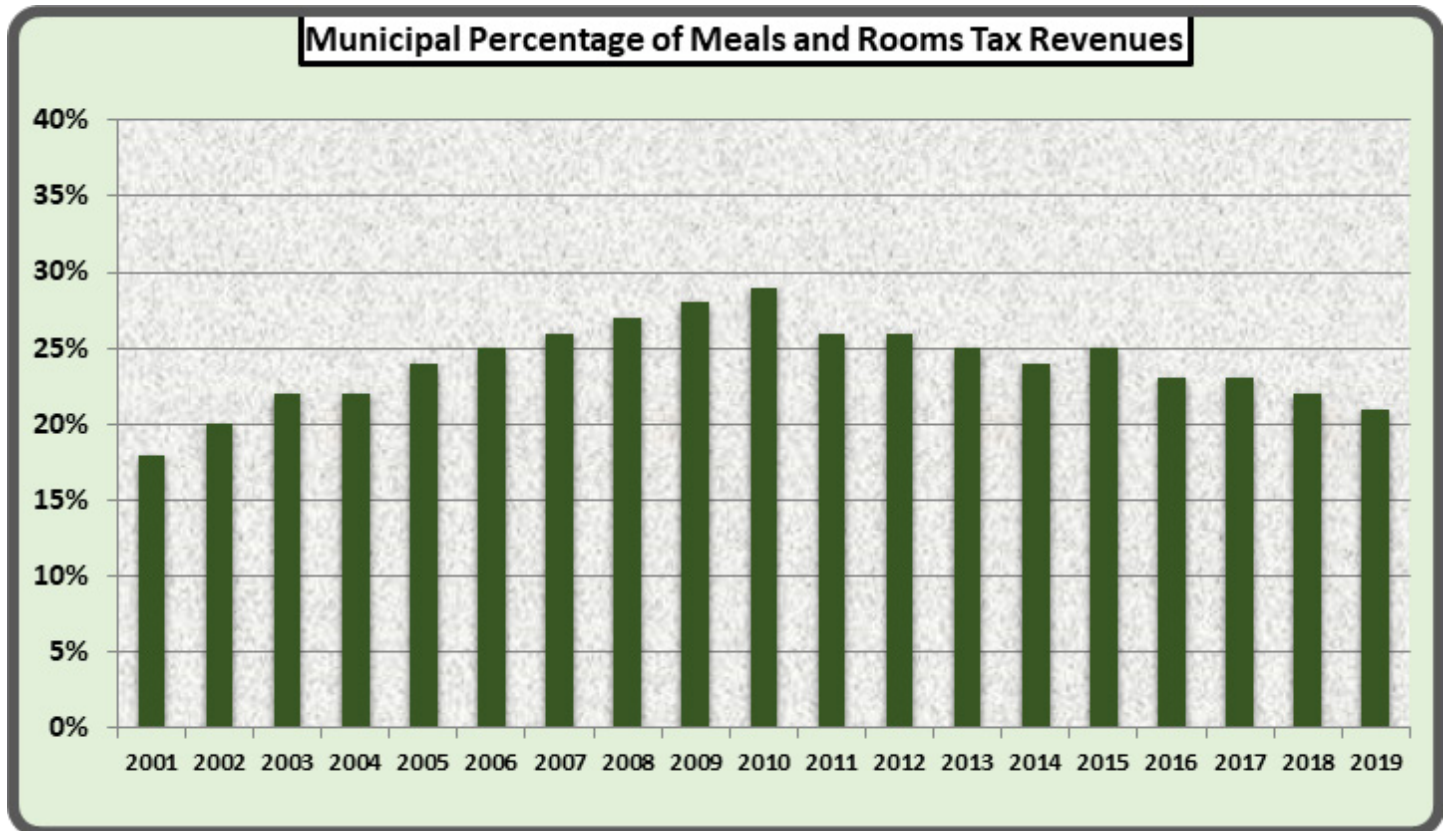
History & Trends



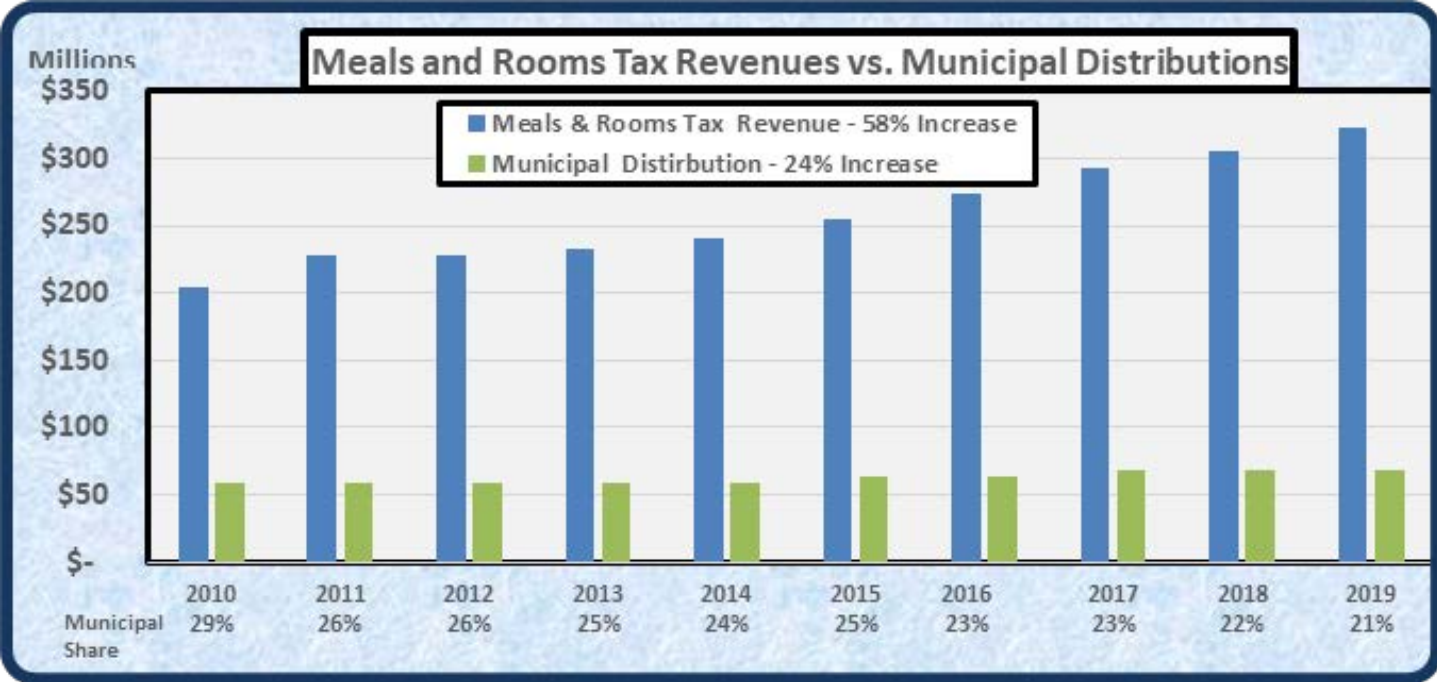
## Meals and Rooms Tax Distribution

**History.** When the meals and rooms tax was first enacted in 1967, the intent was to share the revenue with municipalities, with the state retaining 60% of the revenues generated from the tax and municipalities receiving 40%. The legislature decreased the municipal share several times (in 1977 and 1981) virtually freezing the funding below the 1976 level. It was not until 1993 that the meals and rooms tax statute was amended to provide a catch-up formula to reach the statutorily intended 60/40 split. The formula provided that 75% of the year-over-year increase in revenue from the meals and rooms tax, but not more than \$5 million in any one year, would be added to the previous year's municipal distribution. The municipal share is distributed to cities and towns based on annual population estimates provided by the New Hampshire Office of Strategic Initiatives.

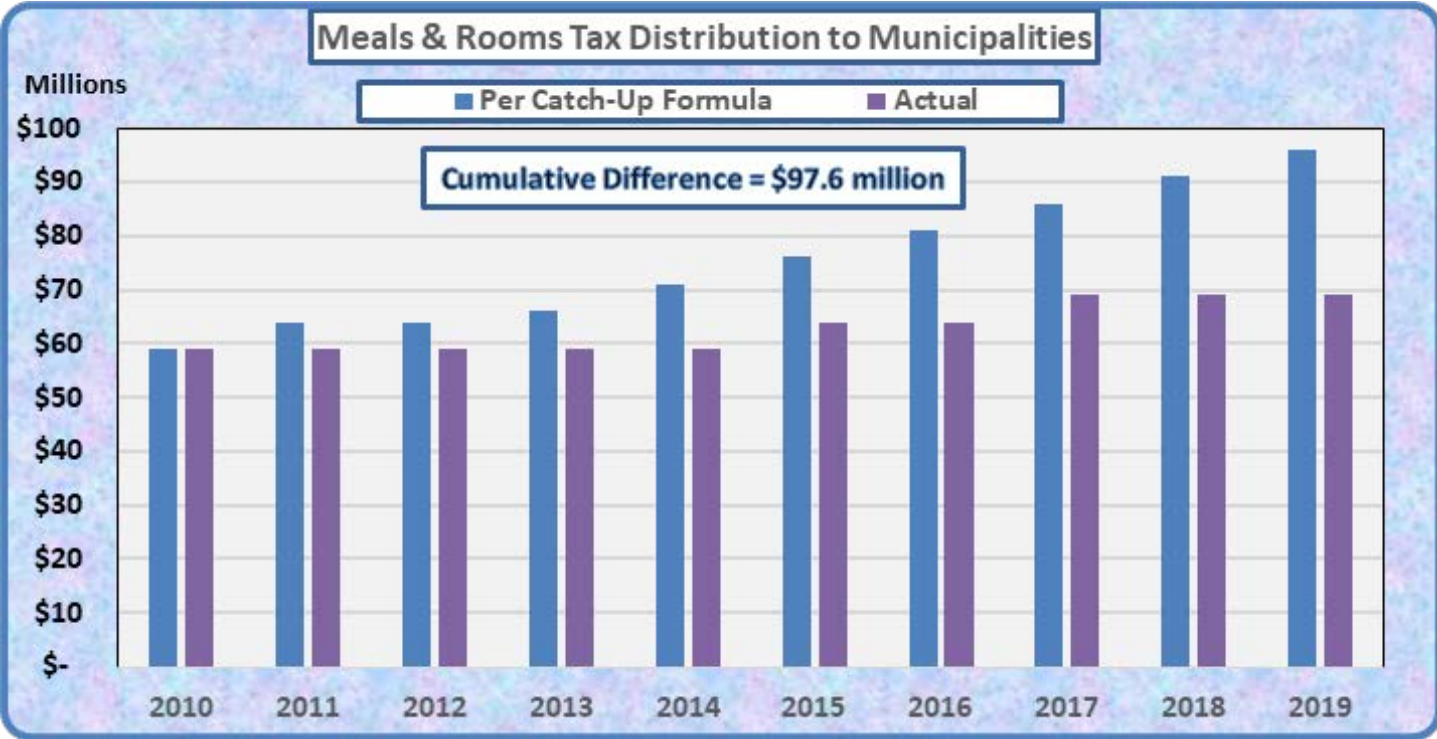
**Trends.** In 2001, the state/municipal share was 82%/18%. As the meals and rooms tax revenues gradually increased, so did the municipal share of those revenues due to the catch-up formula described above. In 2010 the state/municipal apportionment reached 71%/29%, which was based on the actual tax revenues received in the prior state fiscal year. However, the catch-up formula was suspended in fiscal years 2010 through 2014, 2016, 2018 and 2019 while revenue from the tax continued to increase, often well in excess of the prior year. As a result, the municipal share dropped from the high of 29% in fiscal year 2010 to 21% in fiscal year 2019.



As illustrated in the following graph, from 2010 to 2019, the meals and rooms tax revenues grew by 58% from approximately \$204 million to just over \$322 million (an unaudited figure at the time of this publication). During this same period, the municipal share increased by only 24%, from \$58.8 million to \$68.8 million due to the suspension of the catch-up formula for eight of the past ten years.



Had the catch-up formula continued rather than being suspended for eight years, the December 2018 (state fiscal year 2019) distribution to cities and towns would be approximately \$96 million, or 30% of the meals and rooms tax revenues received the prior year, rather than \$68.8 million (21%). Cumulatively, the suspension of the catch-up formula has resulted in a loss to municipalities of approximately \$98 million from state fiscal years 2010-2019.





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

May 8, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** D.1.

**SUBJECT:** Periodic Report from Standing Committees – Juvenile Conference Committee

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**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee accepted the periodic report on the Juvenile Conference Committee as informational.

**BACKGROUND:**

Chair Manwaring welcomed the City's Youth Services Manager, Elizabeth Brown, and Director of Parks, Recreation & Facilities, Andrew Bohannon. Ms. Brown said the Juvenile Conference Committee (JCC) is celebrating its 50th anniversary in Keene; it started in the 1970s as a group of volunteer community members who wanted to help youth be accountable for their behaviors and avoid harsh adult criminal consequences. These volunteers worked with the NH Probation Officer in the region. In 1987, a grant funded a full time position in the City of Keene and in 1988, the JCC standing committee was added to the City Code of Ordinances. JCC in Keene has come a long way in the last 32 years; with tremendous committee members and community and Council support, Keene has one of the strongest JCCs in the state (accredited since 2012). Ms. Brown has been on the accreditation committee and Vice Chair of the NH Juvenile Court Diversion Network. She thinks the original volunteers who advocated for youths to have a second chance would be very proud to see the program today. Today, the state recognizes all the diversion programs that have rigorous standards. Over the years, due to funding losses, 39 programs in NH have reduced to 20, only 15 of which are accredited. Throughout these losses over the years, Keene has remained committed and supportive.

Ms. Brown continued explaining the JCC structure. She is the Youth Services Manager and JCC Coordinator. There are still volunteers in the community working for the JCC Committee members; volunteer support has been invaluable. Youth and families have been extremely appreciative of having community members listen and give feedback to support youth going through bumps in a long road ahead. The purpose of JCC is always to divert youth from court. Court is expensive and a lot of resources are expended on youth committing first time offences; for example, first time youth offenders usually have to appear in court up to 15 times. JCC provides a second chance to youth as well as relief to local courts and law enforcement. Ms. Brown screens youth that come to JCC and presents them to the Committee. The Committee members develop a contract with the youth, which includes accountability for the offence, education, community service, and restitution (when appropriate). Community members are invaluable in helping youth reframe situations to not define them and get past a bad situation and reach their goals.

Ms. Brown said the average success rate of JCC is 97% over the last 10 years. Youth are in the program for 3-6 months depending on their needs. Recidivism is under 20%. She thinks the cases coming to JCC right now are appropriate and make differences. Youth with minor offenses—such as shoplifting, criminal mischief, and simple assault—and with stable, supportive backgrounds can benefit from JCC. Ms. Brown provided examples

of success stories that demonstrate how youth can flourish with the Committee.

Ms. Brown explained trends she sees in youth and families. She stressed importantly that JCC not only helps youth to thrive, but helps their families to thrive as well. She is seeing more cases of youth with severe mental illnesses or substance abuse; in other cases, youth are living with caregivers afflicted by these challenges. The current statistics are as follows:

- 30% of youth come to JCC with a drug or alcohol offence.
- 65% of youth have a mental health and/or substance abuse issue.
- 50% of current JCC youth are not living with a biological parent. They live with grandparents, other close relatives, or foster families:
  - o 90% of these youth have a biological parent with intense mental health, substance abuse, long-term prison sentence, death from opioids, or they had their rights terminated.

Youth are currently coming to JCC from the criminal justice system, whereas previously they were referred by the mental health and substance abuse system. Thus, JCC is focusing less on the offence and more on helping the youth and families with complex mental health and substance abuse issues. Unfortunately, there are no substance abuse or mental health care options besides outpatient therapy. There is a state hospital and some private hospitals for substance abuse but residential care is very hard to access; there is a large gap in services. This is the first time NH has put youth in their 10-year mental health state plan; while this is progress, Ms. Brown said NH is behind the times because our youth have been in this mental health crisis for a long time. JCC used to focus on youth accountability for juvenile justice offences; now the focus has shifted to serious mental health issues, substance abuse, and complex family dynamics. JCC addresses the offence but many more complicated issues are also considered.

Due to lack of services and increasing mental health and substance abuse, JCC spends the 3-6 months with a youth struggling to find resources outside what the Committee can offer. Beyond counseling, there is a Children in Need of Services (CHINS) petition through the NH Judicial Branch; though 90% of those petitions are denied if the applicant does not have a severe mental health disorder or pose a safety threat to others. The Cheshire Hospital emergency room will accept youth with mental health safety issues; however, there is a waiting list and no aftercare resources. Law enforcement is struggling because parents call them but police cannot take the youth to the hospital because there are no resources. It is a crisis for parents in this situation.

Ms. Brown continued discussing the opioid crisis, which has made JCC's work more challenging beyond the difficult lack of resources. She has done this report annually for the last five years, and in the last three years:

- every youth and family that enters JCC has been effected by the opioid epidemic
- every youth knows of someone who has overdosed
- many youths have had to call 911 for a parent or other close relative/friend
- multiple youths have experimented with opioids and some have overdosed with Narcan administered
- many youth can name up to five people they know who have died in this manner

Ms. Brown is amazed that she sees this increasing substance abuse in the children she works with aged 3-18. She knows there will be aftershocks of this abuse as these children become adults. Everyone is trying to find an answer for the opioid epidemic while there is a mental health and substance abuse crisis going on at the same time.

Ms. Brown said that despite all these challenges, JCC members remain committed to staying a great support for youth and families. Over the years, JCC has done an excellent job and this year they are moving forward with the mental health and substance abuse issues in mind, while continuing to meet the needs of youth and families in Keene.

Ms. Brown noted discussion of if JCC should be a standing committee in the City Ordinance. She thinks staff are in agreement that JCC's purpose is valuable but does not fit the standing committee structure due to the

confidentiality of members. The plan is to remove JCC from the City Ordinance and create an administrative directive that keeps and coordinates JCC Committee members. Despite the change, JCC can still make reports to the MSFI Committee. Ms. Brown noted she is retiring, which sparked this question of next steps and she thinks this is the best way forward for JCC.

Mr. Bohannon said Ms. Brown has been the Youth Services Manager for 15 years and she will be recognized for her service later in May. He said her comprehensive knowledge of the community, state, and youth services will not be replaced easily. Since coming to the Department of Parks & Recreation, Ms. Brown has been an asset and she will be missed. Mr. Bohannon truly appreciates Ms. Brown's work and all she has done for the City.

Councilor Lamoureux recalled that JCC has a 97% success rate; he asked how many youths go through the program annually. Ms. Brown replied that JCC received 38 youth referrals in 2018; she noted, however, that JCC also works with the families of all 38 youth. She said the number of referrals have decreased because they typically come from law enforcement, but police resources are strained right now as well. Parents cannot refer a child to JCC. Councilor Lamoureux asked what happened to the 3% of youth who did not succeed in the program. Ms. Brown replied that those 3% do not successfully complete the program and end up in court for multiple reasons, such as committing another offence while in the program. Councilor Lamoureux asked how the community was effected when Cheshire Medical closed their mental health unit. Ms. Brown replied that 15 years ago there were tremendous school and hospital mental health programs. The plentiful substance abuse resources have also declined dramatically. Ms. Brown recalled examples of youths' poor experiences in state hospitals. Ms. Brown said the children are crying for help and parents have nowhere to go.

Mr. Bohannon recalled that he and Ms. Brown began working for the City at nearly the same time, when there was a large community coalition that provided routine events for teens. Of all the organizations that participated then, only the City and the YMCA still exist. Mr. Bohannon is trying to find similar avenues that could exist again.

Councilor Hooper thanked Ms. Brown for the very good report. He was disturbed at what he heard and said there seems to be more need for services but funding is disappearing. He asked if this is a national trend. Ms. Brown replied in the affirmative and that the state is in crisis with little revenue coming in. Some states are doing better or worse. She said 25 years ago NH was top in the nation for substance abuse treatment. While things are bleak today, states are recognizing the crisis and hopefully funding solutions faster.

Ms. Brown concluded saying it was a pleasure to report to the MSFI Committee for the last five years as well as to serve the youth and families of this community. This was an enriching part of her life. While it is sad to see kids struggling, she has tremendous success stories and this was a wonderful part of her career.

Councilor Lamoureux moved to accept the presentation as informational, which Councilor Filiault seconded and the Municipal Services, Facilities & Infrastructure Committee carried unanimously.



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

May 8, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Municipal Services, Facilities & Infrastructure Committee  
**ITEM:** D.2.

**SUBJECT:** Petition – Urging the US Government to Lead a Global Effort to Prevent Nuclear War

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**RECOMMENDATION:**

On a vote of 4-1, the Municipal Services, Facilities & Infrastructure Committee recommends that the City Council direct the Mayor to write a letter urging the US government to lead a global effort to prevent a nuclear war. Councilor Sutherland opposed.

**BACKGROUND:**

Chair Manwaring recognized Christine Brunner (of 72 Wakefield Street, Keene) who recalled that 56 petition signatures were reported at the last Council meeting and there are 25 more signatures since then. Ms. Brunner reflected on the previous agenda item and said she cannot help but draw attention to the fact that preventing nuclear war would divert needless federal spending to more important things, like youth services. She said the petition seeks a resolution from City Council calling on the US government to lead a global effort to prevent nuclear war. She said people have been signing the petition readily and she does not understand why it should not be a resolution passed readily by Council. She noted that a number of NH towns have passed such resolutions: Alstead, Portsmouth, and Peterborough, among others. The NH House of Representatives also passed a similar resolution and she thinks the City can certainly do the same. She will be disappointed immensely if this does not come to pass.

Chair Manwaring recognized Chris Hansen of Alstead, NH, where a similar resolution passed. He has strong connections in the Keene community and he thinks it appropriate that this Committee received this petition. He recalled childhood memories in the 1950s of hiding under desks at school during nuclear attack drills. He said not changing the nuclear posture of our country and the rest of the world will impact communities like Keene, which will then be mandated to plan for a nuclear attack. While it may seem unlikely that Keene would be a target of nuclear war, he said to recall there are nuclear power plants and military bases throughout the state. He remembered feeling relief in the 1980s when the US and Russia reached a treaty on nuclear weapons. He believes the federal government needs us to remind them that this is a communal priority. He hopes the Council will support the resolution, which is a little work now to prevent a lot of work later.

Chair Manwaring asked if it is more prudent to send a letter to the respective NH Representatives. Ms. Brunner said such communication is included in the draft resolution, particularly sending letters to the Congressional Delegation and President. Chair Manwaring said it seems most logical to send a letter to Keene's Congressional Delegation, which could have the most impact on the issue. Ms. Brunner replied that legislation was brought up in the Senate and House; thus, Keene and the NH Representatives can lobby for approval and passage. She said the City Council is charged with protecting everyone and this resolution is a way to indicate clearly that protecting residents is a priority.

Chair Manwaring recognized Councilor Terry Clark, who said this petition has more to do with local politics and policies than the public might think. He said the biggest obstacle to reaching the City's sustainability goals is the fact that geopolitical conflicts and wars drive a thirst for fossil fuels; also, new wars make it distasteful economically to move away from fossil fuels. He referred to the former Congresswoman Jeannette Rankin (Montana), who was the first female in Congress. She entered Congress to oppose US entry into both World Wars. Councilor Clark said someone is always needed to speak against war and it will not cost Council anything to speak against war and he hopes they will.

Councilor Filiault said he was unsure what to do when he first saw this petition. He thinks all the speakers have presented good points. He also remembered nuclear drills in school followed quickly by being nuclear trained at age 19 while serving our country on a military submarine. On that vessel, the crew had 19 minutes after receiving a nuclear order from an unknown decision maker to decide whether to release a nuclear weapon. Thinking back on the issues makes him think this is a City Council issue. He stated: if not us, who? He said it is all politics. He was in favor of writing the resolution because it does not cost the City anything and it can only do good. Cities at the local level need to express the need to end this.

Councilor Sutherland said he would oppose writing this resolution because he disagrees. He said this country has a representative government and City Council represents the tax payers and residents. Council is responsible to the City to manage operations, budgets, and personnel. He recognized the argument and appreciated them but believes this will in fact cost the City money. He noted the employees present and utilities needed to hear this matter; he added that this will also take Councilors' time. He will vote against resolutions like this one, for the Paris Climate Accord, or resolutions against hate, among others. He believes those efforts are better directed towards Congressional Representatives. He was sorry to share that he would vote against this resolution.

Councilor Lamoureux asked the City Manager's opinion on whether writing a letter or resolution is better. The City Manager said staff has no opinion and either process can be done. She said the resolution process takes more time, while a letter is formatted easily with a template for the Mayor to sign. Both options accomplish the same thing but one is quicker. Councilor Lamoureux said he prefers to write a letter as customary in the past.

Councilor Hooper agreed that a letter is more appropriate. He thinks letters from municipalities on certain important local causes can trickle up to higher elected officials. He believes grassroots efforts are important to let countries know constituents care. He supported writing a letter.

Chair Manwaring recognized Joan Roelofs (of 69 Beaver Street, Keene), who said many local governments across the country are in bed with the military. She is a journalist who has written on the subject for many years. She said even the Economic Development Committee, City Council, and local governments are completely in favor of the military as a major source of jobs, contracts, and grants for infrastructure. She said our Congressional Delegation is tied closely to major military contractors. She said we cannot expect much from our Congressional Delegation, and therefore Keene has to make a sound statement that we think nuclear war is perhaps a great problem. She thinks it is important that citizens everywhere are able to say why it is not a great idea.

Ms. Brunner urged the Committee strongly to write a resolution versus a letter. If the Committee does vote for a letter, she encouraged them to emphasize the five key points in the petition, which she recalled:

1. Renouncing the option of using nuclear weapons first;
2. Ending the sole, unchecked authority of any president to launch nuclear attack;
3. Taking US nuclear weapons off of their launch-on-warning/prompt launch status;
4. Cancelling the plan to replace its entire arsenal with enhanced weapons; and
5. Actively pursuing a verifiable agreement among nuclear-armed states to eliminate their nuclear arsenals.

Councilor Hooper moved to recommend that the City Council direct the Mayor to write a letter urging the US

government to lead a global effort to prevent a nuclear war. Councilor Filiault seconded the motion.

Councilor Lamoureux said as much as he appreciates the comments, he wanted to address statements of local government bodies in bed with the military. He supports this letter to prevent nuclear war but he does still support the military in some fashion. Voting for this letter does not imply lack of support for the military. Councilor Filiault agreed and said as a veteran, he knows honorable people in the military but the most honorable people are not always sent into battle. He agreed with Councilor Lamoureux to avoid anti-military wording because they have a job to do. Councilor Filiault agrees with a directive against nuclear war.

On a vote of 4-1, the Municipal Services, Facilities & Infrastructure Committee recommends that the City Council direct the Mayor to write a letter urging the US government to lead a global effort to prevent a nuclear war. Councilor Sutherland opposed.





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

May 9, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.3.  
**SUBJECT:** Request to Solicit Donations - Fire Department

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to solicit and accept donations from local and regional businesses and service vendors to be used for events sponsored by Fire Department personnel related to public education in 2019.

**BACKGROUND:**

Fire Chief Mark Howard addressed the Committee next and stated he was before the committee regarding acceptance of donations from local and regional businesses to be used by the Fire Department for events conducted for public education. He went over the various events the department holds for school aged children and noted several businesses have expressed interest in providing donations for these events. The Chief stated if approved these donations will be used to purchase educational handouts, and materials to be used to build props for demonstrations for school-aged children.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to solicit and accept donations from local and regional businesses and service vendors to be used for events sponsored by Fire Department personnel related to public education in 2019.



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

May 9, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.4.  
**SUBJECT:** Acceptance of Donations - Human Resources

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**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council accept this report as informational.

**BACKGROUND:**

Asst. City Manager/Human Resources Director Elizabeth Fox stated she was before the Committee to report out on donations. Ms. Fox stated the city recently conducted its employee and retiree health fair and there were approximately 135 people in attendance. She noted there were local vendors and service providers who provided donations for this event. She called the committee's attention to the list of vendors outlined in the Memorandum – the value of the donations totaled \$1,243.00.

Councilor Chadbourne expressed gratitude for how generous this community is.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council accept this report as informational.



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

May 9, 2019

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.5.

**SUBJECT:** Acceptance of Donation - Cheshire Cats Jump Rope Team

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**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the donation of \$120.00 from the Cheshire Cats and that the money is used towards program equipment and travel expenses for future tournaments.

**BACKGROUND:**

Parks Recreation and Facilities Director Andrew Bohannon addressed the Committee and stated he was before the committee regarding a \$120 donation for the Cheshire Cats Jump Rope Team. Mr. Bohannon stated the Cheshire Cats Jump Rope Team is a program held at the Recreation Department for youth between the ages of seven and 12 years old. He noted this team is raising money to attend these tournaments. This \$120 is from a zumba-thon that was recently conducted.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the donation of \$120.00 from the Cheshire Cats and that the money is used towards program equipment and travel expenses for future tournaments.



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

May 9, 2019

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.6.

**SUBJECT:** Acceptance of Donation - Trustees of the Keene Public Library

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**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council accepts donations of \$40,188.23 as listed in the Cambridge Trust December 22, 2018 - April 29, 2019 Donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

**BACKGROUND:**

Ms. Jane Pitts representing the Next Chapter Library Campaign Drive stated this item is regarding the latest installment of donation in the amount of \$40,188.23 as listed in the Cambridge Trust December 22, 2018 - April 29, 2019 Donor list.

The Chairman clarified donations are on target. Ms. Pitts answered in the affirmative.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council accepts donations of \$40,188.23 as listed in the Cambridge Trust December 22, 2018 - April 29, 2019 Donor list (See attached report) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.



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

May 9, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.7.

**SUBJECT:** Acceptance of 2016 Homeland Security Grant Award - HazMat Decon

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a grant in the amount of \$6,578.00 from the 2016 State of New Hampshire Homeland Security Program (SHSP) – HazMat Decon Allocation.

**BACKGROUND:**

Fire Chief Howard stated this item is in reference to a grant in the amount of \$6,578.00 from the 2016 State of New Hampshire Homeland Security Program HazMat Decon Allocation.

Chief Howard explained this is a statewide award to increase the cache for hazmat incidents.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a grant in the amount of \$6,578.00 from the 2016 State of New Hampshire Homeland Security Program (SHSP) – HazMat Decon Allocation. A



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

May 9, 2019

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** H.1.

**SUBJECT:** Ed and Kathleen (Kennedy) Burke - Beauregard Trust Property and 0 Chapman Road

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends putting this item on more time.

**BACKGROUND:**

Ed and Kathleen Burke of 56 Chapman Road were the first two speakers. Mr. Burke stated they have lived at this property since 1990. Mr. Burke explained there are three lots on this site and the concern they have is that between their lot and the adjoining lot is a corridor and if the city acquired the 27-acre lot located on the west side of Beech Hill access would be provided to anyone via Lilac Lane (a private driveway for the first lot). Mr. Burke went on to say they have a swimming pool on their property with a fence around it which has a cut off on the corner because the fence was encroaching on the 50-foot corridor. Mr. Burke stated their concerns are shared by the other owners of the subdivision as well.

Mr. Burke talked about a garden depicted in the plans he circulated to the committee and noted he has been managing this garden for many years but added he is not claiming any prescriptive rights to this land. He felt the best way to resolve this issue is for the Burkes to purchase Lot 4B, preserve some access for the city but preserving access for the property owners for privacy reasons. An alternative would be to come to an agreement with the city to address those concerns under a mutual agreement. The sale however, would provide for privacy. This lot is about .49 acres in size but the 50 foot area on the top which accesses the 27 acre parcel is not delineated separately and the deed refers to a fifth lot. He noted if a survey is required to close off lot 4B for the purpose of a sale, they would be willing to pay for the survey. Mr. Burke noted the owner of the undeveloped lot 4A has rights to this corridor as well for access. He further stated there is stipulation in the deeds that anyone who develops one of these lots has shared maintenance of the road.

The Chairman asked for the City Attorney' comments. Attorney Mullins stated staff is recommending placing this item on more time because the City has not completed the purchase of the larger lot from the Beauregard's and also given some of the historical aspects of this property he will be doing a title search of the property.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends putting this item on more time.



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

April 10, 2019

**TO:** Mayor and Keene City Council

**FROM:** Medard Kopczynski, Director-Economic Development, Initiatives and Special Projects

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

**ITEM:** I.1.

**SUBJECT:** Relating to Interdepartmental Responsibilities - Parking

---

**RECOMMENDATION:**

That Ordinance O-2019-06 be referred to the Finance, Organization and Personnel Committee for their review and recommendation.

**ATTACHMENTS:**

Description

Ordinance O-2019-06

**BACKGROUND:**

These ordinance changes will relocate and align Parking Services management with our community redevelopment and economic development efforts. Parking Services have historically worked closely with all of our efforts for the maintenance of the Central Business District as well as parking that serves lower Main Street at Keene State College. Parking Services coordinates maintenance of downtown parking spaces, parking lots, downtown aesthetics with Public Works, and financial issues with the Finance Department. Parking Services is part of the special events staff review and assists in resolving potential parking issues that help to create successful events. Parking Service has a critical role in providing parking availability to help maintain and grow businesses. Parking spaces and lots are intended to provide reasonable access to businesses and properties. Without public parking, businesses with no ability to build their own parking would not be viable and downtown Keene would not be the regional economic engine that it is.

Parking Services is evolving away from a strict enforcement role and is a partner in our expanding efforts for economic development and redevelopment. Parking Services must be forward looking in determining customer needs and creating solid relationships. By changing the management alignment, Parking Service will be able to provide responsive customer services and be integrated with our on-going planning efforts. Current and future planning efforts include the Form Based Code, Downtown Public Works projects, the potential Arts and Culture Corridor. The Parking Operations Manager is working to determine parking markets, and possible change in operations to better serve the citizenry. Parking Services will have a close working relationship with the MEDC Downtown Coordinator.



# CITY OF KEENE

O-2019-06

Nineteen

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

Relating to Interdepartmental Responsibilities

AN ORDINANCE .....

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

That the Ordinances of the City of Keene, New Hampshire, as amended, are hereby further amended by inserting the bolded text in Chapter 2 "Administration," Article IV "Departments," Division 1 "Generally," Section 2-265 "Interdepartmental Responsibilities," and by deleting the stricken text in Division 13 "Police," Section 2-506 "Functions," and also amending Chapter 94, by inserting the bolded text into the title of Article III, inserting a new Section 94-66, and renumbering the subsequent sections in Division 1, as follows:

Sec. 2-265. - Interdepartmental responsibility.

(a) In addition to the functions and responsibilities outlined for each department in this article, all departments shall cooperate, take responsibility for, and carry out interdepartmental functions delegated and assigned from time to time by the city manager. These interdepartmental functions and duties include but are not limited to the following:

- (1) Administrative policies and functions.
- (2) Community and economic development, **parking services, and downtown** functions.
- (3) Community relations functions.
- (4) Building maintenance and security functions.
- (5) Community emergency preparedness.
- (6) Information management.
- (7) State and federal legislative activities.
- (8) Personnel administration.
- (9) Liability and risk management.
- (10) Hazardous and other types of waste management issues.

(b) Accordingly, in addition to their other duties, all departments and department heads shall do their utmost to approach their respective roles from a citywide perspective and responsibility, recognizing that they are city employees first and departmental employees second, and shall continuously endeavor to assist the city manager in seeing that these types of interdepartmental responsibilities are fully met.



DIVISION 13. - POLICE

Sec. 2-506. - Functions.

The major functions of the police department are to:

- (1) Enforce laws, investigate crimes and prosecute cases in court.
- (2) Be prepared to respond to all types of emergency situations ranging from hostage situations to major disasters.
- ~~(3) Oversee downtown public parking facilities and operations.~~
- (4) Provide animal control services.
- (5) Educate the community in the law, how to avoid crime, and how to reduce and prevent crime.

ARTICLE III – PARKING SERVICES

DIVISION 1. – GENERALLY

**Sec. 94-66. – City Manager**

**Parking Services shall be under the authority of the City Manager, and administered in accordance with the requirements of Chapter 94, Article III.**

**Sec. 94-67. – Prohibited areas.**

**Secs. 94-68-94-90. – Reserved.**

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Kendall W. Lane, Mayor



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

May 13, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Elizabeth A. Fox, ACM/Human Resources Director  
**THROUGH:** Elizabeth A. Dragon, City Manager  
**ITEM:** I.2.  
**SUBJECT:** Relating to Class Allocation & Salary Schedule

---

**RECOMMENDATION:**

That the City Council refer Ordinance O-2019-09 to the Finance, Organization, and Personnel Committee.

**ATTACHMENTS:**

Description

O-2019-09

**BACKGROUND:**

The ordinance relating to salary and wage schedules for the 2019/2020 fiscal year reflects an across-the-board increase of 2.5% for non-bargaining units. The effective date of this increase would be July 1, 2019. This provides an adjustment to these scales in alignment with negotiated cost-of-living adjustments provided by the City's collective bargaining agreements.



# CITY OF KEENE

O-2019-09

Nineteen

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

Relating to Class Allocations and Salary Schedules

AN ORDINANCE .....

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" and Section 62-194, "Administrative and Clerical," effective July 1, 2019.

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Kendall W. Lane, Mayor

**City Code Section 2-231**

**COUNCIL APPOINTMENTS  
ANNUAL SALARY SCHEDULE**

(effective July 1, 2019)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	88,031	108,974	130,817
<u>E</u>	91,992	113,878	136,704
<u>V</u>	96,132	119,003	142,856
<u>E</u>	100,458	124,358	149,285
<u>L</u>	104,979	129,954	156,003
	109,703	135,802	163,023

City Code Section 62-166

**PROBATIONARY PUBLIC WORKS  
HOURLY WAGE SCHEDULE**

**Non Union**

(effective July 1, 2019)

<u>GRADE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
H 2	14.09	14.73	15.39	16.08
H 3	14.73	15.39	16.08	16.81
H 4	15.39	16.08	16.80	17.56
H 5	16.08	16.81	17.56	18.35
H 6	16.80	17.56	18.35	19.17
H 7	17.55	18.34	19.16	20.03
H 8	18.35	19.17	20.04	20.94
H 9	19.17	20.03	20.93	21.87
H 10	20.02	20.92	21.86	22.84
H 11	20.93	21.87	22.86	23.89
H 12	21.87	22.86	23.89	24.96

CLASS ALLOCATION

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

**City Code Section 62-191**

**PROBATIONARY FIREFIGHTER  
HOURLY WAGE SCHEDULE  
(effective July 1, 2019)**

<u>GRADE</u>		<u>STEP 1</u>
F 1	Level I/EMT B	\$19.75
F 2	Level II/A-EMT	\$20.92
F 3	Level II/Medic	\$22.25

**City Code Section 62-192**

**PROBATIONARY POLICE OFFICER  
HOURLY WAGE SCHEDULE  
(effective April 1, 2019)**

<u>GRADE</u>		<u>STEP</u>
P 1		\$23.84
P 2		\$24.92

City Code Section 62-194

**ADMINISTRATIVE AND CLERICAL  
ANNUAL SALARY SCHEDULE  
Non Union**

(effective July 1, 2019)

<u>GRADE</u>	<u>STEPS</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 4	34,931	36,503	38,146	39,863	41,657	43,532
S 5	36,503	38,146	39,863	41,657	43,532	45,491
S 6	38,146	39,863	41,657	43,532	45,491	47,538
S 7	39,863	41,657	43,532	45,491	47,538	49,677
S 11	47,538	49,677	51,912	54,248	56,689	59,240
S 12	49,677	51,912	54,248	56,689	59,240	61,906
S 15	56,689	59,240	61,906	64,692	67,603	70,645
S 16	59,240	61,906	64,692	67,603	70,645	73,824
S 17	61,906	64,692	67,603	70,645	73,824	77,146
S 18	64,692	67,603	70,645	73,824	77,146	80,618
S 19	67,603	70,645	73,824	77,146	80,618	84,246
S 20	70,645	73,824	77,146	80,618	84,246	88,037
S 24	84,246	88,037	91,999	96,139	100,465	104,986
S 25	88,037	91,999	96,139	100,465	104,986	109,710
S 26	91,999	96,139	100,465	104,986	109,710	114,647
S 27	96,139	100,465	104,986	109,710	114,647	119,806
S 28	100,465	104,986	109,710	114,647	119,806	125,197
S 29	104,986	109,710	114,647	119,806	125,197	130,831
S 30	109,710	114,647	119,806	125,197	130,831	136,718

**City Code Section 62-194**

**ADMINISTRATIVE AND CLERICAL**

(effective July 1, 2019)

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





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

May 16, 2019

**TO:** Mayor and Keene City Council

**FROM:** Merri Howe, Finance Director

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

**ITEM:** K.1.

**SUBJECT:** Relating to the Appropriation of Funds for the City Hall Rear Wall Project; Relating to the Appropriation of Funds for the Flood Management Project; Relating to the Appropriation of Funds for the Road Rehabilitation Project; Relating to the Appropriation of Funds for the Winchester Street By-Pass Project; Relating to the Appropriation of Funds for the Transfer Station Roof Project; Relating to the Appropriation of Funds for the Woodward Pond Dam Project

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**RECOMMENDATION:**

That resolutions R-2019-16 through R-2019-21 relating to appropriation of funds for City Hall Rear Wall, Flood Management, Road Rehabilitation, Winchester Street By-Pass, Transfer Station Roof, and Woodward Pond Dam Projects be introduced and read at the May 16, 2019 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council.

**ATTACHMENTS:**

**Description**

Resolution R-2019-16

Resolution R-2019-17

Resolution R-2019-18

Resolution R-2019-19

Resolution R-2019-20

Resolution R-2019-21

**BACKGROUND:**

Included in the proposed 2019/2020 operating budget are several bond issues to fund projects advanced through the Capital Improvements Program (CIP) process, as follows:

				TERM
R-2019-16	General Fund	City Hall Rear Wall	\$176,000	7
R-2019-17	General Fund	Flood Management	\$505,000	15
R-2019-18	General Fund	Road Rehabilitation	\$1,264,000	10
R-2019-19	General Fund	Winchester Street Bypass	\$859,000	15
		<b>SUBTOTAL - GENERAL FUND</b>	<b>\$2,804,000</b>	
R-2019-20	Solid Waste Fund	Transfer Station Roof	\$168,000	15
		<b>SUBTOTAL - SOLID WASTE FUND</b>	<b>\$168,000</b>	
R-2019-21	Water Fund	Woodward Pond Dam	\$1,727,000	20
		<b>SUBTOTAL - WATER FUND</b>	<b>\$1,727,000</b>	
		<b>TOTAL BONDS</b>	<b>\$4,699,000</b>	

These resolutions require two readings before the City Council, the first of which will be May 16, 2019.



# CITY OF KEENE

R-2019-16

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

A RESOLUTION ..... Relating to the Appropriation of Funds for the City Hall Rear Wall  
Project .....

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

That the sum of one hundred and seventy-six thousand (\$176,000) is hereby appropriated for the City Hall Rear Wall Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one hundred and seventy-six thousand (\$176,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

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



# CITY OF KEENE

R-2019-17

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

A RESOLUTION ..... Relating to the Appropriation of Funds for the Flood Management  
Project.....

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

That the sum of five hundred and five thousand (\$505,000) is hereby appropriated for the Flood Management Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred and five thousand (\$505,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

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



# CITY OF KEENE

R-2019-18

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

A RESOLUTION ..... Relating to the Appropriation of Funds for the Road Rehabilitation  
Project .....

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

That the sum of one million, two hundred and sixty-four thousand (\$1,264,000) is hereby appropriated for the Road Rehabilitation Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, two hundred and sixty-four thousand (\$1,264,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

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



# CITY OF KEENE

R-2019-19

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

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

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

That the sum of eight hundred and fifty-nine thousand (\$859,000) is hereby appropriated for the Winchester Street By-Pass Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to eight hundred and fifty-nine thousand (\$859,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

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



# CITY OF KEENE

R-2019-20

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

A RESOLUTION ..... Relating to the Appropriation of Funds for the Transfer Station  
Roof Project .....

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

That the sum of one hundred and sixty-eight thousand (\$168,000) is hereby appropriated for the Transfer Station Roof Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one hundred and sixty-eight thousand (\$168,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

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



# CITY OF KEENE

R-2019-21

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

A RESOLUTION .....Relating to the Appropriation of Funds for the Woodward Pond  
.....Dam Project.....

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

That the sum of one million, seven hundred and twenty-seven thousand (\$1,727,000) is hereby appropriated for the Woodward Pond Dam Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, seven hundred and twenty-seven thousand (\$1,727,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

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