

A regular meeting of the Keene City Council was held Thursday, November 21, 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, Stephen L. Hooper, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Councilor O'Connor led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the November 7, 2019 regular meeting was duly seconded by Councilor Jones. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS – MAYOR

The Mayor reminded that the Thanksgiving week, the Finance, Organization and Personnel Committee has been moved to Tuesday, November 26, 2019, 6:30 PM. Both Municipal Services, Facilities and Infrastructure Committee and Planning, Licenses and Development Committee has been canceled for that week. Furthermore, all Standing Committees have been scheduled for December 25th and 26th have been canceled.

The Mayor announced that Outgoing and Incoming Keene City Council group photos are scheduled for December 5, 2019. The Councilors-Elect will be meeting with the photographer in advance of the group photo starting at 4:45 PM. The first group shot will be the Incoming 2020 City Council at 6:10 PM and the Outgoing City Council group shot will be at 6:20 PM.

The Mayor announced the inauguration of the 2020 Keene City Council is scheduled for January 1, 2020 at noon.

HONEYWELL ESCO PROJECT YEAR SEVEN – COST AVOIDANCE REPORT OVERVIEW

The Mayor recognized Andy Bohannon, Director of Parks, Recreation and Facilities to open the presentation. Mr. Bohannon noted he was pleased to share the yearly report on the Honeywell ESCO Project with the Council for performance year seven. He noted the City has continued to take proactive measures to enhance the efforts of this project over the last year. The two original goals of the program were to reduce the City's carbon emissions and to reduce energy usage. The investment made by City Council on recent projects through our facilities and maintenance CIP Program will demonstrate the energy conservation measures that have been taken. These measures are directly reflected by the good work from many of our City employees, specifically our Facilities Manager, Scott Martin who works closely with the Honeywell team to gain the greatest results possible on every project. Mr. Bohannon went on to introduce Jim Lucy, Honeywell's Measurement Verification Specialist.

Mr. Lucy began by going over the overall project timeline since its inception. The first step was a comprehensive energy audit of selected City facilities looking at ways to reduce demand. They also looked at ways to reduce energy supply costs such as recommending the installation of a large propane tank for bulk storage at one of the City's larger facilities. The next phase was the construction period from January 2011 to January 2012, during which the City invested \$1.9 million dollars with the expectation of a contractual guarantee by Honeywell that the measures

would save the City at least \$160,000 per year in energy costs. Mr. Lucy continued that they are proud to report the City has met and exceeded the guarantee every year. The City and its taxpayers have seen a far better return than expected.

Mr. Lucy went on to provide an overview of the project. The improvements touched almost all City facilities during the construction period. He continued by explaining that to audit the performance a baseline period was established to measure against. Each year for the initial 15-year term Honeywell is obligated to come back and report on how we performed against the energy baseline. Mr. Lucy went on to explain with more specificity how the baseline time periods were determined as well as how the energy guarantee baseline costs were determined. Mr. Lucy described the scope of work and identified various improvements that were completed including lighting efficiency improvements, building envelope improvements, heating system improvements, solar photovoltaics for City Hall, and bulk propane at 350 Marlboro Street. Mr. Lucy also explained the cost avoidance calculations used to determine the savings to the City. He explained the factors considered in determining the cost avoidance, such as weather normalization.

Referring to an Energy Avoidance Report provided to staff by Honeywell, Mr. Lucy noted that the annual guarantee contractually was \$160,370. He further explained that the report is broken down by electric savings, which is not as dependent on weather and the thermal (propane, and fuel oil) side, which is more dependent on weather. He added there are certain measurement and verification techniques that Honeywell agreed to as part of the contract to demonstrate those savings. The total cost avoidance for the current fiscal year is \$228,496. The bottom of the summary includes cumulative results, and those results show they have exceeded the guarantee significantly each year. The initial investment was about \$1.9 million, and now in year seven of the measurement and verification phase, the City has seen a savings of approximately \$1.75 million. This puts the City on track to far exceed the avoidance, and not only meet the energy targets but also emissions targets as well.

Mr. Lucy went on to show a graph comparing the base year usage versus year seven usage of items like electricity, LP gas and fuel oil using BTU's as a common measurement. The graph pointed to a tangible reduction in usage. The next graph showed the year seven savings in comparison with the year seven guarantee, which demonstrated a significant savings in the City's utility line items. Mr. Lucy went on to display a graph showing emissions reductions in performance year seven, which showed the reduction in carbon emissions, and a second graph showing year seven avoidance results by category.

Mr. Lucy ended his presentation by reiterating that the ESCO project is meeting and exceeding what was guaranteed and providing an even greater return on investment than was initially anticipated. He offered to answer any specific questions the Council might have.

Councilor Jones asked if Mr. Lucy was around when the City entered this contract with Honeywell. Mr. Lucy stated he was. The Councilor went on to mention that at the time staff was uncertain about the return on investment for the solar array, and the Council forged ahead with the project despite the uncertainty. He commented that this has turned out to be a wise decision. Mr. Lucy noted that there is some subjectivity involved in terms of how the return on

investment is measured. He agreed that the City is seeing a favorable return on this investment, and that accolades should go to the City for embracing this before it was widely done.

There being no further questions or comments, the Mayor thanked Mr. Lucy for his presentation.

NOMINATION

The following nomination was received from the Mayor: Delene White to serve as a regular member on the Partner City Committee with a term to expire December 31, 2022. The nomination was tabled until the next regular meeting.

COMMUNICATION – PAUL KRAUTMANN – REQUEST FOR RESERVED PARKING SPACES – EAST SIDE OF CENTRAL SQUARE- KEENE PEACE VIGIL

A communication was received from Paul Krautmann requesting that five parking spaces be reserved for Saturdays between 10:45 AM and 12:15 PM for individuals who participate in the Saturday morning Keene Peace Vigil on Central Square. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – THE REVEREND ELSA WORTH/ST.JAMES EPISCOPAL CHURCH – APPLICATION FOR A LODGING HOUSE LICENSE

A communication was received from the Reverend Elsa Worth, St. James Episcopal Church with an application for a lodging house license to be used as overflow for the Hundred Nights Shelter. A motion by Councilor Richards to suspend the Rules of Order to allow action on the application for a lodging house license was duly seconded by Councilor Hansel. On a roll call vote, 15 Councilors were present and voting in favor. The Rules of Order were suspended. A motion by Councilor Richards to recommend that a lodging house license be issued to the St. James Episcopal Church to engage in the operation of a lodging house at 44 West Street subject to the following conditions: Said lodging house license shall only being used as an overflow for the Hundred Nights Shelter; and managed by the Hundred Nights Shelter; no more than 12 persons may stay at any one time on the premises; compliance with all applicable sections of the City Code; and compliance with any requirements or recommendations of City staff; said license will expire on the 21st day of November, 2020, and may be revoked by the City Council in accordance with Section 26-590 “Suspension or Revocation.” was duly seconded by Councilor Hansel. On a show of hands vote, 15 Councilors were present and voted in favor.

MSFI REPORT – COUNCILORS O’CONNOR AND FILIAULT – PROPOSED NEW BUS ROUTE THROUGH THE WHEELOCK STREET, NEWMAN STREET, AND PINE AVENUE NEIGHBORHOOD

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

MSFI REPORT – ROARING BROOK WATERSHED MANAGEMENT PLAN – PUBLIC WORKS DEPARTMENT

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

MSFI REPORT – MARLBORO STREET CORRIDOR IMPROVEMENTS – PUBLIC WORKS DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending that the proposed corridor improvements, Proposed Action, as presented, is selected for the Marlboro Street Corridor Improvements Project and that the City Manager is Authorized to do all things necessary to implement the Marlboro Street Corridor Improvement Project. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded by Councilor Filiault. The motion to carry out the intent of the report passed with a unanimous vote in favor.

MSFI REPORT – PERIODIC REPORTS FROM BOARDS & COMMISSIONS – BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE

Municipal Services, Facilities and Infrastructure Committee report read recommending the report on the activities of the Bicycle Pedestrian Path Advisory Committee be accepted as informational. The report was filed into the record as informational.

PLD REPORT – PERIODIC REPORTS FROM BOARDS & COMMISSIONS – COLLEGE CITY COMMISSION

Planning, Licenses and Development Committee report read recommending the report on the activities of the College City Commission be accepted as informational. The report was filed into the record as informational.

PLD REPORT – PERIODIC REPORTS FROM BOARDS & COMMISSIONS – ZONING BOARD OF ADJUSTMENT

Planning, Licenses and Development Committee report read recommending the report on the activities of the Zoning Board of Adjustment be accepted as informational. The report was filed into the record as informational.

FOP REPORT – ACCEPTANCE OF DONATION – PARKS, RECREATION AND FACILITIES DIRECTOR

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept a donation of \$214.63 and that the money is used for the Recreation Department scholarship fund. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION – PARKS, RECREATION AND FACILITIES DIRECTOR

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept a donation of \$3000.00 from Yankee Lanes and that the money is used to purchase youth basketball jerseys. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

FOP REPORT – ADOPT A BENCH DONATION – PARKS, RECREATION AND FACILITIES DIRECTOR

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept the donation of a bench from Pathways For Keene in honor of John Summers and that the bench be placed along the Jonathan Daniels Trail. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

FOP REPORT – ADOPT A BENCH DONATION – PARKS, RECREATION AND FACILITIES DIRECTOR

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept the donation of three granite benches from Brian Buskey in honor of his parents Bert and Lilian Buskey and that the benches be placed at Shadow Pond on Kendall Road. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

FOP REPORT – JOSEPH S. HOPPOCK, ESQ. – REQUEST TO PURCHASE CITY PROPERTY – CORNER NEWS

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to negotiate a sale of the land under the building to the owner of the building. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded by Councilor Greenwald. Discussion followed. The City Manager commented that the City currently has funds for preliminary design work of Main Street for this year and next year. We are in the process of designing our Downtown, and looking at both vehicular and pedestrian traffic. She continued the Capital Plan that will be proposed to the Council this coming year will have funds in it for infrastructure work on Gilbo Avenue, which is abutting this property. In addition, we have the Arts and Culture Corridor project that is being considered. The Manager indicated she is uncertain how these projects will impact this property and went on to caution that we do not want to be in a position where we have to use eminent domain to even take a sliver of this property because that is a difficult and costly process. For these reasons, the Manager recommended that we do not move forward with the sale until we know better what is going to happen Downtown and along Gilbo Avenue in the upcoming year. Further discussion occurred. Councilor Manwaring moved the question and Councilor Powers seconded. The Mayor ended

the discussion and called for a vote on the Committee report. The Motion to carry out the intent of the Committee report passed on a show of hands with nine Councilors voting in favor, and Councilors Manwaring, Powers, O'Connor, Lamoureux, Jones and Richards opposed.

**FOP REPORT – ACCEPTANCE OF THE 2019 HOMELAND SECURITY GRANT AWARD
– HAZMAT ALLOCATION – HAZMAT ALLOCATION – FIRE DEPARTMENT**

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept a grant in the amount of \$25,000 from the 2019 State of New Hampshire Homeland Security Program (SHSP) - HazMat allocation. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

**FOP REPORT – MARK REBILLARD AND ROGER WEINREICH/KEENE DOWNTOWN
GROUP – REQUESTING THE ESTABLISHMENT OF A FREE PARKING PROGRAM**

Finance, Organization and Personnel Committee report read recommending to refer this item to staff for a further recommendation of proposal within 30 days. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

**FOP REPORT – PILOT – THE PROSPECT-WOODWARD HOME – ASSESSING
DEPARTMENT**

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to execute a PILOT agreement with The Prospect-Woodward Home for properties owned by them and identified as Map 221 Lot 19 and Map 221 Lot 18. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

**FOP REPORT – AQUATIC FACILITIES UPDATE – PARKS, RECREATION AND
FACILITIES DEPARTMENT**

Finance, Organization and Personnel Committee report read recommending the City Council reappropriate \$25,000 funded in FY19 for pool amenities toward infrastructure maintenance needs at Robin Hood Pool. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

**FOP REPORT – AQUATIC FACILITIES CERTIFICATION PROGRAM – PARKS,
RECREATION AND FACILITIES DEPARTMENT**

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept professional development funds for Parks, Recreation and Facilities Director to attend Aquatic Facility Certification course December 10-11, 2019. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

MORE TIME

More time was granted by the Chair for the following items in Committee: James Phippard/Brickstone Land Use Consultants, LLC – Request to Discontinue an Easement for Possible Future Road Extension at Black Brook Road; Councilor Philip Jones – Maintenance of the Wilson Pond Dam on Arch Street and Communication from Robert Malay/Keene School District – Maintenance of the Wilson Pond Dam; and Relating to Small Wireless Facility Deployments in the Public Right-of-Way.

CITY MANAGER COMMENTS

The City Manager began her comments by speaking about the recent fire on Grove Street. On November 16, 2019, the Fire and Police Departments were dispatched after 1:00 AM to 35 Grove Street for smoke in the building. Keene Police Officers arrived before the first fire units and entered the building to check for residents. The officers quickly encountered moderate smoke conditions on the second floor and a fire in one of the rooms. While a couple of the officers used fire extinguishers in an attempt to contain the fire, the remaining officers located and safely removed a male occupant that was found in a rear room on the second floor. Chief Howard credits the Keene Police units on scene with saving the life of the second floor occupant. The five police officers involved and the Chief will be recognized more formally and publicly later.

The City Manager went on to thank the members of the public, City Council, the Mayor, and the newly elected council members for their attendance and input at the information sessions this past week on the Unified Development Code and Downtown Zoning Workshops. There will be more opportunities for input at upcoming sessions. On December 10, 2019 between 10:00 AM and 4:00 PM there will be an Open Studio at the downtown storefront at 43 Main Street, formerly Brown Computer Solutions. Drop in anytime to talk directly with staff about your questions or ideas on the proposed changes for Keene's Downtown. Later on December 10, 2019, between 6:30 PM and 8:00 PM, there will be a Community Workshop in Council Chambers in City Hall on the second floor. Attend this forum to share your questions and thoughts on the draft Downtown Zoning Ordinance.

The City Manager announced there will be an open house for the Arts & Culture Corridor Project between 4:00 PM and 6:00 PM on December 4th, to be held at the County's Delegation Hall.

The City Manager stated that the Downtown Coordinator's position is funded in partnership with MEDC and contributions from downtown businesses. There was an update on the Council desks, from Beth Wood, the Downtown Coordinator, regarding the activities and projects she has been actively engaged in most recently.

The City Manager provided an update on the Airport Market Demand Study. She stated that the City has received five responses to the Request for Proposals. They will be conducting follow up interviews with the top two over the next couple of weeks.

The City Manager went over the New Hampshire Municipal Association Annual Conference she went to last Wednesday and Thursday in Manchester. City Staff, Rhett Lamb, Assistant City Manager/Community Development Director, Duncan Watson, Assistant Public Works Director, and Daniel Langiello, City Assessor, were presenters at the conference. She commented that it was nice to know that their peers viewed our staff as leaders in Municipal Government. Jack Dugan was on a panel, titled “driving downtown revitalization through creative place-making”. Among other things, he discussed the proposed Arts & Culture Corridor Project. There was very positive feedback and buzz about Keene during the two-day conference. The City Manager noted that she attended a session on “Community Choice Aggregation”; a newly approved law has created some exciting possibilities that could help us lower electricity rates in the community and get closer to our green energy goals. It involves the combining of electricity usage (for example within a community, county, or region) and as a collective group gaining greater choice over how we source our electricity and at the same time achieve more favorable pricing. The City is in the early stages of creating our energy plan but it seems evident to her that this option will be an important part of the conversation.

The City Manager continued by providing an update on the Park Avenue and Arch Street intersection construction project. The changes are underway and are on schedule to be completed by the end of the first week in December.

The City Manager announced that the Mayor and City Council should have received an invitation to this year’s City Employee and Retiree Holiday Luncheon. She hopes they will all be able to attend. The event will be on December 12, 2019 at 11:30 AM. It will be in the Michael E. J. Blastos Community Room on Marlboro Street. As a fundraiser for this upcoming luncheon, the Employee Welcome and Recognition Committee recently put on a breakfast for the City staff at City Hall and the Public Works Department, serving about 75 meals to city employees. A City Councilor was also in line at City Hall for a hot breakfast for just \$6.00. This holiday luncheon is made possible through the efforts and contributions of our employees. Employees bring a dish and or make a cash donation and the employee recognition committee puts on small fundraisers throughout the year to supplement the effort. This committee also does the work of organizing the event, which is no small task. Last year City Councilors generously donated time and materials to make our holiday centerpieces. She thanked Councilor Manwaring for organizing that effort, which is slated to happen again this year.

FOP REPORT AND ORDINANCE O-2019-17: RELATING TO JUVENILE CONFERENCE COMMITTEE

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2019-17: Relating to Juvenile Conference Committee. The report was filed into the record. Ordinance O-2019-17 was read for the second time. A motion by Councilor Jacobs for adoption of the Ordinance was duly seconded by Councilor Greenwald. On roll call vote, 15 Councilors were present and voting in favor. Ordinance O-2019-17 declared adopted.

MSFI REPORT AND RESOLUTION R-2019-38: RELATING TO THE OFFICIAL TRAIL NAME DESIGNATIONS

Municipal Services, Facilities and Infrastructure Committee report read recommending the adoption of Resolution R-2019-38: Relating to the Official Trail Name Designations. The report was filed into the record. Resolution R-2019-38 was read for the second time. A motion by Councilor Manwaring for the adoption of the Resolution R-2019-38 was duly seconded by Councilor Filiault. The motion carried with a unanimous vote in in favor. Resolution R-2019-38 declared adopted.

RESOLUTION R-2019-39: IN APPRECIATION OF RONALD E. CLACE II UPON HIS RETIREMENT

Resolution R-2019-39: In Appreciation of Ronald E. Clace II 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. Resolution R-2019-39 declared adopted.

RESOLUTION R-2019-40: IN APPRECIATION OF STEPHEN R. BOUTWELL UPON HIS RETIREMENT

Resolution R-2019-40: In Appreciation of Stephen R. Boutwell 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. Resolution R-2019-40 declared adopted.

ADJOURNMENT

At 8:38 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:


City Clerk