



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
December 5, 2019  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- November 21, 2019

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

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

1. Confirmation  
Partner City Committee
2. Nomination  
Airport Development and Marketing Committee

**C. COMMUNICATIONS**

1. Michael Remy - Resignation - Zoning Board of Adjustment
2. Mayor Kendall W. Lane - Cancellation of January 2, 2020 City Council Meeting

**D. REPORTS - COUNCIL COMMITTEES**

**E. CITY MANAGER COMMENTS**

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

**G. REPORTS - BOARDS AND COMMISSIONS**

1. Keene Solarize Campaign - Energy and Climate Committee

**H. REPORTS - MORE TIME**

**I. ORDINANCES FOR FIRST READING**

**J. ORDINANCES FOR SECOND READING**

**K. RESOLUTIONS**

1. James Weatherly, Southwest Region Planning Commission - Proposed Application for CDBG Funds for the Community Kitchen Improvements  
Resolution R-2019-41

Non Public Session  
Adjournment

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 25<sup>th</sup> and 26<sup>th</sup> 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 21<sup>st</sup> 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 4<sup>th</sup>, 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



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

November 18, 2019

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.1.

**SUBJECT:** Confirmation

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**COUNCIL ACTION:**

In City Council November 21, 2019.  
Tabled until the next regular meeting.

**RECOMMENDATION:**

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

Partner City Committee

Delene White, slot 11  
22 Shadow Lane  
Keene, NH 03431

Term to expire Dec. 31, 2022

**ATTACHMENTS:**

Description

Background\_White

## **Patty Little**

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**From:** helpdesk@ci.keene.nh.us on behalf of City of Keene <helpdesk@ci.keene.nh.us>  
**Sent:** Saturday, November 09, 2019 12:24 PM  
**To:** Helen Mattson  
**Cc:** Patty Little; Terri Hood  
**Subject:** Interested in serving on a City Board or Commission

<p>Submitted on Sat, 11/09/2019 - 12:23</p>

<p>Submitted values are:</p>

**First Name:**

Delene

**Last Name:**

White

**Address**

22 Shadow Lane

**Email:**

[delene.white@keene.edu](mailto:delene.white@keene.edu)

**Cell Phone:**

4139927970

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

Partner City Committee

**Employer:**

Keene State College

**Occupation:**

Lecturer (professor of German Studies)

**Education:**

Ph.D. in German Studies, UMass Amherst; M.A. in History, University of South Alabama

**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.**

Race Relations committee (Mobile, Alabama); church committees (in Massachusetts)

**Other Information/Relevant Experience:**

I am interested in volunteering with with the Keene - Einbeck partner city committee. I am a member of the American Association of Teachers of German, and participate in the local association of this organization. I teach German language and culture courses at Keene State College. I also have experience with the partnership, as I was recently involved as a host and interpreter when the music exchange occurred in October, 2019. I spoke with Mayor Lane about joining the committee.

**Please provide some references:**

Donavan White

[REDACTED]  
413992-7224

**References #2:**

Pamela Bys

[REDACTED]  
603-369-7965



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

December 4, 2019

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.2.

**SUBJECT:** Nomination

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**RECOMMENDATION:**

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

Airport Development and Marketing Committee

Cory Watkins

3 Nut Hatch Lane

Term to expire Dec. 31, 2021

**ATTACHMENTS:**

Description

Background\_Watkins

**Cory Watkins**

1808 Rosedale Drive Edmond, OK 73013 405.818.7258

## **Experience**

**Smart Start, Inc.**

August 2016-Current

Operations Manager

Oversee operations and compliance of over 100 shops/5000+ clients

Directs and coordinates customer service activities of service center to install, service, maintain, and repair ignition interlock devices, as well as opening and closing activities by performing the following duties personally or through subordinate supervisors.

Maintain the accuracy and completeness of cash receipts and daily reports at all assigned locations.

Ensure the integrity of database information, reporting discrepancies regarding dates, file save codes, duplicate clients, etc.

Resolve questions and concerns raised by employees, clients, court personnel, and members of other organizations

Supervise all on-site service technicians handling daily installs, recalibrations, service functions, and opening/closing procedures to ensure prompt, courteous, accurate customer service.

Directs, coordinates, and participates in performing daily procedures, as needed.

Review client requests for service to ascertain cause for service request, type of malfunction, and customer address.

Maintain complete, courteous and friendly training for clients to ensure operational ability.

Determine staff hours, number of personnel, and parts and equipment required for service calls.

Prepare work schedules for service personnel; assign personnel to specific on-site, remote sites and service calls.

Coordinate training and development of all on-site service technicians.

Conduct performance appraisals for all on-site service technicians at assigned intervals.

Coordinate on-site interlock repairs and depot repair shipments.

Maintain cleanliness of on-site and remote site work areas and assigned mobile vehicles.

Assist with planning, developing and implementing policies for operating on-site and remote site hours of operation, personnel required and duties, scope of operations.

Demonstrate the ability to think independently and work through assigned projects to closure.

Understand and agree to abide by the policies and procedures established by the company.

Maintain a positive and caring atmosphere for customers and employees consistent with the company's mission and philosophy.

Maintain accurate daily inventory accounting of stock assigned to location

**Wolverine Directional, LLC**

February 2013-Current

Co-President

Implement all operations and finances for the company. Planning and procedures of operations for rig sites and ensure all compliance procedures were met.

**Drone Imaging Group, LLC**

July 2016-July 2018

President/Chief Pilot

Agricultural inspections for crops, oil & gas leak detection, real estate imaging, law enforcement. Part 107 Licensed as well as Section 333 Exemption.

## Cory Watkins

1808 Rosedale Drive Edmond, OK 73013 405.818.7258

### Edmond Public Schools

September 2014-April 2016

#### Transportation Specialist

Coordinated school trips and schedules for bus routes. Also interacted with special needs students.

### Prime Time Travel

August 2013-August 2014

#### Travel Agent

Complied travel packages for clients. Specialized in direct communication with clients to tailor their specific needs.

Managed Love's Corporate Stores travel itineraries as well as 3 other large Law Firms in Oklahoma.

### Delta Airlines

August 2010-August 2011

#### Safety Director, Technical Operations

Oversaw all operations of Delta Airlines Mainline and Regional Airlines. Provided safety line checks on aircraft to ensure safety of flight next day. Obtained flight plan information, aircraft performance, forecasts, NOTAMs, TFRs. Authority of divert, delay, or cancel flights based on safety or any other anomalies.

### Mesocyclone Media

February 2010-Nov 2011

#### Owner

Obtained photo and video for sale to media companies of severe weather.

### Crabtree Aircraft Company

August 2005-December 2009

#### Test Pilot/Lineman

Test Pilot for post maintenance checks on SEL aircraft. Ensured aircraft were repaired according to FAA regulations.

Reported all information to mechanics on airworthiness or corrective action that needed to be addressed to fix before returning aircraft to customer.

Oversaw all operations of the FBO. Maintained high level of customer satisfaction. Worked closely with airport director to obtain multiple grants which included runway expansion, grants for RNAV equipment, LED airport lighting, security access points, self service 100LL pump, and Airport of the Year.

### Trans States Airlines

August 2006-November 2006

#### Flight Operations

Flight Plans, Fuel Load, Release for Flight, Flight Following.

### Education

**AAS Police Science Oklahoma State University**

**Airport Management/Professional Pilot Program Lewis and Clark/GoJet Airlines**

**Computer Science Francis Tuttle Technology Certificate of Completion**





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

November 25, 2019

**TO:** Mayor and Keene City Council

**FROM:** Michael Remy

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

**ITEM:** C.1.

**SUBJECT:** Michael Remy - Resignation - Zoning Board of Adjustment

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**ATTACHMENTS:**

Description

Communication - Remy

**BACKGROUND:**

Michael Remy has submitted his resignation from the Zoning Board of Adjustment, effective December 31, 2019. Michael has been a member since January 2019.

Michael Remy  
55 Castle St  
Keene, NH 03431  
November 24, 2019

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

Dear Mayor Lane:

Please accept this as my official notice of resignation from the Keene Zoning Board of Adjustment effective December 31<sup>st</sup>, 2019. I have enjoyed my time on the Board but am resigning to eliminate the potential for conflict with my new position on the City Council beginning January 1<sup>st</sup>, 2020.

Sincerely,

A handwritten signature in cursive script that reads "Michael J. Remy".

Michael Remy



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

November 18, 2019

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** C.2.

**SUBJECT:** Mayor Kendall W. Lane - Cancellation of January 2, 2020 City Council Meeting

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**RECOMMENDATION:**

Move that the Keene City Council cancel the January 2, 2020 regularly scheduled City Council meeting.

**BACKGROUND:**

There is a regular City Council meeting scheduled for the day after the Inauguration of the 2020-2021 Keene City Council. Because the City Council's Standing Committees are being canceled for December 24 and December 25, it is anticipated that there will be no agenda items for the City Council to consider at this January 2nd date.

Because I don't have the authority to cancel a City Council meeting for a date in 2020 and Mayor-Elect Hansel will be sworn in the day before; it would seem appropriate to have a vote of the City Council to remove this future meeting date from the 2020 calendar.



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

November 20, 2019

**TO:** Mayor and Keene City Council

**FROM:** Energy and Climate Committee

**THROUGH:** Rhett Lamb, Assistant City Manager and Community Development Director

**ITEM:** G.1.

**SUBJECT:** Keene Solarize Campaign - Energy and Climate Committee

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**RECOMMENDATION:**

That the City of Keene support the 2020 Keene Solarize Campaign.

**ATTACHMENTS:**

Description

Solarize campaign overview

**BACKGROUND:**

Included below is an excerpt from the November 6, 2019 Energy and Climate Committee meeting minutes with respect to a "solarize" campaign in Keene . A summary of the solarize campaign is attached.

-  
**" 6. Keene Solarize Campaign**

-  
Dr. Shedd said the Keene-Marlborough Solarize campaign is moving along and a vendor and partner selection team is reaching out and reviewing a template RFP to customize to the region. They have used numbers from the Vital Communities tool kit and discovered that the campaign may have the potential to reach as many as 150 new owner-occupied residential units. She added that whether or not they can find an installer who is capable of doing that many installations is still uncertain.

Dr. Shedd stated that the ECC's mission includes promoting energy conservation and efficiency as well as the use and production of renewable energy. She said it would be helpful for the solarize campaign to have some form of connection to the City, at least in terms of promoting the kick-off the campaign and having access to City facilities for meetings. For example, being able to put up signs the like signs put up by the Clean Energy Team at Fuller Park and using City meeting space without invoking a fee. She said there could be a couple hundred people so they may need a large venue like the Blastos room at Keene Ice.

She proposed that the committee make a motion to recommend to City Council that the City support the solarize campaign in the community. She clarified that this would not include financial support. Vice Chair Hansel asked if they would be called a sponsor, to make it clear there is no financial commitment involved. Dr. Shedd replied in some communities the city serves as a sponsor, but it can take other forms in different communities. Vice Chair Hansel said it may make more sense to use the word "sponsor" and then make it clear that there is no financial component. Dr. Shedd agreed that they are only asking for in-kind contributions of meeting space. Ms. Martin added that they may also want to call it a "partnership" just in case there is a legal

problem that would affect the City.

Dr. Shedd asked if the committee needs more time to consider, and noted that the campaign launch is March 4th or 5th in Keene, so they do not need to make a decision immediately. It would be helpful to know what the City's role would be. Ms. Schierioth suggested that they word-craft the recommendation carefully. Ms. Brunner said that, as long as the Committee's intentions are clear, the City can wordsmith it from there. The process does take a while it could be a good idea to put the recommendation in early. Dr. Shedd said that the City can benefit by being associated with the campaign, which is generally positively received by the community.

***Mr. Dey moved to recommend that the City support the upcoming Keene Solarize Campaign. Vice Chair Hansel seconded the motion and the motion passed unanimously with Dr. Shedd abstaining.”***



## SOLARIZE MONADNOCK 2020

### KEENE & MARLBOROUGH

#### What is Solarize?

“Solarize” is a model that has spread across the country since its inception in Portland Oregon in 2008. It is a concentrated, volunteer-led campaign to bring more solar installations to residents and small businesses in a community by streamlining the process, offering some discounts, and overcoming inertia.

The 2020 campaign in Keene and Marlborough will build on the successes of past Solarize campaigns in Upper Valley towns which added over 2 MW of solar to that region, and the Solarize Monadnock 2019 campaigns which added over 40 new residential installations in Peterborough, Hancock, Sharon, Rindge, and Fitzwilliam.

A qualified installer-selection team of volunteers from Keene and Marlborough is currently reaching out to PV installers in the region and the state. The team will release an RFP in early December, then evaluate proposals and conduct interviews by a transparent process, and select a partner-installer in early 2020. The campaigns will go public in March with a number of promotional and educational events during the 3 months of the active campaign. In all interactions with the public, the importance of energy efficiency and weatherization will be emphasized along with the benefits of “going solar.” Residents who have site evaluations and sign contracts within the 3-month duration of the campaign will receive a specified discount on their PV installations and will be assured of completion of their projects in the 2020 calendar year.

#### For more information:

- [www.solarizemonadnock.com](http://www.solarizemonadnock.com)
- The “Solarize Toolkit” guideline for conducting a campaign:  
[www.vitalcommunities.org/energy/solarizetoolkit](http://www.vitalcommunities.org/energy/solarizetoolkit)

#### Core volunteers for the 2020 campaign:

- Keene: Chris Brehme (Energy and Climate Committee, KSC Geography Dept), Sara Lobdell (Antioch student), Mark Meess (citizen), Dave Morse (retired engineer), Hans Porschitz (Director of Operations, Bensonwood), Ann Shedd (Energy and Climate Committee), Nancy Westrate (citizen), Dave Zimmerman (retired builder & PV installer)
- Marlborough: Jerry Burns (Marlborough Energy Committee; faculty at Franklin Pierce University), Ted Mead (Marlborough Energy Committee; owner EcoLogic Homes), Marge Shepardson (Marlborough Energy Committee; former NH state representative, Energy Science and Technology Committee), Jennifer Zakrzewski (grad student, Prescott College)



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

December 3, 2019

**TO:** Mayor and Keene City Council

**FROM:** James Weatherly, Southwest Region Planning Commission

**ITEM:** K.1.

**SUBJECT:** James Weatherly, Southwest Region Planning Commission - Proposed Application for CDBG Funds for the Community Kitchen Improvements

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**ATTACHMENTS:**

**Description**

Resolution R-2019-41

Application

Residential Relocation Plan

**BACKGROUND:**

Southwest Region Planning Commission is introducing an CDBG application for the Keene Community Kitchen. The proposal is to request an amount up to \$500,000 in CDBG funds. These funds, less administration costs, would be subgranted to The Community Kitchen (TCK) and used to make building improvements at The Community Kitchen's building located at 37 Mechanic Street. The building improvements would include improvements to the roof, installation of a new solar array, as well as improvements to heating and cooling systems along with other capital improvements.



# CITY OF KEENE

R-2019-41

Nineteen

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

## APPROVING AN APPLICATION FOR CDBG FUNDS

A RESOLUTION .....

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

WHEREAS, the City of Keene has stated as one of its Community Goals to make available supportive services and opportunities designed to nurture and meet the needs of our citizenry; and

WHEREAS, The Community Kitchen provides hot meals and a pantry program to persons with low and moderate incomes in need of food assistance; and

WHEREAS, the U. S. Department of Housing and Urban Development has established a Community Development Block Grant Program which is administered within the State of New Hampshire by the New Hampshire Community Development Finance Authority; and

WHEREAS, the Community Development proposal would provide up to \$500,000 to be subgranted to the Community Kitchen and used for improvements to its building located at 37 Mechanic Street.

NOW, THEREFORE, BE IT RESOLVED that the City Council approve and support the a grant application to the New Hampshire Community Development Finance Authority for an amount up to \$500,000 in Community Development Block Grant funds to be used by the Community Kitchen for improvements to its building; that the Council adopt an updated Housing and Community Development Plan; that the City will re-adopt the Residential Anti-Displacement and Relocation Assistance Plan; that the City will accept the grant if it is approved and enter into a contract with the New Hampshire Community Development Finance Authority; and, further, that the City Manager is authorized to execute any documents which may be necessary for said contract.

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





# *Southwest Region Planning Commission*

37 Ashuelot Street,

Keene, NH 03431

603-357-0557 Voice

603-357-7440 Fax

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**DATE: DECEMBER 2, 2019**

**TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: *DW* JAMES WEATHERLY, SOUTHWEST REGION PLANNING COMMISSION**

**THROUGH: ELIZABETH DRAGON, CITY MANAGER**

**RE: PROPOSED APPLICATION FOR CDBG FUNDS: THE COMMUNITY KITCHEN IMPROVEMENTS**

Recommendation: That the City Council adopt the attached resolution approving an application for Community Development Block Grant (CDBG) funds to the NH Community Development Finance Authority (CDFA); and, further, to re-adopt the Residential Anti-Displacement and Relocation Assistance Plan and adopt an updated Housing and Community Development plan.

Proposed application: The proposal is to request an amount up to \$500,000 in CDBG funds. These funds, less administration costs, would be subgranted to The Community Kitchen (TCK) and used to make building improvements at The Community Kitchen's building located at 37 Mechanic Street. The building improvements would include improvements to the roof, installation of a new solar array, as well as improvements to heating and cooling systems along with other capital improvements.

Public Hearings and Schedule: The CDBG application is due on January 27, 2020. Public hearings have been scheduled for December 19th at 7:00 p.m. for the following purposes:

1. Public hearing for the Community Kitchen project.
2. Public hearing to re-adopt the Residential Anti-Displacement and Relocation Assistance Plan specific to this project.
3. Public hearing to adopt an updated Housing and Community Development Plan for the City of Keene for the purpose of CDBG applications.

**CITY OF KEENE**  
**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

Every effort will be made to minimize temporary or permanent displacement of an individual due to a project undertaken by the municipality.

However, in the event of displacement as a result of a federally funded award, the City of Keene will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntary and permanently displaced.

If the property is acquired, converted, or demolished, but will not be used for low/moderate income housing under 104 (d) of the Housing and Community Development Act of 1974, as amended, the Residential Anti-Displacement and Relocation Assistance Plan shall provide that, before obligating and spending funds that will directly result in such demolition or conversion, the City will make public and submit to the NH Community Development Finance Authority the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and approximate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion of the demolition or conversion;
- e. The general location on a map and approximate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits for all low and moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
  1. Sufficient compensation to ensure that, for at least five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or
  2. If elected by a household, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate or voucher for rental assistance provided through New Hampshire Housing Finance Authority or Keene Housing.
- i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;
- j. Provide that persons displaced have the right to elect, as an alternative to the benefits in subparagraph h.2. above, to receive benefits under the Uniform Relocation Assistance and Real Property acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so.
- k. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph h.2. above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.

- I. Paragraph a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

The City of Keene anticipates no residential displacement or relocation activities will be necessitated by this project (**The Community Kitchen Improvements**).

Should some unforeseen need arise, the City certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official name: Elizabeth A. Dragon

Title: City Manager, City of Keene, NH

Signature: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_