



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
September 19, 2019  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- September 5, 2019

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Presentation - Economic Development Plan
2. Public Hearing - 79E Community Revitalization Tax Relief Application - 112 Washington Street

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

1. Confirmations  
Library Board of Trustees  
Energy and Climate Committee
2. Nominations  
Zoning Board of Adjustment  
Library Board of Trustees

**C. COMMUNICATIONS**

1. Don Wilmeth - Resignation - Library Board of Trustees
2. Jessica Baum - Resignation - Keene Energy and Climate Committee
3. Donna Forte - Request for Lodging House License Application - 57 Winchester Street
4. Councilors Bosley and Richards - Comprehensive Review of Neighborhood Speed Limits
5. Councilor Filiault - Relating to Rooms and Meals Tax Revenue Sharing Agreement
6. Attorney Margaret H. Nelson on behalf of Kingsbury Acquisition, LLC - 80 Laurel Street

**D. REPORTS - COUNCIL COMMITTEES**

1. Acceptance of Donations – Parks, Recreation and Facilities Department
2. Acceptance of Donations – Parks, Recreation and Facilities Department
3. Acceptance of Donations – Parks, Recreation and Facilities Department
4. Acceptance of Donations – Parks, Recreation and Facilities Department

5. Periodic Report - Assessors Board
6. Contract services to Perform a Water/Sewer Rate Study - Public Works Department
7. Design Change Order - Roxbury St. Bridge Replacement - Public Works Department
8. Sale of Former Alps Properties - Airport Division
9. Sale of Airport Hangar - Airport Division

**E. CITY MANAGER COMMENTS**

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

**G. REPORTS - BOARDS AND COMMISSIONS**

1. Resignation - Human Rights Committee
2. Resignation - Airport Development and Marketing Committee
3. Dedication of Path System Cheshire Rail Trail Section (Thom Little)

**H. REPORTS - MORE TIME**

1. Joseph S. Hoppock, Esq. - Request to Purchase City Property

**I. ORDINANCES FOR FIRST READING**

1. Speed Limit Change - Skyline Drive Neighborhood  
Ordinance O-2019-16

**J. ORDINANCES FOR SECOND READING**

**K. RESOLUTIONS**

1. Relating to an Appropriation of Funds for the Solid Waste Fund  
Resolution R-2019-35
2. Attorney Thomas R. Hanna on behalf of the Colonial Theatre Group, Inc. - Relating to the  
Discontinuance of a Portion of the Commercial Street Parking Lot  
Resolution R-2019-36  
Resolution R-2019-37

Non Public Session  
Adjournment

A regular meeting of the Keene City Council was held Thursday, September 5, 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, Kate M. Bosley, Robert J. O'Connor, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Bettina A. Chadbourne, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Stephen L. Hooper was absent. Councilor Chadbourne led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the August 1, 2019 regular meeting was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.

#### ANNOUNCEMENTS – MAYOR

The Mayor announced that Fire Prevention Parade is October 6, 2019 at 1 PM starting at 350 Marlboro Street. The annual Firemen's Dinner will be on October 10, 2019 at the Keene Fire Department.

#### PROCLAMATION – SWAMPBATS

The Mayor presented a proclamation to Kevin Watterson of Keene recognizing the Keene Swampbats for their championship win for the 2019 season.

#### PRESENTATION – VETERANS FIRST TRANSITIONAL HOUSING – DAVE TILLE, HUD NEW ENGLAND REGIONAL ADMINISTRATOR

The Mayor recognized Dave Tille, HUD New England Regional Administrator. Mr. Tille commented that the need to help veterans with housing is extremely important. New Hampshire is very close to ending the homelessness for veterans based upon meeting certain standards. Having programs to help push the veterans into the programs specifically related to their situations is the key. Mr. Tille noted he was extremely grateful to have the City of Keene and thanked the Mayor for his continued support with this needed effort.

#### CONFIRMATIONS

A motion was made by Councilor Greenwald and duly seconded by Councilor Powers to confirm the following nominations: Jeffrey Murphy to serve as a regular member on the College City Commission with a term to expire December 31, 2020 and Andrew Dey to serve as a regular member on the Energy and Climate Committee with a term to expire December 31, 2021. On a roll call vote, with 14 Councilors present and voting in favor, the nominations were confirmed. Councilor Stephen L. Hooper was absent.

#### NOMINATIONS

The following nominations were received from the Mayor: Jane Pitts to serve as a regular member on the Library Board of Trustees with a term to expire June 30, 2022 and Zach Luce to serve as a regular member on the Energy and Climate Committee with a term to expire December 31, 2020. The nominations were tabled until the next regular meeting.

COMMUNICATION – DR. FRED WARD – SUSTAINABLE ENERGY GOALS

A communication was received from Dr. Fred Ward, suggesting that the Energy and Climate Committee investigate what sources of electric power are “renewable” and how much of each source are necessary to meet the 100 % goal and where might those resources be physically located. The communication was filed into the record as informational.

COMMUNICATION – COUNCILOR HANSEL – CONFLICT OF INTEREST - MEDC

A communication was received from Councilor Hansel, requesting that he be allowed to recuse himself from any discussions or decisions relating to financial transactions or agreements between the City of Keene and the Monadnock Economic Development Committee. Councilor Hansel currently serves as Vice Chair of the Board of Directors and as such, has fiduciary responsibilities, associated with that role. A motion by Councilor Greenwald to grant the request was duly seconded by Councilor Jones. The motion passed with ten Councilors voting in favor and 4 opposed. Councilors Jacobs, Clark, Filiault and Richards opposed. Councilor Hooper was absent.

MSFI REPORT – PETITION – REQUEST FOR LOWER SPEED LIMITS AND TRAFFIC CALMING DEVICES – SKYLINE DRIVE AND MORGAN DRIVE

Municipal Services, Facilities and Infrastructure Committee report read recommending staff be directed to draft an Ordinance to change Stonehouse Lane, Skyline Drive, and Summit Ridge Drive to a 25 MPH zone. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded by Councilor Filiault. A motion by Councilor Jones to amend the Committee Report to request a 3-way stop sign at the intersections of Stonehouse Lane, Skyline Drive and Summit Ridge Drive was duly seconded by Councilor Richards. A brief discussion took place. Councilor Sutherland moved to question was duly seconded by Councilor Powers. The Chair ruled that the discussion concluded. The motion to amend the Committee Report to request a 3-way stop failed with one in favor and 13 opposed. Councilors Jacobs, Manwaring, Powers, Clark, Filiault, Bosley, O’Connor, Sutherland, Hansel, Lamoureux, Chadbourne, Richards and Greenwald opposed. A motion by Councilor Sutherland to send this item back to Committee was duly seconded by Councilor Lamoureux. A brief discussion took place. The motion to send this item back to Committee failed with four in favor and 10 opposed. Councilors Jacobs, Manwaring, Powers, Clark, Filiault, O’Connor, Hansel, Jones, Richards and Greenwald opposed. The original motion to direct staff to draft an Ordinance to change the speed limit on Stonehouse lane, Skyline Drive and Summit Ridge Drive to 25 mpg passed with twelve Councilors voting in favor and 2 opposed. Councilors Sutherland and Lamoureux were opposed.

PLD REPORT – ATTORNEY HEATHER CARLISLE/TILSON TECHNOLOGIES – REQUESTING THE CITY MANAGER’S SIGNATURE ON CONDITIONAL USE PERMIT APPLICATION

Planning, Licenses and Development Committee report read recommending that the City Manager be authorized to sign the conditional use permit application submitted by Tilson

Technologies to install small wireless facilities in various locations in the City right-of-way. A motion by Councilor Jones to carry out the intent of the report was duly seconded by Councilor Hansel. The motion passed with a unanimous vote in favor.

**PLD REPORT – DISCUSSION: PERIODIC UPDATE – ENERGY AND CLIMATE COMMITTEE**

Planning, Licenses and Development Committee report read recommending accepting the report on the activities of the Energy and Climate Committee as informational. The report was filed into the record as informational.

**PLD REPORT – 2019 FIRE PREVENTION PARADE – FIRE DEPARTMENT**

Planning, Licenses and Development Committee report read recommending that the Fire Department be granted permission to use City property for the 2019 Annual Fire Prevention Parade to be held on Sunday, October 6, 2019. A motion by Councilor Jones to carry out the intent of the report was duly seconded by Councilor Hansel. The motion passed with a unanimous vote in favor.

**PLD REPORT – KEENE KIWANIS CLUB – REQUEST TO USE CITY PROPERTY – 2019 TREE LIGHTING EVENT**

Planning, Licenses and Development Committee report read recommending the Keene Kiwanis Club be granted permission to use downtown City rights-of-way on November 29, 2019 for the Tree Lighting Festival from 5pm to 8pm conditional upon the customary licensing requirements of the City Council, and that the petitioner complies with any recommendations of City staff. In addition, the petitioner was granted permission to erect a holiday tree on the Main/Marlborough/Winchester Street roundabout. 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 made within 30-days of the date of invoicing. The report further recommended the issue of decorating the light poles year-round be placed on more time. A motion by Councilor Jones to carry out the intent of the report was duly seconded by Councilor Hansel. The motion passed with a unanimous vote in favor.

**PLD REPORT – KEENE ELM CITY ROTARY – REQUEST FOR EVENT LICENSE – CLARENCE DEMAR MARATHON**

Planning, Licenses and Development Committee report read recommending that the Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 29, 2019, subject to the customary licensing requirements of the City Council, and compliance with 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, and agrees to remit said payment within 30-days of the date of invoicing. A motion by Councilor Jones to carry out the intent of the report was duly seconded by Councilor Hansel. The motion passed with a unanimous vote in favor.

PLD REPORT – REPORT OUT: DARON FRIEDMAN – REQUEST TO ACQUIRE  
PROPERTY – WASHINGTON STREET

Planning, Licenses and Development Committee report read recommending accepting the report as informational. The report was filed into the record as informational.

FOP REPORT – ACCEPTANCE OF GRANT – VERMONT YANKEE – PUBLIC WORKS  
DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept \$1,000 Vermont Yankee Emergency Planning funding allotment from the New Hampshire Department of Homeland Security and Emergency Management. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION - FIRE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept a donation of \$1000.00. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF FY 2019 BYRNE JUSTICE ASSISTANCE GRANT  
(JAG) – POLICE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to co-apply with the County of Cheshire, and to accept, the U.S. Department of Justice FY2019 JAG grant in the amount allocated to the City of \$6,427. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION – 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 a donation of \$2,000.00 from C & S Wholesale Grocers, Inc. and \$2,500.00 from the Gallup Fund of the Goldman Sachs Philanthropy Fund and that the money is used for the Human Rights Committee collaboration with the Keene International Festival. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.



FOP REPORT – DISCUSSION – REQUEST TO PURCHASE CITY PROPERTY –  
ADJACENT TO BICYCLE/PEDESTRIAN

Finance, Organization and Personnel Committee report read recommending the matter be referred to the Bicycle Pedestrian Path Advisory Committee. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.

FOP REPORT – RFP 02-20-01 AERIAL FLYOVER, PHOTOGRAMMETRY AND BASE  
MAPPING – COMMUNITY DEVELOPMENT DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a contract with the selected firm, Kucera International Inc. for their professional services; and should negotiations fail, allow for negotiations with the next highest ranked firms in order. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.

FOP REPORT – SPONSORSHIP UPDATE – PARKS, RECREATION AND FACILITIES  
DEPARTMENT

Finance, Organization and Personnel Committee report read recommending accepting the report as informational. The report was filed into the record as informational.

FOP REPORT – PROJECT SHARE – PARKS, RECREATION AND FACILITIES  
DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that Project Share be allowed to use and occupy the Recreation Center space under the current terms and conditions without payment of rent through June 30, 2020 subject to further negotiation with the City Manager on the terms and conditions of a lease. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.

FOP REPORT – PRIMEX3 CONTRIBUTION ASSURANCE PROGRAM – PROPERTY &  
LIABILITY

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to enter into and execute an agreement extending participation with Primex3 in a multiyear Contribution Assurance Program through FY23 that has provided predictable contributions and stable property and liability insurance coverage. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.

## FOP REPORT – PRIMEX3 CONTRIBUTION ASSURANCE PROGRAM – WORKERS COMPENSATION

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to enter into and execute an agreement extending participation with Primex3 in a multiyear Contribution Assurance Program through calendar year 2022 providing for mitigation in the event of adverse experience, and assurance of predictable contributions for future workers' compensation insurance. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.

## CITY MANAGER COMMENTS

The City Manager introduced and welcomed the new Library Director, Marti Fiske. Ms. Fiske served as a Library Director most recently in Williston, Vermont. She was there for fourteen years and before that she worked six years in Shelburne, Vermont. She holds a Masters of Library and Information Science and Bachelors of Arts in History & Secondary Education. She is active in American Library Association and New England Library Association and has been active in the Vermont Library Association.

The City Manager congratulated Public Works Department employees, Bill Byrne and Will Dourdounas. Both of these employees recently achieved the status of Master Roads Scholar in the University of New Hampshire Technology Transfer Center Program.

The City Manager recognize Meghan Doucette in the Public Works Department. Ms. Doucette was highlighted in the UNH T2 Road Business Magazine and website. There is a great photo of Meghan assembling road barricades as well as an excellent interview. She talks about working here first part time and now full time for a total of just about a year. She finds it rewarding to live in the City she works in and see how clean the downtown area is and how roads look when they are done making repairs. She clearly takes a lot pride in not only her work but in her team and in the City. Ms. Doucette encourages more women to consider a public works career and the City Manager echos that statement.

The City Manager announced the "Source to the Sea" river clean up event is happening in Keene on Friday, September 27, 2019 between 9:00 AM to 11:00 AM at the Ashuelot River Park on West Street and Beaver Brook on Water Street. Volunteers and canoes are in need. For more information, contact the Cheshire County Conservation District at (603) 756-2988, ext. 116.

The City Manager continued that staff is planning to introduce an Ordinance dealing with small wireless facilities, including 4G and future 5G installations, within the public right-of-way. The Ordinance would establish licensing procedures and criteria for such installations. Staff anticipates receiving a higher volume of applications for these types of installations, including a current application, and they see a need to address changes established in a recent Federal Communications Commission ruling. Staff intends to submit the Ordinance for a first reading on September 19, 2019.



The City Manager announced the dedication of the Peace Pole will be held on Wednesday, September 11, 2019 at 3:30 PM at the Mount Monadnock Labyrinth at the Dillant-Hopkins Airport. The Mayor will offer remarks and an opportunity to reflect and remember the victims of 9/11.

The City Manager updated the Council on various other projects. She expressed there are many projects and initiatives occurring for varying lengths of time. As part of the new Councilor orientation, she prepared a list describing some of these projects and have placed them on the Councilors' desks. She plans to update the list monthly as a way to enhance communication normally provided during her manger's comments and make it easier for tracking these initiatives.

The City Manager provided a detailed timeline regarding the Kingsbury project as of September 5, 2019. The property was sold at auction for \$50,000.00 to Kingsbury Acquisition, LLC on May 7, 2013. Kingsbury Acquisition, LLC is a New Hampshire Limited Liability Company formed in 2013 by Brian J. Thibeault. The property transferred with taxes and interest due for the 2019 & 2010 tax years. This portion of the taxes has been accruing substantial interest charges and is now in excess of \$670,000.

In 2014, the City received a letter from Mr. Thibeault's attorney offering to sell 5 acres of the parcel for flood storage to the City for \$1 million and requested partnering with the City to develop the remaining portion while retaining the right to any final decisions.

In September of 2014, the City sent a letter indicating our interest in an easement along Beaver Brook and an extension of Victoria Street and offered a potential credit towards property taxes but discussed the need to determine market value for these easements. In November of 2014, Mr. Thibeault responded stating he agreed and reduced his price from \$1 million to \$950,000. In March of 2015, the City outlined a process to proceed to determine value of easement. A few more letters went back and forth until September of 2015. The sticking point remained the value of the easement to be credited towards taxes. No further communication was received from Mr. Thibeault from September of 2015 until January 2018.

In January 2018, Mr. Thibeault indicated that he wanted to reopen negotiations. April 26, 2018, Mr. Thibeault called the City Manager and stated he was going to pay all back taxes in the following week and asked that any information on development incentives be sent to him. The City Manager sent the requested information. The payment for back taxes was never received. The City Manager learned that he had a deal that fell through. She did not hear anything further for almost a year.

On March 11, 2019, the City Manager called Mr. Thibeault to let him know there was a letter from three City Councilors recommending the City move forward with tax deeding. The tax deeding question was referred to the March 7, 2019 Finance, Organization and Personnel Committee Meeting. On March 21, 2019, Council voted to table the item and at the following meeting tabled indefinitely with the expectation that progress would be periodically reported on. On May 16, 2019, the Council took the matter from the table and referred it back to FOP. In June 2019, Jim Phippard and Mr. Thibeault came before the FOP and presented a concept plan.

Brownsfield testing, easements, the demolition of the building and a payment plan to address back taxes was discussed at this meeting. This report was accepted as informational.

On June 20, 2019, the City received a letter from Mr. Thibeault's attorney (Sulloway & Hollis) offering to pay the taxes due if the Council would abate the penalty and interest due from 2019 & 2010 tax years. At that time that amount totaled \$416,996.49. At the end of the City Council Meeting on June 20, 2019, the City Council authorized the City Manager to negotiate the terms of easement and other land acquisitions on this property with Mr. Thibeault.

On June 27, 2019, the City Manager sent a counter offer that in return for the almost \$417,000 credit, Mr. Thibeault would grant the City an easement/land fee necessary for the Victoria Street Extension, as well as an easement for the multi-use trail along the brook, and that Mr. Thibeault would move forward with the Phase II Assessment on the east side of the brook. The City Manager also expressed that this was time sensitive in the letter and requested a timeline for demolition of the buildings. The Manager also requested agreement that he will not subdivide the property until the environmental issues have been remediated across the entire parcel. This was important, given the modification of Phase II to only test on the east side of the brook.

On August 23, 2019, the City of Keene received a copy of letter sent to Mr. Thibeault from Southwest Region Planning Commission, stating that the grant, due to the low level of activity, the balance of remaining grant funds assigned to the Kingsbury property, and that they would not be eligible to apply for another grant in this next round. Due to these circumstances, they are considering forfeiting the remainder of the grant. The Brownsfield Committee would discuss this at their September 4, 2019 meeting and they requested the authorization form back from Mr. Thibeault prior to the meeting. The City Manager also forwarded the correspondence to Mr. Thibeault's attorney.

On August 29, 2019, the City received a response from Mr. Thibeault's attorney. In summary, Mr. Thibeault will not agree to a restriction on the subdivision and was unable to give a timeline on the demolition of the building. He added that the requested easement for the multi-use path was too extensive. It states an interest in continuing the Brownsfield work and a willingness to work together to discuss development of the property however, stands by the offer made on June 20, 2019, which requests abatement of interest in penalties from 2019 & 2010 if he pays all other taxes due.

On September 5, 2019, the City Manager sent an email to Mr. Thibeault's attorney stating that she attended the Brownsfield Committee meeting and the lack of progress on this grant was discussed as well as there is a great deal of concern about hindering the Commission's ability to apply for additional funds. The letter to the attorney stated that the August 29<sup>th</sup>'s letter made no progress forward on any of the outstanding issues and simply stands by the original proposal for resolution of tax issues laid out in the June 20<sup>th</sup>'s letter.

Later in the afternoon, the City Manager received a phone call from Mr. Thibeault stating they were not drawing a line in the sand. The City Manager explained her concern that the letter made no progress forward and simply restated their first position. At 4:00 PM this afternoon, the City Manager received a counter offer from the Mr. Thibeault's attorney on his behalf. The

counter offer agreed to the easements needed for the multi-use path and the property needed for the Victoria Street Extension in exchange for a \$650,000 credit. The restriction on any subdivision is not something they will agree to and they cannot agree to a specific timetable for the building removal due to the need for an environmental assessment. They end with a willingness to sit down and resolve any outstanding issues.

The City Manager opened the conversation to the Council. A brief discussion took place. The Mayor pulled this item off of More Time and recognized Councilor Manwaring for a motion. A motion by Councilor Manwaring to direct the City Tax Collector to proceed to issue a tax deed in accordance with RSA 80:76, III, for property located at 80 Laurel Street, tax map number 589017000000000 was duly seconded by Councilor Filiault. On a show of hands, 12 Councilors were present and voting in favor, two were opposed. Councilors Sutherland and Hansel were opposed.

#### JOSEPH S. HOPPOCK, ESQ. – REQUEST TO PURCHASE CITY PROPERTY

A memorandum was received from the City Attorney along with a request to purchase City Property from Attorney Joseph S. Hoppock, Esq., on the behalf of Roberta Mastrogiovanni. The memorandum was filed into the record. The request was referred by the Chair to the Finance, Organization and Personnel Committee.

#### 79E COMMUNITY REVITALIZATION TAX RELIEF APPLICATION FOR 112 WASHINGTON STREET

A memorandum was received from the Senior Planner, along with the 79E Community Revitalization Tax Relief application submitted by Joshua Gorman for property at 112 Washington Street owned by 112 Washington Street LLC. The memorandum was filed into the record. The application was referred by the Chair to the Finance, Organization and Personnel Committee. The Chair set the Public Hearing for Thursday, September 19, 2019 at 7:00 PM.

#### RESIGNATION – LINDA RUBIN – BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE

A memorandum was received on behalf of the Bicycle Pedestrian Path Advisory Committee indicated that Linda Rubin had emailed her resignation as a member of the Committee. 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.

#### 560 MAIN STREET ZONING AMENDMENT – ORDINANCE O-2019-12 – JOINT PLANNING BOARD/PLANNING, LICENSE AND DEVELOPMENT COMMITTEE

The Joint Planning Board/Planning, License and Development Committee report recommending the Mayor schedule a Public Hearing on Ordinance O-2019-12: Relating to Change of Zone – 560 Main Street was received. The Chair scheduled the Public Hearing on Thursday, October 3, 2019 at 7:00 PM.

MORE TIME

More time was granted by the Chair for the following items in Committee: Informational Report – 4-Way Stop Conditions for Arlington Avenue and Dort Street – Public Works; Discussion – Request to Prohibit the Use of Engine Brakes; and Continued Discussion – Campaign Finance Ordinance.

FOP REPORT AND RESOLUTION R-2019-26-A: RELATING TO FISCAL POLICIES

Finance, Organization and Personnel Committee report read recommending the adoption of Resolutions R-2019-26-A. The report was filed into the record. Resolution R-2019-26-A was read for the second time. A motion by Councilor Greenwald for the adoption of the Resolution R-2019-26-A was duly seconded by Councilor Jacobs. On a show of hands vote, 14 Councilors were present and voting in favor. Councilor Hooper was absent. Resolution R-2019-26-A declared adopted.

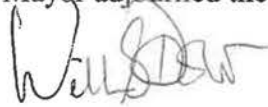
RESOLUTION R-2019-30: IN APPRECIATION OF WILLIAM M. GREENWOOD UPON HIS RETIREMENT

Resolution R-2019-30: In Appreciation of William M. Greenwood Upon His Retirement was read by title only. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded by Councilor Powers. The motion carried with a unanimous vote in favor.

ADJOURNMENT

At 9:42 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:



Deputy City Clerk



# City of Keene Economic Development Plan



**Everything You Need Is Here!**

**August 2019**

# Ad-Hoc Comprehensive Economic Development Committee

This plan presented, is the next set of continuing steps to further the efforts of the original Ad-Hoc Comprehensive Economic Development Committee. As will be discussed further, the original work by the Committee was to move forward with efforts that devolved from the Adopted 2010 Comprehensive

*The City Council has adopted five goals:*

- 1. Provide high quality, cost-effective and environmentally sensitive services that are responsive to community needs.*
- 2. Establish a competitive and prosperous local economy.*
- 3. Exercise sound organizational and financial management.*
- 4. Maintain and improve quality of life.*
- 5. Enhance regional collaboration.*

Master Plan, as well as the adopted 2017 City Council Goals. It is clear that development and most especially, redevelopment; carefully tended to are in the City of Keene’s best interests and are clearly needed to promote a sustainable community.

Committee Charge: To take an inventory of Economic Development efforts in Keene and the Monadnock Region, provide guidance, and encourage collaboration and planning for comprehensive Economic Development efforts.

## Committee Members

**Councilor Mitchell Greenwald**

City of Keene, Chair

**Councilor Gary Lamoureux**

City of Keene

**Tim Murphy**

Southwest Region Planning Commission

**Jack Dugan**

Monadnock Economic Development Corporation

**Jordan Benik**

People’s Linen

**Bill Hutwelker**

BHG Masiello and Swanzey Selectman

**Chris McIntosh**

Clark-Mortenson Insurance

**Elizabeth Dragon**

City Manager, City of Keene

**Dominic Perkins**

Savings Bank of Walpole

**Mayor Kendall Lane**

City of Keene

**Councilor George Hansel**

City of Keene

**Phil Suter**

Greater Keene Chamber of Commerce

**Joseph Walier**

Walier Chevrolet

**George Foskett**

BHG Masiello Real Estate

**Keith Thibault**

Southwestern Community Services

**Rebecca Hamilton**

Machina Arts

**Melinda Treadwell**

President, Keene State College

**Frequent Guests, Chris Coates**- County Administrator- **Rod Bouchard**, Assistant County Administrator  
**Medard Kopczynski**, Staff Liaison, Director Economic Development, Initiatives and Special Projects



## A Letter from the Chair

I am pleased to submit this plan from the Economic Development Committee. This is the second committee that has considered and discussed the current economic climate in Keene, and is making recommendations for the future.

We began by reviewing the plan issued by the 2016 committee. A number of recommendations are in the process of implementation. Several were the basis of action plans by the City Manager and are in place. Many of the topics discussed are still priorities as we move forward.

Significant goals that emerge from this report:

- Implement an outreach-marketing program, while supporting existing businesses to expand the local tax base and providing living wage opportunities. Urge Council to set aside money for Economic Development and branding projects.
- Continue and expand the close working relationship between the City and Keene State College, River Valley and Antioch University. Work to assure the success of the KSC / River Valley / Cheshire Career Center collaboration.
- Support and expand the presence of internships. Encourage employers to implement programs to subsidize college loan debt as an employment incentive.
- Identify, promote and utilize incentive programs from the State and Fed Government.
- Create and implement efforts to promote Keene as a cultural, recreational, and tourist destination. Support downtown Economic Development programs.
- Support the installation and expansion of high-speed internet. Plan for installation of conduit any time a street is excavated.
- Promote diversity as a means to workforce growth.
- Work to develop and expand the airport. Promote the development of public transportation.

The committee held monthly meetings. The attendance was truly amazing. I commend the committee for this and the very active participation in discussions. City Staff (Med Kopczynski) was an invaluable asset and a great fill-in for me when I was away during one of the meetings. Meetings started and ended on time. The committee was focused in discussion, and this report is issued as planned. This all is due to a great committee and staff support!

We need to expand this effort and continue to look at issues related to economic growth. Consideration of developing and adopting an Economic Development Master Plan should seriously occur.

**Councilor Mitchell Greenwald**  
Chair, Comprehensive Economic Development Committee

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## INTRODUCTION

Keene is a historic established community centrally located at the heart of New England. Situated in the breathtaking Monadnock region, Keene is linked economically with Windham County Vermont and Franklin County Massachusetts (our natural partners) in addition to the Boston/Portland corridor. Our local partners are the 22 surrounding towns in Cheshire County. The economic push and development of the I-91 Corridor is creating growth opportunities that are separate and distinct from southeast New Hampshire. While Keene has a smaller town feel, opportunities that you may only think are available in big cities like Boston or New York abound. Keene’s airport is the third longest in the state, and major airports and cities are but a small drive from Keene (New York, NY, *205 Miles*- Albany NY, *101 Miles*- Hartford CT, *97 Miles*- Portland Me, *135 Miles*- Boston MA *84 Miles*). Our common heritage and community pride continue to drive us to maintain and grow the resources necessary to keep Keene vibrant and resilient for our citizens, guests, and those who work and shop in Keene. Ours is a unique community that our residents are proud to call home.



## What Sets Keene Apart

- A City of Opportunity for [all people](#)- the City of Keene, our Colleges, our fine school system, Chamber of Commerce and employers support diversity and inclusion without regard to physical abilities, sexual orientation, and religious affiliation, racial or cultural ethnicity.
- A progressive community that values and supports lifelong learning—Boasting a first-rate public school system and four institutions for higher education.
- A regional airport that includes the third longest runway in New Hampshire.
- A diverse group of internationally relevant, high tech manufacturers that consistently lead their peers in both innovation and social responsibility.
- A rapidly growing arts scene that builds on the region’s storied reputation for cultivating successful visual and performing artists.
- A community vision that boldly strives to realize a more sustainable, thoughtful, and quality built environment that is attractive to young families and new residents of diverse backgrounds.
- A vibrant and active downtown core that has received national recognition—Central Square being named as “One of the Great Places in America” by the American Planners Association.
- A thriving “buy local movement” anchored by a downtown food coop and farmer’s market.
- Substantial and responsive municipal services housed in a newly constructed Fire Station (2014), Police and Public Works Building (2006), and a beautifully renovated and expanded Public Library (2019) that is the largest such facility in the state of New Hampshire.
- A collaborative and well-functioning group of individuals, businesses, non-profit organizations, and government entities that consistently work together to tackle bold ideas.

## **Committee Recommendations to the City Council**

### **General**

1. The City Council should set aside funding in the City Manager's budget of \$50,000.00 in a reserve account to permit funding of Economic Development efforts such as branding, marketing, networking, and travel.
2. Access to High Speed internet is a priority. To this end, staff shall develop a conduit policy that ensures the installation of suitable conduit in the city; and the City Council should fund these installations as part of any road, or utility projects by the City or any private party.
3. The City Council should consider the value of a regional transportation center located in the Greater Keene area and participate in collaborative efforts to evaluate issues such as appropriateness, features, location, design, funding, etc.
4. The City of Keene should coordinate with the Chamber of Commerce, MEDC and Cheshire County to advance the concept of Countywide Economic Development and Branding.
  - a. Participate in local and area wide Economic Development efforts including the Comprehensive Economic Development Strategy for Southwest New Hampshire.
  - b. Participate with efforts focused on branding and/or promoting Greater Keene and the region such as those currently being explored by the Greater Keene Chamber of Commerce and other stakeholders.
5. The City Council has supported and should continue to support the Downtown Revitalization Project proposed by the Department of Public Works. This presents the opportunity to take a closer look at the current condition of the Downtown area within the City of Keene and to consider replacing outdated and failing infrastructure. It will be important to build upon the vibrancy of Main Street by involving citizens in a community wide decision-making process.
6. The City Council should continue to fund the position of the Downtown Coordinator and the Economic Development and Special Projects Director in order to support and encourage City efforts for Economic Development activities. With the impending retirement of the Executive Director of MEDC, the City will need to take an even more active role in Economic Development, including advocating for appropriate funding at the state and federal level for Economic Development initiatives.

### **Arts and Culture Goals and Objectives:**

1. The review of Land Use Codes as part of the Building Better Together Project to determine if any City Land Use Codes or processes discourage the Arts.
2. The review of Land Use Codes as part of the Building Better Together Project to encourage the placement of public art.
3. By June 2020, the City of Keene under the direction of the City Manager will review the City Code and approval processes to determine if there are barriers to the placement of art, and make recommendations to the City Council as needed.
4. Review by the City Manager of Capital Improvements Budget projects for inclusion of Public Art.
5. The establishment of an Arts and Culture Commission.
6. The creation of the Arts and Culture Corridor with a targeted completion date.
7. As part of the new corridor the placement of Public Art.
8. The creation of a Welcome Center which will supply public bathrooms;
  - a. Could function as center for the Monadnock Chamber of Commerce.

- b. Could function as a center for arts management to include Arts Alive.

### **Energy Use Supply Goals and Objectives:**

1. The review of Land Use Codes as part of the Building Better Together Project to determine if any the City Land Use Codes or processes discourage Energy Efficiency or the placement of Energy Distribution (EG Solar, Solar Farms, Solar siting).
2. The most effective mechanism for increasing/preserving Energy Supply and use is Energy Efficiency, to that end the City Council will:
  - a. Support the review of building/green codes, and building placement with the goal of increasing the energy efficiency of buildings.
  - b. Support programs locally and at the state level that provide incentives to retrofit buildings envelopes.
  - c. Support programs locally and at the state level that provide incentives to retrofit all building envelopes including manufacturing and commercial buildings.
  - d. Continue to promote energy efficiency in design and function of City Facilities.
3. The City Council will continue to support the efforts at the State level to expand Net Metering to allow the expansion of the use of solar and wind power generation.
4. The review of any potential district heating programs that could use renewable energy source supplies such as wood pellets or wood chips.

### **Dillant-Hopkins Airport Goals and Objectives:**

1. Completion of Part 139 status review costs and benefits.
2. Reuse of the PAPI (precision approach path indicator).
3. A review of the actual condition of Airport Building to create an Asset Management Plan.
4. The completion of a revised Market/Demand Study.
5. The continuation of outreach to develop lands on and adjacent to the Airport.
6. Expand the cooperative working relationship with the Town of Swanzey.

### **Workforce Development Training and Education Goals and Objectives:**

1. Create a Monadnock Region Sector Partnership. The Sector Partnerships Initiative (SPI) is a new industry-driven statewide initiative to help businesses in targeted industries address their workforce needs, while also helping workers prepare for and advance in careers in these critical sectors. The initiative is initially focusing on four industries: manufacturing, hospitality, healthcare, and information technology.
2. Keene State College will create a coalition with Franklin Pierce University, River Valley Community College, Cheshire Career Center, and Keene Community Education provided through SAU 29 to create work internships with local employers and industries.
3. The creation appropriate credentialing for Nursing, Healthcare, and Childcare.
4. The establishment of an annual workforce connect event through an organization such as the Hannah Grimes Center.

5. The City of Keene, Keene State College and Franklin Pierce University will work with major employers and industries to create progressive benefits packages that could help with the reduction of student debt, which could link student debt to retention in addition to other progressive benefits options.
6. Support legislation that would reduce or eliminate student debt.
7. Support legislation that would increase state spending on higher education. The biggest higher education spender, relative to personal income was Wyoming (\$11.18 per \$1,000 in personal income) and the lowest New Hampshire (\$1.56 per \$1,000 in personal income).
8. Support the future funding of recent Keene State Workforce Training initiative (Business Partnership Hub).

### **Available Funding for Small and Large Businesses and Development Goals and Objectives:**

1. The continuation and expansion of State and Federal programs that support rural and disadvantaged districts, investment and business development.
2. The addition to the City's Economic Development strategy- information to businesses about the variety of funding programs available.
3. Any potential centralization of funding information and contacts that could assist business development and growth.
4. The continued support of the Monadnock Economic Development Corporation as an important component of growth and development in the Monadnock Region.
5. A more pronounced presence at the New Hampshire state level such as New Hampshire Live Free.

### **Housing Programs and the Availability of Housing Goals and Objectives:**

1. Programs to support the reuse of existing housing to include energy efficient upgrades.
2. Programs working with Keene State College and major employers to assist families to purchase one and two family homes when; they are within walking distance of the City of Keene (as an employer), Keene State College and major employers as well as Main Street. These would be owner occupied for a specified period.
3. Programs and funding at the state level to assist with property purchase and home renovations.
4. The revision or adoption of codes and ordinances related to property conditions and enforcement; to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures; and to improve the quality of life of our citizens.
5. Changes when needed to State Law to assist with the abatement of property conditions, and reduction of the impact on the court system of enforcement cases.
6. Changes in the proposed Unified Development Code, when densification or revised standards could provide a clear path to home ownership in the city core.



## Prior Plans

### Keene's Adopted 2010 Master Plan

In 2010, the City of Keene adopted an updated Comprehensive Master Plan. Master plans are used to gain acceptance of long-term goals created by Citizens to address future growth and development. The plan is meant to act as a guide and goal for activity as diverse as land planning decisions, rules and ordinance creation and implementation and even budget decisions. The Master Plan provides a yardstick for choices and actions with Keene's long-term economic, social, and developmental goals – as determined by a public process of two and a half years. Key ideas expressed in the Plan include:

#### *Appropriate Industries*

The Keene economy was mainly based on local manufacturing and agriculture with Main Street retail and offices. As agriculture shifted and manufacturing changed from rail orientated smokestack industry, large local manufacturing has shifted to more diverse and global high tech industry. Main Street is changing to become a more interesting cultural and entertainment hub. One of the goals of the 1993 Economic Development Plan was the addition of land suitable for increased manufacturing capacity, which was advanced through the Black Brook development initiative. While the economic balance has changed, business has adapted to embrace change, which creates successful entrepreneurs. In partnership with the educational system (Keene State College, Antioch University New England, River Valley Community College and the local school system, SAU 29) Keene is in a position to leverage local business knowledge to both grow and create new business. This means that Keene can capture opportunities during times of economic prosperity and is less vulnerable during periods of economic hardship.

#### **A Vibrant Economy**

A vibrant economy addresses the issues of opportunity, prosperity, livability, and availability of meaningful work for citizens.

**For our future, achieving a vibrant economy means:**

- ❖ **Providing for a Balanced Local Economy.**
- ❖ **Employment Opportunities.**

The City of Keene has an established *development goal* of balancing the tax base among industrial, commercial and residential uses so that no one segment is completely burdened. This helps to preserve economic stability where there is opportunity for investment and employment as well as advanced education and quality housing. The abundant natural gifts bestowed to our City, in addition to quality services and a strong sense of community, communicates to investors that **Keene is a great**

**place to Live, Work, and Play.** If the tax base is balanced, Keene can continue to support various types of businesses and employment opportunities as well as provide quality housing.

While Keene is successful in attracting new manufacturing and businesses, the ability to construct new buildings is limited by land availability and to some extent transportation. Keene has always been successful in creating new industry and the ability to expand new business efforts is limited by a number of factors, that which is most important at this time, is the ability to attract or create a workforce.

## 2017 Economic Development Action Plan

At the April 06, 2017 City Council meeting, the Economic Development Action Plan (EDAP) was adopted by the City Council. The Committee charge was to produce a comprehensive Economic Development plan for the City of Keene. Upon review, the committee made a number of recommendations for actions that were substantially under the control of the City, as they tended to be operational, project orientated or regulatory. Many of the recommendations were the same or similar to those contained in the adopted 2010 Keene Comprehensive Master Plan, and the adopted 2017 City Council Goals. Many of the City Council Goals reflect the recommended actions from the EDAP so they are both supportive of Economic Development efforts and reflect the Master Plan.

The adopted plan identified a number of items that grouped under the title of action items. Many of these action items were under way independent to the report, but the report helped to identify those efforts and how important they were to Economic Development. The specific action items are listed in the report and in the updated report for details and how the items were addressed. Most of the action items have been achieved or are well on their way to being achieved.

## 2017 Adopted City Council Goals

The City Council Goals Committee has identified specific “objectives” under each of the five goal statements. The Goals Committee also identified “stakeholders” who would most likely have either a direct responsibility or they are a potential partner or promoter with others working towards an objective. Stakeholders include the City Council, City staff, Cheshire County, the community and/or the region, and the educational community.

## 1993 Economic Development Plan

The 1993 Economic Development Plan was quite prescient and the major findings and points made are still very relevant to today. The “plan” is part analysis, part master plan, and part development plan. The information in it and the path forward mesh quite well with the 2010 Keene Adopted Comprehensive Master Plan, the EDAP and the 2017 adopted City Council Goals. The 1993 Economic Development Plan was well conceived, but its goals only partly realized and weakly emphasized in later years. The major achievements from the plan were Black Brook, the redevelopment of the Railroad property and increased planning, as well as spending on critical public infrastructure. The same pattern exists for the 2010 Keene Adopted Comprehensive Master Plan: ambitious, far-reaching, but partly executed. Only

### GROWTH IN THE LOCAL ECONOMY WILL REQUIRE\*:

1. Supporting the growth of existing Keene businesses.
2. Continuing to incubate new businesses.
3. Attracting businesses to locate and develop in Keene.

In keeping with these priorities, the goals of this plan include:

- Streamlining the local development process.
- Drawing investment in business and industry development projects that effectively expand the Keene property tax base.
- Providing living wage job opportunities for Keene residents.
- Developing a qualified local workforce to meet business needs while also retaining our capable youth population by providing valuable career opportunities.

\*2017 Economic Development Action Plan

now with the Building Better Together Project, the creation of Community Development and the completed action items from the EDAP, has progress been made to parts of the plan; there is, however, much more yet to be accomplished.

**1993 Long Range Goal:** Keene should continue as the economic center for Cheshire County by encouraging reasonable Economic Development in the City that will increase the employment opportunities, expand its tax base, and at the same time maintain its quality of life.

**1993 Interim Goal:** During this planning cycle, Keene should place emphasis on industrial growth to create 500 to 1000 additional industrial jobs during the next ten years and increase the industrial tax base so that by the year 2003 it is at least 12% of the total Keene tax base.

### ***1993 Findings – Selected for Consistency with Present Committee Effort***

#### **Recommendations:**

1. The public and private sectors need to work together on two important steps to strengthen Keene's industrial sector:
  - There should be an ongoing program to meet regularly with local industries with the interest of retaining present industries and encouraging those already here to expand in Keene.
  - A concerted, professional effort will need to be made to attract new industries to Keene.
2. There needs to be an increased emphasis on technical training and retraining at both the secondary and post-secondary levels to create a more highly skilled work force to meet industry's needs.
3. A cooperative working relationship between Keene and the towns of Cheshire County should be established in addressing a number of regional issues on traffic, solid waste disposal, housing, etc. which have a bearing on the Economic Development of the area.
4. To increase the importance of tourism in the area, the City should support the private sector in its outreach to new geographic markets and appeal to some new niche markets.
5. A committed effort should be made by the City Government, by private organizations within the community, and by individual citizens to maintain and improve the partnership between Economic Development and the quality of life in Keene. Good schools, good residential neighborhoods, medical facilities, an attractive downtown, low crime rate, efficient local government, an appreciation of its history and heritage, and many other factors. A vibrant downtown is particularly important not only to Keene, but also to the surrounding towns.

## Subjects reviewed by Committee and Speakers

**Arts and Culture** – Councilor Carl Jacobs, Jessica Gelter, Director Monadnock Arts Alive

**Energy, Use and Supply** – Paul Hausmann, a senior account executive with Eversource Energy. Steve Rokes Operations Manager with Liberty Utilities, Bill Clark - Director of Business Development and Huck Montgomery, Manager of Government and Community Affairs with Liberty Utilities.

**County Economic Development Efforts** – Tri-Town-Steven Bitel, Chairman of Swanzey Economic Development Advisory Committee, and Christopher Coates, County Administrator.

**Current and Future Airport Economic Efforts** – Jack Wozmak, Airport Director (former).

**Current and Future MEDC Economic Development Efforts** – Jack Dugan, President.

**Workforce Development Training and Education** – Dr. Melinda Treadwell, President Keene State College, Dr. James DuMond, Franklin Pierce University, Michael Burnett, Director Cheshire Career Center, and Dan Osborn, Coordinator of Workforce Development of River Valley Community College.

**Financial Resources- Available for existing or potential businesses – Opportunity Zone, 79E, NMTC, CDBG** – Jack Dugan, MEDC, Dominic Perkins, Savings Bank of Walpole, Dick Jennings, Mascoma Bank/Mascoma Community Development, and John Hamilton, Vice President of Economic Opportunity, New Hampshire Community Loan Fund.

**Housing – programs and availability of housing... including workforce-** Josh Meehan, Executive Director Keene Housing, Josh Greenwald, President Monadnock Region Board of Realtors, John Hamilton, Vice President of Economic Opportunity, New Hampshire Community Loan Fund, and Tony Marcotte, MDP Development.

**Economic Trends- New Hampshire- Keene, Monadnock Region** – Phil Sletten, Policy Analyst- New Hampshire Fiscal Policy Institute.

## Economic Development Plan – Workforce Development

The Committee, having heard from many sources, recognizes that the barriers preventing business



It is not from the benevolence of the butcher, the brewer, or the baker that we expect our dinner, but from their regard to their own interest.

Adam Smith



expansion is the ability to attract new business, to grow existing business, and to be able to start new business. The lack of qualified employees is a significant problem in Keene and in the State of New Hampshire. There are several subjects that the Committee identified that affect the ability to both recruit and retain employees. These barriers are especially acute for younger employees looking for a place in the community and the age group that normally would be in the stage of life to raise children, purchase homes and become invested in neighborhoods. As the Committee met and discussed issues and potential goals for the committee and for this

plan, the Committee set as a working goal with subsets:

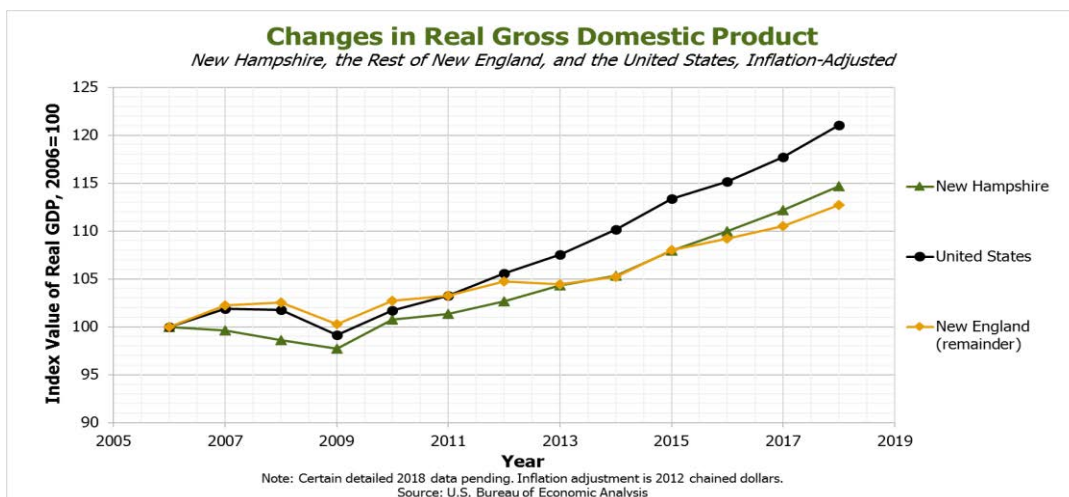
### Workforce Development

1. Training and Education
2. Housing
3. Culture (entertainment, arts, recreation that supports the workforce)
4. Compensation

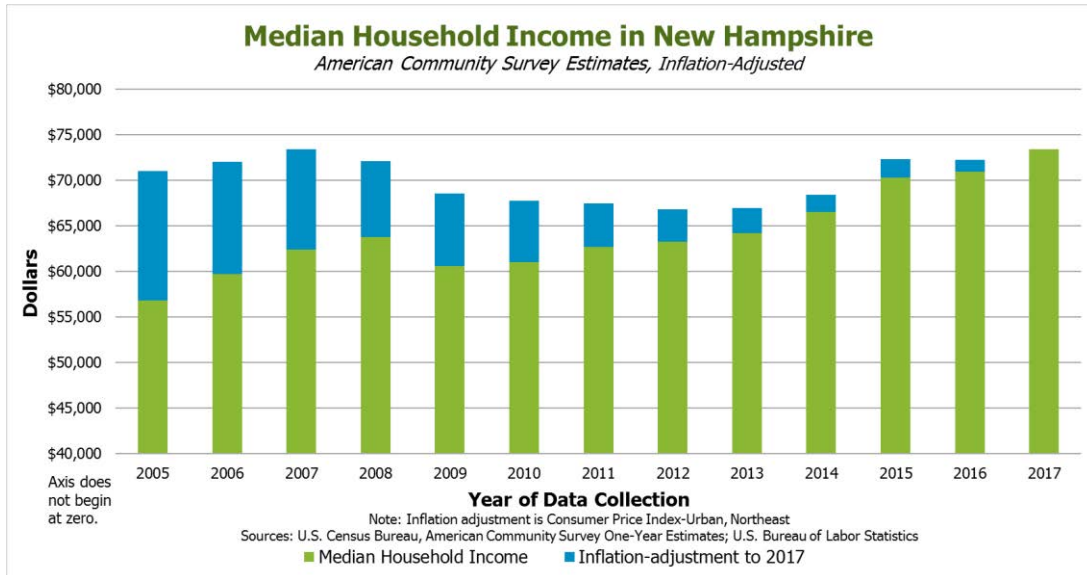
### Trends- New Hampshire- Keene, Monadnock Region

*Charts and Commentary- Courtesy of the New Hampshire Fiscal Policy Institute*

The national and regional economies have grown since the Recession and are larger than they were in 2006. New Hampshire actually entered the Recession earlier, but it was shallower for New Hampshire. However, New Hampshire had slower growth coming out of the Recession than the rest of New England or the United States as a whole. That long, slow period of growth in New Hampshire did not start to turn into faster growth until 2013-2015. While the economy has grown larger...

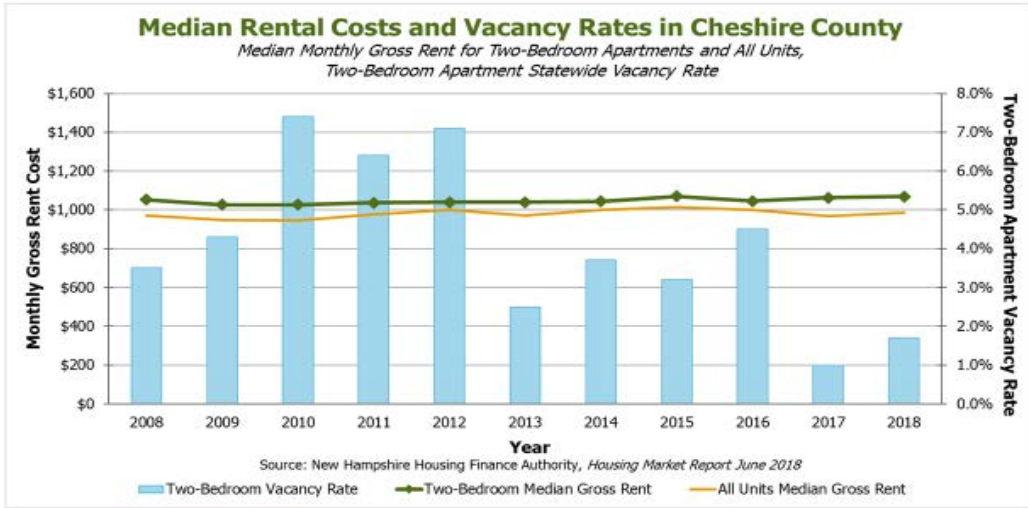


...what has happened to household incomes? This chart shows median household income, with the inflation adjustment shown in blue. You can see here for the median household, with half of households bringing home less than this amount and half of households bringing home more. These figures are not adjusted for household size, so this includes all households. You can see that, after adjusting for inflation, median household income has only returned to pre-Recession highs in the last few years, following economic growth picking up after the long, slow recovery.



Median rents have risen in New Hampshire. Unadjusted for inflation, between 2013 and 2018, rents rose by about 20 percent statewide for two-bedroom apartments. This coincided with a drop in the vacancy rate for two-bedroom apartments statewide. The New Hampshire Housing Finance Authority notes that 5 percent is considered a well-balanced market, and the national vacancy rate is about 7 percent, according to Census Bureau figures. In New Hampshire, the statewide vacancy rates for two-bedroom apartments in New Hampshire has been at or below 2 percent for several years. The vacancy rate has continued to decline in Cheshire County since the recession, although there are more irregularities in the data, likely due to the smaller sample size of the survey. These vacancy rates of less than 2 percent in recent years suggest if the pattern seen throughout the rest of the state holds rents may be pushed upward in Cheshire County. Rents have remained relatively flat in Cheshire County. However, there was a steeper rise in rents in Cheshire County than in the state as a whole between 2000 and 2008. Demographics, particularly demand from college-aged students perhaps being a disproportionate part of the rental market in Cheshire County relative to the state as a whole, may have driven this, as there may have been more college-aged students seeking apartments in Cheshire County earlier relative to demand for apartments more generally statewide.

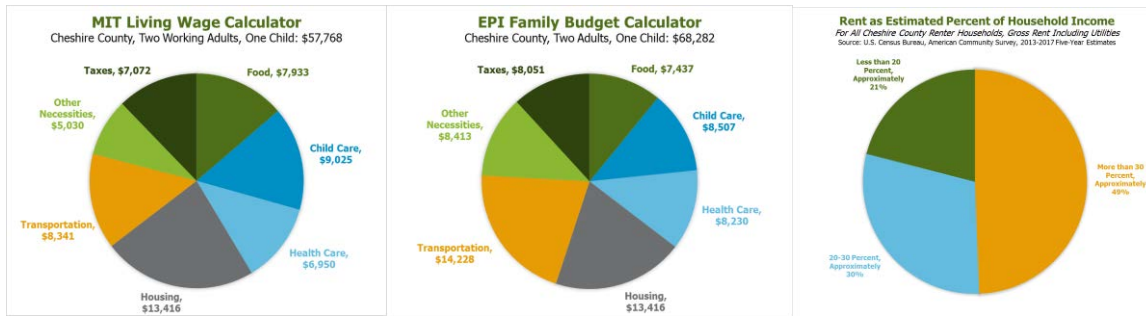




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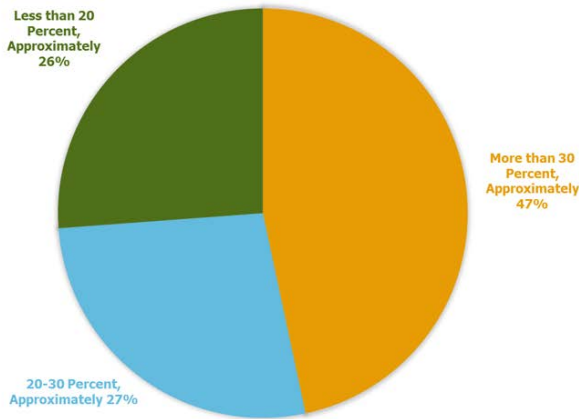
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Housing is the largest household expenditure nationally. There are calculators that estimate the cost of living by region, and this plan includes two. These two have different methodologies, but they measure similar categories of expenditures, which helps the comparisons. While the Economic Policy Institute (EPI) estimates higher transportation costs in Cheshire County than MIT, you can see some of the main drivers are similar, particularly Housing and Child Care. The total amounts from MIT and EPI are different as well, both measured here for a household with two adults and one child. MIT estimates a bit under \$58,000 as the living wage, while EPI estimates about \$68,000. These do not account for higher education costs, entertainment costs or vacations, etc.



One of the costs that people may have had a hard time keeping up with during the long, slow recovery is housing. Slightly under half of renter households owe more than 30 percent of their incomes in rent and utilities in New Hampshire. Usually, when we are talking about renters, these individuals have lower incomes, and median household income in a renter-occupied unit is much lower than in an owner-occupied unit.

**Rent as Estimated Percent of Household Income**  
 For All New Hampshire Renter Households, Gross Rent Including Utilities  
 Source: U.S. Census Bureau, American Community Survey, 2017 One-Year Estimates



**30 Percent of Household Income Indicator of Rental Cost Burden**

Source: U.S. Dept. of Housing and Urban Development

**Incomes Are Generally Lower for Renters in New Hampshire**

- Median Household Income for Owner-Occupied Units, 2017: \$91,456 (+/- \$1,903, 90% CI)
- Median Household Income for Renter-Occupied Units, 2017: \$41,868 (+/- \$2,093, 90% CI)

Source: U.S. Census Bureau, American Community Survey

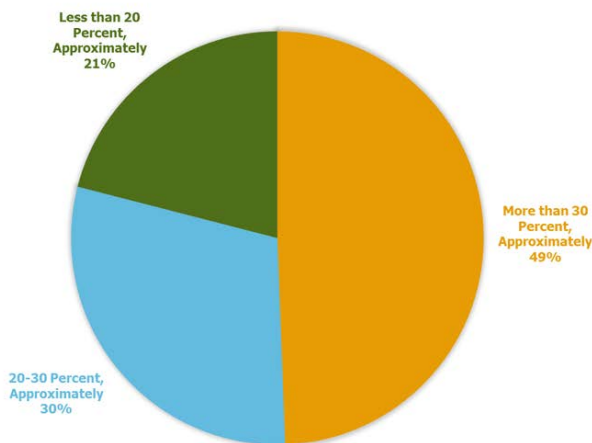
**Rents are Higher in the Southeastern Counties**

- Two-Bedroom Apartments, Median Rent by County, 2018:
  - Rockingham: \$1,456
  - Hillsborough: \$1,368
  - Cheshire: \$1,068
  - Coos: \$861

Source: New Hampshire Housing Finance Authority, 2018 New Hampshire Residential Rental Cost Survey, June 2018

Looking at data for 2013-2017 for Cheshire County, we can see both owner and renter household **incomes** are shifted down, but renters have considerably **lower income** than the state average (\$41,868 vs. \$33,453). About the same percentage, nearly half, of renter households owe more than 30 percent of their income in rent and utilities. There was also a smaller shift in the percentages of households owing smaller portions of their income in rent, with a smaller estimated percentage owing less than 20 percent of their incomes in rent.

**Rent as Estimated Percent of Household Income**  
 For All Cheshire County Renter Households, Gross Rent Including Utilities  
 Source: U.S. Census Bureau, American Community Survey, 2013-2017 Five-Year Estimates



**30 Percent of Household Income Indicator of Rental Cost Burden**

Source: U.S. Dept. of Housing and Urban Development

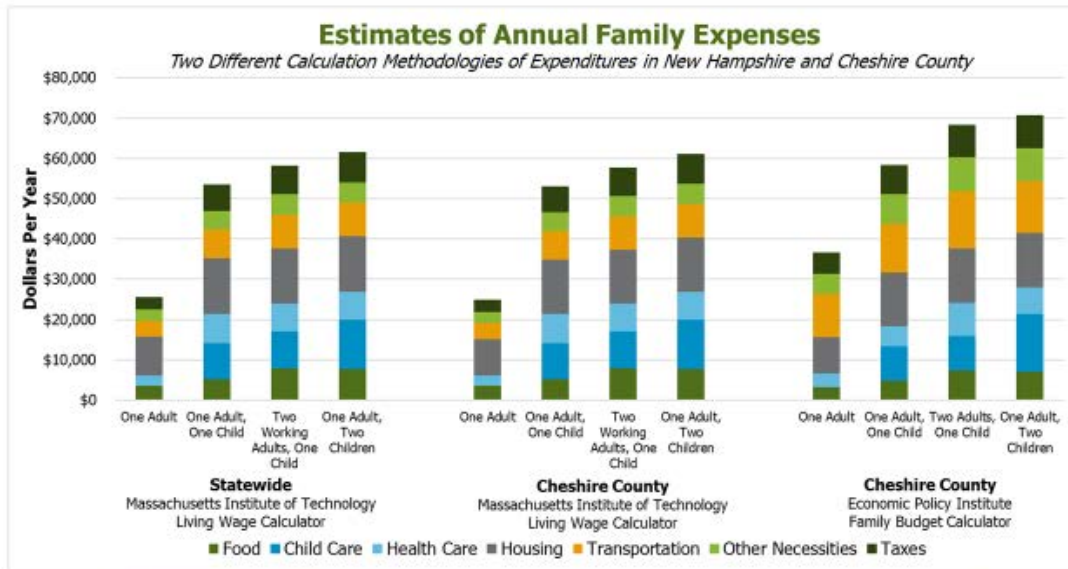
**Incomes Are Generally Lower for Renters in Cheshire County**

- Median Household Income for Owner-Occupied Units, 2013-2017: \$74,675 (+/- \$3,013, 90% CI)
- Median Household Income for Renter-Occupied Units, 2013-2017: \$33,453 (+/- \$2,744, 90% CI)

Source: U.S. Census Bureau, American Community Survey

This graph shows different calculations for MIT statewide, MIT for Cheshire County, and EPI for Cheshire County (EPI does not offer statewide figures) for different household compositions. There are noteworthy differences between the two methods, but we can see that the Living Wage calculator estimates a living wage at about \$25,000 for an individual and about \$60,000 for a three-person

household. EPI estimates about \$35,000 for an individual and about \$70,000 for a three-person household.



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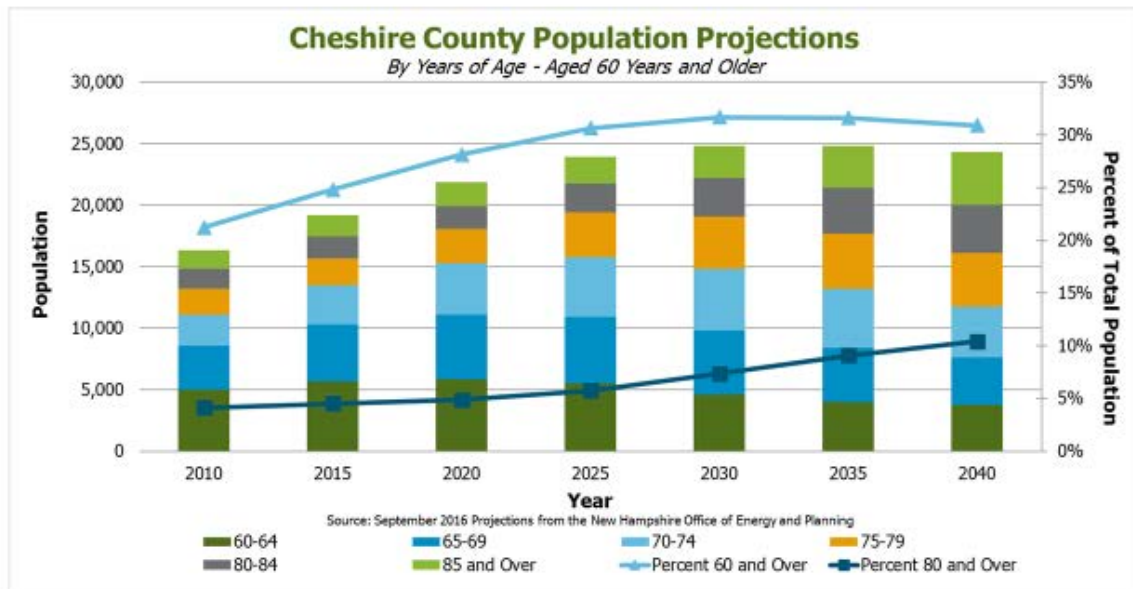
Wages from work are a part of this picture of income and well-being, and these wages vary by county in the state. This table shows the average wages offered by jobs within each county. The people doing these jobs might live in different counties, but this is where the jobs are located. You can see Rockingham and Grafton are near to the state average, with Hillsborough higher and Merrimack and Strafford somewhat lower. Carroll and Coos counties are substantially lower, while Cheshire is closer to the middle of the group.

<b>Wages by New Hampshire County</b> <i>2017 Average Weekly Wages, Average of Quarterly Averages</i>		
<b>Geography of Workplace</b>		<b>Average Weekly Wage</b>
<b>County</b>	Belknap	\$823
	Carroll	\$699
	Cheshire	\$867
	Coos	\$730
	Grafton	\$1,080
	Hillsborough	\$1,147
	Merrimack	\$980
	Rockingham	\$1,040
	Strafford	\$991
	Sullivan	\$822
<b>State</b>	<i>New Hampshire</i>	<i>\$1,060</i>

Source: New Hampshire Employment Security, Covered Employment and Wages

Projections produced by the State of New Hampshire and published in 2016 suggest that about one out of every three residents of Cheshire County in 2030 will be aged 60 or older. These projections may be

updated after the 2020 Census, but this again has potential implications for the economy and public services in the region.



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## Arts and Culture

Arts and culture in addition to improving the life style of the Citizens of Keene have an effect on the local economy through art sales, artist’s residency as well as travel and tourism. Arts and culture attract people who come for one thing and spend money on another. A recent study shows the arts generating about 16 million dollars in the Monadnock region. Some people come for art and end up staying, the arts continue to be a huge part of developing our workforce and this is not something new for Keene or the region.

Councilor Jacobs said, “He is seeing more and more young people returning to live in Keene. People also come or return to work for companies that value creativity which is a part of the arts and a reason why people stay. The arts are a huge part of developing our workforce and this is not something new for Keene or the region. Creative problem solving has been a part of our culture for hundreds of years.”

Keene, through the Monadnock Economic Development Corporation, is in the very early stages of the development of a corridor in downtown Keene (east west from Gilbo Avenue across Main Street through the railroad land) to promote additional arts and culture. As conceived, this would include the construction of two new buildings, the renovation/repurposing of two buildings, purchases of public art, and the creation of two performance venues. This would be an estimated 25-million-dollar project with the plan to purchase a train. The boxcars would be retail space and the passenger cars would be restaurant space. In addition, there is a planned 15,000 square foot covered pavilion. To assist with these and other downtown development plans the Monadnock Economic Development Corporation has collaborated with the City of Keene to hire a Downtown Coordinator. This person provides some of the

connectivity, calendaring and promotion needs for the Arts Community in addition to business promotion.

*A sustainable community is one that is economically, environmentally, and socially healthy and resilient. It meets challenges through integrated solutions rather than through fragmented approaches that meet one of those goals at the expense of the others. And it takes a long-term perspective—one that's focused on both the present and future, well beyond the next budget or election cycle.*

*Institute for Sustainable Communities*

The Department of Public Works is moving forward with a downtown project that will complement and coordinate to some extent with the Arts and Culture Corridor. The first phase of the project is funded in the Capital Budget for \$180,000. This project is planning and preparing for the future of downtown as the continued economic engine in the City of Keene.

The City's Downtown is the economic engine that drives the rest of the community and the region. The City has already completed an initial study on the revitalization of the Downtown. In February 2018, the City wrapped up a six-month effort that solicited initial input from the community on their expectations for the Downtown area and looked ahead for the next 30 years (Downtown Revitalization Study). The Community has initially identified the need to:

- Increase the amount of public space for cultural events to occur;
- Increase the amount of public space for gathering areas to be created;
- Add various types of public art (both permanent and temporary displays);
- Increase green spaces;
- Increase the potential for the occurrence of outdoor dining; and provide safer passage, function and use by bicyclists, pedestrians and automobiles.

The City has other efforts under way to move itself forward for the next century such as the "Building Better Together" Project that is updating its land use regulations to become easier to navigate and be more closely aligned with Keene's Master Plan Goals of prioritizing smart redevelopment while protecting the distinctive character of this community. A component is to develop form based zoning to guide new construction and redevelopment, while maintaining Keene's distinctive character and charm contributing to a more vibrant Downtown.

The Downtown Revitalization Project proposed by the Department of Public Works presents the opportunity to take a close look at the current condition of the Downtown area within the City of Keene based upon extensive citizen input. The focus of many discussions and input received from the public was how and where the streetscape could serve to better accommodate its residents, business owners and visitors. This public input resulted in the discovery that there is an overarching desire to increase the level of activity in the Downtown area by residents, businesses, and visitors and to better utilize the space available.

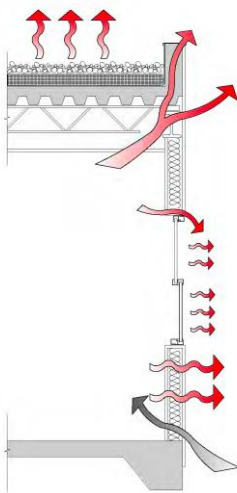
This project will update the Downtown area through traffic calming, improved pedestrian facilities/crossing, bicycle lanes/facilities, and repurposing space to provide streets, sidewalks and public gathering spaces that will create a place where all travel modes, vehicle traffic, pedestrians, bicyclist,



and where all users, young, old, and physically challenged, can safely intermingle and interact. The project will encourage mixed-use activities in this high-density commercial core while accommodating all modes of transportation. Using the City's Complete Street Guidelines, transportation facilities will be reconstructed. In this area, cars, buses and bicycles all share the right-of-way. Improved pedestrian safety and accessibility are primary goals along with providing space for cars to easily pull in and out of curbside parking. This Project will update the infrastructure to provide access to technology and improve the City's overall sustainability. This project will replace utilities and stormwater facilities' dating back to the 1890's and will incorporate green and more sustainable methods of operation and maintenance of these infrastructure components. All these improvement will increase the overall quality of life for residents and visitors, increase the safety of the users, and serve as a platform to support and grow the businesses and encourage people to reside in mix use developments within the Downtown area.

## Energy, Use and Supply

The availability and cost of energy are factors for the workforce as well as the businesses that are or



could be located in Keene. Mechanisms to reduce the cost and efforts to increase the supply are of supreme importance to the future of Keene. The main source of energy supply in the Monadnock region are Eversource Energy and Liberty Utilities. Both Liberty Utilities and Eversource have taken, or are planning to take steps to increase supply or reliability. Both suppliers have programs to assist homeowners and businesses increase building and or equipment energy efficiency. However, these programs do not seem to be of great assistance for the average business or homeowner due to the availability of funds, or the program parameters (and limitations). Some property owners have installed solar panels on their properties and have been able to subsidize some of their electric use, but without changes to the Zoning Code and delimiting Net Metering, larger scale generation of electricity will not occur and of course, generation of power this way has limits. Gas supply is being increased and the intention is

to create a natural gas supply system. Recent change due to a rates case has permitted a 20% reduction in Gas rates. Clearly, programs that will increase the effectiveness of the building envelope need to be developed and be available for the majority of the homes and businesses in Keene.

## Dillant-Hopkins Airport

Keene Dillant-Hopkins Airport is a key component of the economic prosperity within the Monadnock Region and will play an ever-increasing role in business growth. Already the home for corporate jets, the airport is less than an hour by air from all the major commercial centers in the Northeast. The consolidation down to the major four airlines, the need to get people through the hubs from distant locations to fill their planes is increasingly important. As a hub for transportation and the gateway to the exceptional resources in the region, the airport has professional regional airport services with economical prices. The City has identified developable properties on the airport that could be used for



aviation/non-aviation type activities. This is advantageous to both the City of Keene and the Town of Swanzey.

## Workforce Development Training and Education

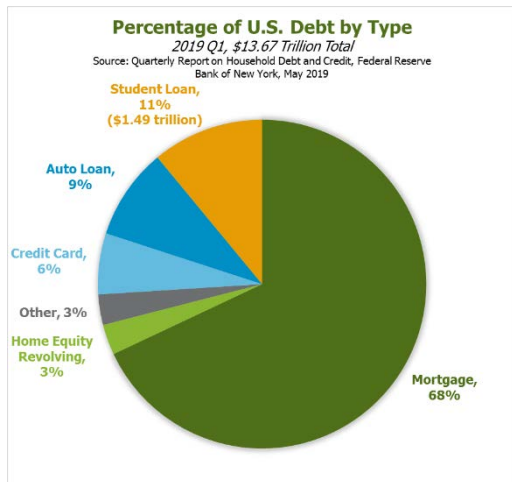
In order to enable a business to grow or to keep business thriving, the business must have access to employees who are skilled or who can become skilled to advance the future of the company. The success of these businesses and the ability of their employees to be productive citizens is the foundation of our community. It has been said that each month, there are more than 10,000 job openings in New Hampshire. Businesses state that they cannot find the skilled workers they need and the anticipated economic growth rate is steadily growing. Job creation is strongest (statewide) in industries with wages below statewide averages and both housing and workforce constraints are likely limiting economic growth. The New Hampshire Fiscal Policy Institute (NHFPI) reports, "Several metrics also indicate income for workers has grown in the last two to three years. This trend is particularly welcome for low- and moderate-income workers, who saw their incomes stagnate during most of the long, slow economic recovery and appear to have only reached pre-Recession income and wage levels recently." Additionally, while thousands of jobs that were lost in the years since the Recession were in manufacturing, which has relatively high average wages, many of the jobs that have been added during the recovery have been in employment sectors with lower average wages. Slower hiring due to workforce constraints is likely impeding growth of the state economy, and aging demographics paired with limited housing availability restrict the state's ability to add to the workforce quickly.

The City of Keene, the Monadnock region, non-profits, the local business wants to develop their workforce and the residents are blessed with an abundance of opportunities for training and education. These efforts include those conducted by Keene State College, Franklin Pierce University, River Valley Community College, Cheshire Career Center, and Keene Community Education provided through SAU 29. Each of these have programs designed to supply training or advanced education to potential employees, some have agreements with local employers, some provide continuing education to workers looking to train for advancement.

The Hannah Grimes Center for Entrepreneurship is often mentioned in regards to education and training, but their focus is not on training employees; their focus is to provide the space, tools and connections that innovative entrepreneurs need to build strong businesses, thriving local economies, and vibrant communities in the Monadnock region. The Center for Entrepreneurship educates, supports, and assists in the successful development of entrepreneurs who are committed to building a vibrant community.

Each education provider has similar but varying roles and methods to provide a pathway to, or to work with employers. They can only have success if they work with the businesses and non-profits of the City of Keene and the broader Monadnock region. Employers such as BAE Systems, Corning, Moore Nanotech, StingRay, and Omega Optical seek credentials within the Sustainable Product Design and Innovation program. There is a focus on optics and soft skills that employers claim they need. These include writing, communication, creative problem-solving, cross-disciplinary thinking, and teamwork.

The other area of focus in Keene State’s proposal to the Governor is healthcare—specifically programs to help the region address our substance misuse and behavioral health challenges. Keene State College has emerging partnerships with the Community College System and with River Valley Community College; the Nursing Program is fully accredited. River Valley works with employers in Healthcare, who



have a large number of open positions. They create a pipeline for a career trajectory from the Career Center, to the Community College and then into a four-year program through the employer.

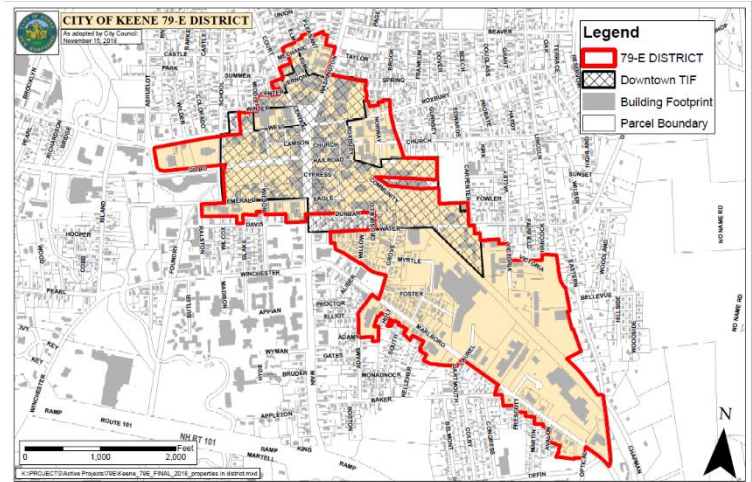
Franklin Pierce University’s current efforts center on developing partnerships with Corporate America in this region. They have 4 area agencies, 17 hospitals, 13 municipalities including Keene, and six New Hampshire based corporations that are partners. This will help meet industry demands for a more skilled workforce by providing opportunities for students to receive training, learn skills, and gain experience in all aspects of an industry. If an employer/partner needs an employee workshop in a specific area, Franklin Pierce University’s will develop it and deliver it free of charge. Employees of the partners can take courses traditionally or online; over the past four years employees have taken over 1500 courses from Franklin Pierce. This saved employers/employees of over a quarter million dollars. Franklin Pierce University’s provides competency based learning called PLA. Franklin Pierce is almost the pioneer for this type of learning in the state. Franklin Pierce University has a great partnership with C&S Wholesale Grocers; we call it the C&S Scholars Program. Franklin Pierce developed an internship manual that will help employers who want to offer an internship. This is available free of charge and Franklin Pierce University will walk through all the steps with interested parties.

The Cheshire Career Center’s goal is to map academic content to authentic workplace tasks and integrate workplace tasks and classroom instruction. This is based on rigorous academic and employability skill requirements that can include in-depth and hands on work experience.

## Available Funding for Small and Large Businesses and Development

There are a number of different funding opportunities or the creation of a funding stack depending on the business and its location. Any business or proposed business can take advantage of the number of different loans, grants and tax incentive programs that can be accessed through entities such as the State or Federal Government, Lending institutions or a specialist entity such as Monadnock Economic Development Corporation. As stated by Mr. Dugan of the Monadnock Economic Development Corporation, “the trick is to figure out what uses to use them for and how to cobble them together. It is not uncommon to have a dozen different funding sources on a joint project.”

Most projects begin their funding search by pursuing a bank loan of which there are different types of loans including Guarantee and the US Small Business Administration (SBA) 504 Loans. Some projects may be able to access “funding” for infrastructure improvements when they are located in a Tax Increment Financing (TIF) district which is a public funding source used for a community to use designated taxes from a Revitalization Zone (TIF District) to build out infrastructure to support economic



growth. Keene has adopted the Community Revitalization Tax Relief Incentive (NH 79-E) which delays the impact of property tax increases resulting from property rehabilitation. In some cases, a project can take advantage of the Federal Historic Tax Credit (HTC) program administered by the National Park Service and the Internal Revenue Services in partnership with State Historic Preservation Offices. The NH Department of Environmental Services (NHDES) provide loans to businesses and developers to help clean up their sites. Along with NHDES, the Capital Regional Development Corporation (CRDC) and Regional Economic Development Corporation (REDC) in New Hampshire also provide Brownfields Revolving Loans to help businesses clean up contaminated sites. In the Keene/Monadnock Region is the Green Gap Fund, private investors that have pooled their funds and have an interest in helping businesses make their buildings and processes greener.

The US Department of Agriculture has a number of programs including Intermediary Relending Program that provide 1% low-interest loans to local intermediaries that re-lend to businesses to improve economic conditions and create jobs in rural communities. The Business and Industry (B&I) Loan Guarantee is similar to the Small Business Administration (SBA) 7(a) Guarantee program but the programs operate independently. The B&I program is specifically targeted to rural businesses. Rural Business Development grant opportunities in the \$30,000 to \$40,000 range for public purpose projects are available. This program is a competitive grant designed to support targeted technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas, which will employ 50 or fewer new employees and has less than \$1 million in gross revenue. Programmatic activities are separated into enterprise or opportunity type grant activities.

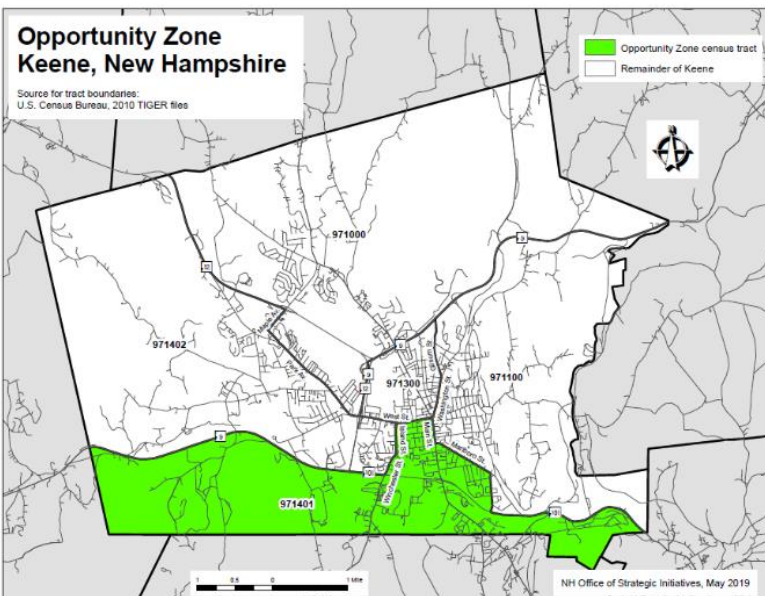
The Foreign-Trade Zones (FTZ) Act of 1934 provides financial incentive to companies, which would have operated offshore, to locate within the United States, to create jobs and stimulate the economy. This is especially important in today’s world of increasing tariffs. Usually called a Free Trade Zone the state’s application for federal approval to expand Foreign Trade Zone #81 includes Cheshire County. Keene’s FTZ can eliminate formal customs procedures and payment of duties on foreign merchandise that does not enter customs territory for domestic consumption. Domestic goods moved into the zone for export

is considered exported for the purpose of excise tax rebates and drawback. Keene businesses can take advantage of this federal incentive.

The Northern Border Regional Commission (NRBC) is Federal-State partnership for economic and community development. The NBRC can invest in economic and infrastructure projects in Cheshire County. Depending on criteria, projects may be eligible for up to an 80% matching grant. Prioritized grant projects include those that...

1. Revitalize and modernize essential infrastructure in Northern Border region communities,
2. Increase access, affordability, and use of high speed telecommunications by Northern Border residents and businesses,
3. Stabilize and reduce electric and thermal energy costs,
4. Retain, expand and diversify business enterprise that capitalizes on the region's natural, cultural, and economic assets,
5. Position the Northern Border region as an attractive and supportive place for creative and entrepreneurial people,
6. Support and expand a highly productive workforce with skills suited to existing and future business needs,
7. Foster entrepreneurial leadership and capacity for community Economic Development, and
8. Inform and align local, state, and regional Economic Development decision making with regional data and perspectives.

Another little known funding source for potential small public purpose projects is the Keene Downtown Housing Corporation. In addition, the New Hampshire Community Loan Fund collaborates with a wide range of donors and investors, and with business, nonprofit and government partners to provide the financing and support that people with low and moderate incomes need to have affordable housing, vital community services like childcare, and quality jobs. The NH Community Loan Fund focuses on working with existing businesses with over 12 months of revenue. They have sectoral focus on



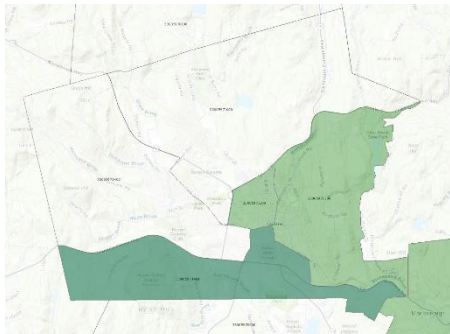
manufacturing and businesses that are part of building a local, regenerative food system (farms, food businesses of all types). They also will do renewable energy and other value added businesses that create better quality jobs for people who do not have a four-year college degree. The size of their loans and investments to businesses are up to \$1M. Typically, it ranges from \$100,000 to \$500,000.

Other Funding Sources that can be accessed include Tax Exempt Bonds; USDA Rural Development which issues Community Facilities Loans, Intermediary Relending Program



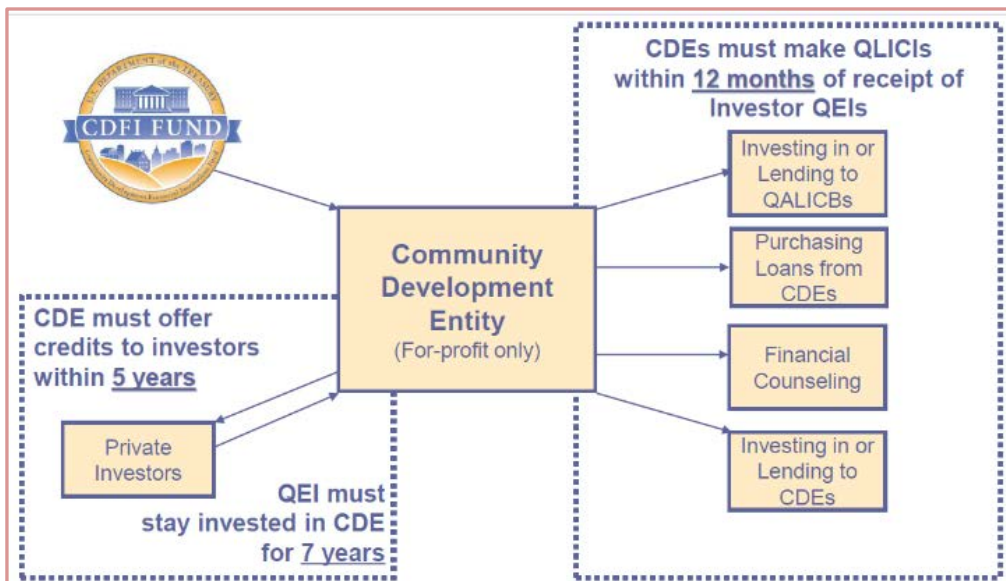
Loans, and Aid to Local Development Organizations Loans. The New Hampshire Community Development Finance Authority loans or grants fund through the Community Development Investment Program, Community Development Block Grant (CDBG), Energy Efficiency Loans, and provides Pre-Development Loans. A new source of funding could be the Opportunity Zone Funds – this is relatively new with only one eligible census tract in the region. If an entity or person has a significant capital gain liability, they can self-certify themselves as an Opportunity Zone Fund. They are permitted to delay the payment of their capital gains tax for seven to 10-years. If the investment is kept for the 10-year term, the capital gains tax is eliminated. In addition, if they stay the 10-year term any gain realized from the new investment is not subject to capital gain.

Both the NH Community Loan Fund and New Markets Tax Credits (NMTC) program have been used to great effects in Keene. Similar to the Opportunity Zone NMTC are available to distressed census tracts.



There are three NMTC census tracts in the City of Keene. The NMTC is a very powerful program that was established in 2000 as part of the Community Renewal Tax Relief Act.

The goal is to spur development and revitalization efforts in low-income communities. NMTC investors provide capital to community development entities (CDEs), and in exchange are awarded credits against their federal tax obligations. The program provides a 39 percent tax credit, spread over seven years to a project investor, based on total project investment or cost. The program is administered by the US Treasury Departments CDFI Fund division and is competitively awarded.



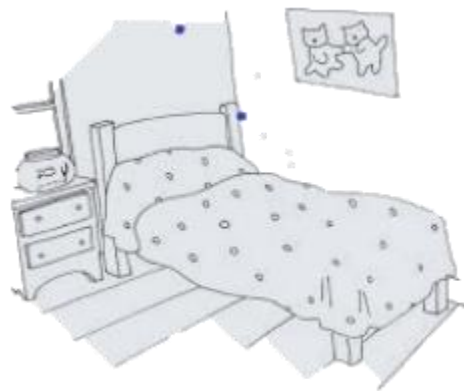


Mascoma Bank (MCD) has additional resources, which are loan pools. The Loan Pools allow MCD to do smaller transactions (\$500,000 up to \$2,000,000). These transactions are interest only loans that have an average rate of three percent that can be fixed for seven years. The Loan Pools allow for higher than standard Loan to Values, and as a result, they are a favorable program. The project would also have to meet all the requirements for a New Markets Tax Credit project.

## Housing Programs and the Availability of Housing

The committee has an interest in the supply of housing as a component of workforce retention and recruitment. There are, of course, many differing potential supply markets for housing in Keene and the Monadnock Region, and differentiated on location and cost. Higher end housing on larger lots or acreage is available, but usually at the cost of service availability and the requirement to commute. There is, however, large amounts of housing available within walking/biking distance of Main Street, major employers and Keene State College. New housing construction especially of single-family homes is low with few houses constructed because of lingering fear of what happened during the 2008 recession and it is hard to find construction companies to build on spec. Additionally, there is very little land available, especially land served with services (Police, Fire, Sewer, Water, Internet). It has been a long time since there has been new single-family house development in Keene and the market is seeing a lot of recycled real estate, but they are not seeing a lot of new development. It is difficult to make a profit on new construction and in the past, properties sold at an extreme discount, as it is so expensive to build a new house. Much of the recent new housing development has been apartments usually for senior housing or assisted housing. Recently two projects that target a demographic other than seniors or assisted housing are nearing completion (Washington Park and the Colony Mill Apartments). There are three manufactured homes parks in Keene with no new ones planned or being constructed. Most of the housing stock considered for workforce use is existing stock either for sale or for rent. Much of that supply is very old, not updated especially related to energy efficiency and safety, and usually in need of work.

The present real estate market for house sales is robust; the market in Keene currently is very “thirsty,” and people are gasping for inventory and properties to buy. The absorption rate is the amount of months it would take to sell the existing inventory that is on the market currently, assuming that no



other houses are listed in that time. For example, if there are 100 houses on the market and 35 houses sold in one month, the absorption rate is about 3 months to sell the remaining inventory. The absorption rate in Keene is incredibly low because the market cannot resupply that market. The present market is well out of the recovery period of the great recession and 2014 marked the beginning of the real estate stabilization period with a more stable and robust housing economy. Prices have also increased but appraisers keep those increases in check so that there are not wild swings in pricing. Year to year

sales shows an increase of 73% and an increase of 71% of homes under agreement.

Recently completed senior housing has not had an influence on the market. Homes above \$300K are high-end homes with a more limited market. The main market is for homes in the \$180-200K range and homes in the \$170K-260K without many functional deficiencies are the listings that are flying off the shelves.

Quite a bit of funding source is available for business development (see above), but funding targeted to housing is more limited. Keene Housing avails itself of Federal funding and grants, private developers have to fund projects using some grants and loans. Thanks to 657 investors (mainly individuals, churches, banks and foundations); New Hampshire Community Loan Fund is a private nonprofit with \$145 Million in flexible capital. Sixty percent is currently deployed to affordable housing. For multi-family housing, they collaborate with local housing authorities and nonprofit developers and fill capital gaps to make developments (renovation, new construction) feasible. Often they are early first money into a project or the last money that gets project into the finish line. They focus on a range of needs, including multifamily housing with supportive services. Combined they have helped to preserve 9,000 units of affordable housing. Through their ROC (Resident Owned Communities), the Community Loan Fund also focuses on normalizing home ownership for people that are low income. Manufactured housing enables people who can only afford \$50-100K to buy a home. Unfortunately, many of the 6% of people in NH who live in manufactured homes live in parks where an outside investor rents the land. The trend is that these “mom and pop” investors are selling to private equity fueled, big portfolio buyers. Tanglewood, as an example, was slated to be sold to a large such buyer based in Michigan, but under the NH law that gives residents the chance to intervene and make a comparable offer. The residents have recently formed a cooperative and the Community Loan Fund hopes to help finance them in in the next month or two so they can complete their purchase to gain the security and pride of ownership (of the land). There are 128 other successful ROCs throughout the state.

Keene Housing is one of the largest suppliers of housing in Keene. A relatively small number of the 1500 individuals they serve are work-able adults, and the individuals they house in that demographic have extremely low incomes. As an example, a family of three making \$22K per year has profound needs beyond just having a place to live. Most working families living in Keene Housing units participate in the Resident Self-Reliance (RSR) program, an intensive economic independence program for families. A surprising number of the mini grants available to RSR families are used for mufflers and tires due to the lack of transportation infrastructure in the region. The demand data shows a demand for new units, however, there will never be an affordable supply to meet that demand, but there are deeper infrastructural, mental health and education issues at the root of the problems many low-income families face. Keene Housing, as the public housing authority of the City of Keene, as well as a developer and manager of affordable housing does not target what would be considered workforce housing. Most of Keene Housing’s real estate portfolio as well as the housing choice voucher program target extremely low-income households (those earning less than 30% of the area median income). They are, essentially, a federal contractor that makes affordable housing and opportunities for working families to increase their income and for elderly people to grow old safely, and where they can, they provide resident services to both of those groups to help them achieve those two things. Keene Housing owns and manages about 550 units of affordable housing in Keene and 2 properties in Swanzey. They house about

1500 people in 870 households. The majority of individuals they serve are single, and almost half of them have a disability. Keene Housing typically serves the demographic of an elder living alone or a disabled person with a child. Over 60% of the people they serve are either disabled or elderly, and only about 24% of the people they serve are between the ages of 18-62 and not disabled.

Washington Park Development is a recent and soon to be open apartment complex. This new apartment building has 135 units. The building is four stories and consists of all apartments, not condominiums. Each unit has a washer and dryer, central air conditioning and heat pumps. All units have granite countertops, stainless steel appliances and track lighting. The two-bedrooms unit have a second bathroom and there is on-site parking, seating areas, meeting and lounge areas. The former middle school will be available for tenants and there will eventually be a workout area, too, so people can play and shop. The rent structure was set up so that each floor goes up slightly in price and they found that typically people want to be on fourth floor and the first floor and the back of the units have sliders. There are 71 one-bedroom units that range from 620-640 square feet in size and the rents on the first floor are \$1030-1400. The average rent for one-bedroom is \$1080 and those same units on the fourth floor would range from \$1200-1350 (average rent \$1250). There are 64 two-bedroom apartments, the typical rents on the first floor for two-bedroom units are \$1400-1570 most units and most units are on average \$1500-1550, and those same units on the fourth floor are on average \$1600-1700. In the former middle school, there is a wide variety of sizes from 1300 square feet for two-bedrooms. The tenants would pay for electricity, heat and air conditioning. The expected market for these units are people who want a nice place to live there is a lack of nice housing. The Clubhouse will have space where people can work, or workout in the free gym. Every unit has one on-site parking space assigned.



## PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will be held before the City Council relative to an application for Community Revitalization Tax Relief under RSA 79-E:4 submitted on behalf of 112 Washington LLC for property located at 112 Washington Street.

The purpose of the Public Hearing is to determine whether the structure at issue is a qualifying structure; whether any proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration. 112 Washington LLC is requesting the City Council consider the maximum relief of 5 years that would allow for their successful investment in downtown Keene through the renovation of the property into a bed and breakfast inn.

Per order of the Mayor and Councilors of the City of Keene, this fifth day of September, two thousand and nineteen.

HEARING DATE: September 19, 2019

HEARING TIME: 7:00 PM

HEARING PLACE: Council Chambers, Keene City Hall

Attest:

City Clerk



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

September 4, 2019

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.1.

**SUBJECT:** Confirmations

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**COUNCIL ACTION:**

In City Council September 5, 2019.  
Tabled until the next regular meeting.

**ATTACHMENTS:**

**Description**

Background - Pitts

Background - Luce

**BACKGROUND:**

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

Library Board of Trustees

Jane Pitts, Slot 5  
45 Bradford Road

Term to expire June 30, 2022

Energy and Climate Committee

Zach Luce, alternate Slot 12  
317 Court Street

Term to expire Dec. 31, 2020



**Patty Little**

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**From:** helpdesk@ci.keene.nh.us on behalf of City of Keene <helpdesk@ci.keene.nh.us>  
**Sent:** Wednesday, June 12, 2019 5:28 PM  
**To:** HMattson@ci.keene.nh.us  
**Cc:** PLittle@ci.keene.nh.us; THood@ci.keene.nh.us  
**Subject:** Interested in serving on a City Board or Commission

<p>Submitted on Wed, 06/12/2019 - 17:27</p>

<p>Submitted values are:</p>

**First Name:**

Jane

**Last Name:**

Pitts

**Address**

15 Acrebrook Road  
Keene, NH  
03431

**Email:**

**Cell Phone:**

603-381-7787

**Home Phone:**

603-357-3732

**Please select the Boards or Commissions you would be interested in serving on:**

Library Board of Trustees

**Employer:**

Currently not employed.

**Occupation:**

Homemaker

**Education:**

Post Graduate

**Have you ever served on a public body before?**

Yes

**If you answered yes above, please provide what public body you served on and where.**

Keene Library Annex Advisory Committee

**Other Information/Relevant Experience:**

Friends of the Keene Public Library, Past President and long time Board member.  
Keene Public Library Renovation Project committees served on: Campaign, Construction & Building,  
Marketing, Process, KLAAC, Recognition & Ceremony.  
Ladies Charitable Society, Treasurer.  
Stonewall Farm, Board Member.

**Please provide some references:**

Sally Miller

[REDACTED]  
603-352-7567

**References #2:**

Judy Putnam

[REDACTED]  
603-352-1233

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## Patty Little

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**From:** helpdesk@ci.keene.nh.us on behalf of City of Keene <helpdesk@ci.keene.nh.us>  
**Sent:** Friday, August 16, 2019 8:57 AM  
**To:** Helen Mattson  
**Cc:** Patty Little; Terri Hood  
**Subject:** Interested in serving on a City Board or Commission

<p>Submitted on Fri, 08/16/2019 - 08:57</p> <p>Submitted values are:</p> First Name:  
Zach

Last Name:  
Luse

Address  
317 Court St  
Keene, NH 03431

Email:  
zach@paragondigital.com <mailto:zach@paragondigital.com>

Cell Phone:  
603-903-7312 <tel:603-903-7312>

Home Phone:  
603-399-6401 <tel:603-399-6401>

Please select the Boards or Commissions you would be interested in serving on:  
Energy and Climate Committee

Employer:  
Paragon Digital Marketing

Occupation:  
Marketing

Education:  
Some College

Have you ever served on a public body before?  
No

Other Information/Relevant Experience:

I'm a local business owner that is passionate about energy efficiency and conservation. I've done extensive research around conserving energy and improving energy efficiency in old buildings including incentives, financing, building code and historical issues involved. I'm currently renovated the old church at 34 Court St to move my offices into early next year. This project includes a ~30kw solar array, energy efficient heat pumps, insulation and air sealing. In my personal life, I've done a deep energy retrofit on a 1930's cape in Keene and done a lot of tinkering with new energy products that monitor or reduce energy use. Looking forward, I'm currently testing two cutting edge technologies, low voltage, internet connected LED lighting powered over network cables that eliminates the need for standard electrical wiring. As

well as a new air sealing technology for old buildings that is very cost effective while preserving the historic character of the building.

While I'm not an expert in this field, I believe I would be a good fit for this committee and would really enjoy being part of Keene's energy efficient future because of my passion for energy efficiency, hands on experience and position as a local business owner.

Please provide some references:

Hans Porchitz

[REDACTED]

603-892-1543

References #2:

Mike Briggs

mike@paragondigital.com <mailto:mike@paragondigital.com>

603-399-6400



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

September 16, 2019

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.2.

**SUBJECT:** Nominations

---

**ATTACHMENTS:**

**Description**

Background\_Prigge

Background\_Jacobs

Background\_Gaudio

**BACKGROUND:**

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

Library Board of Trustees

Charles Prigge, slot 2  
33 Greenbriar Road

Term to expire June 30, 2021

Carl J. Jacobs, slot 6  
376 Chapman Road

Term to expire June 30, 2022

Zoning Board of Adjustment

Arthur Gaudio, slot 6  
17 Mountain View Drive

Term to expire Dec. 31, 2020



Charles (Chuck) A. Prigge

BA - Amherst College

MBA - University of Pennsylvania

CPA since 1961

48 years in practice in Keene - Semi-retired

Smith, Batchelder & Rugg

Lehman & Wilkinson

Oster & Wheeler

Professional

NH Society of CPA's -past president

AICPA Peer Review Board – former member

New England Peer Review

Former board member

Currently a technical reviewer

Local

Keene Rotary Club – past president

Keene Academy – former trustee

Cheshire Medical Center -former trustee

Monadnock United Way – former director

Keene Family YMCA – former director

Spofford Yacht Club – past commodore

## Mayor Kendall Lane

---

**From:** Councilor Carl Jacobs  
**Sent:** Thursday, September 12, 2019 3:58 PM  
**To:** Mayor Kendall Lane  
**Subject:** Re: Library

I got my BA and married in 1967. We are blessed with two children, and two grandchildren.

In 1972 I earned a Master of Social Work at University of Michigan. Upon graduation we moved to Keene, NH where I was born, living in our house since 1973.

I have continued finding myself; working as a social worker, Realtor, sexton, and finally finding my bliss as a maintenance mechanic for 17 years, using my mind and my hands until I retired at 62. I have been active in my community serving on boards and commissions, and the last 8 as a member of the Keene City Council. I tend our gardens, cook, walk, play music, and be a community guy.

During all these years until I retired, I was a drinker and for much of it a pot smoker. I thought these substances helped me get through life. In the later years I was under their control. I have been gratefully sober 14+ Years, the best of my life. I am grateful and enjoying this moment.

---

**From:** Mayor Kendall Lane  
**Sent:** Thursday, September 12, 2019 3:35:32 PM  
**To:** Councilor Carl Jacobs  
**Subject:** Library

Carl:

You have been recommended as a new Trustee for the Library. In order for me to nominate you I will need a short resume to go with the nomination. I would like to submit it at the next council meeting.

Thanks,

Kendall

# Interested in serving on a City Board or Commission? :

## Submission #30

The View page displays a submission's general information and data.

### ► SUBMISSION INFORMATION

**First Name:**

Arthur

**Last Name:**

Gaudio

**Address**

17 Mountain View Drive  
Keene, NH 03431

**Email:****Cell Phone:**

4133487673

**Home Phone:**

6034998063

**Please select the Boards or Commissions you would be interested in serving on:**

College City Commission, Planning Board, Zoning Board Adjustment

**Employer:**

Retired; formerly Western New England University School of Law

**Occupation:**

Law Professor; Law School Dean

**Education:**

B.S., Accounting, University of Rochester, 1964; J.D. Syracuse University College of Law, 1967

**Have you ever served on a public body before?**

Yes

**If you answered yes above, please provide what public body you served on and where.**

Semi-public bodies: American Bar Association – Law School Accreditation Committee, Standards Review Committee, Data Policy Committee; Board of Directors, Community Legal Aid (2009–2013)

**Other Information/Relevant Experience:**

I was a law school professor for 43 years, including 18 years as a law school dean and 2 years as the Deputy Consultant on Legal Education to the American Bar Association's Section on Legal Education and Admissions to the Bar.

My areas of specialty and in which I have taught include real estate development, real estate finance, conveyancing, land use planning and zoning, I have written and edited a three volume treatise entitled "The

American Law of Real Property," and a one volume treatise entitled "Real Estate Brokerage Law." While in law school I was the research assistant to Professor Robert Anderson, the author of a 4 volume treatise entitled "The American Law of Zoning." I have written numerous articles and manuscripts on real estate law and finance, technology law as applied real estate, and brokerage law. I have served on numerous committees and boards dealing with real estate issues.

I submit that my experience as a college professor and dean provide me with special insights into the issues that the College City Commission would face. I also submit that expertise and specialization in various areas of real estate law provide me with special qualifications to serve on the Planning Board and the Zoning Board of Adjustment.

Please provide some references:

Richard Berry

6033543443

References #2:

Barbara Berry

6033543443

If would like to, please provide your resume

[Gaudio Resume.doc](#)

{Empty}



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

August 23, 2019

**TO:** Mayor and Keene City Council

**FROM:** Don Wilmeth

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

**ITEM:** C.1.

**SUBJECT:** Don Wilmeth - Resignation - Library Board of Trustees

---

**ATTACHMENTS:**

Description

Communication\_Wilmeth

**BACKGROUND:**

Don Wilmeth is resigning from his position on the Library Board of Trustees. Mr. Wilmeth served as a regular member on the board since 2015.

228 Court St.  
Keene NH 03431

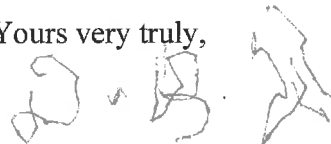
August 23, 2019

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

Dear Mayor Lane:

It is with great regret that I must resign my seat on the Board of Trustees of the Keene Public Library. My health will no longer allow me to perform those duties.

Yours very truly,

A handwritten signature in black ink, appearing to read "Don B. Wilmeth". The signature is written in a cursive style with some loops and flourishes.

Don B. Wilmeth

DBW:jw  
cc: Nat Stout





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

August 12, 2019

**TO:** Mayor and Keene City Council

**FROM:** Jessica Baum

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

**ITEM:** C.2.

**SUBJECT:** Jessica Baum - Resignation - Keene Energy and Climate Committee

---

**ATTACHMENTS:**

Description

Communication\_Baum

**BACKGROUND:**

Jessica Baum is resigning as a regular member of the Energy and Climate Committee. She has served on the board since 2017.

August 12, 2019

To the Mayor, City Council, and to whom it may concern,

I will be resigning from the Keene Energy & Climate Committee, effective immediately. While I continue to support the work they do, my bandwidth has decreased and I am unable to continue to attend meetings at the present time. My 2 years on the committee have been full of learning, inspiration, and I'm so grateful to have had this opportunity. I hope to re-join the committee at some point in the future when I have more time available to dedicate to this important work.

Warmly,

A handwritten signature in cursive script that reads "Jessica Baum". The signature is written in black ink and is positioned above the printed name.

Jessica Baum



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

September 6, 2019

**TO:** Mayor and Keene City Council

**FROM:** Donna Forte

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

**ITEM:** C.3.

**SUBJECT:** Donna Forte - Request for Lodging House License Applicaton - 57 Winchester Street

---

**ATTACHMENTS:**

Description

Application

**BACKGROUND:**

Ms. Forte is requesting renewal of the Lodging House License for property located at 57 Winchester Street.



**APPLICATION FOR OPERATION OF A LODGINGHOUSE**

*(Please print or type)*

Date 08/24/2019 Location of Lodginghouse 57 Winchester St.

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

Property Owner Donna Forte Business Phone 603 352-5511

Address 281 Moran Rd Hopkinton NH Home Phone \_\_\_\_\_

Operator/Resident Agent Brianna Classer Business Phone 603 724-4773

Address 319 Sugar Hill Rd Hopkinton NH Home Phone 603-724-4138

Number of Persons Authorized to reside on premises 16

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

Donna Forte  
Signature of Property Owner

Donna J Forte  
Name (Printed or Typed)

Brianna Classer  
Signature of Operator/Resident Agent

Brianna Classer  
Name (Printed or Typed)

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

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

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

*(For Office Use Only)*

Date Received 9/6/2019 Action Taken \_\_\_\_\_

**Recommendations/Requirements**

Police \_\_\_\_\_

Fire \_\_\_\_\_

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

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



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

September 11, 2019

**TO:** Mayor and Keene City Council

**FROM:** Councilor Bosley and Councilor Richards

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

**ITEM:** C.4.

**SUBJECT:** Councilors Bosley and Richards - Comprehensive Review of Neighborhood Speed Limits

---

**ATTACHMENTS:**

Description

Communication\_Bosley\_Richards

**BACKGROUND:**

Councilors Bosley and Richards are suggesting a review of all speed limits in the City's residential neighborhoods, particularly in high and medium density zones.

# KATE MICHELLE BOSLEY

111 Gunn Rd • Keene, NH 03431 • Phone (603) 493-4586  
Email: [katebosley603@gmail.com](mailto:katebosley603@gmail.com) \* [www.hendersonbosley.com](http://www.hendersonbosley.com)

September 11, 2019

Dear Mayor and City Council,

I am writing this letter to address concerns that have been brought to me about the speeds at which cars are traveling in our neighborhoods. We have heard testimony at the MSFI committee recently about the significant dangers that occur when speed limit signs are ignored.

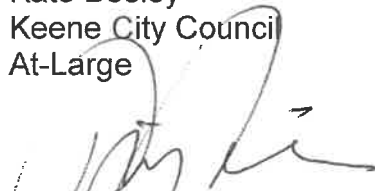
I would suggest a review of all of our neighborhood's speeds in the City of Keene paying close attention to high and medium density zones. These zones contain children in multi-family apartment dwellings who may not have access to yards to play and have to use city streets to access parks or community centers.

It is important to me that we look at this as a holistic approach to protect all of the children of our community and not just neighborhoods on a complaint driven basis.

Thank you for your time and consideration in this matter.



Kate Bosley  
Keene City Council  
At-Large



Dave Richards  
Keene City Council  
Ward 3





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

September 13, 2019

**TO:** Mayor and Keene City Council

**FROM:** Councilor Randy L. Filiault

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

**ITEM:** C.5.

**SUBJECT:** Councilor Filiault - Relating to Rooms and Meals Tax Revenue Sharing Agreement

---

**ATTACHMENTS:**

Description

Communication\_Filiault

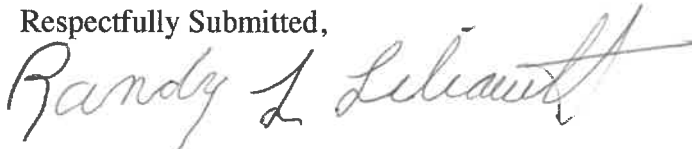
**BACKGROUND:**

Councilor Filiault is suggesting the City seek a court order mandating that the State honor the original 60%/40% revenue sharing agreement related to Rooms and Meals Tax revenues.

**To:** Honorable Mayor Kendall Lane and Keene City Councilors  
**From:** City Councilor Randy L. Filiault  
**Re:** NH rooms and meals tax agreement  
**Date:** September 13, 2019

Earlier this year, the Keene City Council sent Governor Sununu and our State Representatives a letter and resolution (attached) expressing our concern about the State's failure to honor its Rooms and Meals Tax agreement with municipalities. Governor Sununu's and our elected State Representatives decision to ignore that letter necessitates further action. We must seek a court order mandating that the State honor the original 60%/40% revenue sharing agreement. I thus request this issue be discussed at a City Council committee meeting. I spoke with our City Attorney and he is aware of my request.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Randy L. Filiault". The signature is written in dark ink and is positioned to the right of the typed name.

Randy L. Filiault



# CITY OF KEENE

R-2019-32

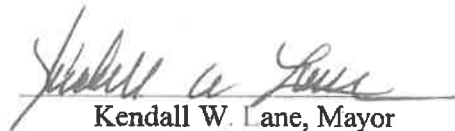
Nineteen

In the Year of Our Lord Two Thousand and .....  
CITY OF KEENE CALLS UPON THE STATE OF NEW HAMPSHIRE TO DISTRIBUTE 40%  
A RESOLUTION .....MUNICIPAL SHARE OF MEALS AND ROOMS TAX.....

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


- WHEREAS, The intent of the Meals and Rooms Tax enacted in 1967 was to provide a revenue stream shared between state and municipalities, with 60% distributed to the state and municipalities receiving 40% of generated revenues; and
- WHEREAS, Beginning in the mid 1970's, the legislature decreased the municipal share several times (in 1977 and 1981) and freezing it to below the 1976 level; and
- WHEREAS, In 1993 the Legislature, recognizing the need to embrace the intent of the original statute, took action adopting into law a "catch up" formula directing a portion of rooms and meals revenue increases to municipalities; and
- WHEREAS, The catch up formula provided for direction of 75% of year-over-year rooms and meals revenue increases, but not more than \$5 million annually that would gradually return distribution to municipalities closer to the 60/40 split; and
- WHEREAS, Over the past nine years, due to suspension by the legislature of the catch up formula, the municipal share has fallen from 29% to 21% of total rooms and meals revenue; and
- WHEREAS, During this same time period, Meals and Rooms revenues increased by approximately \$128 million with only \$10 million being distributed under the catch up formula to municipalities, and for the past five years, and the state has not shared that increase with municipalities; and
- WHEREAS, For the City of Keene, using the catch up formula enacted in 1993, over the past five years the state has kept \$435,000 (\$87,000x 5yrs) of revenue that should have been shared with our community to the benefit of Keene taxpayers.

NOW, THEREFORE, BE IT RESOLVED that the Keene City Council urges the State of New Hampshire to live up to its obligation to distribute 40% of all meals and rooms revenues to local communities.

  
Kendall W. Lane, Mayor

July 18, 2019

PASSED

A true copy;   
Attest:  
Deputy City Clerk

July 23, 2019

Governor Christopher T. Sununu  
Office of the Governor  
State House  
107 North Main Street  
Concord, NH 03301

Re: Resolution R-2019-32

Dear Governor Sununu,

The Keene City Council has requested that I communicate to your office the city's resolution R-2019-32, passed July 18, 2019.

Thank you for your consideration.

Respectfully,

Kendall W. Lane, Mayor

Cc: Executive Council, Andru Volinsky  
Keene Legislative Delegation  
file



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

September 16, 2019

**TO:** Mayor and Keene City Council

**FROM:** Attorney Margaret H. Nelson on behalf of Kingsbury Acquisitin, LLC

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

**ITEM:** C.6.

**SUBJECT:** Attorney Margaret H. Nelson on behalf of Kingsbury Acquisition, LLC - 80 Laurel Street

---

**ATTACHMENTS:**

Description

Communication\_Kingsbury Property

**BACKGROUND:**

A September 10th communication on behalf of Kingsbury Acquisition, LLC outlines their attempt to resolve the on-going discussions about the tax obligations on property located at 80 Laurel Street.

A September 13th communication establishes a payment plan for the amount of taxes due, including interest and penalties, in the approximate amount of \$695,000 in 6 equal installments over 6 months. Included in the communication is the first installment of \$115,833.00.

Sulloway  
& Hollis P.L.L.C.  
COUNSELORS AT LAW

MARGARET H. NELSON  
D 603-223-2810  
O 603-223-2800  
F 603-226-2405  
E mnelson@sulloway.com

---

www.sulloway.com | 9 Capitol Street, Concord, New Hampshire 03301

September 10, 2019

VIA EMAIL CORRESPONDENCE

Elizabeth A. Dragon  
City Manager  
City of Keene  
3 Washington Street  
Keene, N. H. 03431

Re: Kingsbury Acquisition, LLC  
80 Laurel Street

Dear Ms. Dragon:

To resolve the on-going discussions about the tax obligations on this property, Kingsbury would be prepared to pay the full tax obligation due for 2009 and 2010 in the approximate amount of \$695,000, payable in 6 equal monthly installments. The first payment would be made immediately upon the City Council approving this proposal.

With respect to other outstanding issues involving this project, Kingsbury remains willing to sit down with you and other City representatives to address those issues in a way that promotes the goal of an orderly and successful redevelopment of the property.

I look forward to the City's response.

Sincerely,



Margaret H. Nelson

MHN/jak

cc: Brian Thibeault

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NEW HAMPSHIRE | MASSACHUSETTS | RHODE ISLAND | MAINE | VERMONT  
*Individual attorneys not licensed in all states*



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

September 12, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** D.1.

**SUBJECT:** Acceptance of Donations – Parks, Recreation and Facilities Department

---

**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 \$700.00 and that the money is used for the Recreation Department scholarship fund.

**BACKGROUND:**

Parks, Recreation and Facilities Director Andrew Bohannon indicated this donation is \$700 collected at the peanut carnival for after school programs. He indicated six scholarships were possible from these funds.

Councilor Chadbourne asked what the peanut carnival was and also what the acronym CATCH meant. Mr. Bohannon explained that the peanut carnival is an event held at the end of the summer playground program where staff provide tickets to purchase peanuts(it is now a peanut free event) and the children use those tickets to play games, face painting, roller derby events, etc. There are usually about 200 children that attend this event. With reference to the acronym CATCH it stands for Coordinated Approach through Afterschool Health – which is their afterschool program.

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 \$700.00 and that the money is used for the Recreation Department scholarship fund.





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

September 12, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** D.2.

**SUBJECT:** Acceptance of Donations – Parks, Recreation and Facilities Department

---

**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 \$500.00 and that the money is used for the Human Rights Committee collaboration with the Keene International Festival.

**BACKGROUND:**

Mr. Bohannon stated this donation is for \$500 for use by the Human Rights Committee, for the collaboration with the Keene International Festival. He indicated this person wants to remain anonymous for the public process but she has been sent a thank you note.

Mr. Bohannon stated this event, which will be held on Saturday September 21, 2019, is an event to celebrate Keene's diversity. He added it is a well-publicized event this year.

Councilor Chadbourne thanked the anonymous donor.

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 \$500.00 and that the money is used for the Human Rights Committee collaboration with the Keene International Festival.



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

September 12, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.3.

**SUBJECT:** Acceptance of Donations – Parks, Recreation and Facilities Department

---

**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 the construction of a pump track in Wheelock Park from the New England Mountain Bike Association Keene / Brattleboro Chapter.

**BACKGROUND:**

The next donation Mr. Bohannon referred to was as he stated “a little different”. He indicated he has been working with the New England Mountain Bike Association Keene/ Brattleboro Chapter for a few years with reference to locating a pump track similar to the footprint used for the skate park. Mr. Bohannon stated he has Michael Davern from the New England Mountain Bike Association – he noted this would be a great amenity to include in Keene’s park system to get children and families riding bikes at an early age. He stated the closest one he can reference is the one located in Amherst but also referred to a smaller track closed loop behind the campgrounds (informal).

He noted the one being proposed would be designed by professionals and maintained by the New England Mountain Bike Association. The track will provide safe environment, for new bikers learn and progress. With that Mr. Bohannon introduced Mike Davern.

Michael Davern of Hurricane Road explained a pump track is a closed loop which might cross over itself several times, and where kids learn to ride bicycles and learn great riding skills. He indicated Keene has a large mountain biking network on city land and on private land but because Keene is so hilly and rocky it is an area that is difficult to learn and a pump track is a great environment for children to practice biking skills. Mr. Davern referred to pictures included in the committee’s packet and added this is a great gathering place and stated people travel great distances to use a pump track.

Chair Greenwald asked whether pump tracks require constant grading. Mr. Davern stated nothing that is necessary to be done regularly but as dirt wears off dirt will need to be added.

Councilor Jacobs asked whether there is any type management that would be required especially with the “crossover” Mr. Davern had talked about. Mr. Davern stated it would be like a skate park and tend to have a certain flow to how people tend to travel.

Councilor Chadbourne asked how liability will be handled because it would be on city property. Mr. Bohannon stated it would be a recreation facility and as at all recreational facilities, there will be signs posted “use at your own risk”. Councilor Powers stated this does fit into the Recreational Master Plan – Mr. Bohannon agreed and

added there is an item regarding alternative uses for parks and it has been a conversation piece on the table. He further stated tracks are sometimes built with wood but felt this would be a good opportunity for the City to build a natural track.

Mr. Peter Poanessa of Dickinson Road stated he has been part of the New England Mountain Bike Association for a number of years and is a supporter of this project.

Mr. Nathaniel Stout of 46 Hurricane Road stated there is some talk about a dog park in this area as well and asked for clarification. Mr. Bohannon stated the location for the dog park if it was to be conceived would be in a different location.

Councilor Chadbourne made the following motion, which was seconded by Councilor Clark.

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 the construction of a pump track in Wheelock Park from the New England Mountain Bike Association Keene / Brattleboro Chapter.

The Chairman noted there is no money being requested of the city at this time.



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

September 12, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.4.

**SUBJECT:** Acceptance of Donations – Parks, Recreation and Facilities Department

---

**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 an informational kiosk in Railroad Square from the Walldogs.

**BACKGROUND:**

Mr. Bohannon stated this item is in reference to accepting an informational kiosk at Railroad Square by the Walldogs. He noted the Walldogs event was a highly successful event and stated he is pleased to see this event keep giving back to the community. He noted to how attractive the murals are, and the economic boost this artwork is bringing downtown. Mr. Bohannon stated he would like Peter Poanessa who has designed this information booth to address the committee.

Mr. Poanessa stated this information sign is intended to bring back memories of the railroad heritage and the sign is designed to look like a vertical section of the railroad tracks. He added they have located a 32 foot rail from the Cheshire Railroad buried in the side of the Rail Trail in West Keene which they would like to harvest and use for this piece. Mr. Bohannon stated the sign would be located in the right of way area in the garden area, closer to the front - it is more of an informational kiosk for the Walldogs project.

Councilor Jacobs asked whether this would meet the criteria council set for public art. Mr. Bohannon stated it is an informational kiosk with industrial art qualities. The councilor stated if this is an art piece we should not forget the policies that are in place. Mr. Bohannon stated when this conversation started it was looked at more as an informational piece rather than an art piece. He added if the art criteria were used, he felt it would meet the required criteria.

Councilor Chadbourne stated there was talk there would be an “app” related to the tour. Mr. Poanessa stated this is something they had given some thought to but at the moment they are looking at all expenses – but this is something being considered.

Chair Greenwald noted the mural project did not involve any city funds and this sign project is not requiring any city funds either.

Councilor Clark 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 an informational kiosk in Railroad Square from the

Walldogs.



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

September 12, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.5.  
**SUBJECT:** Periodic Report - Assessors Board

---

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee accepted this periodic report as informational.

**BACKGROUND:**

City Assessor Dan Langille was the next speaker. Mr. Langille stated he is also the Chair of the Assessor's Board. He indicated they act more like a zoning board with reference to the city's assessing requirements. The Board is comprised of three public members, appointed by the Mayor and confirmed by the City Council. They hold staggering three year terms. The members consist currently of two realtors and one appraiser and they all live in Keene. Mr. Langille is a non-voting member serving the administrative needs of the Board.

He continued the main role of the Board is to review applications for abatement - when a property owner feels they are over-assessed. Once they receive the final tax bill the property owner has until March 1 to submit the application. The burden is on the property owner to prove their case and they would need to provide documentation as to why they feel they are over-assessed.

Mr. Langille stated once the Board makes a decision it is final, but a property owner has the right to file an appeal with the Superior Court or the Board of Tax and Land Appeals. The Board hearings are open to the public.

Another matter within the purview of the Board is requests for property tax exemption for religious and charitable organizations. This is also a similar process as was stated earlier. There is no statutory requirement to have an Assessing Board but many communities have one and are run them similarly to how Keene runs its Board.

Mr. Langille stated his other responsibilities involve general responsibilities to the Assessing Department, providing tax information to the Tax Collector, etc.

Chair Greenwald asked whether all information submitted to the Board is public. Mr. Langille stated some information can be private such as information on income and expense.

The Chairman asked for the process for setting assessment for commercial properties. Mr. Langille state the first step is to review the application submitted to the Board, the burden here again is on the applicant; this could be in reference to comparable sales, cost approach, or income approach.

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

On 5-0 vote, the Finance, Organization and Personnel Committee accepted this periodic report as informational.





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

September 12, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.6.

**SUBJECT:** Contract services to Perform a Water/Sewer Rate Study - Public Works Department

---

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to negotiate and execute a professional services contract with Raftelis to perform a Water/Sewer Rate Study for an amount not to exceed \$64,708. If a contract cannot be negotiated, the City Manager is authorized to negotiate with the next ranked firm.

**BACKGROUND:**

Asst. Public Works Director Tom Moran stated the last time the city performed a water and sewer study was in 2004. He indicated the plan is to have a consultant look at the entire operational system connected with water and sewer. He turned the presentation over to Aaron Costa, Operations Manager.

Mr. Costa stated what staff is looking for tonight is for the City Manager to enter into a contract with Raftelis to perform a Water/Sewer Rate Study for an amount not to exceed \$64,708. He indicated the water and sewer fees provide for the funds connected to the water and sewer enterprise funds and the current rate is based on meter size and volume. He stated this study will take into account all aspects of the water/sewer utility services including costs associated with treatment, operations and maintenance, equipment repair and replacement, maintaining appropriate working capital and cash balances, debt services requirements as well as identify capital improvement needs. The project deliverables will include rate-modeling software specifically built for the City of Keene, a final report of the findings and recommendations, public outreach and staff training. This is something that will be used by Public Works and Finance staff and will determine how what staff is doing affects rates.

Mr. Costa stated the City received five responses to an August 2019 Request for Proposals. A review team consisting of Aaron Costa, Operations Manager, Tom Moran, Assistant Public Works Director, Don Lussier, City Engineer, Merri Howe, Finance Director and Krt Blomquist, Public Works Director independently rated the initial proposals and conducted interviews and are recommending Raftelis as the firm to offer the contract.

Raftelis's presentation included an affordability aspect of the rate model and staff is recommending it be included as part of the project. Raftelis provided a cost estimate of \$15,000 to perform the low income study and staff is recommending it be included as part of the project. The City budgeted \$110,792 for this project and funding is available in the FY20 capital budget - the \$64,708 is well within budget.

Mr. Costa reminded the Committee he was before the committee regarding a grant from DES for \$20,000 to perform this study. This grant is contingent on the city completing this work and complying with DES requirements by May 31.

Chair Greenwald asked how the rate study would relate to the economically disadvantaged. Mr. Costa stated this would not be part of the study but affordability based on census data will be part of the study. He added much detail from the study will be provided to this committee.

Councilor Clark asked how this this differs from the city adjusting the rate every year. Public Works Director Kurt Blomquist answered this study gets into things like additional fees that could be derived from a targeted group, different rate structures, bulk customer pricing – expanding upon what the city is already doing.

Mayor Lane asked whether the \$15,000 for the low-income part of the study included in the does the \$64,608. Mr. Costa stated it is included in the \$64,608.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to negotiate and execute a professional services contract with Raftelis to perform a Water/Sewer Rate Study for an amount not to exceed \$64,708. If a contract cannot be negotiated, the City Manager is authorized to negotiate with the next ranked firm.



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

September 12, 2019

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

**SUBJECT:** Design Change Order - Roxbury St. Bridge Replacement - Public Works Department

---

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a change order with McFarland Johnson for engineering services associated with the replacement of the Roxbury Street bridge over Beaver Brook, in an amount not to exceed \$6,767.83.

**BACKGROUND:**

City Engineer Don Lussier stated the city was scheduled to replace the Roxbury Street bridge. The project was put out to bid but the bid came back \$700,000 over budget. Staff recommended rejecting the bid and rebidding the project. Mr. Lussier stated the design consultant has been directed to repackage the bid documents, DOT has asked for certain modifications, staff has talked to the original bidder and other contractors in the area to see how the bid package could be designed to make it more enticing to them.

Mr. Lussier stated the plan is to send out the bid late fall with the intention of awarding the contract during the beginning of the year which would give the contractor all winter to build the components so that when the school year ends in June work can begin.

Chair Greenwald noted the background notes indicate this project is funded through the New Hampshire Department of Transportation's State Aid Bridge program. The NHDOT has already reviewed and approved the requested change. The cost to the City is therefore \$1,353.57.

Councilor Chadbourne made the following motion, which was seconded by Councilor Clark.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a change order with McFarland Johnson for engineering services associated with the replacement of the Roxbury Street bridge over Beaver Brook, in an amount not to exceed \$6,767.83.



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

September 12, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.8.  
**SUBJECT:** Sale of Former Alps Properties - Airport Division

---

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Manager to negotiate and execute purchase and sale agreements for the former Alps properties at the Keene Dillant-Hopkins Airport.

**BACKGROUND:**

Asst. City Manager/IT Director Rebecca Landry stated the former Alps property was subdivided into two lots. There is now a five acre lot and a ten acre lot. The ten acre lot is the open lot and the five acre lot consists of the mini golf area and the Go-Kart area. Staff is looking for authorization to sell the ten acre property without a bid process to the individual who owns property behind that lot and has right of way across that lot. Staff however, will be looking for a bid process for the five acre lot.

Councilor Chadbourne stated the items in the recent past that have come before this committee have been positive items and is glad to see the Airport moving forward. She added Beth Bendell of Monadnock Aviation has complimented Ms. Landry on her effort.

Councilor Powers clarified the sale of proceeds would come back before the Finance Committee as to how it would be spent on the Airport. Ms. Landry noted the FAA has certain criteria, sale of property should be at current value or for more and they could also restrict funds for AIP projects (city provides 5% and the State provides 95% funding). The appraisal of the property has to be approved by the FAA.

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 Council authorize the City Manager to negotiate and execute purchase and sale agreements for the former Alps properties at the Keene Dillant-Hopkins Airport.



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

September 12, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.9.  
**SUBJECT:** Sale of Airport Hangar - Airport Division

---

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Manager to negotiate and execute purchase and sale agreements for the so called Green Hangar at the Keene Dillant-Hopkins Airport.

**BACKGROUND:**

Ms. Landry stated this item is for the sale of the former green hangar currently leased by Monadnock Aviation for aircraft maintenance and storage. This lease is in good standing and goes through June 2020. The city is responsible for this property and it is in need of structural maintenance. The city has the opportunity to negotiate a sale with Monadnock Aviation and not put it out to bid.

Chair Greenwald asked how a price is set for this property. Ms. Dragon stated it is difficult to set a price on this because of its condition. The city recently spent \$7,500 on it and would like to recoup those monies but is also trying to avoid future expenses.

Councilor Clark asked how much land goes along with this hangar. Ms. Dragon stated the sale is just for the hangar – the land would continue to be leased.

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 Council authorize the City Manager to negotiate and execute purchase and sale agreements for the so called Green Hangar at the Keene Dillant-Hopkins Airport.



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

September 16, 2019

**TO:** Mayor and Keene City Council

**FROM:** Andy Bohann, Parks, Recreation and Facilities Director

**ITEM:** G.1.

**SUBJECT:** Resignation - Human Rights Committee

---

**RECOMMENDATION:**

Move that the resignation from Tammy Parrott as a member of the Human Rights Committee be accepted with regret and appreciation of service.

**ATTACHMENTS:**

Description

Email Communication\_Parrott

**BACKGROUND:**

Tammy Parrott, the Assistant Library Director, has accepted a new position in Manatee County Public Library System in Florida. Ms. Parrott's last day at the Keene Public Library will be Friday, September 20, 2019. The Human Rights Committee appreciates her contribution to the Committee and wishes much success to her future endeavors.

## **Patty Little**

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**From:** Tammy Parrott  
**Sent:** Monday, September 09, 2019 12:33 PM  
**To:** Patty Little  
**Subject:** Human Rights Committee

**Expires:** Saturday, March 07, 2020 12:00 AM

Hi Patty,

I have accepted a position as the Assistant Library Services Director of the Manatee County Public Library System in Florida. My last day at KPL will be Friday September 20<sup>th</sup>; due to the change in residency I will have to resign from the Human Right Committee.

Thank you so much for the opportunity! I wish I could have been on the committee longer.

Best regards,  
Tammy

Tammy Parrott, M.I.L.S, M.P.A  
Assistant Director  
Keene Public Library  
60 Winter St.  
Keene, NH 03431  
KeenePublicLibrary.org  
Direct: 603-757-1846  
Main: 603-352-0157





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

September 16, 2019

**TO:** Mayor and Keene City Council

**FROM:** Rebecca Landry, ACM/IT Director

**ITEM:** G.2.

**SUBJECT:** Resignation - Airport Development and Marketing Committee

---

**RECOMMENDATION:**

That the City Council accept the resignation of Andrea White from the Airport Development and Marketing Committee

**ATTACHMENTS:**

Description

Email Resignation\_White

**BACKGROUND:**

Andrea White moved out of the area recently. She has, therefore, submitted a written resignation from the Airport Development and Marketing Committee in email format. It is my recommendation that her resignation be accepted.

Mrs. Andrea White  
85 Flagg RD  
Marlow, NH 03456

July 22, 2019

Airport Development and Marketing Committee  
Chair Mr. Curt Hansen

I wish to resign from my appointment on the Airport Development and Marketing Committee as of July 22, 2019. My family and I are relocating to South Carolina at the end of this month.

I would like to place on record my appreciation and gratitude for the opportunity to serve on this committee.

Sincerely,

Mrs. Andrea White



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

August 23, 2019

**TO:** Mayor and Keene City Council

**FROM:** Bicycle/ Pedestrian Path Advisory Committee

**THROUGH:** Will Schoefmann, GIS Technician

**ITEM:** G.3.

**SUBJECT:** Dedication of Path System Cheshire Rail Trail Section (Thom Little)

---

**RECOMMENDATION:**

That the City Council consider dedicating the Cheshire Rail Trail section from Emerald Street to Island Street as "Little Way".

**BACKGROUND:**

At its regular August meeting the Bicycle Pedestrian Advisory Committee discussed the dedication of the previously mentioned section of trail to the recently deceased Thom Little. The following is an excerpt from that meeting including the motion:

"Mr. Bryenton made the motion to recommend to city council that the trail as previously described be dedicate as "Little Way" and establish signage similar to "Apple Way." Mr. Brehme seconded the motion and passed unanimously."

Thom Little served as a member and alternate of the BPPAC on and off for over two decades. He worked as a member of Pathways for Keene's (PFK) board to help fund raise with that organization for the many projects that PFK has contributed toward for the City's trail construction efforts over the years. Notably his tireless efforts towards the "Four on the Fourth" road race, PFK's largest fundraiser and dedication to the City's Paths and Rail Trails were a passion which he committed himself to for the greater good of the City of Keene.



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

September 12, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** H.1.

**SUBJECT:** Joseph S. Hoppock, Esq. - Request to Purchase City Property

---

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends putting this item on more time for two cycles.

**BACKGROUND:**

Attorney Joe Hoppock addressed the Committee and stated he represents Roberta Mastrogiovanni who runs the Corner News Store, which is located at 67 Main Street and 2 Gilbo Avenue. Attorney Hoppock noted Ms. Mastrogiovanni purchased just the building from the city in 2002 but would like to rectify this issue of only owning the building and not the land under the building by purchasing this land from the city. Attorney Hoppock noted his client's objective is not only to preserve the investment in her business but to also preserve the historic nature of the building as an old railroad station. In order to do that it will take a sizable amount of money as there has been no electric work that has been inside the building. However, at the present time Ms. Mastrogiovanni has no incentive to do anything if she does not own the land under her building.

Attorney Hoppock stated his client is unable to get a loan against the property and as a result would like to purchase the land under the building. He stated his letter to the city outlines the cash offer Ms. Mastrogiovanni is proposing and noted their plan is to close in 30 days from August 23.

Chair Greenwald stated he is an abutter to this property and has a letter on file which indicates he will not purchase city property as long as he is a city councilor.

Councilor Clark asked for staff comments with reference to plans for Gilbo Avenue and how it would affect this property. City Manager Elizabeth Dragon stated staff has asked this matter be put on more time to look at the legalities surrounding this property and the future plans for this area.

Attorney Hoppock felt this response sounded indefinite and noted his client signed a seven-year lease in 2013, which is up next year and has the option of renewing it for one term of three years. He noted eight years ago there was mention of a plan for Gilbo Avenue and today it looks no different than what it looked like eight years ago. He further stated the more this item is delayed the more that building deteriorates and the more unlikely it is going to be able to be restored the way Ms. Mastrogiovanni wanted to restore it.

Councilor Jacobs clarified the lease is for the land. Mr. Hoppock agreed.

Councilor Clark did not feel it should take long for staff to come up with a response for the question he posed. Attorney Hoppock stated Gilbo Avenue is a long street; the item before the Council is for a small portion close

to four tenths of an acre and if that portion has nothing to do with the city plan, he felt it should be sold to Ms. Mastrogiovanni.

Chair Greenwald stated he would like an update regarding the historic nature of the building as well.

Councilor Chadbourne asked what timeframe staff is looking for to respond. Ms. Dragon stated staff was looking for two cycles. Attorney Mullins noted this would be October 10 at the meeting of the Finance Committee.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends putting this item on more time for two cycles.



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

September 9, 2019

**TO:** Mayor and Keene City Council

**FROM:** Steven Russo, Police Chief

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

**ITEM:** I.1.

**SUBJECT:** Speed Limit Change - Skyline Drive Neighborhood

---

**RECOMMENDATION:**

That the Keene City Council send O-2019-16 to the Municipal Services, Facilities and Infrastructure Committee for consideration and recommendation.

**ATTACHMENTS:**

Description

Ordinance O-2019-16

**BACKGROUND:**

On August 28, 2019 the MFSI committee heard a request from residents to reduce the speed limit from 30MPH to 25MPH on Skyline Drive and Morgan Lane. The Committee recommended to the full Council that this be done and to also include Stonehouse Lane and Summit Ridge Drive. On September 5, 2019 the full Council voted 12-2 to implement this. This Ordinance change is in response to the Council's direction.



# CITY OF KEENE

O-2019-16

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

AN ORDINANCE ..... **Relating to – Specific Street Regulation – Speed Limits** .....

*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 deleting the struck out text and adding the bolded Italic text to the following provisions of Article IV, "Specific Street Regulations", of Division 8, "Speed Limits" of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows;

**Sec. 94-372. - Twenty-five miles per hour.**

It shall be unlawful for any person to operate a motor vehicle on the following public ways in the city at a speed greater than 25 miles per hour:

- American Avenue.
- Apollo Avenue.
- Autumn Hill Road.
- Butternut Drive.
- Clark Circle.
- Colonial Drive.
- Court Street from Central Square to Union Street.
- Dale Drive.
- Garrison Avenue.
- Gemini Drive.
- Kennedy Drive.
- Laura Lane.
- Liberty Lane.
- Main Street from Route 101 to Central Square.

Marlboro Street from Grove Street to Main Street.

Meetinghouse Road.

***Morgan Lane.***

North Lincoln Street from George Street to Beaver Street.

Pako Avenue.

Railroad Street from Main to Church Street.

Roxbury Street from Central Square to Harrison Street.

Sesame Street.

***Skyline Drive.***

***Stonehouse Lane.***

***Summit Ridge Drive.***

Timberlane Drive.

Timberlane Drive Extension.

Ward Circle.

Washington Street from Central Square to Beaver Street.

West Street from Central Square to School Street.

Winchester Street from Ralston Street to Main Street.

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Mayor Kendall W. Lane





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

September 17, 2019

**TO:** Mayor and Keene City Council

**FROM:** Duncan Watson, Assistant Public Works Director/Solid Waste Manager

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

**ITEM:** K.1.

**SUBJECT:** Relating to an Appropriation of Funds for the Solid Waste Fund

---

**RECOMMENDATION:**

That R-2019-35 relating to the appropriation of funds for the Solid Waste Fund for FY 18/19 be read and referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Resolution R-2019-35

**BACKGROUND:**

The City of Keene Transfer Station received greater volume than expected in FY 18/19. The forecast for the amount of material anticipated to be received at the transfer station and recycling center is developed 18 months prior to the end of the fiscal year and is based on previous volumes received as well as economic forecasts of expected growth. Economic activity, including greater than anticipated solid waste and construction and demolition disposal as well as more robust recycling markets has resulted in both higher revenues and expenses than budgeted. Resolution R-2019-35 adjusts the authorized budget to reflect the increase in revenue and expenses at the recycling center/transfer station.

It should be noted, that the Solid Waste Fund is completely separate from the General Fund in that no tax dollars support the Solid Waste Fund. Revenues are primarily derived from the tipping fees from disposal of solid waste and the revenue received from the sale of recyclable commodities. The net revenue in the Solid Waste Fund for FY 18/19 exceeds expenses and the excess revenue is placed in the Solid Waste Fund for future needs.

FY 18/19 Solid Waste Expenditure

<u>Account #</u>	<u>Description</u>	<u>FY18/19 Budget</u>	<u>Additional Request</u>	<u>Revised Budget</u>
10002-62448	Disposal- Operations	\$2,659,286	\$ 43,327	\$2,702,613
10002-62448	Disposal- Recycling	\$ 7,600	\$3,053	\$ 10,653
10002-62448	Disposal- Demolition	\$ 107,060	\$ 33,640	\$ 140,700
10002-62314	System Maintenance	\$ 106,549	\$ 48,133	\$ 154,682

FY 18/19 Solid Waste Revenue

<u>Account #</u>	<u>Description</u>	<u>FY 18/19 Budget</u>	<u>Additional Request</u>	<u>Revised Budget</u>
10000-44119	Tipping Fees	\$4,212,483	\$125,100	\$4,337,583
10000-47120	Recycling Fees	\$ 400,000	\$ 3,053	\$ 403,053



# CITY OF KEENE

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

A RESOLUTION .....Relating to the Appropriation of Funds for the Solid Waste Fund.....

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

That, pursuant to Section 32 of the Rules of Order, the sum of three million eight thousand six hundred forty eight dollars (\$3,008,648) is hereby appropriated in the 2018/2019 fiscal year for disposal costs and system maintenance associated with the operation of the City of Keene Transfer Station, and the sum of four million seven hundred forty thousand six hundred thirty six dollars (\$4,740,636) be added as increased revenue from tipping fees and recycling fees as follows:

### FY 18/19 Solid Waste Expenditure

<u>Account#</u>	<u>Description</u>	<u>FY18/19 Budget</u>	<u>Additional Request</u>	<u>Revised Budget</u>
10002-62448	Disposal-Operations	\$2,659,286	\$ 43,327	\$2,702,613
10003-62448	Disposal-Recycling	7,600	3,053	10,653
10006-62448	Disposal-Demolition	107,060	33,640	140,700
10009-62314	System Maintenance	106,549	48,133	154,682

### FY 18/19 Solid Waste Revenue

<u>Account#</u>	<u>Description</u>	<u>Budget</u>	<u>Request</u>	<u>Budget</u>
10000-44119	Tipping Fees	\$4,212,483	\$125,100	\$4,337,583
10000-44120	Recycling Fees	400,000	3,053	403,053

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



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

September 17, 2019

**TO:** Mayor and Keene City Council

**FROM:** Attorney Thomas R. Hanna, on behalf of the Colonial Theatre Group, Inc

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

**ITEM:** K.2.

**SUBJECT:** Attorney Thomas R. Hanna on behalf of the Colonial Theatre Group, Inc. - Relating to the Discontinuance of a Portion of the Commercial Street Parking Lot

---

**ATTACHMENTS:**

**Description**

Petition for Discontinuance and Exhibits A through E

Certificate of Trustee & Grant of Authority

Resolution R-2019-36

Resolutoin R-2019-37

**BACKGROUND:**

Attorney Thomas R. Hanna is representing the Colonial Theatre Group, Inc. in their request to discontinue a section of the Commercial Street Parking Lot and to accept a sidewalk easement.

**PETITION FOR DISCONTINUANCE OF  
A SECTION OF THE COMMERCIAL STREET PARKING AREA  
AND FOR ACCEPTANCE OF SIDEWALK EASEMENT**

**TO: THE HONORABLE MAYOR AND CITY COUNCIL FOR THE CITY OF KEENE**

Your Petitioner, COLONIAL THEATRE GROUP, INC., a New Hampshire non-profit corporation with a principal place of business at 95 Main Street in the City of Keene, County of Cheshire, and State of New Hampshire (the "Petitioner"), respectfully petitions the City Council for the City of Keene to discontinue as a highway or parking area a section of the Commercial Street Parking Area in the City of Keene, County of Cheshire, State of New Hampshire, and to accept sidewalk easements for existing sidewalk encroachments, and respectfully represents that there is good reason for said requests, and in support thereof says the following:

1. The Petitioner has a contract to acquire property currently owned by Jeanna C. Hamblet, as Trustee of the Jeanna C. Hamblet Revocable Trust dated January 30, 2007 ("Jeanna Hamblet") located at 20 Commercial Street – Tax Map 575-009-000-000-000 ("The Hamblet Property"). Jeanna Hamblet is the successor in interest to Fred H. Hamblet and Sophie K. Hamblet, former owners of The Hamblet Property.

2. As a result of having The Hamblet Property surveyed and while researching the history of The Hamblet Property in connection with said proposed acquisition, the Petitioner discovered the following problems that relate to Commercial Street and the City's Commercial Street Parking Area:

DISCONTINUANCE NEEDED TO CORRECT COMMERCIAL STREET PARKING AREA PROBLEM:

a. There is a defect in the title to The Hamblet Property as a result of the City's layout of the Commercial Street Parking Area.

i. By Resolutions dated June 5, 1969, and July 17, 1969, the Mayor and City Council laid out Commercial Street and the Commercial Street Parking Area, and the Return of Layout was filed with the City Clerk's office as required by RSA 231:16 (the "1969 Layout"). A section of The Hamblet Property (then owned by Fred H. Hamblet and Sophie K. Hamblet) was included in the 1969 Layout. Attached hereto as **Exhibit A** is a copy of the 1969 Layout. The section of The Hamblet Property that was included in The 1969 Layout is found on the 7<sup>th</sup> page of Exhibit A where the section taken was described as follows:

Beginning at a bound on the southerly side of Commercial Street and being 20 feet easterly on the north easterly corner of the building on the premises;

Thence, S 87° - 35' E on the southerly side of Commercial Street 47 feet to a bound at a Right of Way;

Thence, S 4° W along a Right of Way 65' to a point;

Thence, N 89° - 10' W a distance of 47 feet to a point;

Thence, N 5° - 35' E a distance of 65 feet more or less to the point of beginning.

(See also green highlighted area on the plan in Exhibit F.)

- ii. After discussions with Fred and Sophie Hamblet subsequent to the 1969 Layout, the Bills, Land & License Committee recommended that the relevant section of The Hamblet Property be removed from the Layout of the Commercial Street Parking Area. Attached hereto as **Exhibit B** is a copy of a September 17, 1969 memorandum from the Bills, Land and Licenses Committee to The Mayor and City Council recommending that the Hamblet parcel be removed from the taking.
- iii. On October 15, 1970, the Bills, Land & Licenses Committee submitted another memorandum to The Mayor and City Council recommending “a revision to the layout of the Commercial Street Parking lot.” Attached hereto as **Exhibit C** is a copy of the October 15, 1970 memorandum to The Mayor and City Council.
- iv. By Resolution dated October 15, 1970, the Mayor and City Council then approved a revised layout for Commercial Street and the Commercial Street Parking Area. The legal description of Commercial Street and the Commercial Street Parking Area included in the 1970 Layout did not encompass any part of The Hamblet Property. The only property taken from Fred H. Hamblet and Sophie K. Hamblet in the 1970 Layout was the Hamblets’ “rights in common easement known as ‘Commercial Street.’” Attached hereto as **Exhibit D** is a copy of the 1970 Layout. The description of what was taken from the Hamblets in the 1970 Layout is found on the 3<sup>rd</sup> page of Exhibit D.
- v. Attached hereto as **Exhibit E** is a copy of the relevant section of the City’s tax map. The depiction of The Hamblet Property and the relevant section of the Commercial Street Parking Area on Exhibit E is consistent with The 1970 Layout.
- vi. City records indicate that Jeanna Hamblet and her predecessors in title have been paying taxes on the section of The Hamblet Property that was included in The 1969 Layout since 1969. Indeed, we understand that the subject section of The Hamblet Property has been used privately by the owners of The Hamblet Property throughout the 50 years since the 1969 Layout.

- vii. While it is clear from records found on file at the City Clerk's office, the City Engineer's office, and the City Assessor's office that the City understood that it had removed The Hamblet Property from the layout of the Commercial Street Parking Area, such removal was not effectively accomplished by the revisions made in The 1970 Layout. Given that the section of The Hamblet Property included in The 1969 Layout had technically already become part of the Commercial Street Parking Area as a result of adoption of The 1969 Layout, a formal vote of discontinuance was required to remove that section of The Hamblet Property from the layout. No such discontinuance has been found in the City's records.
- vii. Pursuant to RSA 231:17, the City may not use any part of The Hamblet Property as a parking area because, according to City records, no damages were ever paid to The Hamblets for The 1969 Layout.
- viii. The Petitioner is requesting that the City Council vote to discontinue that section of The Hamblet Property that was included in The 1969 Layout of Commercial Street and the Commercial Street Parking Area to officially remove it from the parking area.
- ix. The section of The Hamblet Property to be discontinued is abutted by the following properties:
- Tax Map Parcel #575-009-000-000-000  
Owned by: Jeanna C. Hamblet,  
as Trustee of the Jeanna C. Hamblet Revocable  
Trust dated January 30, 2007  
By virtue of a deed from Jeanna C. Hamblet  
dated November 18, 2008, and  
recorded in Book 2542, Page 534  
of the Cheshire County Registry of Deeds; and
- Tax Map Parcel #575-010-000-000-000  
Owned by: City of Keene  
By virtue of a deed from Cheshire Transportation Company  
Dated January 18, 1972, recorded at Book 839, Page 348 of the Cheshire  
County Registry of Deeds, and by virtue of The 1969 Layout and  
The 1970 Layout, recorded at Book 1003, Page 33 of the Cheshire County  
Registry of Deeds.
- x. Jeanna Hamblet, Trustee, as owner of abutting property, is willing to provide written consent to the discontinuance of the relevant section of the parking area pursuant to RSA 231:43, and to waive any damages related thereto.
- xi. The Petitioner is requesting that the City, as owner of abutting property, provide written consent to the discontinuance, and waive any damages related thereto.

- xii. The Petitioner's lender will not provide funding for the Petitioner's acquisition of The Hamblet Property until the above title problem has been resolved with the City.

EASEMENT NEEDED FOR SIDEWALK ENCROACHMENTS

b. Portions of the City's sidewalk and related curbing in the Commercial Street Parking Lot (Tax Map 575-010-000-000-000) encroach on The Hamblet Property. The areas of encroachment are shown as Areas "A" and "B" and highlighted in red on a plan entitled "Boundary Survey Plan prepared for Jeanna C. Hamblet Revocable Trust" dated June 24, 2019, as revised through August 12, 2019, a copy of which plan is attached hereto as **Exhibit F**.

- i. The City's sidewalk encroaches on:

Tax Map Parcel #575-009-000-000-000  
Owned by: Jeanna C. Hamblet,  
as Trustee of the Jeanna C. Hamblet Revocable  
Trust dated January 30, 2007  
By virtue of a deed from Jeanna C. Hamblet  
dated November 18, 2008, and  
recorded in Book 2542, Page 534  
of the Cheshire County Registry of Deeds.

- ii. Jeanna Hamblet, as Trustee, is willing to provide the City with a sidewalk easement to correct the sidewalk/curbing encroachment problem, and to waive any damages related thereto.

3. Jeanna C. Hamblet, as Trustee of the Jeanna C. Hamblet Revocable Trust dated January 30, 2007, has provided the Petitioner with a Certificate of Trustee and Grant of Authority authorizing the Petitioner to pursue this Petition on her behalf.

WHEREFORE, your Petitioner respectfully requests that:

A. The City Council conduct a hearing on the proposed discontinuance and the proposed sidewalk easement, and following such hearing, the City Council vote:

B. To discontinue that portion of the Commercial Street Parking Area that was taken from Fred H. Hamblet and Sophie K. Hamblet by The 1969 Layout of Commercial Street and the Commercial Street Parking Area, more specifically bounded and described in said layout as follows:

Beginning at a bound on the southerly side of Commercial Street and being 20 feet easterly on the north easterly corner of the building on the premises;

Thence, S 87° - 35' E on the southerly side of Commercial Street 47 feet to a bound at a Right of Way;



Thence, S 4° W along a Right of Way 65' to a point;

Thence, N 89° - 10' W a distance of 47 feet to a point;

Thence, N 5° - 35' E a distance of 65 feet more or less to the point of beginning.

C. To authorize the City Manager to give written consent to the discontinuance of a section of the Commercial Street Parking Area, with a waiver of damages. The final form and content of the consent and waiver to be subject to review and approval by the City Attorney.

D. To authorize the City Manager to accept and record a warranty deed from Jeanna C. Hamblet, as Trustee of the Jeanna C. Hamblet Revocable Trust dated January 30, 2007, or her successors or assigns, to the City of Keene conveying a sidewalk easement for City sidewalks that are currently encroaching on The Hamblet Property. The final form and content of the easement deed to be subject to review and approval by the City Attorney.

DATED this 17<sup>th</sup> day of September, 2019.

Respectfully submitted,

COLONIAL THEATRE GROUP, INC.  
By Its Attorney:

BCM Environmental and Land Law, PLLC

By: Thomas R. Hanna

Thomas R. Hanna  
41 School Street  
Keene, NH 03431  
(603-352-9030)



# CITY OF KEENE

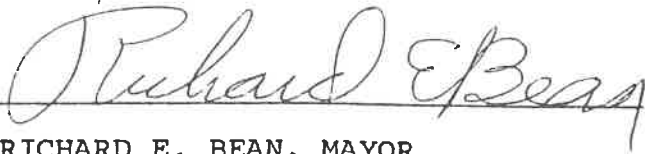
A

IN THE YEAR OF OUR LORD ONE THOUSAND NINE HUNDRED Sixty Nine

A RESOLUTION RELATING TO: THE ACCEPTANCE OF RETURN AND LAYOUT  
COMMERCIAL STREET

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

THAT THE RETURN OF LAYOUT OF COMMERCIAL STREET AND  
PARKING AREA ATTACHED HERETO BE AND HEREBY IS  
ACCEPTED.

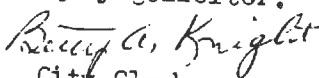


RICHARD E. BEAN, MAYOR

PASSED June 5 1969  
July 17 1969

In City Council July 17 1969

Voted to adopt and refer to Committee  
Bills, Land & Licenses and City Solicitor.

  
City Clerk

September 17, 1969

B

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Bills, Land & Licenses

SUBJECT: Commercial Street Parking Lot

There are 10 parcels or holdings to be taken for the proposed parking lot. The Committee has invited each owner to discuss the amount of the tender, or the taking itself, and has met with about half of the owners. Appeals to the Superior Court are being made on several. The status is as follows:

<u>Name</u>	<u>Tender Amount</u>	<u>Appealed to Court</u>	<u>Comments</u>
Merrimack Farmers' Exch.	\$4,250	Yes	Met with BLL Com.; need time
D. Latchis Inc.	\$16,150	Yes	Met with BLL Com.
B & M Railroad	\$25,840	Will be	Will meet with BLL Com.
T.N. Chakalos	\$4,250	Yes	Check refused
Cheshire Transportation	\$3,995	No	Met with Com. see note 1.
Eighty-seven Main St.	\$1	No	Met with Com. settled for \$221
Fred & Sophie Hamblet	\$2,210	No	Met with Com. see note 2.
Ho-Hum Realty	\$2,465	No	Completed
Elisha F. Lane	\$4,675	No	Check refused
Eli Chabott	\$850	No	Met with Com. completed



Note 1. Cheshire Transportation will accept \$4,500 if the City gives them a 5-year (with 2, 5-year options) lease for 20 bus parking stalls at the west end of the parking lot. In turn, the bus company would pay \$950 per year for these stalls, with a cost-of-living adjustment every five years. A proposed lease is being prepared by Cheshire Transportation's attorney. The Committee feels that this settlement is fair.

Note 2. Fred and Sophie Hamblet plan an addition to their existing structure. This will improve the parking area, and the Committee recommends their land not be taken.

It is recommended that the Council approve the \$4,500 settlement with Cheshire Transportation, and authorize removal of Hamblet's parcel from the taking.

Respectfully submitted,

Bills, Land & Licenses Committee

  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_

In City Council October 2 1969

Voted to refer to Committee Finance.

*Betty A. Knight*  
City Clerk

C

October 15, 1970

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Bills, Land & Licenses Committee

SUBJECT: Resolution Laying out Commercial Street and Tendering Damages to Owners

The Committee has reviewed this thoroughly and recommends a revision to the layout of the Commercial Street Parking lot. We have met with Mr. Latchis and his attorney, the appraisals were made current for the properties, and an amended description and layout is proposed. The new layout is approximately 36 feet further to the rear of the Colonial Theatre. This would place it 15 feet west of the location of the oil tank at the rear of the theatre and permit adequate use of the rear of the property for the private owner. The damages are recommended to be changed as follows:

<u>Owner</u>	<u>Previous Resolution</u>	<u>Proposed Resolution</u>
Fred H. & Sophie K. Hamblet	\$1	\$1
Merrimack Farmers' Exchange	\$5,000	\$3,400
N.H. Congregational Christian Conference	\$5,500	\$6,000
D. Latchis Inc.	\$19,000	\$23,700

The Committee feels that this layout will not adversely affect the parking lot, and will be helpful to the property on which the Colonial Theatre is located. We therefore recommend that the amended layout resolution be approved so that the stipulated amounts can be tendered to the individual property owners and work begun on the parking lot development.

Respectfully submitted,

Bills, Land & Licenses Committee

*James A. Wasell*  
*Richard W. Lewis*

In City Council October 15 1970

Voted report of committee be accepted

*Betty A. Knight*  
City Clerk



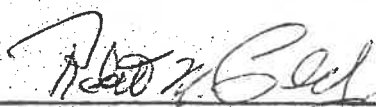
# CITY OF KEENE

IN THE YEAR OF OUR LORD ONE THOUSAND NINE HUNDRED seventy

A RESOLUTION relating to return of layout of  
"Commercial Street" Public Street  
and Parking Area.

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

That the return of layout of "Commercial Street" public street and parking area and the assessment of damages in connection therewith as attached hereto be and hereby is approved, adopted and accepted.

  
Robert M. Clark, Jr., Mayor

PASSED October 15 1970

CITY OF KEENE, NEW HAMPSHIRE

RETURN OF LAYOUT

"COMMERCIAL STREET" PUBLIC STREET AND PARKING AREA

The foregoing petition having come before the Mayor and City Council in public hearing on the first day of October 1970 and they having made a personal examination of the route proposed, heard all parties interested and considered all of the same, it is hereby ORDERED and ADJUDGED that:

1. Public exigency and convenience require that the following described premises be laid out and appropriated as a public highway and parking area:

Beginning at a point on the westerly side of Main Street in said Keene marking the south-easterly corner of lands now or formerly of Eighty-seven Main Street Inc.; thence South  $81^{\circ} 55' 30''$  West 118.53 feet, bounding on land of New Hampshire Congregational Christian Conference, to a point; thence continuing on said course, still on land of said Conference, 38.40 feet to a point; thence South  $81^{\circ} 03' 30''$  West 23.04 feet, still on land of said Conference, to a corner; thence continuing on the same course 36.67 feet to a corner; thence South  $6^{\circ} 08' 30''$  East 68.11 feet, still bounding on land of said Conference, to a corner at land now or formerly of E. F. Lane Estate; thence South  $83^{\circ} 57' 50''$  West 105.18 feet to a corner at land of Fred H. Hamblet et al; thence North  $7^{\circ} 10' 10''$  West 62.76 feet, bounding on land of said Hamblet, to a corner; thence South  $80^{\circ} 08' 30''$  West 22.16 feet, still bounding on land of said Hamblet, to a corner; thence South  $81^{\circ} 11'$  West 72.48 feet, still bounding on land of said Hamblet, to a corner; thence continuing on the same course and bounding on land formerly of Chakalos, now of the City of Keene, 28.78 feet to a corner; thence continuing on the same course and bounding on land formerly of Ho Hum Realty, now of the City of Keene, 62 feet to a corner; thence South  $83^{\circ} 57'$  West 44.00 feet to a corner; thence North  $6^{\circ} 43'$  West 20 feet to a point; thence North  $81^{\circ} 55' 30''$  East 206.25 feet bounding on land formerly of Boston & Maine Railroad, now of the City of Keene, to a point; thence continuing on the same course and bounding on land formerly of Cheshire Transportation Company, now of the City of Keene, 84.47 feet to a point; thence northerly, bounding on land of said Transportation Company, 46.10 feet to a corner; thence North  $83^{\circ} 03' 32''$

East 136.92 feet, bounding on land formerly of Boston & Maine Railroad, now of the City of Keene; thence continuing on the same course 6.52 feet, bounding on land now or formerly of N. J. Houpis et al, to a corner; thence South 8° 06' East 48.94 feet, bounding on land now or formerly of Eighty-seven Main Street Inc., to a corner; thence North 81° 55' 30" East 119.00 feet, more or less, bounding on land now or formerly of Eighty-seven Main Street Inc., to a point in the westerly bound of Main Street; thence South 7° 07' East 18.4 feet by the westerly bound of Main Street to the place of beginning.  
All bearings being Boston & Maine meridian.

2. There is occasion and necessity for such layout.
3. The layout of this area as a public way and public parking area will take and appropriate for public use certain lands owned by various parties as follows:
  - A. Land owned by New Hampshire Congregational Christian Conference, including rights in common easement known as "Commercial Street".
  - B. Leasehold interest of D. Latchis Inc. in Item A above.
  - C. Land owned by D. Latchis Inc. including rights in common easement known as "Commercial Street".
  - D. Leasehold interest of Merrimack Farmers Exchange Inc. in item C above.
  - E. Fred H. and Sophie K. Hamblet, rights in common easement known as "Commercial Street".
4. That damages sustained by each landowner and to be paid by the City of Keene are assessed as follows:

to New Hampshire Congregational Christian Conference	\$ 6 000.00
to D. Latchis Inc.	23 700.00
to Merrimack Farmers Exchange Inc.	3,400.00
to F. H. & S. K. Hamblet	1.00
5. That the respective parties be tendered the damages assessed to them as set forth above.

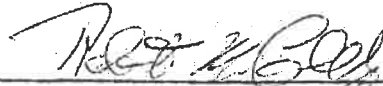


6. That these findings and orders shall be recorded in the office of the City Clerk of Keene, New Hampshire and at the Cheshire County Registry of Deeds.

MAYOR and CITY COUNCIL OF CITY OF KEENE

October 15, 1970

by



Robert M. Clark, Jr., Mayor  
duly authorized

E

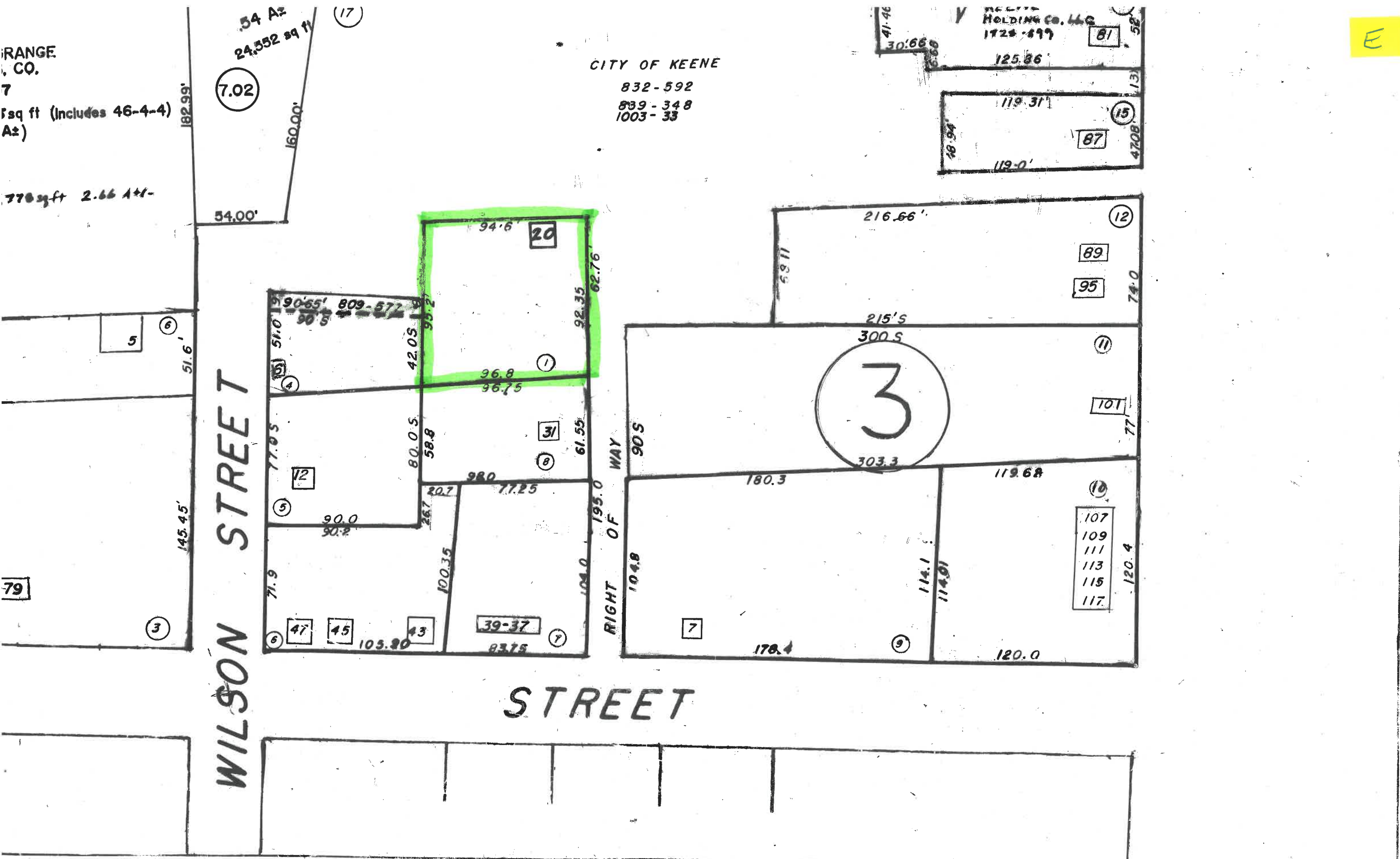
RANGE  
CO.  
7  
sq ft (Includes 46-4-4)  
As)

778 sq ft 2.66 A+-

54 As  
24,552 sq ft  
7.02

CITY OF KEENE  
832-592  
839-348  
1003-33

41-46  
30.66  
6.68  
HOLDING CO. LLC  
1728-899  
125.86  
119.31  
119-0'  
18.94  
4708  
13  
58

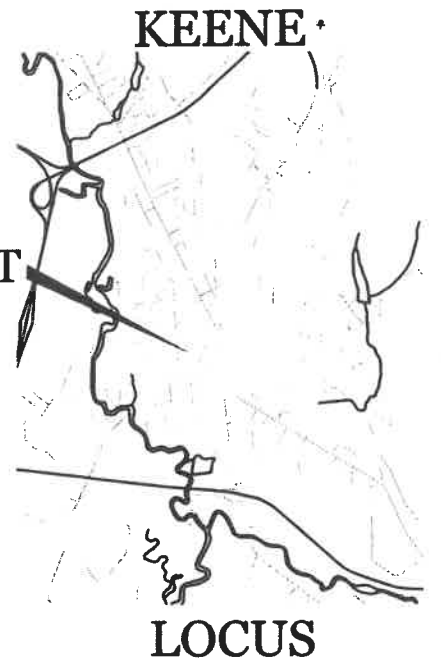


PURSUANT TO RSA 676:18,III AND 672:14 I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

DAVID A MANN LLS # 641

Red line = City Sidewalk Encroachments

Green line = Approximate Area included in the 1969 Layout



NOTES

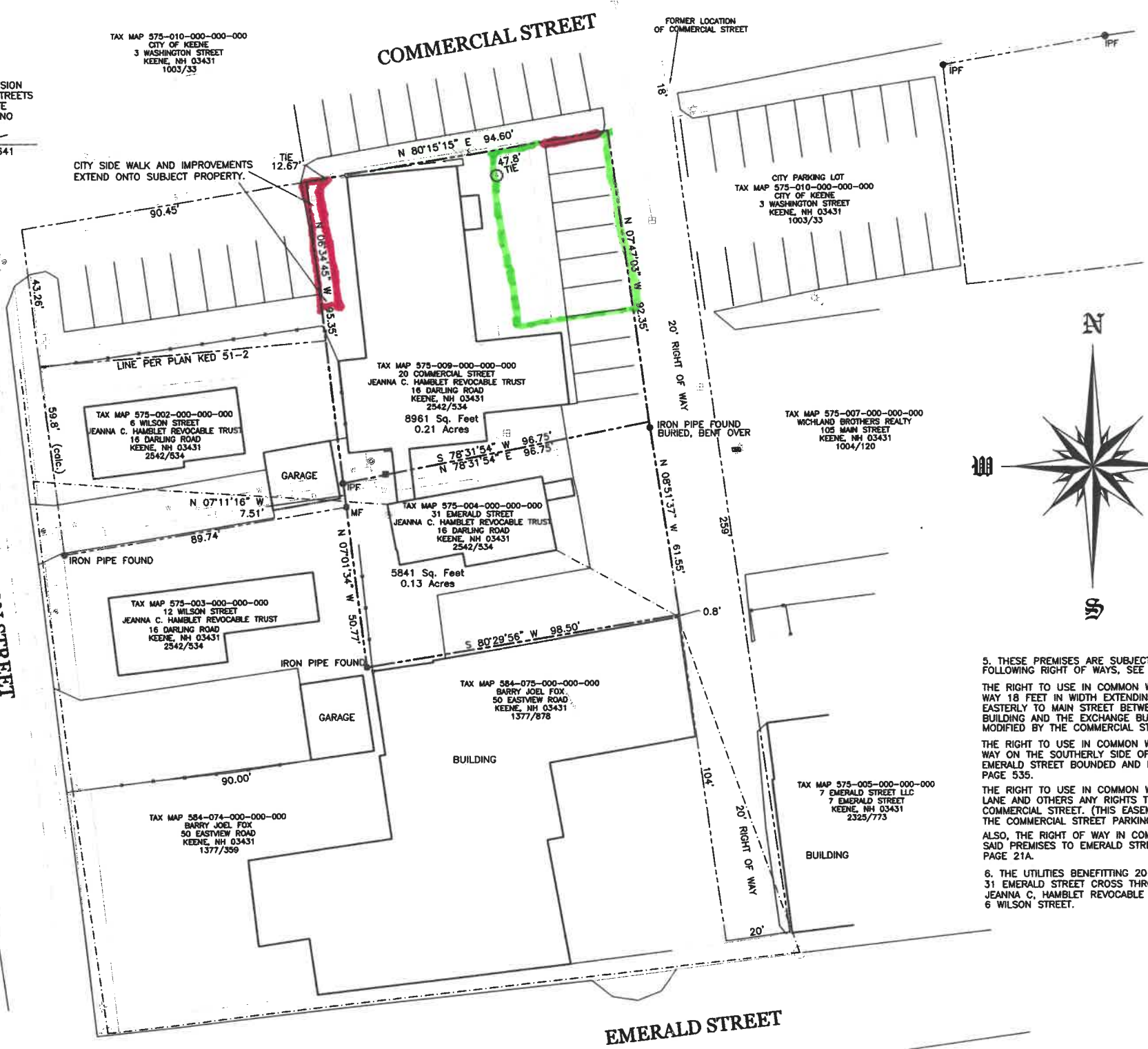
- 1. BEARINGS ARE BASED ON X900-OPUS OBSERVATION AND ARE NEW HAMPSHIRE STATE PLANE GRID NORTH.
2. PLAN REFERENCES:
A. PLAN OF LATON MARTIN HOMESTEAD, PREPARED BY SAMUEL WADSWORTH, RECORDED IN PLAN BOOK 13 PAGE 21A.
B. PLAN FRED H. HAMBLET, PREPARED BY ROY K. PIPER AUGUST 1969, FILED IN PIPER RECORDS CCRD.
C. PARCEL OF LAND CITY OF KEENE TO WJ & MT BISHOP, PREPARED BY KED, PLAN #51-2.
3. ASSESSOR INFORMATION BASED ON TOWN RECORDS:
TAX MAP 575-004-000-000-000 31 EMERALD STREET JEANNA C. HAMBLET REVOCABLE TRUST 18 DARLING ROAD KEENE, NH 03431 2542/534
TAX MAP 575-009-000-000-000 20 COMMERCIAL STREET JEANNA C. HAMBLET REVOCABLE TRUST 18 DARLING ROAD KEENE, NH 03431 2542/534
4. THE RIGHT OF WAY OF COMMERCIAL STREET IS BASED ON THE PLAN IN NOTE 2 AND IS SHOWN AS BEING 20 FEET WIDE. IT WAS LAID OUT AS A PART OF THE COMMERCIAL STREET PARKING LOT, SEE CITY RESOLUTION #65 NOVEMBER 2, 1972.



5. THESE PREMISES ARE SUBJECT TO AND BENEFITTED THE FOLLOWING RIGHT OF WAYS, SEE BOOK 2542 PAGE 535:
THE RIGHT TO USE IN COMMON WITH OTHERS A RIGHT OF WAY 18 FEET IN WIDTH EXTENDING FROM THE PROPERTY EASTERLY TO MAIN STREET BETWEEN THE COLONIAL THEATER BUILDING AND THE EXCHANGE BUILDING. (THIS EASEMENT WAS MODIFIED BY THE COMMERCIAL STREET PARKING LOT PROJECT.)
THE RIGHT TO USE IN COMMON WITH OTHERS A RIGHT OF WAY ON THE SOUTHERLY SIDE OF COMMERCIAL STREET TO EMERALD STREET BOUNDED AND DESCRIBED IN BOOK 2542 PAGE 535.
THE RIGHT TO USE IN COMMON WITH THE ESTATE OF E. F. LANE AND OTHERS ANY RIGHTS THEY HAVE TO USE COMMERCIAL STREET. (THIS EASEMENT WAS MODIFIED BY THE COMMERCIAL STREET PARKING LOT PROJECT.)
ALSO, THE RIGHT OF WAY IN COMMON WITH OTHERS FROM SAID PREMISES TO EMERALD STREET. SEE PLAN BOOK 13 PAGE 21A.
6. THE UTILITIES BENEFITTING 20 COMMERCIAL STREET AND 31 EMERALD STREET CROSS THROUGH OTHER LANDS OF JEANNA C. HAMBLET REVOCABLE TRUST KNOWN AS NO. 6 WILSON STREET.

LEGEND

- IRON PIN FOUND
POST/MONUMENT FOUND
DRILL HOLE FOUND
RAIL ROAD SPIKE FOUND
UTILITY POLE
DECIDUOUS TREE
LIGHT POLE
UTILITY BOX
POST
CATCH BASIN
CLEAN OUT
PROPERTY LINE
FENCE
OVERHEAD WIRE
D D DRAIN LINE
S S SEWER LINE
W W WATER LINE



THIS SURVEY AND PLAT WERE PREPARED BY ME OR THOSE UNDER MY DIRECT SUPERVISION FROM A TOTAL STATION RANDOM OFFSET CONTROL TRAVERSE. THIS IS A RURAL STANDARD PROPERTY SURVEY. DIMENSIONS SHOWN HEREON ARE SUBJECT TO THE CLOSURE WITH RESPECT TO THE SURVEY CLASSIFICATION. THIS SURVEY AND PLAT ARE INVALID WITHOUT AN ORIGINAL SIGNATURE AND SEAL. THIS SURVEY AND PLAT ARE SUBJECT TO ANY ITEMS THAT A TRUE AND ACCURATE TITLE ABSTRACT AND OPINION MAY REVEAL. CONSULT LEGAL COUNSEL FOR ALL MATTERS REGARDING TITLE.

DAVID A. MANN LLS 641



DAVID A MANN SURVEY
A MEMBER OF CHASE AND CHEE INC.
3 GREENBRIAR ROAD
KEENE, N.H. 03431
603.357.5904
REVISION BLOCK: 8-12-19, DAM, ADD UTILITIES

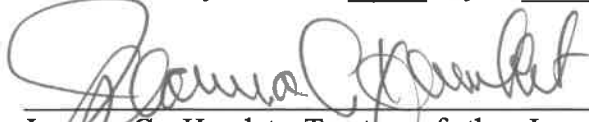
BOUNDARY SURVEY PLAN
PREPARED FOR
JEANNA C. HAMBLET REVOCABLE TRUST
20 COMMERCIAL STREET
31 EMERALD STREET
CITY OF KEENE
COUNTY OF CHESHIRE
STATE OF NEW HAMPSHIRE
SCALE: 1 INCH = 20 FEET
JUNE 24, 2019

**CERTIFICATE OF TRUSTEE & GRANT OF AUTHORITY**

The undersigned **Jeanna C. Hamlet**, as Trustee of the Jeanna C. Hamblet Revocable Trust dated January 30, 2007 hereby states pursuant to RSA 564-A:7, that said Trustee has full and absolute power in said Trust Agreement to grant to Colonial Theatre Group, Inc., a New Hampshire non-profit corporation of 95 Main Street, Keene, NH 03431 and **hereby does grant and authorize the Colonial Theatre Group, Inc.**, its agents and attorneys, full power and authority to pursue a PETITION FOR DISCONTINUANCE OF A SECTION OF THE COMMERCIAL STREET PARKING AREA AND FOR ACCEPTANCE OF A SIDEWALK EASEMENT relative to the properties located at 31 Emerald Street, 20 Commercial Street, Keene, New Hampshire.

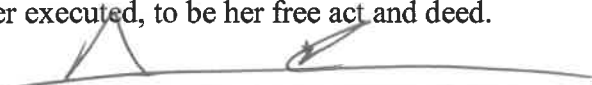
No third party shall be bound to inquire whether the Trustee has said power or is properly exercising said power or to see to the proceeds paid for any conveyance. The Trustee further certifies that the undersigned is the sole Trustee of said Trust; that said Declaration of Trust has not been amended or revoked; that no successor Trustee has been appointed and that the undersigned has received all written authorizations from beneficiaries, if any, required by the terms of said Trust.

WITNESS my hand this 17 day of Sept., 2019.

  
\_\_\_\_\_  
Jeanna C. Hamlet, Trustee of the Jeanna C. Hamblet Revocable Trust dated January 30, 2007

State of New Hampshire  
County of Cheshire, SS

In Keene, New Hampshire on the 17 day of September 2019, before me personally appeared **Jeanna C. Hamlet**, as Trustee of the Jeanna C. Hamblet Revocable Trust dated January 30, 2007 is to me known to be the party executing the foregoing instrument, and she acknowledged said instrument, by her executed, to be her free act and deed.

  
\_\_\_\_\_  
Notary Public/Justice of the Peace  
My Commission Expires: \_\_\_\_\_

ADAM P. KOSSAYDA  
Justice of the Peace and Notary Public  
State of New Hampshire  
My Commission Expires April 8, 2020



# CITY OF KEENE

Resolution R-2019-36

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

A RESOLUTION .....Relating to the Discontinuance of a Portion of the Commercial Street  
Parking Lot.....

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

WHEREAS: Commercial Street and the Commercial Street Parking Area are a public highway and a public parking area in the City of Keene;

WHEREAS: A Petition has been filed for the discontinuance of a section of the Commercial Street Parking Area that was included in the 1969 Return of Layout of Commercial Street and Parking Area;

WHEREAS: The City Council has determined that there is good reason for the requested discontinuance;

WHEREAS: The City of Keene and Jeanna C. Hamblet, as Trustee of the Jeanna C. Hamblet Revocable Trust dated January 30, 2007, are the only owners of property abutting the section of the Commercial Street Parking Area to be discontinued;

WHEREAS: Written notice has been given to said owners of the property abutting the section of the Commercial Street Parking Area to be discontinued as required by RSA 231:43; and

WHEREAS; Jeanna C. Hamblet, As Trustee of the Jeanna C. Hamblet Revocable Trust dated January 30, 2007, has given her consent to the discontinuance and waived any damages related thereto;

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

That the City Council of the City of Keene hereby discontinues that portion of the Commercial Street Parking Area that was taken from Fred H. Hamblet and Sophie K. Hamblet by the 1969 Layout of Commercial Street and the Commercial Street Parking Area, more specifically bounded and described in said layout as follows:

Beginning at a bound on the southerly side of Commercial Street and being 20 feet easterly on the north easterly corner of the building on the premises;



Thence, S 87° - 35' E on the southerly side of Commercial Street 47 feet to a bound at a Right of Way;

Thence, S 4° W along a Right of Way 65' to a point;

Thence, N 89° - 10' W a distance of 47 feet to a point;

Thence, N 5° - 35' E a distance of 65 feet more or less to the point of beginning.

BE IT FURTHER RESOLVED:

That the City Manager be, and hereby is, authorized to give written consent to said discontinuance of a section of the Commercial Street Parking Area, and a waiver of damages, with the final form and content of the consent and waiver to be subject to review and approval by the City Attorney.

Dated: \_\_\_\_\_

Kendall W. Lane, Mayor



# CITY OF KEENE

Resolution R-2019-37

Nineteen

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

A RESOLUTION .....~~Relating to Acceptance of a Warranty Deed to Correct the Sidewalk and~~.....  
Curbing Encroachment Problem – Commercial Street Parking Lot  
*Resolved by the City Council of the City of Keene, as follows:*

WHEREAS: Portions of the City’s sidewalk and related curbing in the Commercial Street Parking Lot (Tax Map 575-010-000-000-000) encroach on property owned by Jeanna C. Hamblet, as Trustee of the Jeanna C. Hamblet Revocable Trust dated January 30, 2007;

WHEREAS: The areas of encroachment are shown as Areas “A” and “B” and highlighted in red on a plan entitled “Boundary Survey Plan prepared for Jeanna C. Hamblet Revocable Trust” dated June 24, 2019, as revised through August 12, 2019; and

WHEREAS: Jeanna C. Hamblet, as Trustee of the Jeanna C. Hamblet Revocable Trust dated January 30, 2007, is willing to provide the City with a sidewalk easement to correct the sidewalk/curbing encroachment problem, and to waive any damages related thereto;

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

That the City Manager be, and hereby is, authorized to accept and record a warranty deed from Jeanna C. Hamblet, as Trustee of the Jeanna C. Hamblet Revocable Trust dated January 30, 2007, or her successors or assigns, to the City of Keene conveying a sidewalk easement for City sidewalks that are currently encroaching on the Hamblet property. The final form and content of the deed to be subject to review and approval by the City Attorney.

Dated: \_\_\_\_\_

Kendall W. Lane, Mayor