



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
February 6, 2020
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- January 16, 2020

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Public Hearing - Small Wireless Facility Deployments in the Right-of-Way
2. Introduction of the Capital Improvement Program

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations
 - Keene Housing Authority
 - Trustees of Trust Funds and Cemetery Trustees
 - Conservation Commission
 - Planning Board
 - Human Rights Committee
 - Bicycle Pedestrian Path Advisory Committee
2. Confirmations
 - Airport Development and Marketing Committee
 - Ashuelot River Park Advisory Board
 - Assessors Board
 - Bicycle Pedestrian Path Advisory Committee
 - Building Board of Appeal
 - Housing Standards Board of Appeal
 - College City Commission
 - Conservation Commission
 - Energy and Climate Committee
 - Historic District Commission
 - Planning Board
 - Partner City Committee
 - Trustees of Trust Funds and Cemetery Trustees
 - Zoning Board of Adjustment
3. Nominations
 - Airport Development and Marketing Committee
 - Ashuelot River Park Advisory Board
 - Conservation Commission

Heritage Commission
Historic District Committee
Partner City Committee
Planning Board

C. COMMUNICATIONS

1. Glen Hewey - Downtown Winter Parking - Lack of Available Parking Spaces to Rent
2. John Therriault - Encouraging the City to Become a "Bee City"
3. Mayor Hansel - Potential Conflicts of Interest Disclosure and Mitigation Plan

D. REPORTS - COUNCIL COMMITTEES

1. Comprehensive Review of Neighborhood Speed Limits – Public Works Department
2. Harris Center for Conservation Education – Temporary Road Closures – Amphibian Crossing
3. The Colonial Theatre – Request to Use City Property
4. Boards and Commissions – Periodic Update – Planning Board
5. Petition - Requesting that the City of Keene Recognize Indigenous People's Day in Place of Columbus Day
6. Acceptance of Donation - Fire Department
7. Acceptance of a Wellness Grant - Human Resources
8. Report on 2019 Donations and Request to Solicit Donations for 2020 - Human Services
9. Acceptance of Funds - Youth Services - Parks Recreation and Facilities
10. Consultant Selection - Design Services for Russell Park - Parks, Recreation and Facilities
11. Woodward Dam Improvements Project - Public Works Department
12. The Downtown Group - Establishment of Free "Complimentary" Downtown Parking
13. Departmental Presentation - Behind the Scenes of an Election - City Clerk

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

G. REPORTS - BOARDS AND COMMISSIONS

1. Resignation - Christine Houston - Heritage Commission
2. Old Gilsum Road Land Acquisition - Boes Property - Conservation Commission

H. REPORTS - MORE TIME

1. Councilor Williams – Accessibility Access at City Facilities

I. ORDINANCES FOR FIRST READING

J. ORDINANCES FOR SECOND READING

1. Sewer Service and Industrial Pretreatment
Ordinance O-2020-01

K. RESOLUTIONS

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, January 16, 2020. The Honorable Mayor George S. Hansel called the meeting to order at 7:00 PM. Roll called: Stephen L. Hooper, Michael J. Remy, Janis O. Manwaring, Michael Giacomo, Randy L. Filiault, Robert C. Williams, Philip M. Jones, Terry M. Clark, Raleigh C. Ormerod, Bettina A. Chadbourne, Catherine I. Workman, Mitchell H. Greenwald, Kate M. Bosley and Thomas F. Powers were present. Councilor Gladys Johnsen arrived at 7:02 PM. Cub Scout Pack 348 led the Pledge of Allegiance. A motion by Councilor Powers to accept the minutes from the December 19, 2019 regular meeting and the January 1, 2020 special meeting were duly seconded by Councilor Hooper. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS – MAYOR

The Mayor announced the meeting schedule for the review of the Capital Improvement Program budget has been set. On Saturday, February 8, 2020, the CIP presentation before the City Council and the Planning Board will occur. This presentation will begin at 8:30 AM at the Michael E.J. Blastos Community Room. In addition, a special Finance, Organization and Personnel Committee meeting will be Monday, February 10, 2020 at 5:30 PM. The regular Finance, Organization and Personnel Committee meetings on February 13, 2020 and February 27, 2020 will also start at 5:30 PM.

NOMINATIONS

The following nominations were received from the Mayor: Nathan Jacobs to serve as a regular member on the Airport Development and Marketing Committee with a term to expire December 31, 2022; Dave Whaley to serve as a regular member on the Ashuelot River Park Advisory Board with a term to expire on December 31, 2022; John Newcombe to serve as a regular member on the Assessor's Board with a term to expire on December 31, 2022; Charles Redfern to serve as an alternate member on the Bicycle Pedestrian Path Advisory Committee with a term to expire on December 31, 2022; Katie Sutherland to serve as a regular member on the Building Board of Appeals with a term to expire on December 31, 2022; Malcom Katz to serve as a regular member on the Building Board of Appeals with a term to expire on December 31, 2022; Steven Walsh to serve as a regular member on the Building Board of Appeals with a term to expire on December 31, 2022; Katie Sutherland to serve as a regular member on the Housing Standards Board of Appeal with a term to expire on December 31, 2022; Malcom Katz to serve as a regular member on the Housing Standards Board of Appeal with a term to expire on December 31, 2022; Steven Walsh to serve as a regular member on the Housing Standards Board of Appeal with a term to expire on December 31, 2022; Councilor Philip Jones to serve on the College City Commission with a term to expire on December 31, 2021; Ely Thayer to serve as a regular member on the College City Commission with a term to expire on December 31, 2022; Art Walker to serve as a regular member on the Conservation Commission with a term to expire on December 31, 2022; Peter Hansel to serve as a regular member on the Energy and Climate Committee with a term to expire on December 31, 2022; Councilor Terry Clark to serve on the Energy and Climate Committee with a term to expire on December 31, 2021; Cary Gaunt to serve as a regular member on the Energy and Climate Committee with a term to expire on December 31, 2022; Andrew Weglinski to serve as a regular member on the Historic District Commission with a term to expire on December 31, 2022; Sam Temple to serve as a regular member on the Historic District Commission with a term to expire on December 31, 2022;

Nancy Proctor to serve as a regular member on the Historic District Commission with a term to expire on December 31, 2022; Hanspeter Weber to serve as an alternate member on the Historic District Commission with a term to expire on December 31, 2022; Pamela Russell Slack to serve as a regular member on the Planning Board with a term to expire on December 31, 2022; John Mitchell to serve as a regular member on the Partner City Committee with a term to expire on December 31, 2022; Irene Davis to serve as a regular member on the Partner City Committee with a term to expire on December 31, 2022; Will Schoefmann to serve as a regular member on the Partner City Committee with a term to expire on December 31, 2022; Kurt Blomquist to serve as administrative staff member on the Partner City Committee with a term to expire on December 31, 2021; Susan Silver to serve as a regular member on the Trustees of Trust Funds and Cemetery Trustees with a term to expire on December 31, 2022; and Josh Gorman to serve as a regular member on the Zoning Board of Adjustment with a term to expire on December 31, 2022. The nominations were tabled until the next regular meeting.

NOMINATIONS

The following nominations were received from the Mayor: Susan Shaw to serve as a regular member on the Keene Housing Authority with a term to expire December 31, 2024; Marilyn Gemmell to serve as a regular member on the Trustees of Trust Funds and Cemetery Trustees with a term to expire on December 31, 2022; Andrew Madison to serve as a regular member on the Conservation Commission with a term to expire on December 31, 2022; Councilor Michael Remy to serve on the Planning Board with a term to expire on December 31, 2021; Shawn Filiault to serve as a regular member on the Human Rights Committee with a term to expire on December 31, 2021; Aaron Shields to serve as a regular member on the Bicycle Pedestrian Path Advisory Committee with a term to expire on December 31, 2022; Michael Davern to serve as a regular member on the Bicycle Pedestrian Path Advisory Committee with a term to expire on December 31, 2022; and Jan Manwaring to serve as a regular member on the Bicycle Pedestrian Path Advisory Committee with a term to expire on December 31, 2022. The nominations were tabled until the next regular meeting.

COMMUNICATION – PETITION- REQUESTING THAT THE CITY OF KEENE RECOGNIZE INDIGENOUS PEOPLE’S DAY IN PLACE OF COLUMBUS DAY

A petition was received from Peter M. Majoy, requesting that the City of Keene recognize Indigenous People’s Day in place of Columbus Day. The communication was referred to the Finance, Organization and Personnel Committee.

COMMUNICATION – BRETT AMY THELEN/HARRIS CENTER FOR CONSERVATION EDUCATION – TEMPORARY ROAD CLOSURES – AMPHIBIAN CROSSINGS

A communication was received from Brett Amy Thelen, of Harris Center for Conservation Education, requesting temporary road closure of a portion of North Lincoln Street for approximately six nights between March and April to ensure the safety of migrating amphibians and the many families that come out to watch them. In addition, the Center is requesting, the experimental closure of a small section of Jordan Road for up to two nights in March and April for the Jefferson Salamander. The Center is also requesting that the North Lincoln Street amphibian closures become a regular part of City operations instead of something that requires

City Council approval. The communication was referred to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – SUSAN HOFFMANN – POLITICAL SIGN ON CITY RIGHTS-OF-WAY AND PUBLIC PROPERTY

A communication was received from Susan Hoffman, seeking a consideration for an Ordinance that would limit placement of political signs on public property. The communication was referred to staff to be handled administratively.

COMMUNICATION – COUNCILOR FILIAULT – REGULARLY SCHEDULED MEETINGS BETWEEN THE MAYOR, STANDING COMMITTEE CHAIRS AND THE CHARTER OFFICERS

A communication was received from Councilor Filiault, expressing his opposition to the practice of the Mayor along with the three Standing Committee Chairs meeting on a regular basis with the Charter Officers and requesting that the practice be discontinued. A brief discussion took place. The Chair filed the communication as informational. A motion by Councilor Filiault challenging the ruling of the Chair was seconded by Councilor Jones. Discussion was limited to Councilor Filiault stating he was not questioning the legality of the meetings, but he was concerned about a lack of transparency. The Mayor expressed his opinion that the meetings are administrative in nature and that they are intended to review the upcoming Standing Committee agendas. He continued the meetings do not involve a quorum of a public body and are therefore not subject to RSA 91-A. The motion failed with eight Councilors sustaining the ruling and seven Councilors voting opposed. Councilors Filiault, Williams, Jones, Johnsen, Clark, Chadbourne, and Greenwald voted in opposition. The communication was filed into the record.

COMMUNICATION – COUNCILOR WILLIAMS – ACCESSIBILITY ACCESS AT CITY FACILITIES

A communication was received from Councilor Williams, requesting that additional curb cuts be installed on the sidewalks approaching the Keene Recreation Center as a measure to improve accessibility. In addition, the Councilor is requesting that a review of all City-owned properties be conducted to ensure accessibility compliance. The communication was referred to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – THE COLONIAL THEATRE – REQUEST TO USE CITY PROPERTY

A communication was received from The Colonial Theatre, requesting the use of certain parking spaces in the Commercial Street Parking Lot for their spring events. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – UNITED CHURCH OF CHRIST – APPLICATION FOR RENEWAL OF LODGING HOUSE LICENSE

A communication was received from Julie White, of the United Church of Christ, submitting an annual request for a lodging house license which operates as an overflow for Hundred Nights. The current license expired January 3, 2020. A motion by Councilor Bosley to suspend the Rules of Order was seconded by Councilor Greenwald. On a roll call vote, 15 Councilors voting in favor, the motion carried. A motion by Councilor Bosley to recommend that a lodging house license be issued to the United Church of Christ to engage in the operation of a lodging house at 23 Central Square subject to the following conditions: said lodging house license shall only be used as an overflow for the Hundred Nights Shelter; and managed by the Hundred Nights Shelter; no more than 16 persons may reside at any one time on the premises; compliance with all applicable sections of the City Code; and compliance with any requirements or recommendations of City staff. Said license will expire on the 17th day of January, 2021 and may be revoked by the City Council in accordance with Section 26-590 "Suspension or Revocation." was seconded by Councilor Jones. A motion by Councilor Greenwald to move the renewal date and to limit the license to 100 days was seconded by Councilor Jones. City Attorney reminded that the licenses are made under the terms of the Code, Chapter 46. This may be restricted to a year under the Code. The Code is not something that can be suspended like the Rules of Order. The City Attorney read the Section 46-588 – Expiration, "*Each license issued under this division shall expire one year from its effective date. No renewals or postponements of the effective date shall be granted, but each license shall be a new license each year.*" The City Attorney understands the motion, however, it would be in violation of the Code. The Attorney continued that an Ordinance could be introduced to change the effective date of the license to a date other than January. Councilor Greenwald withdrew his motion, Councilor Jones withdrew his second. On a show of hands, 15 Councilors voting in favor, the motion carried.

COMMUNICATION – HUNDRED NIGHTS – APPLICATION FOR RENEWAL OF A LODGING HOUSE LICENSE

A communication was received from Mindy Cambiar, Hundred Nights, Inc., submitting an annual request for a lodging house license. The current license expired on January 3, 2020. A motion by Councilor Bosley to suspend the Rules of Order to allow action on the application was seconded by Councilor Greenwald. On a roll call vote, 15 Councilors voting in favor, the motion carried. A motion by Councilor Bosley to recommend that a lodging house license be issued to the Timoleon Chakalos or his successor to engage in the operation of a lodging house at 15 Lamson Street subject to the following conditions: no more than 26 persons may reside on the premises at any one time; compliance with all applicable sections of the City Code; compliance with any requirements or recommendations of City staff. Said license will expire on the 17th day of January, 2021 and may be revoked by the City Council in accordance with Section 46-590 "Suspension or Revocation" was seconded by Councilor Greenwald. On a roll call vote, 14 Councilors voting in favor and one opposed, the motion carried. Councilor Jones was opposed.

PLD REPORT – BODY & SOUL ROAD RUNNERS – REQUEST TO USE CITY PROPERTY – COMMUNITY SPONSORED EVENT

Planning, Licenses and Development Committee report read recommending that the City Council grant permission to Body & Soul Road Runners to sponsor a running race on February 8, 2020, 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 Bosley to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

PLD REPORT – CONTINUED DISCUSSION: RELATING TO SMALL WIRELESS FACILITY DEPLOYMENTS IN THE PUBLIC RIGHT-OF-WAY – ORDINANCE O-2019-18

Planning, Licenses and Development Committee report read recommending a full public hearing before the City Council to be set by the Mayor and that the Ordinance O-2019-18 be placed on more time. The Chair set the public hearing for February 6, 2020 at 7:00 PM and more time was granted.

FOP REPORT – ACCEPTANCE OF DONATIONS – PARKS, RECREATION AND FACILITIES

Finance, Organization and Personnel Committee report read recommending 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 Recreation Department scholarship fund. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATIONS – PARKS, RECREATION AND FACILITIES

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept \$23,100.00 and to administer the funds provided by Cheshire County for Youth Service programs. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper. The motion passed with a unanimous vote in favor.

FOP REPORT – PROFESSIONAL SERVICES CONTRACT FOR AIRPORT MARKET STUDY – ASSISTANT CITY MANAGER/ IT DIRECTOR

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Crawford, Murphy, & Tilly, Inc. for the development of a commercial service market study for the Keene Dillant-Hopkins Airport or in the absence of reaching an agreement to negotiate and execute an agreement with Volaire. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper. The motion passed with 14 Councilors voting in favor and one opposed. Councilor Filiault opposed.

CITY MANAGER COMMENTS

The City Manager announced that Kurt Blomquist, Public Works Director, will serve as one of three members appointed by NHMA, New Hampshire Municipal Association, to the Advisory Commission for the Department of Environment Series Relative to the Delegation of the National Pollutant Discharge Elimination Systems Program. This Commission was created via Senate Bill, SB 450. The Commission was created to look at whether the NHDES should request delegation of the National Pollutant Discharge Elimination System from the EPA, and if so, to recommend a fee structure that would pay for the department to hire the required number of employees to manage the issuance of permits and administer the program.

The City Manager stated a press release went out announcing the City has hired a new Airport Director. David Hickling will be joining the team. Mr. Hickling served in the United States Airforce as Crew Chief, has a Bachelors in Aviation Management from Nathaniel Hawthorne College, as well as a graduate level course work in Aviation Management at Embry Riddle School of Aeronautics. He has completed flight training for his commercial pilot license with multi-engine and instrument ratings. Over the past thirteen years, Mr. Hickling has served as Deputy Commissioner and then ultimately Commissioner of Aviation, which is equivalent to Airport Director, at the Greater Binghamton Airport. Before that, he worked for ten years as their Airport Operations Specialist. He will be relocating to the area from New York and is scheduled to start early February.

The City Manager commented that New Hampshire Department of Transportation is holding a Public Hearing on January 21, 2020 at 6:00 PM in the Michael E. J. Blastos Community Room. The purpose is to present information and solicit input regarding a proposed project to create appropriate floodplain mitigation sites within the Ashuelot River watershed for 19.9 acre-feet of compensatory flood plain storage. This is mitigation for the impacts caused during the series of state projects on Route 9, 10, 12, and 101.

REPORTS – BOARDS AND COMMISSIONS: RESIGNATION – DAVID SOUTHER – BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE; RESIGNATION – PAM KNIGHT – HUMAN RIGHTS COMMITTEE; RESIGNATION – CHRIS BREHME – ENERGY AND CLIMATE COMMITTEE; AND RESIGNATION – PAUL COOPER – HISTORIC DISTRICT COMMISSION

The Chair requested to take all four of these items in one motion. A motion by Councilor Powers to accept the resignations with regret and appreciation for service was seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

MEMORANDUM – SEWER SERVICE AND INDUSTRIAL PRETREATMENT

A memorandum was received from the Industrial Pretreatment Coordinator and Assistant Public Works Director, along with Ordinance O-2020-01. The memorandum was filed into the record. Ordinance O-2020-01 was referred to the Municipal Services, Facilities and Infrastructure Committee.

01/16/2020

RESOLUTION R-2020-02: IN APPRECIATION OF CHARLES RUSSELL HARRIS UPON HIS RETIREMENT

Resolution R-2020-02: In Appreciation of Charles Russell Harris Upon His Retirement was read by title only. A motion by Councilor Powers for adoption of the Resolution was duly seconded by Councilor Greenwald. The motion carried with a unanimous vote in favor. Resolution R-2020-02 declared adopted.

NON PUBLIC SESSION

At 7:55 PM Councilor Powers moved to go into nonpublic session to discuss a land matter under RSA 91-A:(II) d. The motion was duly seconded by Councilor Filiault. On roll call vote, 15 Councilors were present and voting in favor. A brief recess was called. The session convened at 7:58 PM. The Public Works Director was invited to remain. Discussion was limited to the subject matter. At 8:33 PM the session concluded. A motion by Councilor Powers to keep the minutes, in non-public session was seconded by Councilor Filiault. On roll call vote, 15 Councilors were present and voting in favor.

A true record, attest:

A handwritten signature in cursive script, appearing to read "Patricia Filiault".

City Clerk



PUBLIC NOTICE

Notice is hereby given that a Public Hearing will be held relative to Ordinance O-2019-18, which would establish a license to regulate the placement and design of small wireless facilities (SWF) in the public rights of way. The issuing authority for the license would be the Public Works Director or his designee. The purpose of the SWF license is to promote economic development by creating opportunity for high quality, advanced wireless services, protecting and preserving the public rights of way, ensuring compatibility with the City's aesthetic character and establishing reasonable standards and procedures in compliance with the Federal Communications Commission's (FCC) "Small Cell Order."

In general, the FCC "Small Cell Order" restricts the fees and other compensation state and local governments may receive from applicants, requires all aesthetic regulations to be reasonable and to be no more burdensome than those applied to other infrastructure deployments, and mandates that local officials review permit applications within significantly shorter time frames that previously allowed.

HEARING DATE: February 6, 2020

HEARING TIME: 7:00 PM

HEARING PLACE: Council Chambers, Keene City Hall

Per order the Mayor and Councilors of the City of Keene, this sixteenth day of January, two thousand and twenty.

Attest:


City Clerk



City of Keene, N.H.
Transmittal Form

January 15, 2020

TO: Mayor and Keene City Council

FROM: Mayor George S. Hansel

ITEM: B.1.

SUBJECT: Confirmations

COUNCIL ACTION:

In City Council January 16, 2020.
Tabled until the next regular meeting.

RECOMMENDATION:

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

Keene Housing Authority

Susan Shaw, slot 4
835 Court Street

Term to expire Dec. 31, 2024

Trustees of Trust Funds and Cemetery

Trustees

Marilyn Gemmell, slot 3
40D Stonehouse Lane

Term to expire Dec. 31, 2022

Conservation Commission

Andrew Madison, slot 7
14 Carroll Street

Term to expire Dec. 31, 2022

Planning Board

Michael Remy, Councilor, ex-officio, slot 9

Term to expire Dec. 31, 2021

Human Rights Committee

Shawn Filiault, slot 7
40B Stonehouse Lane

Term to expire Dec. 31, 2021

Bicycle Pedestrian Path Advisory Committee

Aaron Shields, slot 3
573 West Street

Term to expire Dec. 31, 2022

Michael Davern, slot 6
733 Hurricane Road

Term to expire Dec. 31, 2022

Jan Manwaring, slot 4

Term to expire Dec. 31, 2022

ATTACHMENTS:

Description

Background Gemmell

Background Shaw

Background Madison

Background Filiault

Background Shields

Background Davern

Experience

City of Keene-(Elected)

2018-2019 Ward Clerk for Ward 5

City of Keene-(Volunteer)

2013-2018 City of Keene Trustees of Trust Funds committee

- Maintain custody of all trust funds held by the City of Keene and determine investment strategies and responsible uses for these funds.

Friends of the Keene Public Library Treasurer-(Volunteer)

2013-present Friends of the Keene Public Library

- Maintain records that ensure the accountability of all revenue and expense items using a cash accounting system.
- Manage all vendor payments, using a pro-forma board approved budget, in support of the Keene Public Library.
- Prepared all work papers for use by external accountants insuring compliance of all State and Federal filing requirements.

Monadnock United Way

1993-2013 Financial and Funds Distribution Director

- Maintain and ensure the accountability of the revenue, expenses, accounts receivable, accounts payable, general ledger, payroll and audit.
- Manage process of distributing funds raised in the annual campaign, grants and fiscal agent program.
- Manage financial aspects of donor database, campaign reporting, donations, pledge receivables and donor restricted donations.

Monadnock United Way

1989-1993 Financial Manager

- Responsible for tracking and maintaining approved financial operations on a day to day basis.
- Prepared all Board, local, state and federal reports required on monthly, quarterly and yearly basis.
- Prepared all work papers for use by external auditors.

Family Planning Services of SWNH

1987-1989 Executive Director

- Responsible for the overall fiscal and administrative functioning of a reproductive health agency serving 2000 women.
- Supervision and evaluation of seven medical and service staff.
- Responsible for proposal writing, program planning, recruitment of new personnel.

Family Planning Services of SWNH

1973-1987 Administrative Assistant for Finance

- Worked with agency Treasurer and agency Director to develop pro-forma budgets.
- Maintained approved functional budgets for agency and line item budgets for programs by funding sources.
- Prepared all Board, local, state and federal reports required on monthly, quarterly and yearly basis.
- Prepared all work papers for use by external auditors.

Education

Franklin Pierce College, Rindge NH 1982-1986 Bachelor of Science with dual major in Business Management and Accounting.

835 Court Street #202
Keene, NH 03431

December 31, 2019

Mayor-elect George Hansel
38 Elm Street
Keene, NH 03431

Re: Appointment to Keene Housing Authority Board of Commissioners

Dear Mr. Hansel,

I have been invited to serve a five year term on KHA board of commissioners and want to express my interest in serving. It will be an opportunity to use my experiences and training (and passion), here in my community.

I am a Keene native, and over the years have volunteered and served on The Colonial Theatre board and Cedarcrest Advisory board, and as founding member of AIDS Services of the Monadnock Region.

My career has been in housing and services for older people; BA in Interdisciplinary Gerontology, Executive Director of The Woodward on Court Street, national delegate to the National Association of Homes and Services for the Aging, (NAHSA) Washington, DC. President of Northern New England Association (NEASHA), and I have a certification as Retirement Housing Specialist from (NAHSA).

Please consider appointing me to the KHA Board of Commissioners.

Yours truly,

A handwritten signature in cursive script that reads "Susan Lane Shaw". The signature is written in black ink and is positioned below the "Yours truly," text.

Susan Lane Shaw

CC: Joshua Meehan

Helen Mattson

From: helpdesk@ci.keene.nh.us on behalf of City of Keene <helpdesk@ci.keene.nh.us>
Sent: Sunday, December 01, 2019 10:29 PM
To: Helen Mattson
Cc: Patty Little; Terri Hood
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Sun, 12/01/2019 - 22:16</p>

<p>Submitted values are:</p>

First Name:

Andrew

Last Name:

Madison

Address

14 Carroll St
Apt 2

Email:

Cell Phone:

38920679

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

Conservation Commission, Zoning Board Adjustment

Employer:

NH Department of Environmental Services

Occupation:

Investigator

Education:

B.S. in Geography from Salem State University, M.S. in Environmental Science from Indiana University

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.

City of Keene Conservation Commission

Other Information/Relevant Experience:

I served on the Keene Conservation Commission from April 2016 to November 2018 including several months as Vice Chair. I also have 11 years of professional experience in natural resource management, five of which included experience providing technical assistance to NH municipalities regarding land use planning and the creation/implementation of municipal ordinances related to the protection of natural resources.

Please provide some references:

Michael Giacomo

References #2:

Michael Remy

If would like to, please provide your resume

AMadison_Resume.docx

Andrew Madison

14 Carroll St. Apt #2

Keene, NH 03431

603-892-0679

SUMMARY:

Natural resource planner with experience in assisting rural municipalities in addressing drinking water quality concerns related to land use. Experienced in stakeholder engagement, grant writing, program management, creating and reviewing technical reports, and public speaking.

EXPERIENCE:

New Hampshire Department of Environmental Services – Source Protection Coordinator

April 2018 – Present

- Manage and administer a \$250,000 annual grant program to support drinking water source protection initiatives throughout the state.
- Provide guidance and technical assistance to local and regional planners regarding drinking water source related topics, including the creation of model ordinances.
- Organize and host trainings, conferences, and workshops for local and regional drinking water stakeholders.
- Coordinate drinking water source protection planning initiatives between state, local, and federal agencies.

Granite State Rural Water Association, Walpole NH- Source Water Protection Specialist

June 2014- April 2018.

- Manage a USDA-funded local source water protection program with a goal of creating and implementing three source protection plans protecting five or more public water sources annually.
- Assist communities with reviewing land use codes and municipal ordinances and offer input on how to align with drinking water protection needs.
- Review current and historic land uses and identify potential sources of groundwater contamination.
- Coordinate local source water stakeholder committees and assisted in building their capacity to advocate for the protection of drinking water resources.
- Assist communities with creating, or updating groundwater protection ordinances.
- Apply for, and manage grants from government and non-government sources for source protection projects.

Indiana University, Bloomington IN- Graduate Research Assistant.

September 2012 – June 2014

- Managed a water quality monitoring project in support of the Mississippi River Basin Healthy Watersheds Initiative while performing independent research.
- Analyzed water quality, and benthic sediment samples for nutrient concentrations.
- Prepared project reports and presentations for stakeholders, professional groups and project funders.

Curecanti National Recreation Area, Gunnison CO- Biological Science Technician

May 2010-August 2012

- Performed all water quality sample collection, shipping and data entry for the park's water quality monitoring program.

Andrew Madison

14 Carroll St. Apt #2
Keene, NH 03431
603-892-0679

- Oversaw aquatics program field crew during field operations on the water and in remote locations.
- Assisted with the park's aquatic invasive species management program.

Uncompahgre Watershed Partnership, Ridgway CO – AmeriCorps Volunteer In Service To America (VISTA)

April 2009-April 2010

- Assisted in the creation of an EPA funded watershed plan and water quality summary for the Uncompahgre River in Western Colorado.
- Coordinated outreach activities including planning public events, writing press releases and communicating with stakeholders including government agencies, businesses, and private land owners.
- Coordinated fundraising activities such as grant writing, funding requests to local governments and collaborative fundraisers.

Massachusetts Department of Conservation and Recreation, Belchertown MA – Park Interpreter

May 2008-April 2009

- Organized and conducted environmental education programs for organized groups and individuals
- Created educational displays on the ecology and local history of the park

Volunteer Work:

Sassafras Audubon Society- Conservation Chair, Bloomington Indiana.

January 2013-June 2014

Greater Keene Chamber of Commerce- Programs Committee Member, Chair of the Keene Young Professionals Network

January 2016-April 2018

City of Keene, NH Conservation Commission- Vice Chair

May 2016-November 2018

City of Keene, NH Goose Pond Forestry Management Plan Committee- Member

December 2017- November 2018

EDUCATION:

Indiana University- Bloomington, IN

M.S. in Environmental Science, 2014

Research: *Land cover impacts on stream nutrient dynamics in a Midwestern agricultural watershed.*

Salem State University- Salem, MA

B.S. in Geography, 2008

Awards

John L. George Award for Scholarship and Service in Geography- *April, 2007*

Business Monadnock Trendsetter Award- *March, 2017*

Leadership Monadnock Graduate- *June, 2017*

SHAUN M. FILIAULT

40B Stonehouse Ln ♦ Keene, New Hampshire 03431 ♦ 603-355-7890 ♦

EDUCATION:

| | |
|--|-----------------------------|
| Univ. of New Hampshire (<i>Concord, NH</i>) | Juris Doctor (2020)(e) |
| Boston University (<i>Boston, MA</i>) | Master of Laws (2016) |
| Charles Darwin University (<i>Australia</i>) | Bachelor of Laws (2015) |
| University of South Australia (<i>Australia</i>) | Doctor of Philosophy (2009) |
| Boston University (<i>Boston, MA</i>) | Bachelor of Arts (2004) |

HIGHLIGHTED LEGAL EXPERIENCE:

Bragdon, Baron & Kossayda (*Keene, NH*) *Jan. 2020 – present*

- Will conduct legal research and draft legal documents for Keene-based law firm

Vermont Attorney General (Consumer Protection) (*Montpelier, VT*) *June 2019 – Aug. 2019*

American Bar Association Steiger Fellowship

- Analyzed discovery, helped write complaint about medical technology not yet addressed by FDA
- Drafted a Civil Investigative Demand about multistate tax issue regarding “Fortune 500” company
- Developed discussion paper used by state government about blockchain and consumer data privacy

New Hampshire Bureau of Securities Regulation (*Concord, NH*) *2018-2019*

- Assisted State secure \$1.1 million judgment in administrative hearing as third chair
- Analyzed brokerage documents for churning/missed breakpoints; secured \$450,000 judgment for State
- Negotiated with licensees regarding Blue Sky law violations and drafted Consent Orders for State

New Hampshire Attorney General (Consumer Protection) (*Concord, NH*) *2018*

- Deposed target in criminal consumer protection case under guidance of assistant attorney general
- Developed civil consumer protection complaints filed by Attorney General in state court

United States District Court, Massachusetts (Hon. William G. Young) (*Boston, MA*) *2016-2017*

- Wrote orders such as *Markman* constructions, trademark priority, and *Gartenberg* fee analysis
- Researched federal and state law pertaining to cases pending before U.S. District Court

Massachusetts Attorney General (Civil Rights) (*Boston, MA*) *2016*

- Investigated complaints lodged by LGBTQ students about alleged mistreatment by university
- Liaised with large Massachusetts employer about complaints concern treatment of service animals
- Wrote discussion paper for Attorney General about Second Amendment’s coverage of ammunition

HIGHLIGHTED TEACHING AND ADMINISTRATION EXPERIENCE:

River Valley Community College (*New Hampshire*) *Adjunct Professor* *2014 – present*

- Deliver undergraduate psychology courses for New Hampshire Community College System

Flinders University, School of Education (*Australia*) *Assistant Dean of Under. Studies* *2009-2013*

- Taught undergraduate and graduate courses in psychology, education, and health promotion
- Administered and advised portfolio of several thousand undergraduate students
- Led restructure and revision of all courses and degrees in School of Education as co-chair of School’s multi-year Course and Curriculum Restructuring and Revision program
- Reviewed and approved research proposals as member of Institutional Ethics Review Board
- Provided expert reports to state and federal governments on health promotion initiatives
- Published numerous peer-reviewed journal articles and book chapters about health promotion

Patty Little

From: Patty Little
Sent: Sunday, January 05, 2020 6:52 AM
To: Patty Little
Subject: Fw: Interested in serving on a City Board or Commission

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene <helpdesk@ci.keene.nh.us>
Sent: Thursday, December 12, 2019 9:53 AM
To: Helen Mattson
Cc: Patty Little; Terri Hood
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Thu, 12/12/2019 - 09:53</p>

<p>Submitted values are:</p>

First Name:

Aaron

Last Name:

Shields

Address

573 West St. Apt. 3
Keene, NH 03431

Email:

Cell Phone:

6039034221

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

Bicycle/Pedestrian Path Advisory Committee

Employer:

Self Employed - Mudita Massage & Wellness

Occupation:

Massage Therapist

Education:

BS in GeoEnvironmental Studies from Shippensburg University of Pennsylvania

Have you ever served on a public body before?

No

Other Information/Relevant Experience:

business owner, completed geography coursework including a GIS certificate for bachelors degree.

Please provide some references:

Chris Brehme

6039035901

References #2:

Wink Faulkner

6034995458

Patty Little

From: helpdesk@ci.keene.nh.us on behalf of City of Keene <helpdesk@ci.keene.nh.us>
Sent: Wednesday, January 08, 2020 11:09 AM
To: Helen Mattson
Cc: Patty Little; Terri Hood
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Wed, 01/08/2020 - 11:09</p>

<p>Submitted values are:</p>

First Name:

Michael

Last Name:

Davern

Address

733 Hurricane Rd

Keene, NH

Email:

Cell Phone:

603-359-7474

Home Phone:

603-357-7443

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

Bicycle/Pedestrian Path Advisory Committee

Employer:

TomTom

Occupation:

GIS Engineer

Education:

MA Geography, Binghamton University

Have you ever served on a public body before?

No

Other Information/Relevant Experience:

Current President of the Brattleboro-Keene chapter of the New England Mountain Bike Association (BK-NEMBA).

Please provide some references:

Ted McGreer

References #2:
Peter Poanessa



City of Keene, N.H.
Transmittal Form

January 15, 2020

TO: Mayor and Keene City Council

FROM: Mayor George S. Hansel

ITEM: B.2.

SUBJECT: Confirmations

COUNCIL ACTION:

In City Council January 16, 2020.
Tabled until the next regular meeting.

RECOMMENDATION:

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

Airport Development and Marketing Committee

Nathan Jacobs, slot 10
renomination

Term to expire Dec. 31, 2022

Ashuelot River Park Advisory Board

Dave Whaley, slot 2
renomination

Term to expire Dec. 31, 2022

Assessors Board

John Newcombe, slot 1
renomination

Term to expire Dec. 31, 2022

Bicycle Pedestrian Path Advisory Committee

Charles Redfern, slot 8 alternate
regular to alternate

Term to expire Dec. 31, 2022

Building Board of Appeals

Katie Sutherland, slot 1
renomination

Term to expire Dec. 31, 2022

Malcolm Katz, slot 2
renomination

Term to expire Dec. 31, 2022

Steven Walsh, slot 4
renomination

Term to expire Dec. 31, 2022

Housing Standards Board of Appeal

Katie Sutherland, slot 1
renomination

Term to expire Dec. 31, 2022

Malcolm Katz, slot 2
renomination

Term to expire Dec. 31, 2022

Steven Walsh, slot 4
renomination

Term to expire Dec. 31, 2022

College City Commission

Phil Jones, Councilor - ex-officio slot 3
renomination

Term to expire Dec. 31, 2021

Ely Thayer, slot 6
renomination

Term to expire Dec. 31, 2022

Conservation Commission

Art Walker, slot 2
renomination

Term to expire Dec. 31, 2022

Energy and Climate Committee

Peter Hansel, slot 5
renomination

Term to expire Dec. 31, 2022

Terry Clark, Councilor - ex-officio slot 3
renomination

Term to expire Dec. 31, 2021

Cary Gaunt, slot 8
renomination

Term to expire Dec. 31, 2022

Historic District Commission

Andrew Weglinski, slot 1
renomination

Term to expire Dec. 31, 2022

Sam Temple, slot 2
renomination

Term to expire Dec. 31, 2022

Nancy Proctor, slot 5
renomination

Term to expire Dec. 31, 2022

Hanspeter Weber, alternate slot 11
regular to alternate membership

Term to expire Dec. 31, 2022

Planning Board

Pamela Russell Slack, slot 3
renomination

Term to expire Dec. 31, 2022

Partner City Committee

John Mitchell, slot 5
renomination

Term to expire Dec. 31, 2022

Irene Davis, slot 8
renomination

Term to expire Dec. 31, 2022

Will Schoefmann, slot 9
renomination

Term to expire Dec. 31, 2022

Kurt Blomquist, administrative staff,
ex-officio slot 3
renomination

Term to expire Dec. 31, 2021

Trustees of Trust Funds and Cemetery

Trustees

Susan Silver, slot 4
renomination

Term to expire Dec. 31, 2022

Zoning Board of Adjustment

Josh Gorman, slot 2
renomination

Term to expire Dec. 31, 2022



City of Keene, N.H.
Transmittal Form

February 4, 2020

TO: Mayor and Keene City Council

FROM: Mayor George S. Hansel

ITEM: B.3.

SUBJECT: Nominations

RECOMMENDATION:

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

Airport Development and Marketing Committee Term to expire Dec. 31, 2021
Mitchell Greenwald, ex-officio - Councilor

Ashuelot River Park Advisory Board
Steve Hooper, ex-officio - Councilor Term to expire Dec. 31, 2021

Conservation Commission
Robert Williams, ex-officio - Councilor Term to expire Dec. 31, 2021

Heritage Commission
Kelly Ballard, slot 6 Term to expire Dec. 31, 2021
133 Cross Street

Historic District Commission
Peter Poenessa Term to expire Dec. 31, 2022
36 Dickinson Road

Partner City Committee
Michael Giacomo, ex-officio - Councilor Term to expire Dec. 31, 2021

Mari Brunner, slot 1 Term to expire Dec. 31, 2020
100 Pearl Street

Planning Board
David Orgaz, slot 5 Term to expire Dec. 31, 2022
222 West Street

Gail Somers, slot 6 Term to expire Dec. 31, 2022
5 Orchard Street

Michael Burke, ex-officio - staff

Term to expire Dec. 31, 2021

ATTACHMENTS:

Description

Ballard_Background

Poenessa_Background


Brunner_Background

Orgaz_Background

Orgaz_Autobiography

Somers_Background

Kelly Ballard
133 Cross Street



Kelly Ballard is a community activist, wife and mother. Kelly moved to Keene, NH in 2017 when her husband, Kenny Ballard, took over as President of The Mountain here in Keene. They bought an old home on Cross St and Kelly began researching the history of their home. She uncovered not only the beginnings and stories of their C. 1868 home and its many residents, but she also discovered the broader, inspiring history of Keene, NH as well. Kelly has been working in direct community support for many years. During the past five years, she has been running a support community for caregivers that focuses on mental health care awareness and access to services for all. Kelly and Kenny have two kids. One just graduated from MC2 and another is attending Keene High School.

Peter Poanessa
36 dickinson Road Keene
info@signworx.com
www.signworx.com

Born in Keene and attended local schools
Monadnock High School
UNH Durham
Butera School of Art Boston

1977 - 1986 Commercial fishing in Alasaka

1986 - present owner and operator at Keene Signworx. We have been awarded over 2 dozen national awards for our sign work most of it spread around Keene

1995 Founded and opened Elm city Brewery with two partners

2006 Built and launched a 27' ocean going powerboat.

2017-2019 founded and guided the Magical History Tour mural festival with the help of many Keene citizens.

Patty Little

From: helpdesk@ci.keene.nh.us on behalf of City of Keene <helpdesk@ci.keene.nh.us>
Sent: Monday, December 16, 2019 3:34 PM
To: Helen Mattson
Cc: Patty Little; Terri Hood
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Mon, 12/16/2019 - 15:34</p>

<p>Submitted values are:</p>

First Name:

Mari

Last Name:

Brunner

Address

100 Pearl Street, Apt. #2

Email:

Cell Phone:

3-852-4689

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

Partner City Committee

Employer:

City of Keene

Occupation:

Planner

Education:

BS Chemistry (University of Michigan, Class of 2010); MS Environmental Studies (Antioch University New England, 2014)

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.

I was a member of the Energy and Climate Committee (formerly Cities for Climate Protection Committee) prior to working for the City of Keene. I currently serve as the staff liaison for several City committees, including HDC, ECC, and Planning Board.

Other Information/Relevant Experience:

I stayed with several different host families in Germany for three weeks through a choir exchange program in 2002 (through the Blue Lake International Exchange Program - <https://bluelake.org/international/>). I have

participated in several other international exchange programs, and have stayed with host families in Spain (Salamanca) and Ecuador (Quito and El Cristal).

Please provide some references:

Will Schoefmann

wschoefmann@ci.keene.nh.us

603-762-0134

References #2:

Yves Gakunde

ygakunde@antioch.edu

617-407-4230

DAVID ORGAZ

222 West St #201

KEENE, NH 03431

2005 TO PRESENT: Full time Realtor with Better Homes & Gardens The Masiello Group. Peterborough office from 2005 until January 2020. Based in Keene office as of January 2020.

(Please see autobiography.)

2000-2005: Relocated to Greenville, NH and became Director of Catering at Franklin Pierce College ...worked for Sodexo Corp. Lived in Greenville until November 2019 when I relocated to Keene and currently live at the Colony Mill.

1978-2000, Restaurant General Manager, District Manager, fulfilling a 30+ year career in foodservice throughout the country, and mostly in New England beginning in 1990. Most of my work centered around the Greater Boston area. My home was in Woburn, MA from 1983-2000 when I relocated to NH.

1976...Pratt Institute, Brooklyn, NY Food Science & Management

1971-1975 Boston University

1971...Keene High School

DAVID ORGAZ

REALTOR®

When I made the transition into real estate in 2005 after a successful 30+ year foodservice career, times were trying in the industry. The Great Recession began two years into my new career just when I should have been ramping up by making contacts and establishing a customer base in a solid region. It turned out to be a time to hone my skill in communication (as social media as we know it today was exploding on the scene), and develop a thorough understanding of all aspects of the business. It was a time when many new and seasoned agents were dropping out of real estate. By staying the course, I maintained *Top Producer* status in my office of 13 agents of The Masiello Group, from 2008 to the present.

The Great Recession also gave me the opportunity to get more involved in my community and local and state real estate boards. I joined the Contoocook Valley Board of Realtors, served actively on several committees, and served as its President 3 times, in 2009, 2010, and 2016. I still remain active on that board. I also became a 6 -year member of the Board of Directors for Monadnock Family Services in Keene and served 6 years on the board of The Greater Peterborough Chamber of Commerce. My volunteering services have earned me Realtor Honor Society recognition from the Contoocook Board for 14 years. I was also recognized as the Contoocook Valley Board *Realtor of the Year* in 2009 and 2016.

Since 2017 I am the National Association of Realtors Federal Political Coordinator to Congresswoman Annie Kuster. This non partisan position has me in direct contact with our representative in Congress, relaying to her the real estate needs and concerns of the buying and selling public and for Realtors in the 2nd Congressional District in NH. Every member of Congress and every Senator nationwide has a Realtor "assigned" to them, and I am proud to fill this position in NH.

My 15 years as a full time Realtor has taught me about how being proactive and communicating to the hilt makes for smooth and successful transactions , helping people find their new or first home and helping others sell during a life transition or other reason.

Most importantly, my personal move to Keene is a positive change for me. Since Keene is my hometown, I hope to renew old contacts and create lots of new ones. This is a great region of New Hampshire and I know it well, and look forward to growing my business here and remain successful by creating a memorable home buying or selling experience with you.

GAIL SOMERS

Address : Keene, NH 03431

Phone : 610-209-4124

Email : gailsomers@icloud.com

PROFESSIONAL SUMMARY

Self-motivated professional with 15+ years of successful progressive career growth in Sales Management, Finance, and other Business Management roles in the Food industry. Offering a rich background in increasing profits, reducing costs and transforming staff efficiency, effectiveness and customer service standards through results-driven initiatives, business process improvements, and team coaching and training. Experienced in leading and supervising large teams of employees.

EDUCATION

Doctor of Business Administration, Doctoral Professional Studies in Management, 2023

Pace University - NY

MBA, Food Marketing, 2013

St. Joseph's University - PA

B.S, Business Administration, Finance, 2002

Villanova - PA

Graduated Cum Laude

- Graduated cum laude

TEACHING EXPERIENCE

Adjunct Professor, School of International Training 6/2016 - 2018.

Courses:

- Special Topics in Social Leadership - Budget and Financial Management (1 Credit).
- Budget and Financial Management (3 Credits).

WORK HISTORY

OWNER, 11/2018 to Current

YAHSO JAMAICAN GRILLE, NH

- Launched Yahso Jamaican Grille, a Jamaican-cuisine restaurant business in Keene NH serving up a fusion of traditional authentic Jamaican with a modern twist..

SENIOR DIRECTOR, CUSTOMER DEVELOPMENT, 01/2018 to Current

C&S WHOLESALE GROCERS, NH

- Responsible for a top five customer account at C&S with over \$1Billion in Sales across all commodities in the NYC Metro area.
- Directly responsible for the sales profitability for account base, the sales support budget as well as impacting the operational and service level KPIs and other strategic goals.

SKILLS

- A can-do entrepreneurial mentality
- Advanced business acumen and analytical thinking skills
- Strong interpersonal and relationship-building skills
- Ability to effectively problem solve and collaborate cross-functionally
- Strong orientation for Business Process Improvements
- Experience successfully mentoring, coaching, training and developing a large team of in/direct reports in a highly matrixed structure.
- Financial management experience
- New business development experience
- Project Management trained and experience
- Sales Management and Sales planning skills
- Skilled in Oracle, SAP, Lawson, Hyperion, Salesforce and Microsoft Suite
- Advanced proficiency in MS Excel and PowerPoint

- Accountable for establishing and meeting the annual sales revenue targets in support of the company's strategic objectives, managing the customer relationship, and leading my team to attain these sales targets while promoting sales growth and customer satisfaction.
- Hold budget oversight and the annual sales planning to promote sales growth with this customer base, influencing the growth of my assigned customer base and positively impacting the customer relationship from a strategic and operational stand point.
- Manage a team of seven(7), with dotted line responsibilities to other cross-functional teams, including warehouse, transportation, and finance support.
- Additionally, responsible for the effective design of my sales team including sales job roles, descriptions and resource deployment.
- Other responsibilities including recommending and directing the execution of strategies, policies and practices to drive sales growth, impact customer satisfaction, improve and maintain the customer relationships from a sales and operational perspective while building.

SENIOR DIRECTOR, SALES ADMINISTRATION, 06/2016 to 12/2017
C&S WHOLESALE GROCERS, NH

- Responsible for managing the Independent Sales Management processes and functions essential to achieving the key performance and productivity targets such as new business development, sales growth targets, sales program implementations and monitoring.
- Responsible for overseeing and directing the Sales Budgeting and Forecasting processes with the Sales teams, to ensure that sales budgets and forecasts are established that support and accurately reflect the Sales objectives and other business guidance.
- Utilized historical data and trends to support budget adjustments and reforecasting.
- Utilized market trend data, such as Nielsen and other food industry trend data to assess Sales the department's performance, budgets and forecast against industry trends.
- Promote a data-driven culture within Sales, providing the insight to ensure proper resource allocation and business decisions to accomplish new customer acquisition and existing customer growth smarter.
- Develop and manage regular financial reports and presentations for Senior Sales Leadership team.
- Works closely with internal and external stakeholders to ensure the appropriate objectives and priorities are enabled within the supported sales organization.
- Manage the Independent Sales New Business Pipeline and Prospecting Process including working with Regional Sales Teams to identify Prospects, systematically and strategically work through prospecting list and narrowing the opportunities that will lead to successful new business leads.

DIRECTOR OF FINANCE - ACCOUNTS RECEIVABLE, 06/2013 to 06/2016
C&S WHOLESALE GROCERS, NH

- Responsible for all Accounts Receivable, Customer Master Files, Credit Policy, Collections, Deductions, Cash Application and Supply Agreement Contract Auditing functions for 7000+ customer accounts (\$800MM - \$1BB A/R portfolio and a staff of 50+ individuals in multiple offices).
- Direction of the collections of accounts receivable, efficient management of the A/R and Collections KPI, achievement of the department's goals related

- to bad debt, DSO, sales support and the related departments budget.
- Additional responsibility for the Notes Receivable Portfolios, and UCC Lien and other Collateral Administration.
- Ongoing contributions towards the technological development of the department's processes including, ERP upgrade, process automation, etc.

DIRECTOR OF ACCOUNTS RECEIVABLE, 06/2012 to 06/2013
PREFERRED SANDS LLC, PA

- Directed and oversaw various AR, Credit and Accounting functions including accounts receivable, cash planning and forecasting and AR reporting.
- Led the Cross functional design and implementation of order to cash process improvements.
- Managed periodic audits functions of key operational processes.
- Developed and implemented a sound company-wide credit policy Led the ongoing analysis of credit risks and periodic AR and Credit Reporting.

FINANCE - ORACLE A/R FUNCTIONAL LEAD, 01/2010 to 06/2012
BIMBO BAKERIES USA, PA

- Responsible for ensuring that the functional tasks of the project plan were effectively and timely executed by the team and for identifying and escalating any issue and risks with the Project Managers.
- The business functional expert and leader with the power to make design decisions and approve solution scenarios to resolve ERP Implementation gaps.
- Understand the user needs and business processes and act as end user advocate in representing the Account Receivables area and be responsible for knowledge transfer of AR functions from acquired companies.
- Responsible for ensuring the project stayed within the approved scope, budget and timeline and communicating the progress in the activities under their responsibility.
- Responsible for communicating with other functional work stream teams about interdependencies and for coordinating inter-work stream activities.
- Supervised Consultants assigned to the project.

CREDIT & COLLECTIONS MANAGER, 06/2001 to 01/2010
BIMBO BAKERIES USA

- Led a staff of 18 including Credit and Collections Analysts, Deductions Analyst and other A/R support staff with an overall goal to improve cash flow and minimize bad debt.
- Established, monitored and reported on KPIs and Metrics including DSO, DDO, Delinquency, and Deduction Turnover.
- Established corporate policies and procedures across the growing corporation to govern the credit and collection activities of the business including investigation of credit risks and collection of amounts due on goods sold.
- Managed all trade bankruptcy proceedings - liaison for Internal and External Counsel and Collections Agencies.

CREDIT & COLLECTIONS ANALYST, 09/1999 to 06/2001
BIMBO BAKERIES USA, PA

- Responsible for working closely with the Sales organization to manage an

Accounts Receivable portfolio of Retail and Foodservice Accounts; including the review of new customer credit application and recommendation for approval.

- In this role I developed the Company's Credit Procedures, New Customer Credit Application Process, Key Account A/R Reporting Metrics to monitor trends in top accounts and high risk accounts.

ASSISTANT BUSINESS ANALYST, 01/1997 to 01/2000

ACOSTA SALES & MARKETING, PA

- Assisted with various Marketing and Sales Management tasks for Food Manufacturing clients of this Food Broker

AWARDS & AFFILIATIONS

- 2018 Progressive Grocer 2018 Top Women in Grocery, Rising Star Award - women across all segments of the grocery industry - retailer/wholesaler and supplier/vendor communities - who have demonstrated above-and-beyond achievements between April 2017 and March 1, 2018
- 2018 The Griffin Report's Women of Influence in the Food Industry Award - women trendsetters are qualified for inclusion in this prestigious listing because of their leadership, skills and dedication. All these women are an inspiration to others-and all are making a difference in the food industry today.
- 2016-Present C&S BragNet Advisory Board member - a C&S Employee Network dedicated to connecting and building networks between individuals from different areas in the company
- 2016-Present C&S Women Informal Networking Group (WINGS)
- 2016 Most Valuable Sales Business Partner Award - received from the Sales Department for my work with them on various customer acquisition and new business onboarding projects
- 2015-Present Network of Executive Women (NEW) Committee Member
- 2014-2016 C&S Peer Mentoring Program Mentor
- 2015 C&S Leadership Summit Inclusivity Certificate - at the culmination of our 3-day leadership summit involving various team building activities, I was recognized with one of 5 Awards for my participation and contribution.
- 2015 NACM - National Association of Credit Management Government Affairs Committee
- 2013 and 2014 IS Services Business Champion Awards - received this award from the IT department after completing a rigorous ERP Implementation Project



External Communication
Transmittal Form

February 3, 2020

TO: Mayor and Keene City Council

FROM: Glen Hewey

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Glen Hewey - Downtown Winter Parking - Lack of Available Parking Spaces to Rent

ATTACHMENTS:

Description

Communication_Hewey

BACKGROUND:

Mr. Hewey is concerned about the lack of available parking spaces to rent in the winter months in the Wells Street Parking Garage and the Elm Street Lot.

January 20, 2020

Glen Hewey
32 Washington St.
Apt. 34
Keene, NH 03431
603-499-2056
[REDACTED]

City Council
3 Washington St.
Keene, NH 03431

To Whom This Concerns/Councilors:

This letter is in regards to parking. In particular winter parking (November - April). I live downtown and do not have private parking. For several winters, I would rent a 24 hour spot in the Wells Garage. However, over the last few years, the pleasant ladies in Parking, inform me it is sold out. This year I even attempted to rent parking in the Elm Street Lot. This also failed.

Breaking these areas down display the following issues. I find it hard seeing a sold out lot-- Wells. This is because there are 68 'Reserved' spots and only 28 'Metered' spots. The 'Metered' spots are full the majority of the time: days, evenings, nights, weekends, and guaranteed 100% on days approaching a snow storm while the 'Reserved' spots are nearly empty (by a large majority of times there are only between 10-25 out of 68 spots being used). The majority of 'Reserved' spots sit empty. I feel I am stating these observances accurately due to being a regular who walks as well as attempting to park in Wells/moving my car usually before 8am, after 5pm, and several times a week around midnight. 'Metered' spots are full while 'Reserved' are empty. I am sure the Parking Patrol Officers can easily confirm this as well.

The second lot, Elm Street, has two issues I would like to address. The first is that I was told had one day spot (6am - 6pm) and I believe 1 or 2 night spots (the inverse hours). During the day, these 'Reserved' spots are nearly full, however, at night, this close to sold out lot, sits near empty: one to three cars of 24 'Reserved' spots (24 Reserved, 24 Fire, 26 Metered). The second issue with this lot, is that it is being sold by 12 hour slots that cost the same monies as all of the other downtown lots that are 24 hour shifts. When speaking with the employees of Parking, they seemed to struggle as to why this lot is at 12 hours and not 24. They mentioned because it was 'Fire,' however, I referenced that 'Fire' has 1/3 of the lot reserved. The next reason came that it does not belong to the city, however, this too failed as it is on the Keene Parking Map and it is only under rented control by Cheshire County. No true, logical reason was reached.

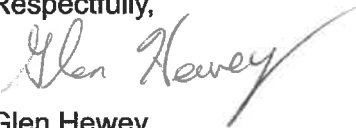
As it has been this city that has created and continues creating, parking issues in Keene (look at Keene's Main Street a few decades ago, the now absent lot where the Court House sits, even the 75% reduced open lot where the Fire House sits with its 'Reserved' spots). Also, I'm very pleased to see that the quantity of spots were not reduced with the make-over on Gilbo Ave.

I believe in bringing ideas with issues. I would love seeing the following if possible.

1. The Parking Office contact or research the 'Sold Out List' of buyers to learn if they are parking in these 'Reserved' spaces and when. If not, are they parking in the 'Metered' spaces instead and if so, why. Possibly there are spaces available, especially based on what can be seen on a daily usage base.
2. Change this Elm Street lot back to the 24 hour cycle. I can not think of any reasons why it should only be 12 hours at twice the price nor could the Parking Officers come up with a logical reason why it became so a few years ago.
3. Wells-- Increase the 'Metered' spots and reduce the 'Reserved' since the 'Metered' are always full while the 'Reserved' are very empty 24/7.
4. Speak with Emile Legere Management Company about the residents of Cleveland Building consuming all of the metered spots every time a snowstorm is forecast leaving their 'reserved' lot empty. Hence making parking that much worse for residents such as myself who do not have a private parking lot, downtown employees, downtown shoppers, etc. to find a metered spot. It is recognized that this is a nice convenience for Legere Management and its tenants, however, all other residences do not apply this behavior, nor do car dealerships, etc.

I welcome any communication and am glad to help, volunteer in any way possible.

Respectfully,



Glen Hewey



City of Keene, N.H.
Transmittal Form

February 3, 2020

TO: Mayor and Keene City Council

FROM: John Therriault

THROUGH: Patricia A. Little, City Clerk

ITEM: C.2.

SUBJECT: John Therriault - Encouraging the City to Become a "Bee City"

ATTACHMENTS:

Description

Communication_Therriault

BACKGROUND:

John Therriault is recommending that the City of Keene becomes a "Bee City".

January 22, 2020

Mayor George Hansel

Keene City Council

3 Washington Street

Keene, NH 03431

Subject: Bee City USA Application

All,

A Bee City promotes a healthy and sustainable environment for pollinators. This is important because much of the food the citizens of Keene live on depends on the services of our insect and bird pollinators to set fruit or fertilize the seeds necessary for the next generation. I suggest that the City of Keene consider becoming a Bee City.

The Xerces Society has established criteria to become a Bee City. In broad terms the steps needed are to: Raise Pollinator Awareness, Enhance Habitat and Celebrate Success. The administrative steps include an application, assigning a liaison for Bee City USA within a city committee, working with Bee City USA on a draft resolution, approving the resolution, making the formal application and following up with annual reports on activities and successes.

Currently there are only two cities within New England that have been approved for the program: Burlington VT and Durham NH.

There is more detailed information on this program at www.beecityusa.org. I would be happy to make a presentation explaining this program to any committee designated by the city to review this suggestion.

In the event that the city decided to move forward, I would also be honored to volunteer to be a Grassroots Leader on the effort and as an officer of the Monadnock Beekeepers' Association I could also be a liaison to our local pollinator stewards.

Should you have any questions please contact me as indicated below.

Respectfully,



John Therriault

76 Bradford Road

Phone: 903-0213





City of Keene, N.H.
Transmittal Form

February 3, 2020

TO: Mayor and Keene City Council

FROM: Mayor George S. Hansel

ITEM: C.3.

SUBJECT: Mayor Hansel - Potential Conflicts of Interest Disclosure and Mitigation Plan

ATTACHMENTS:

Description

Communication_Hansel

BACKGROUND:

Mayor Hansel is notifying the City Council of two potential conflicts of interest that he has in terms of being the chair for the Monadnock Economic development Corporation and a Trustees for the University System of New Hampshire. Mayor Hansel is indicating his intent to recuse himself from any discussion votes or decisions relating to financial transactions or agreement between the City, MEDC and/or Keene State College while serving as Mayor.



City of Keene

New Hampshire

January 16, 2020

Honorable City Councilors,

Re: Potential conflict of interest disclosure and mitigation plan

This letter serves to notify the City Council of two positions I'm currently holding with organizations that occasionally have business before the City of Keene. I am currently the board chair for Monadnock Economic Development Corporation (MEDC), a local nonprofit real estate development entity. My term as chair extends until December 31, 2020. I am also serving as a Trustee for the University System of New Hampshire, with a term extending until June 30, 2023.

These are both volunteer positions without any compensation; However, I recognize that serving in these roles and as mayor simultaneously increases the chance of a perceived conflict. I'd like to outline a proactive strategy to mitigate this risk.

I plan to recuse myself from any discussions, votes, or decisions relating to financial transactions or agreements between the City of Keene, MEDC and/or Keene State College while serving as mayor. I would also request that in such instances, the council nominate a temporary chairperson to preside over any discussion or votes being taken on financial transactions or contracts between these entities. I ask that the council permit this special exception for the remainder of my terms on these respective boards.

Best regards,

George S. Hansel
Mayor



City of Keene, N.H.
Transmittal Form

January 22, 2020

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.1.

SUBJECT: Comprehensive Review of Neighborhood Speed Limits – Public Works Department

RECOMMENDATION:

On a vote of 5-0, the Municipal Service, Facilities & Infrastructure Committee recommended that City Council direct the City Manager to create an overlay map (that would show zoning designations and street classifications) and return it to this Committee as soon as possible.

BACKGROUND:

Chair Manwaring recognized Councilor Bosley who submitted a letter to the City in fall 2019 regarding neighborhood speed limits. Councilor Bosley noted she learned a lot that was new to her during the process about the rules and abilities of Councilors. As she understands the process, when the City receives a request from the public City staff are typically charged with collecting data on the issue so that Council can make an informed decision. In this instance, City staff researched speed issues in the City and data showed no significant speed problems in neighborhoods. Still, she recalled that the public was adamant and filled the room when this issue was presented because they have kids and what they see in their neighborhoods did not align with the data. She referred to a past instance when Council listened to neighbors from a particular neighborhood and allowed the speed there to be reduced. That process reminded Councilor Bosley that the City Council is largely complaint driven and that their job as Councilors is to represent the entire City. As such, she wants to advocate for all neighborhoods that might not know how to find a Councilor or speak up on these issues. In looking at maps of where City speed limits have been lowered in the past, Councilor Bosley observed that most areas seemed to be more affluent areas with large yards, for example. She wanted the Council to consider areas of the City that have apartments without yards, where kids use streets more often to access green spaces. She said that after working with City staff to understand the data and current situations, she recommended that staff and the Council work together to review a map of City streets and consider where to lower speed limits in specific locations when requests are presented by neighbors. Councilor Bosley did not want this leading to thousands of City dollars expended on traffic studies.

The Public Works Director, Kurt Blomquist, recalled that this Committee reviewed a request from Councilor Bosley and former Councilor David Richards. The Committee asked staff to return with a potential plan. He said that staff from the Public Works, Police, and Community Services Departments have since worked together on a plan that follows State Statutes for speed limit alteration, and which incorporates a traffic analysis or engineering study before reductions in speed limits occur. Councilors referred to the staff's memo, which proposed for the Committee's consideration a possible four-step process:

1. Use electronic police records to compile pedestrian, vehicle, and bike accidents from 2015-2019 to determine if there are hotspots throughout the City. The Police and Public Works Departments have devices to capture speed information to generate baseline data, but data has not been collected for all City streets. After reviewing

the data that staff compiles, the Council could choose whether to continue to step two.

2. Staff would conduct a whole review of existing City streets to determine which streets are eligible under State Statute for potential speed reductions.
3. Staff would present a comprehensive City review and a full scope of work to accomplish any further research needed. The Council would decide whether to move forward with a scope of work.
4. Implement the scope of work.

The Public Works Director noted that the City Engineer is approaching construction season and therefore the progression of the aforementioned steps might be slower than the Council would prefer, and data collection would likely not occur until spring/summer because winter is not ideal for determining driving habits.

Thus, the Public Works Director said that the Council could choose to proceed with steps one and two outlined above or the Council could choose to continue reviewing requests to lower speed limits on a case-by-case basis. The Police Chief, Steve Russo, added that the four steps outlined above would be a long process.

Councilor Chadbourne asked how long it would take to accomplish steps one and two, in addition to the staff time required for such an effort. The Public Works Director believed that staff could return to this Committee on March 11 with the products of steps one and two. He continued saying that if the Council then moved forward with step three, it would be a more substantial process and he had not yet quantified the amount of staff time that would be needed; though outside assistance might be required. Councilor Chadbourne recalled that in addition to moving forward with steps one and two, the Committee could also consider Councilor Bosley's recommendation to target streets with family neighborhoods.

Councilor Giacomo referred to NH RSA 265:63 – Alteration of Limits, which indicates that the most the City can do is lower the speed limit from 30mph to 25mph, but primarily in areas with intersections or schools. He asked if there is data in Keene or anywhere else indicating that reducing the speed limit from 30mph to 25mph actually causes the public to drive accordingly. The Public Works Director recalled presenting data to this Committee for Skyline Drive, where the 85th percentile of drivers drove well below 25mph in a 30mph zone, which he said is generally the case in the majority of Keene neighborhoods. He said the challenge is driver comfort; no matter what the posted speed, if a driver is comfortable driving faster, he said they typically would. The Public Works Director continued saying that there are many reasons for driver inattentiveness, but the City has found that physical things like narrowing streets or shifting roads to limit visual distance, for example, have been more effective at slowing drivers than lowering the speed limit. The Police Chief added that the studies Councilor Giacomo mentioned likely do not exist because municipalities changing speed limits from 30mph to 25mph cannot afford such research. Such studies are typically to alter limits on state highways.

Councilor Filiault recalled pushback from City staff when the speed limit was lowered from 30mph to 25mph on Skyline Drive in 2019, despite neighbors arguing that it would work. Since implementation, Councilor Filiault said that the change has worked tremendously as evidenced by dozens of neighbors thanking him for the signs and admitting they are a helpful reminder to slow down. While the electronic devices producing data might not indicate any improvement, if neighbors say it is working, then that is all Councilor Filiault says he needs to hear. He suggested listening to Councilor Bosley's suggestion to look seriously at possible locations where this change could make sense versus changes to the whole City.

Councilor Williams expressed concern about only basing decisions on the last five-year's data because vehicle technology is changing constantly, such as the increase of electric scooters and bikes.

Councilor Chadbourne recalled bringing forward this change for her neighborhood. She lives on a busy cross street that is predominantly rentals with many young families using the streets in absence of yards. She has lived

there for decades and has observed a cycle of increasing neighbor frustration over speeding drivers that lead them to complain to the City. Their complaint resulted in an increased police/speed detector presence, and in response, the drivers become more conscious, which she said might work for a few seasons before the cycle repeats. She thought it interesting that when neighbors approached her about speed concerns, they thought the speed limit was already 25mph because there is a school in the neighborhood. She agreed it could be more manageable to focus on areas with children/schools, where neighbors might not have the knowledge or confidence to advocate for their neighborhood. Councilor Chadbourne thanked Councilor Bosley and former Councilor Richards for bringing this matter forward and helping the City to be more proactive than reactive.

The Police Chief clarified that he is not against lowering speed limits. His job is safety and while he wishes he could simply sign something lowering the limits, there must be some data substantiating a concern in order to do so. While the data might not be matching neighborhood perception, he said there is a process required by State Statute and his job is to bring facts to the Council; and what the Council does with that information is their choice.

In addition to accidents, Chair Manwaring asked if data would be available on near misses. The Police Chief said there would only be documentation if someone calls and reports the near miss with specific details about the car and license plate, which is the information needed for the police to investigate. He said many of these issues are not clear-cut and usually do not show-up in the Police log to contribute to statistics.

Chair Manwaring asked if the Committee could have a list of City streets per zone (high density, low density, rural, etc.) and the Public Works Director said that would be challenging because each department defines or categorizes streets differently for their purposes. For example, the Public Works Department classifies interior, arterial, and collector streets, among others. Chair Manwaring asked the Community Development Director, Rhett Lamb, if staff could produce an overlay of City streets per zone. The Community Development Director said it was possible. He said that if staff works together to use agreed upon terms to classify streets for this purpose with the reasonably available data, they could overlay the existing understanding of street networks with the zoning districts.

In response to the Police Chief, Councilor Chadbourne recalled that speed radar data from her neighborhood was skewed because data was collected after drivers saw the flashing speed warning, which she thinks influences the outcome of the data. The Public Works Director agreed that there was a mistake in Councilor Chadbourne's instance but said the typical procedure is to place the radars first without flashing the speed for drivers, while the device still collects data on passing vehicles. After which, the radars are turned on and data collection continues. The Police Chief added that many speed concerns are based on perception. He said that when walking on a narrow street, a passing car only going 22mph would feel to the walker that the car is going faster. Still, he acknowledged that data does not override perception and emotion. The Police Chief continued by acknowledging that there are always a few instances of outliers caught at high speeds. Councilor Chadbourne said that personally when the flashing radars are present her speed awareness is higher.

Based on the Police Chief's statements, Chair Manwaring asked if as a part of the aforementioned steps one and two, the City website could accept public comment on what they perceive in their neighborhoods. While the staff present was unsure what was possible on the City website, they agreed there were options to seek feedback on the Public Works and Community Development Department's social media.

Chair Manwaring recognized Councilor Bosley to share final comments. Councilor Bosley felt the general public interpretation of speed is to go five miles over the posted speed limit. She thinks that posted speeds will make a difference because people will actually know there is a limit. She said that these radars should be backed up with enforcement. She said that she hears staff talk about the radar technology they have available, but she does not understand why she does not see them rotating all over the City. After first presenting this issue to Council, Councilor Bosley said the residents from Beaver Street, Felt Road, Highland Avenue, Church Street, and Avon Street wrote her stating that the issue means a lot to them, but they do not know what to do about it.

She will happily share those emails with the rest of Council. She liked the Community Development Director's suggestion about the overlay and supported giving the Public Works Department more time to create it. She thought the Committee knew emotionally the right thing to do.

There were no public comments.

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

On a vote of 5-0, the Municipal Service, Facilities & Infrastructure Committee recommended that City Council direct the City Manager to create an overlay map (that would show zoning designations and street classifications) and return it to this Committee as soon as possible.



City of Keene, N.H.
Transmittal Form

January 22, 2020

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.2.

SUBJECT: Harris Center for Conservation Education – Temporary Road Closures – Amphibian Crossing

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended that the City Council authorize the closing of a portion of North Lincoln Street for several evenings that are coordinated with City staff between March and April 2020, when conditions are favorable for amphibian migration. City staff may cancel the closure and/or reopen the road at any time, if deemed necessary for the convenience and safety of the public.

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended the issues related to the specific closure of Jordan Road as well as future requests being handled administratively be placed on more time.

BACKGROUND:

Chair Manwaring welcomed Brett Amy Thelen, Science Director at the Harris Center for Conservation Education, which does nonprofit work all over the region, including Keene. Ms. Thelen said that this request is based on a natural phenomenon of amphibian species migration that occurs during the first warm, rainy nights of spring after the snow pack melts. Thousands of salamanders and frogs cross roads on these nights to move toward breeding wetlands. The Harris Center organizes volunteers on many of these nights to counteract the growing conservation concern of roadkill. Volunteers carry the amphibians across the roadways. The Harris Center worked with the Public Works Director and they received Council approval in 2018 and 2019 to close a portion of North Lincoln Street between George Street and the Woodland Cemetery. No homes are impacted by the closure. In 2019, 3,500 amphibian crossings were documented at the North Lincoln Street crossing, through the same animal could possibly be counted more than once. Still, Ms. Thelen said this was likely a significant underestimate of total crossings. This has become a popular activity for families with young children because road closures make it safer. Volunteers are trained each year for safety. Keene is the only City in NH to take these steps for amphibian roadkill prevention and Ms. Thelen said this activity has generated significant positive press for the City.

This year, Ms. Thelen said her request is to continue the road closure arrangement on North Lincoln Street. Ms. Thelen noted it is challenging to predict the weather and if the conditions are not specific (40°F, raining, after dark, when the ground has thawed in the spring) then the migration will not occur that night. The Public Works Director needs to be notified by 12:00 PM on the day of closure so staff can implement the barricades and road closure signs before the end of business; the barricades can be moved quickly and easily in case of emergency. Sometimes however, the weather may appear conducive early in the day but is then unfavorable in the evening and the event is canceled. For example, in 2018-2019, Council approved closures for up to six nights, but not all were used in either year. Ms. Thelen expressed her hope that the North Lincoln Street closure

could be incorporated into normal annual City operations with the understanding that Council can rescind that approval anytime.

Ms. Thelen continued explaining that she spoke with Duncan Watson, Assistant Public Works Director, about a possible experiment in 2020 implementing a similar temporary closure of Jordan Road. While North Lincoln Street has the highest annual amphibian crossings on average and most public participation because the closure is safer, Jordan Road annually has crossings of the Jefferson salamander, which is a species of special conservation concern. Ms. Thelen noted she is seeking approval to work with the City to close a portion of Jordan Road for up to two nights to see if it can work. The Jordan Road site is more challenging to detour because people live there, whereas there are no impacts to residences at the North Lincoln Street closure.

Chair Manwaring asked where the closure would be on Jordan Road. Ms. Thelen replied that the salamanders are all moving toward the vernal pools in Robin Hood Park, so the closure would affect Jordan Road between Peg Shop Road and North Concord Road. Chair Manwaring asked the plan to notify the residents of Jordan Road. Ms. Thelen said for the past two years the City and Harris Center spread the word widely on their respective social media and there have been articles in The Keene Sentinel. Chair Manwaring suggested a letter to the effected homeowners with the information that is posted on social media. While Ms. Thelen believed anyone who has lived on Jordan Road long enough are likely familiar with the event, she could discuss a mailing with staff.

Councilor Williams said he lives on North Lincoln Street and the event there is great for kids. He asked what changes Ms. Thelen seeks there. Ms. Thelen replied that moving forward she hoped the North Lincoln Street closure could be a regular event that does not require annual Council approval, whether by a memorandum of understanding or another agreement.

Councilor Chadbourne recalled volunteering at both locations in the past and being amazed at people stopping on Jordan Road to support volunteer crossing. She supported the experiment on Jordan Road and said she could not imagine people complaining. She recalled that even with how cooperative drivers were, there were many roadkill, and if the Jefferson Salamander is a species of concern, she thought it a detriment if Council did not take a larger step.

Councilor Filiault expressed support for this conservation effort. He asked the City Attorney, whether a street could be temporarily closed on such a basis without Council approval. The City Attorney said that the City Manager could authorize a temporary closure in collaboration with the Police, Fire, Public Works, and other relevant departments, which should be specific in any motion this Committee makes.

Councilor Giacomo also recalled volunteering at this event in 2019. He asked if the Jordan Road request was for a specific number of days or times of day. Ms. Thelen requested up to two nights with the ideal weather patterns described above. The closure and activity would be the same as past North Lincoln Street events.

Councilor Chadbourne said it does not take many cars to do a lot of damage when there are hundreds of amphibians on the road, even with volunteers. Ms. Thelen agreed that in the last few years on North Lincoln Street and Jordan Road, where there are the most volunteers, estimated amphibian mortality was 10%. Whereas on Eastern Avenue where there are fewer volunteers due to lower road safety there, amphibian mortality has been estimated as 50%, which is likely low because the dead are counted less when efforts are underway to move those alive. Councilor Chadbourne recalled picking-up more dead than alive when she volunteered at Jordan Road.

Chair Manwaring requested comments from the Public Works Director, Kurt Blomquist, who agreed that this event is important for conservation and said it generates great press for the City to reach a different audience. However, he said staff would need to return with proposed language for the annual North Lincoln Street closure. He agreed with the City Attorney that per State Statute and City Code, the Public Works and Police

Departments have the authority to close roads in certain instances. If the closure does not meet those standards for closure by law, then City Council has the ultimate authority to close roads for any purposes. The Public Works Director continued saying that past North Lincoln Street events have been effective, safe for families, and easy because there are no residences affected by the closure between Roxbury Road and George Street. He said that Jordan Road would be a harder closure to accomplish without significant impacts to residents who live there, but he wanted to look at the possibility more closely. He said the issue is less about the closure itself and more about where people would turn around to detour because Jordan Road is not wide enough to do so in all locations. In general, he said that residents have understood the slight inconvenience because of these events and the few complaints are typically from the traveling public using those roads to move through the City. The Public Works Director recommended that the Committee place this matter on more time to allow staff to draft the correct language to delegate authority moving forward so the City Manager could authorize the closures in the future without Council review. Staff did not have enough time to do that research between receiving this request and this meeting. The Public Works Director thought one Council cycle would be sufficient time to return with a recommendation.

Councilor Filiault did not understand why the matter should be placed on more time versus wording a motion at this meeting giving the City Manager that authority. The City Attorney suggested voting on the first recommended motion provided by staff and placing the second and third recommended motions on more time as the Public Works Director requested. Councilor Filiault agreed.

The Police Chief, Steve Russo, said that the North Lincoln Street closure has occurred safely in the past, but said he could not support the Jordan Street closure, calling it unsafe because there is a lot of thru travel with nowhere to turn around on a dark night on an unlit road. He was not comfortable and did not recommend this closure on Jordan Road. He continues to support the North Lincoln Street closure.

Ms. Thelen said it was unfortunate that Mr. Watson was not present because he described the closure on Jordan Road as simpler than it sounded from the Public Works Director and Police Chief. She understood it as a full closure from Peg Shop Road to North Concord Road, with only local traffic allowed, so there would be no need to turn around. The Public Works Director said this confusion is why he recommended more time.

Chair Manwaring recognized Karen Seaver, an adjunct professor at Keene State College and staff ecologist at the Harris Center. Ms. Seaver thought the safety concern about closing Jordan Road was serious and said it sounded smart to take more time to find the smart way to move forward based on practical considerations. She added that amphibian populations are in a huge global decline due to human influence, climate change, invasive species, and more. Still, she said the Jefferson salamander on Jordan Road is rare and extra efforts should be paid to it. Ms. Seaver and Ms. Thelen agreed that in the last five years, 176 volunteers have participated safely on volunteer nights, including between 5-25 on any given volunteer night on Jordan Road, where they both expected increased participation with road closure and thus increased safety.

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

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended that the City Council authorize the closing of a portion of North Lincoln Street for several evenings that are coordinated with City staff between March and April 2020, when conditions are favorable for amphibian migration. City staff may cancel the closure and/or reopen the road at any time, if deemed necessary for the convenience and safety of the public.

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

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended the issues related to the specific closure of Jordan Road as well as future requests being handled administratively be placed on more time.



City of Keene, N.H.
Transmittal Form

January 22, 2020

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.3.

SUBJECT: The Colonial Theatre – Request to Use City Property

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses, and Development Committee recommended that the City Council grant permission, subject to details to be determined by City staff, to the Colonial Theatre for use of up to 28 parking spaces in the Commercial Street Parking Lot on the days identified in their letter of January 6, 2020, subject to the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. There shall be no blocking of fire lanes and parking spaces already occupied. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy.

BACKGROUND:

Chair Bosley asked the petitioner to address their communication. Greg Moore (title) stated that his request is for use of Commercial Street parking lot spaces, for events. He continued that the Colonial Theatre is trying to be as accurate as possible in terms of the number of spaces they need to use, from now until early April.

Chair Bosley asked if the Colonial Theatre has made this request of the PLD Committee in the past. Mr. Moore replied yes.

Chair Bosley asked if there is information that staff would like to add.

Economic Development Director Med Kopczynski stated that he has not had a chance to talk with the Colonial Theatre, but there has been a little bit of conversation with other staff. He continued that it would be helpful for the applicant to give more detail for the record. The PLD Committee has the dates and number of spaces the Colonial Theatre is requesting, but they do not have information about the times or the types of vehicles. Normally they would put traffic cones out to delineate the allowed space, so it would help to know the types of vehicles.

Mr. Kopczynski continued that if the City Council takes action on this it would be in conjunction with Resolution R-2015-11, relating to free parking, which talks about reasons to suspend parking rules. In this case, the rules they would be suspending would be the meter charges.

Chair Bosley asked if they have had that level of detail in the past. Mr. Kopczynski replied that he has not dealt with this particular application in the past. He continued that it has been several years since the Colonial Theatre has come to the City Council with this request.

Councilor Jones asked if this is the same issue as the request to move the trash receptacle onto City property.

Mr. Kopczynski replied no, this is totally different. He continued that this is for specific dates and events. The applicant is asking that they not have to pay a fee for parking. Mr. Moore replied that they are asking for meter fees to be provided free of charge.

Chair Bosley asked if Mr. Moore has the additional details that Mr. Kopczynski is looking for. Mr. Moore replied that he can answer most of the questions. He continued that he is still coordinating with a lot of these groups, which are specific date-associated.

Mr. Kopczynski stated that the PLD Committee can put conditions into the motion they make, and these blanks can be filled in later. He continued that the details are needed at the staff level more so than at the Council level.

Councilor Greenwald asked if this is the same as has been done for numerous years, for the busses and trucks and such. Mr. Moore replied yes. Councilor Greenwald replied that if staff wants more detail it can be provided before the next Council meeting, but basically, this is the same as what the City Council has granted to the Colonial Theatre for numerous years. Mr. Moore replied yes, the Colonial Theatre could provide information about the types of vehicles/numbers as soon as possible.

Chair Bosley asked for further comment.

Community Development Director Rhett Lamb stated that one date the Colonial Theatre is requesting is prior to the meeting at which the City Council would approve any motion this committee passes. He asked how this will be addressed. Mr. Kopczynski replied that the Colonial Theatre would have to come talk to the Parking staff, and it is his understanding that that communication is happening. Chair Bosley replied yes, her understanding is that that communication was happening administratively.

Chair Bosley asked for comments from the public. Hearing none, she asked for a motion.

Councilor Greenwald made the following motion, which was seconded by Councilor Johnsen.

On a vote of 4-0, the Planning, Licenses, and Development Committee recommended that the City Council grant permission, subject to details to be determined by City staff, to the Colonial Theatre for use of up to 28 parking spaces in the Commercial Street Parking Lot on the days identified in their letter of January 6, 2020, subject to the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. There shall be no blocking of fire lanes and parking spaces already occupied. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy.

Chair Bosley thanked Mr. Moore and told him that he needs to get together with City staff and get those additional details before the City Council meeting.



City of Keene, N.H.
Transmittal Form

January 22, 2020

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.4.

SUBJECT: Boards and Commissions – Periodic Update – Planning Board

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses, and Development Committee accepted the Planning Board's report as informational.

BACKGROUND:

Chair Bosley recognized Doug Barrett, the chair of the Planning Board. Mr. Barrett stated his presentation represents the periodic update from the Planning Board that was scheduled in December, but he was unable to attend. He continued that the Planning Board is in a state of transition. It has nine members, and of those, three are the Mayor, an administrative official of the City, and a City Councilor. Keene has a new Mayor; Mayor George Hansel is now serving that role on the Planning Board, but he was previously a member as a Councilor. The new Councilor will be Michael Remy who has not been confirmed yet. They are still looking for the administrative person to join. The other six members are Keene citizens appointed by the Mayor and confirmed by the City Council. They had two members whose terms ended at the end of last year. There are two openings there. The other members are himself as Chair, Chris Cusack as Vice Chair, Pamela Russell-Slack, and Andrew Weglinski.

Mr. Barrett continued that regarding the Board's roles and duties, they are tasked with three spheres of responsibility: planning, legislative, and regulatory. From the planning point of view the Board's role is to make sure any development in Keene follows the guidance of the Comprehensive Master Plan (CMP). The CMP was adopted in 2010 and that is the version they are still working with. The main item under the planning sphere has been working in coordination with the PLD Committee on the Building Better Together program, which also fits in the regulatory realm. The legislative role involves viewing proposed changes the Zoning ordinance to see if there is consistency with the CMP, and enacting or amending land use regulations, such as subdivisions, site plan regulations, and the Planning Board's development standards.

In the regulatory sphere, the Board's role is to review site plan applications and other applications like for subdivisions or boundary line adjustments, to make sure they meet the requirements and standards. In 2019, the Board approved nine site plans, three subdivisions, five driveways, three boundary line adjustments, and one conditional use permit. In addition, there were 19 administrative approvals, which are applications handled by staff because they do not rise to the level where it is necessary for a public hearing. As a matter of course, if there is some question from staff about whether to handle certain applications administratively or have the Planning Board weigh in, staff has consulted him and asked his opinion, and generally he agrees with staff because they make good recommendations.

Mr. Barrett continued that regarding regulation changes in 2019, there were several items in the year. The Joint

Committee of the Planning Board and the PLD Committee received two applications to amend the Zoning Ordinance. One involved changing a small area at the City-owned parcel of 560 Main Street – previously it had been designated as Commerce to Industrial, and the entire parcel is now in the Industrial District. The second is the introduction of an ordinance to introduce a number of congregate living social service uses into the Zoning ordinance and establish a process for reviewing and allowing these uses to occur. This ordinance is in the public workshop phase, and the next public workshop on this topic will be held on March 9.

Mr. Barrett continued that the final item he wants to share is that under the regulatory sphere and also in the planning realm. The Planning Board has been continuing to work with City staff in finalizing work on the Building Better Together project, which involves the reorganization of the City's land use regulations, including the Zoning ordinance and Planning Board regulations, into one document called the Land Development Code. It also involves the development of a downtown form based zoning district to replace some of the existing downtown zoning districts. City staff anticipate that a draft of this Land Development Code will be given in early spring of this year.

Chair Bosley thanked Mr. Barrett. She continued that many City Council members know what the Joint Committee has been working on, but they do have some new members, so it is great to get that information.

Councilor Greenwald asked if Mr. Barrett could explain the difference between the Zoning Board of Adjustment (ZBA) and the Planning Board. Mr. Barrett replied that when someone comes to the Planning Board with a site plan application, he sees the Board's role as a jury. He continued that the petitioner presents the proposed project and there are 19 standards the Planning Board has to apply, and the applicant has to show that their proposal meets each of the 19 standards. The Planning Board does not decide if they "like" the project or if it is a "good" project; they have to be fair and impartial and see if it meets the 19 standards. In a sense it is a very narrow role. Regarding what the ZBA does, just as the Planning Board has to follow the Planning Board standards, the ZBA is concerned with the City's Zoning ordinances and making sure projects would fit into those and follow those.

Mr. Lamb stated that Mr. Barrett has identified the difference between the Planning Board standards, which apply to new development, and the Zoning ordinance, which applies generally across the city and establishes the basic rules about density, the uses of property, height of buildings, and those sorts of things. He continued that when folks find their property is unique and special circumstances apply they can apply to the ZBA for relief from those standards, whether in the form of a variance or a special exception. That is what the ZBA is for. The ZBA also addresses appeals of decisions that are made by the Zoning Administrator if they are unsatisfied with an answer.

Councilor Greenwald stated that thinking historically, one of the greatest victories/challenges that faced the Planning Board was the Konover mall and how that was finally worked around into the great project that exists now, with the Home Depot, Price Chopper, and so on and so forth. They found the right size, the right landscaping, the right colors, and so on and so forth. It was a long and torturous process for Planning Board members but it turned out to be a great project. The group does great work and he thanks them.

Councilor Jones stated that they appreciate the work Mr. Barrett and the Planning Board does. He continued that one time they did an Earth Excavation Ordinance - they worked on it for six months and then decided not to do it. Mr. Lamb replied that he thinks they did adopt an ordinance out of that. He continued that there have been some exercises where they chose not to proceed after studying and evaluating everything.

Councilor Jones stated that he has never been a fan of the Joint Committee, and has talked about that with staff. He continued that it is just that they do not know a better way. There are only two votes taken: one is the Planning Board's vote, which is "Does it fit in with the CMP?" and one is from the PLD Committee, which is, "Should the Mayor set a public hearing?" Even if both votes are "no," the petitioner still has a right to a public hearing, and it still goes on to have a public hearing, so those votes are just there to give them something to say.

One improvement he would like to see: when the Planning Board does that vote, it would help if they could give the reasons *why* the application goes along with the CMP. This would help people reading the meeting minutes. When the report goes to the City Council it does not tell them why the Planning Board voted as it did. Staff give reasons, but it would be good to hear the reasons from the Planning Board about why something is compliant with the CMP. This would be a good change and increase transparency.

Mr. Barrett replied that he appreciates that comment and there is value in what Councilor Jones is saying. He continued that there is a different point of view from the Planning Board in the purpose and role of the Joint Committee. As he stated earlier, the Planning Board operates in three spheres – planning, legislative, and regulatory. In the Planning Board meetings, most of what they focus on is regulatory, like people’s proposed projects that need to be evaluated by the 19 standards. From the Planning Board point of view, the Joint Committee gives the opportunity to step back a bit and get that higher level view and operate in the planning sphere, and think about the CMP and not just the 19 standards. Yes, Councilor Jones is right that when they have that vote, it is about whether the proposed change is consistent with the CMP and it is only advisory.

Chair Bosley stated that in her understanding of trying to get comfortable and familiar with how the Joint Committee works, they have heard from Councilor Greenwald that some projects take a very long time, as do the Zoning changes, and they accept a lot of public input. If the PLD Committee and the Planning Board were not working in conjunction together, those topics would be going back and forth to get these ‘yes’ votes to move it forward. So if they can sit down in a room together once a month it is valuable to both to be on the same page about the direction they are trying to go in. Thus, she understands the time they put in for those meetings. The time is valuable. The public gives a lot of input there.

Chair Bosley asked if the committee or public had any further comments. Hearing none, she asked for a motion.

Councilor Jones made the following motion, which was seconded by Councilor Greenwald.

On a vote of 4-0, the Planning, Licenses, and Development Committee accepted the Planning Board’s report as informational.



City of Keene, N.H.
Transmittal Form

January 23, 2020

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.5.

SUBJECT: Petition - Requesting that the City of Keene Recognize Indigenous People's Day in Place of Columbus Day

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended that a Resolution be drafted for the Council's consideration that recognizes Indigenous People's Day.

BACKGROUND:

Peter Majoy of 143 South Lincoln Street was the first person to address the Committee. Mr. Majoy stated this planet has always had its indigenous people who have a history of being known as healers. On the other hand there are those hard myths of Christopher Columbus who Mr. Majoy noted was not the first person on this land.

He noted Christopher Columbus was known for many years as a hero in the eyes of politicians and educators until historians started revealing the real truth about Christopher Columbus; Mr. Majoy referred to him as a "horror show."

Mr. Majoy then referred to the following letter addressed to the Mayor and City Council:

Contained here is my Petition signed by me and other folk who also live in Keene. As you can see, the Petition would like the City of Keene to celebrate Indigenous Peoples day in place of Christopher Columbus Day. The Petition references Christopher Columbus as "responsible for the suffering and death of a large portion of the Indigenous People who were already living here". There is much more horror created and performed by Columbus. Attached is part of my workshop presentation regarding the real Columbus. In addition to the above, what follows is a quote from Goodbye Columbus Hello Indigenous Peoples Day by Amy Goodman & Denis Moynihan at the program, Democracy Now which is also attached: "Indigenous Peoples Day is increasingly being celebrated across the U.S. in place of Christopher Columbus Day, as the myth of Columbus as beneficent discoverer is debunked and as the critical role of indigenous people protecting the planet becomes more recognized. Indigenous defenders of Mother Earth are often at the front lines of environmental destruction, confronting militarized state and corporate power against enormous odds, with courage and determination. Columbus arrived at the Bahamas 527 years ago, unleashing a brutal genocide that killed tens of millions of native people across the hemisphere. Now, as the sixth great extinction accelerates and the planet catastrophically heats up, it may well be indigenous peoples who save us all.

Mr. Majoy referred to the following quote from Dr. Martin Luther King, Jr. - *We are perhaps the only nation which tried as a matter of national policy to wipe out its indigenous population. Moreover, we elevated that tragic experience into a noble crusade.*

Mr. Tom Bassarear was the next speaker. He indicated he was a teacher for 43 years. He indicated his mission has always been about encouraging his students to think clearly and a democracy is stronger when there is accurate information. He talked about the mistreatment Native Americans faced at the hands of Europeans. Even today the poverty rate among Native Americans is double the national average. Mr. Bassarear stated he did not want to demonize Columbus, he was a man of his time but what is being proposed tonight is about setting the record straight and not regarding someone who committed those acts as a hero. There were close to 700 million people living in this country when Columbus arrived, contrary to what has been said – it was not an empty continent.

He noted over 100 cities and ten states have adopted this measure. He noted this is akin to the offensive statues being removed in the south.

Councilor Clark stated this is an item being discussed around the country. He noted this country has many myths about the “American Dream” which might not have been a dream for many people. He noted if we are going to live in this country we need to live in reality. He applauded the group for bringing this item forward but indicated probably not much can be done about it at the City level as we act on the authority of the State Statute. However, he stated, the Council can adopt a Resolution which he will support.

Councilor Hooper stated he was making a documentary about the history of Mount Monadnock. Chapter one would be the impact of Native Americans. He noted after Europeans came to this country it has been tough for the native people. He felt it was important to educate people about the importance of Native Americans in our culture. He stated he was in support of a statewide passing of changing this day and putting in place a Resolution.

Councilor Ormerod thanked the presenters for bringing this issue forward. He stated the City wants to do its part to change impressions so people can know the truth. He stated he was pleased to see some of the initiatives at the State level and felt there will be many conscientious people in this town who would be receptive to this message.

Councilor Remy asked whether this is an issue that was discussed last year and questioned what happened last year. He noted Keene is already listed as a town that recognizes Indigenous Peoples Day and Keene State College also had noted its role in recognizing this day. He asked for the difference of what was done last year versus what is being proposed today. City Manager Elizabeth Dragon in response stated a Resolution will be approved by the Council, whereas a Proclamation was approved by the Mayor; what is before the committee (Resolution) is the next step up.

Attorney Mullins noted the City does not always have a lot of authority unless the State gives the City that authority. The State has a list of holidays and there is a statute that assigns those holidays to different activities. The City does not have authority to assign a holiday to an entity that exists within the city but this does not mean the Council cannot have a Resolution. The Attorney noted there is legislation to change the name but it failed 179 to 178 and felt it will come back at the State level again.

Chair Powers stated the Proclamation was done last year and the Resolution will move the item up in terms of importance. He indicated the matter will go to staff for drafting of a Resolution then come back to the Finance Committee for another vote and be referred to City Council for final adoption. He stated this entire process should take about three weeks.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended that a Resolution be drafted for the Council’s consideration that recognizes Indigenous People’s Day.



City of Keene, N.H.
Transmittal Form

January 23, 2020

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.6.
SUBJECT: Acceptance of Donation - Fire Department

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended that the City Manager be authorized to do all things necessary to accept a donation of \$100.00.

BACKGROUND:

Fire Chief Mark Howard stated the department is in receipt of a \$100 donation from Dan and Barbara Peacock of Surry, NH for services rendered.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended that the City Manager be authorized to do all things necessary to accept a donation of \$100.00.



City of Keene, N.H.
Transmittal Form

January 23, 2020

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.7.

SUBJECT: Acceptance of a Wellness Grant - Human Resources

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended that the City Manager be authorized to do all things necessary to accept the wellness grant from HealthTrust to be used for employee wellness activities in 2020.

BACKGROUND:

Asst. City Manager/HR Director Beth Fox addressed the committee next. Ms. Fox stated she is before the committee with two items. The first item is regarding a wellness grant awarded by HealthTrust, the City's insurance provider. This grant is provided to cities that have wellness coordinators to conduct wellness programs within the city. Five people served as wellness coordinators last year and three are continuing: Sheryl Zinn, Vicki Flanders, and Maria Costellano. This past year, some of the programs offered were a yoga program, a financial fitness program, a solstice hike to Mount Monadnock, and Eat Right with Diabetes.

The City received \$2,000 last year and because the City met the metrics HealthTrust established, an additional \$500 is being offered.

Councilor Hooper made the following motion which was seconded by Councilor Ormerod.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended that the City Manager be authorized to do all things necessary to accept the wellness grant from HealthTrust to be used for employee wellness activities in 2020.



City of Keene, N.H.
Transmittal Form

January 23, 2020

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.8.

SUBJECT: Report on 2019 Donations and Request to Solicit Donations for 2020 - Human Services

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended accepting this report as informational and recommended that the City Manager be authorized to accept donations associated with 2020 solicitation efforts related to employee and recruiting activities.

BACKGROUND:

Ms. Fox stated the next item is to recognize individuals and businesses that have supported activities for City employees and to continue to solicit donations for such activities. This past year five businesses supported the City and they are The Richards Group (formerly IPG Employee Benefits) - \$100 Coffee and supplies; Prime Roast Coffee - \$ 99 Gift card; Price Chopper - \$ 20 Check; Northeast Delta Dental - \$250 Check; and HealthTrust - \$150 Check.

Ms. Fox went on to say the City will also be continuing the health fair and this year staff is also considering a financial fitness fair – financial awareness is becoming a need in this community.

Councilor Hooper clarified these are donations and not something funded by the tax payers. Ms. Fox agreed. The Councilor noted the many contributions made by staff and councilors to organize this event.

Councilor Ormerod commended the level of support the City has and asked what goal staff has for future engagement from donations staff would like to see. Ms. Fox stated for instance the employee holiday luncheon is supported entirely by donations of the community and employee groups. She noted they fundraise for the events they like to support but do not really have a target amount. The Councilor stated he is mostly interested in the engagement versus the dollar amount. Ms. Fox stated this ranges from City Councilors helping to set up for events to in kind donations from businesses.

Councilor Ormerod made the following motion which was seconded by Councilor Remy.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended accepting this report as informational and recommended that the City Manager be authorized to accept donations associated with 2020 solicitation efforts related to employee and recruiting activities.



City of Keene, N.H.
Transmittal Form

January 23, 2020

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

SUBJECT: Acceptance of Funds - Youth Services - Parks Recreation and Facilities

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended that the City Manager be authorized to do all things necessary to accept and administer funds provided by New Hampshire Juvenile Court Diversion Network for Youth Services programs.

BACKGROUND:

Parks, Recreation, and Facilities Director Andrew Bohannon addressed the committee and noted he also oversees the Youth Services Department. Mr. Bohannon went on to say the Youth Services Manager Dimitria Kirby closely works with the NH Diversion Network. He explained the State provides funding to communities through the Diversion Network. Beginning last year funding was based on active cases (\$250 up to \$8,000). Mr. Bohannon stated these funds go back into programs the Youth Services Manager has created to raise awareness about substance abuse and mental health. Mr. Bohannon commended the work Ms. Kirby has done during the past six months – the time she has been with the City.

Councilor Clark noted the importance of diversion programs and stated that any funding the City can obtain will help with changing behaviors. He did not feel enough money, however, was being spent on addressing substance abuse and mental health issues. Chair Powers agreed this was an important program to be able to provide people with other opportunities.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended that the City Manager be authorized to do all things necessary to accept and administer funds provided by New Hampshire Juvenile Court Diversion Network for Youth Services programs.



City of Keene, N.H.
Transmittal Form

January 23, 2020

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.10.

SUBJECT: Consultant Selection - Design Services for Russell Park - Parks, Recreation and Facilities

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Milone & Macbroom for design services required for the renovation of Russell Park project for an amount not to exceed \$124,500 with funding to come from Project Cost Center (90316).

BACKGROUND:

Mr. Bohannon stated this is an item the City has been working on since 2014. He explained after the flooding of 2012, staff was requested to look at flood mitigation options for Carpenter Field. The City hired the Conway School of Landscape Design (masters level students). Based on this work an RFP was sent out. Five were received and based on the criteria the selection committee unanimously approved Milone & Macbroom to be awarded the contract to design Patricia T. Russell Park.

Councilor Hooper stated that he feels once this work is completed, this park will be a huge benefit for the city and has the potential of filling many needs the city has.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommended the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Milone & Macbroom for design services required for the renovation of Russell Park project for an amount not to exceed \$124,500 with funding to come from Project Cost Center (90316).



City of Keene, N.H.
Transmittal Form

January 23, 2020

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.11.

SUBJECT: Woodward Dam Improvements Project - Public Works Department

RECOMMENDATION:

On vote of 4-1, the Finance, Organization and Personnel Committee recommended that the City Manager be authorized to do all things necessary to negotiate and execute a sole-source professional services contract with Gannett Fleming, Inc. of Harrisburg, PA for the construction phase of the Woodward Dam Improvements Project (05039-C) for an amount not to exceed \$251,124. Councilor Clark opposed.

BACKGROUND:

City Engineer Don Lussier was the next to address the committee. Mr. Lussier began by providing some background on this item. He noted the City owns and operates a number of dams, to include five high hazard dams; two are in the Town of Roxbury and provide drinking water to Keene. These two reservoirs are surrounded by about 300 acres of City-owned land in Roxbury (pristine undeveloped forest land).

Mr. Lussier stated four of the high hazard dams received letters of deficiency from the State in 2009 which were mostly about design standards. He noted a high hazard dam needs to be able to handle flow generated by 2.5 times the flood generated by a 100-year storm. The city's dams are not designed for this type of massive flood.

The work on Robinhood Dam was completed in 2015, Babbage was completed in 2018, Goose Pond Dam was completed in 2019 and next year it would be the Woodard Pond Dam.

In 2017, the design work started for the Woodward Dam – a consultant for the work was selected though the normal selection process. At the end of that process, the Finance Committee recommended a contract with Gannett Fleming for the design phase. Mr. Lussier went on to say as has always happened when an engineer does good work on projects like this, staff requests sole source into the construction phase. He added when something like this is done, an engineer has a vested interest to make sure the project goes along smoothly.

Mr. Lussier stated staff is making the same request here again for Gannett Fleming to be given the sole source contract into the construction phase.

Councilor Ormerod asked for clarification on what the \$251,124 covers. Mr. Lussier stated this is for engineering work during construction (opening bid through submitting final documents to the NH Department of Environmental Services).

Councilor Clark stated he understands having a company that is familiar with the project but stated he never liked sole sourcing. He stated the City has changed its bidding process; it is not lowest bid anymore and one of the important criteria is familiarity with the project. He felt he did not have a problem with the consultant going

through the bid process unless there is a time constraint. Mr. Lussier stated he feels there is an advantage of having the same consultant completing the work and if this is what the City has in mind, he did not feel it would be fair to have other consultants bid on the project. He added the majority of the cost is to have a field inspector on site during construction (65% of the budget for engineering). He added the Council could always vote against this item.

Councilor Hooper stated when he first came on council he was surprised about the cost of some these contracts but has come to understand that staff reviews these numbers closely.

Chair Powers noted sole sourcing is not done all the time and is a process that has been approved by the Council. He added he is not a fan of sole sourcing either, but this is a firm staff is happy with and felt in the long run it will save on cost and staff time.

Councilor Remy stated he is not a fan of sole sourcing either, but based on the potential life safety risks with the dam, he is in favor of someone who is familiar with the dam overseeing it.

Councilor Hooper made the following motion which was seconded by Councilor Ormerod.

On vote of 4-1, the Finance, Organization and Personnel Committee recommended that the City Manager be authorized to do all things necessary to negotiate and execute a sole-source professional services contract with Gannett Fleming, Inc. of Harrisburg, PA for the construction phase of the Woodward Dam Improvements Project (05039-C) for an amount not to exceed \$251,124. Councilor Clark opposed.



City of Keene, N.H.
Transmittal Form

January 23, 2020

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.12.

SUBJECT: The Downtown Group - Establishment of Free "Complimentary" Downtown Parking

RECOMMENDATION:

On vote of 5-0, the Finance, Organization and Personnel Committee moved to accept the communication from the Keene Downtown Group as informational.

On vote of 5-0, the Finance, Organization and Personnel Committee moved to recommend that the City Manager investigate the feasibility and revenue impacts of shifting the parking hours to the evening.

BACKGROUND:

Director of Economic Development and Special Projects Med Kopczynski and Roger Weinreich representing the Downtown Group addressed the committee. Mr. Weinreich noted the goal of this item is to create a dialog between the City, the public and downtown merchants about parking. He stated what has been noted in the past six years is that there has been a decline in cars parking downtown during the morning hours until about noon. Mr. Weinreich stated the proposal as a result is to offer free parking from 8 am to 11 am from Eagle Court through Central Square. Meters would have a welcome sign, welcoming people to the downtown.

Mr. Weinreich stated this is something that will be done on a trial basis and if at some point the City feels it was not working it can always be changed. He suggested a 12 month trial period. This would be a public/private partnership.

He went on to say parking for most people is a negative item and this change could provide a certain amount of positivity.

Mr. Kopczynski stated the object of the parking program is to provide a place for people to park and that is done through various aspects such as meters and time limits. He noted the parking program goes well beyond Main Street, which many might not realize. The meter fees are used to operate the program and to maintain the downtown.

Mr. Kopczynski noted the majority of the businesses downtown do not open until about 11 am and 40% do not open until about noon. Retail businesses downtown is about 20% and most of those do not open until about 10 am and most of them close by 6 pm.

Staff did track utilization when the City provides complimentary parking during the holidays:
Use at 9 am = 40%, 10 am = 39%, 11 am = 50%, Noon = 41%, 4 pm = 47%,
5:30 pm = 87%, 6:30 pm = 87%.

Mr. Kopczynski noted when he recently attended a City meeting at night, he noticed people who were not necessarily attending the City meeting using the City Hall parking deck, which was good.

He noted should the Council agree to move forward with this item, the City Attorney would need to make changes to the ordinance and as far as loss of revenue it would be \$54,000 for an entire year. Whereas if it is changed to 5 pm to 7 pm there would be an addition of \$71,000 of revenue.

Councilor Remy asked how staffing will be handled with this proposed change to the hours. Mr. Kopczynski stated the hours of utilization of parking is different in areas of the city. There are also city parking lots that have metered spaces and reserved spaces. Even if Main Street times are shifted, there are those parking lots that still exist and it has to be determined how those should be handled.

Councilor Ormerod asked whether a very specific objective could be looked at and how that can be measured. He questioned if the trial period has to be for 12 months or if the same data could be obtained during a shorter period. Mr. Kopczynski stated the requestor asked for 12 months. He went on to say there are basic data sets for any period of time – he noted if the objective is not to collect fees in the morning to increase business, this would depend on businesses opening. He agrees there should be clear objectives but the objective should also be providing as much parking for Keene residents as possible and for this system to be as self-supporting as it can be. Councilor Ormerod stated he would like to see clear, metric-based numbers to see if the City succeeded so it can proceed with this program.

Mr. Weinreich spoke to the one year time frame – he stated when they looked around the country at other cities, it was determined that a certain period of time needs to be provided for the program to actually take effect. He agreed this is a risk but one of the objectives is to change public perception.

Councilor Remy asked how free parking would equate to having more available parking. He noted when he comes downtown at 5 pm to go to a restaurant he parks quite a few blocks away and has to walk to a restaurant as Central Square is full. Mr. Weinreich stated restaurants are not hearing complaints from their customers but retailers are, hence this is an attempt to address those complaints and perhaps one way is to provide some free parking. Councilor Remy asked whether the complaints were about fees or the availability. Mr. Weinreich stated regarding prior parking studies that were done, what the consultant came back with was: if the city does not have one centralized parking location, the downtown will go into parking failure and there will be a decline noticed because of a shift in perception in people. He added he has spoken to many parking consultants and they all have different opinions, but this consultant did have this opinion. What is being proposed is one method to try something different.

Chair Powers stated to approve this action the committee is going to need a little more information and noted the proposed motions.

Councilor Clark thanked Mr. Weinreich for bringing this item forward. He stated that he feels free parking would be the best option for downtown. The only issue for the City is maintaining the parking spaces and the infrastructure that goes around it. He felt what should be done is to get rid of the meters, create a tax zone where the property owners in that district (the ones who benefit from these parking spaces) pay a fee to maintain the spaces. He talked about how parking is handled in malls where store owners pay for parking for their customers. The Councilor felt maintenance of downtown would be much easier minus the obstructions that currently exist.

Councilor Ormerod made the following motion which was seconded by Councilor Hooper.

On vote of 5-0, the Finance, Organization and Personnel Committee moved to accept the communication from the Keene Downtown Group as informational.

Chair Powers noted before a second motion is made a timeline should probably be added for when a report could be expected. Mr. Kopczynski stated he would like to know what the Council would like done by staff. Chair Powers stated they want staff to investigate the feasibility and revenue impact of shifting parking and to look at accommodating the request.

Attorney Mullins noted the motion incorporates the possibility for the Council to move the hours in a manner that encompasses the downtown groups' request - those hours are variable and this is where the investigation portion comes in. Mr. Kopczynski stated bringing something to the Council should not take more than a month. However, he needs to work with the City Attorney to change the Code. Attorney Mullins stated this too would be a two-step process; how does the Council want to move this and then it will be put in place. He could always have preliminary conversations with staff.

Councilor Remy stated he would be in favor of a shift in parking hours but will not be in favor of eliminating fees without adding hours later in the day to offset the revenue.

Councilor Ormerod made a motion for the Finance, Organization and Personnel Committee to recommend that the City Manager investigate the feasibility and revenue impacts of shifting the parking hours to the evening. Councilor Hooper seconded the motion.

Councilor Clark stated he felt the term "evening" is rather narrow. Chair Powers stated he felt the background notes outline what the Council is looking for.

Councilor Ormerod stated he would like to see a specific test and would like to see a shorter test period than 12 months.

Attorney Mullins reiterated this is a two-step process. The first is the investigation and once that is completed and the Council wants to move forward, then the code will need to be changed even to move forward with the test.

The motion made by Councilor Ormerod carried on a 5-0 vote.



City of Keene, N.H.
Transmittal Form

January 23, 2020

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.13.

SUBJECT: Departmental Presentation - Behind the Scenes of an Election - City Clerk

RECOMMENDATION:

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

BACKGROUND:

City Clerk Patty Little and Asst. City Clerk Terri Hood were the next two speakers. Ms. Little stated this year departments will be coming before the committee to provide update of the activities they participate in. She indicated she is before the committee to address the topic of Election.

Ms. Little stated the Clerk's Office is responsible for federal, state and local elections and they also assist the School Board with the SB2 process. She went on to say a ward is a town under state law. Keene is comprised of five towns and each of those towns has its own voting district with its own elected officials and the polling locations have to be located in that particular town. Two of Keene's polling locations are located in schools, which has been an issue. The City is working with the School District to coordinate the election calendar with the school calendar. The goal is to close schools for the Presidential Election in November and to schedule teacher workshops during state and municipal general elections (not primaries). For primaries schools will remain open and as a result, staff is working closely with the principals of Symonds School and the Keene Middle School regarding security measures. Police presence is a given. For Ward 4, which is a large expanse, voters are being cordoned off and funneled through a particular entrance.

Internally, the principals have asked for segregation between students and voters. Internal doors will be dead bolted leading from the polling area to the school. For February 11, Keene Middle School will be open; Symonds School made a petition to the School Board and this school is scheduled to be closed on February 11th .

Ms. Little went on to say the physical spaces of the polling locations are also critical and it is important people are not crammed in. She noted because there is now same day registration it is expected nearly 3,000 to 4,000 first time voters will be registering on February 11th. This is in addition to the registered voters and these two groups need to be separated. She noted it was important to the entire activity to keep adequate flow of voters.

For the state elections, there will be representatives from the Attorney General's Office visiting all the polling locations. They look at all aspects of polling.

The chief election officer for each ward is the Moderator, followed by Ward Clerks, Selectmen (3), Checklist Supervisors (2) and Ballot Inspectors. Also in the cities, there is a statute that indicates that the City Clerk is the chief election officer. Ms. Little noted her purpose in being a chief election officer is continuity and to make

sure all wards follow the same processes.

She indicated many departments help with election. Public Works has played a large role in set up but Parks and Recreation has also now started assisting in setting up Ward 2 which has become their responsibility. Ms. Little expressed staff's appreciation for the new polling booths that were purchased which makes set up and take down that much easier. Ms. Little noted the help Fire and Police Departments offer with the election as well.

Ms. Little went on to say 25,000 ballots are going to be used for the primaries this year and noted five department heads are going to be assisting her department in delivering ballots to the four different polling locations. There will be volunteers brought in as well; the goal is to bring in about 100 volunteers. There are various functions the volunteers provide assistance with.

Ms. Little then talked about election security - she noted this is a great focus in New Hampshire. The City's focus of election security is the paper ballots. The 25,000 paper ballots the Clerk office received are immediately placed in the vault after verifying they are Keene ballots. Ward officials hand counted the ballots this week, and the starting number for election night has been determined – this is a public process.

The other security issue is the memory cards. A chain of custody is determined for these cards as well – they are also placed directly in the vault as soon as they arrive from the vendor. There is a log that needs to be completed when dealing with these memory cards.

Ms. Little stated Keene is connected to the State database and as of recent this database went into a two factor login authentication as well as a 25 character password which needs to be updated every 90 days.

With that Ms. Little turned the presentation over to Terri Hood. Ms. Hood stated she will be addressing what their office is doing behind the scenes in preparation for the election. The first thing they do is to make sure they are fluent with new election laws. The other item is to make sure all election supplies and signage are provided to election officials in an organized manner.

Ms. Hood talked about how absentee ballots are processed as well as how they deal with new voter registration. She noted the processing of payroll for election workers who get a stipend for working on that day. She indicated each staff person in the office takes ownership of different tasks, using a project management tool. She noted it is expected 3,000 to 4,000 new voters will be registered, close to 1,500 voters will be assisted to return to undeclared status, over 10,000 voters will be provided with ballots, and at the end of the night the process is not completed until all votes are tallied and that can take quite a few hours.

Post-election all officials return to the Clerk's Office and all their materials are verified. Once the results are checked by the Clerk the results are released to the media and are made available in paper form in the office. The Clerk's final assignment is to make sure results are submitted to the State. There are also other audit forms that need to be completed during the following days.

Ms. Hood stated within four weeks after Election Day all voter registration is entered into the statewide database. There are about 12 points of data that needs to be entered from each form.

Ms. Little noted there are 12 new election laws that are being proposed and some of those are likely to pass and will need to be put in place. If it is significant, it is likely to end up in litigation.

Ms. Little talked about the exhaustion election leadership can face but stated there is always a succession plan that is in place.

Ms. Little talked about some of the hardware challenges they face. The optical scanners they use are archaic

and production of some stopped about ten years ago. New technology cannot be put in place until the State is ready to do so. There is also new technology available that will someday eliminate the paper check-in process. She noted the volunteers who have done this work for many years are the next wave of election officials.

Ms. Little talked about the checklist she maintains to make this election process better each year. She thanked everyone who helps with this program.

Mr. Joe Mirzoeff of 641 Park Avenue asked how someone knows they are eligible to vote. Ms. Hood replied there is a voter look up available through the Secretary of State's office. Attorney Mullins stated he thinks what Mr. Mirzoeff was asking is "How does someone learn if he is eligible to vote?", and there is a checklist for eligibility – for example, you have to be 18 or over, not be a felon, live in the ward, and so on and so forth. He asked if that is what Mr. Mirzoeff is asking. Mr. Mirzoeff replied yes. Ms. Little stated an individual would have to come into the office and check this information. Mr. Mirzoeff asked if this information is available at colleges. Ms. Little stated staff was at Keene State College and this year was the first year, and staff saw the highest number of students registering to vote – staff has a close relationship with the college. Based on the numbers Mr. Mirzoeff felt there are too many registered voters. Ms. Little stated this year is the year for the City to start the purge process for inactive voters.

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

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



City of Keene, N.H.
Transmittal Form

January 16, 2020

TO: Mayor and Keene City Council

FROM: Tara Kessler, Senior Planner, on behalf of the Heritage Commission

THROUGH: Patricia A. Little, City Clerk

ITEM: G.1.

SUBJECT: Resignation - Christine Houston - Heritage Commission

RECOMMENDATION:

To accept the resignation of Christine Houston from the Heritage Commission.

ATTACHMENTS:

Description

Houston Resignation Letter

BACKGROUND:

Ms. Houston expressed her interest in resigning from the Heritage Commission for personal reasons in the attached email on August 5, 2019. Staff have requested a formal resignation letter, however, one has yet to be obtained. Ms. Houston is occupying Slot 4 of the Commission.

From: [Christine Houston](#)
To: [Tara Kessler](#)
Subject: Re: Barn Tour Event _ Logistics
Date: Monday, August 5, 2019 5:12:25 PM

Hi Tara,

I was in touch with Rosie, I am not going to be able to fulfill my commitment for the commission and need to resign. Work is just too busy - I thought I could fit in, but I just can't find the time.

Do I need to submit a formal letter of resignation?

Respectfully,

Christine



City of Keene, N.H.
Transmittal Form

February 3, 2020

TO: Mayor and Keene City Council

FROM: Conservation Commission

THROUGH: Rhett Lamb, Community Development Director/ACM

ITEM: G.2.

SUBJECT: Old Gilsum Road Land Acquisition - Boes Property - Conservation Commission

RECOMMENDATION:

Mr. Haynes moved to recommend that Council negotiate purchase of the Boes property using the Conservation Land Use Change Tax Fund, which Mr. Walker seconded and the Conservation Commission carried unanimously.

ATTACHMENTS:

Description

Old Gilsum Road Land Acquisition - Boes Property

BACKGROUND:

Mr. Andrew Bohannon, Parks & Rec Director was at the meeting to discuss communication included in the meeting packet from Mr. Gary Boes to the City Manager. The currently vacant, approximately six-acre lot off Old Homestead Highway is adjacent to the Greater Goose Pond Forest (GGPF) and many City properties surrounding the forest. Mr. Boes inquired if the City wants to purchase the land because the family no longer has a purpose for it and there are so many surrounding City parcels with some recreational trails crossing his land. Because such a purchase would use the Conservation Land Use Change Tax Fund (LUCTF), the Commission would make a recommendation to Council on whether to purchase. More information on the property from the City Assessor was included in the meeting packet. Mr. Boes is reviewing other fair market value assessments and if Council recommended purchase, the City Manager would negotiate. Acquiring adjacent land was a primary recommendation in the Comprehensive Master Plan.

Mr. Bergman asked if all tracts of the GGPF system are a part of one management entity that this parcel would be incorporated into if purchased. Mr. Bohannon replied that the Boes land would be incorporated into the GGPF and all conservation efforts and management schemes in the forest would apply to the newly acquired parcel. Mr. Lamb added that the Forest Society also holds an easement on roughly 1,000 acres of City-owned land around the GGPF. The Boes property would not be added to that easement upon purchase, without modifying the easement.

Mr. Haynes asked if the Commission's recommendation should specify what funds to use. Mr. Lamb replied in the affirmative saying that Council requires both a recommendation from the Commission before purchase as well as Commission recommendation to expend the Conservation LUCTF. Thus if the Commission wished, it made sense to recommend both in the same motion.

Mr. Reilly asked where to access the property from the public right-of-way. Mr. Bohannon believed that access was from Old Gilsum Road and added that current hunting rights on the property would be eliminated with City purchase. Someone could put a hunting camp on the property if it remains private, though Mr. Lamb thought that was the extent of development possibilities on the property.

Mr. Haynes moved to recommend that Council negotiate purchase of the Boes property using the Conservation Land Use Change Tax Fund, which Mr. Walker seconded and the Conservation Commission carried unanimously.

Mr. Lamb reported a balance of \$95,000 in the Conservation LUCTF. Mr. Bergman asked about the vegetation, forest cover, and history of logging on the property. Mr. Bohannon was unaware of logging and did not imagine that the forest composition would be significantly different from surrounding parcels.

City of Keene
New Hampshire

MEMORANDUM

TO: Mayor and City Council
THROUGH: Rhett Lamb, Community Development Director/ACM 
FROM: Conservation Commission
DATE: January 29, 2020
SUBJECT: Old Gilsum Road Land Acquisition – Boes Property

Recommendation

Mr. Haynes moved to recommend that Council negotiate purchase of the Boes property using the Conservation Land Use Change Tax Fund, which Mr. Walker seconded and the Conservation Commission carried unanimously.

Background

Mr. Andrew Bohannon, Parks & Rec Director was at the meeting to discuss communication included in the meeting packet from Mr. Gary Boes to the City Manager. The currently vacant, approximately six-acre lot off Old Homestead Highway is adjacent to the Greater Goose Pond Forest (GGPF) and many City properties surrounding the forest. Mr. Boes inquired if the City wants to purchase the land because the family no longer has a purpose for it and there are so many surrounding City parcels with some recreational trails crossing his land. Because such a purchase would use the Conservation Land Use Change Tax Fund (LUCTF), the Commission would make a recommendation to Council on whether to purchase. More information on the property from the City Assessor was included in the meeting packet. Mr. Boes is reviewing other fair market value assessments and if Council recommended purchase, the City Manager would negotiate. Acquiring adjacent land was a primary recommendation in the Comprehensive Master Plan.

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Mr. Lamb reported a balance of \$95,000 in the Conservation LUCTF. Mr. Bergman asked about the vegetation, forest cover, and history of logging on the property. Mr. Bohannon was unaware of logging and did not imagine that the forest composition would be significantly different from surrounding parcels.



City of Keene, N.H.
Transmittal Form

January 22, 2020

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: H.1.

SUBJECT: Councilor Williams – Accessibility Access at City Facilities

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended that this item be placed on more time to allow staff to meet with Councilor Williams regarding facility accessibility standards.

BACKGROUND:

Chair Manwaring welcomed Councilor Williams to address the rest of the Committee regarding concerns about handicap access to City facilities. His concern began while watching residents walk to the election polls at the Parks and Recreation Center last fall. He saw several people with wheelchairs or walkers struggle where there is no curbing and he saw an elderly person fall. He said this area at the Recreation Center needs to be addressed importantly because it is a polling place, but it is not the only location he has identified (the others were marked in a photo submitted to Council) and he said all these functions should be easily available to all people in Keene. More broadly, Councilor Williams questioned what other City facilities have similar problems. Thus, in addition to requesting that the City review access at the Recreation Center, he requested that staff look all City facilities and other problems such as sidewalks in poor repair that limit access to those facilities. While the sidewalks are important, he said this is a broad issue and he wanted to keep it narrowly focused on City facilities at this time.

Councilor Filiault applauded Councilor Williams for his early leadership on City Council. Because this matter would require more time, Councilor Filiault suggested moving forward with a motion as such.

Chair Manwaring asked for initial staff comments. Andy Bohannon, Director of Parks, Recreation & Facilities said that Councilor Williams' concern went through the City Manager and staff via the Council process. Mr. Bohannon, the Deputy City Clerk (regarding polling locations), William Dow, and the Building & Health Official, John Rogers, met with Councilor Williams to discuss the concerns. Mr. Bohannon said that the City currently meets American Disability Association (ADA) requirements for all polling locations and staff is working to ensure that curbing is correct at all bus facilities. Councilor Williams added that most facilities were built before the most recent codes were developed, but said the City can begin looking at ways to rectify problems. Mr. Bohannon said he would keep working with Mr. Dow and Mr. Rogers to develop a recommendation for the Committee.

Assistant City Manager, Elizabeth Fox, said that in the short term with an election approaching it was most important to note that the City is in compliance for all voting locations, which are all inspected annually by the Secretary of State. She said there are always opportunities for improvement and staff looks forward to further discussions. Mr. Rogers said that the Recreation Center is an existing structure and it met the existing codes when it was built. Staff reviews buildings when there is a change of use to ensure necessary improvements occur for accessibility. He said that while City owned sidewalks are in compliance there is definitely room for

improvements. Mr. Dow added that he met with Councilor Williams at the Recreation Center to demonstrate how the facility complies with the ADA and State Law, including a ramp into the polling location. Councilor Williams said that staff has been helpful and eager to address this.

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

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended that this item be placed on more time to allow staff to meet with Councilor Williams regarding facility accessibility standards.



City of Keene, N.H.
Transmittal Form

January 22, 2020

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: J.1.

SUBJECT: Sewer Service and Industrial Pretreatment

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended the adoption of Ordinance O-2020-01.

ATTACHMENTS:

Description

Ordinance O-2020-01

BACKGROUND:

Chair Manwaring welcomed Kurt Blomquist, the Public Works Director, and Tom Moran, Assistant Public Works Director & Utilities Maintenance Manager. Mr. Moran recalled that in 2008, City staff sent suggested language to the Environmental Protection Agency (EPA) for changes to the term “agreement” and that to date the City has not received a response. In August 2019 in the absence of an EPA response, the NH Department of Environmental Services (DES) industrial pretreatment crew instructed the City to move forward with the change so that what were previously called “agreements” with industrial customers would not be called “permits.” Mr. Blomquist recalled that various industries in Keene discharge into the wastewater treatment system. One way the City manages the discharge of that water into the Ashuelot River is via permit (previously “agreement”) to minimize the treatment process for the City is to require industrial customers to pretreat or minimize their waste entering the stream. Industrial customers are also given a testing schedule and were previously required to maintain testing records for three years but the requirement has been changed to five years. This Committee oversees the wastewater system to ensure proper discharge. This Ordinance will update the language described in the City Code.

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

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended the adoption of Ordinance O-2020-01.



CITY OF KEENE

O-2020-01

Twenty

In the Year of Our Lord Two Thousand and

Relating to Sewer Service and Industrial Pretreatment

AN ORDINANCE

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

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by deleting the stricken text and adding the bolded text to the following provisions of Article V, "Sewer Service", Division 4, "Prohibited Discharges"; and of Article VI, "Industrial Pretreatment," Division 2, "Reporting Requirements," and Division 4, "Industrial Discharge Agreements (IDA)" of Chapter 98, entitled "UTILITIES" as follows;

ARTICLE V. SEWER SERVICE

Division 4. Prohibited Discharges

Sec. 98-359. - Annual fee for industrial users.

Industrial users will be assessed an annual fee by the city to defray the administrative costs of the industrial discharge ~~agreements~~ **permits** (~~IDA~~) (IDP) program. The fee shall be calculated as set forth in the schedule of fees in appendix B to this Code.

Sec. 98-360. - Violations

(f) *Nondischarge violation penalties.* Any nondischarge violations of the industrial discharge ~~agreements~~ **permits** are subject but not limited to the following penalties:

ARTICLE VI. INDUSTRIAL PRETREATMENT

Division 2. Reporting Requirements

Sec. 98-427. - Monitoring records.

Industrial users subject to the reporting requirements under this article shall maintain records of information resulting from monitoring activities required to prepare such reports. Such records shall be maintained for a minimum of ~~three~~ **five** years and shall be made available for inspection and copying by the city. Such reports shall include the following:

1. The date, exact place, method and time of the sampling and the name of the person taking the sample.
2. The dates analyses were performed.
3. The laboratory performing the analyses.
4. The analytical techniques and methods used.
5. The results of such analyses.

Division 4. Industrial Discharge Agreements Permits (IDA) (IDP)

Sec. 98-476. - Required.

The discharge of any industrial process waste to the city's wastewater treatment plant or to a public or private sewer connected to the city's wastewater treatment plant is prohibited without a valid industrial discharge **agreement permit** (IDA) (IDP).

Sec. 98-477. - Application.

Persons subject to this division shall submit an application for an industrial discharge **agreements permits** containing information required under applicable federal and state industrial pretreatment reporting regulations. Such information, at a minimum, shall include the following:

- (1) The name and address of the facility, including the names of the operator and owner.
- (2) A list of all environmental permits held by or for the facility.
- (3) A brief description of the nature, average rate of production, and Standard Industrial Classification of the operations carried out at such facility.
- (4) An identification of the categorical pretreatment standards applicable to each regulated process.
- (5) An analysis identifying the nature and concentration of pollutants in the discharge.
- (6) Information showing the measured average daily and maximum daily flow, in gallons per day, to the public sewer from regulated process streams and from other streams.
- (7) A schedule of actions to be taken to comply with discharge limitations.
- (8) Additional information as determined by the pretreatment coordinator may also be required.

Sec. 98-478. - Amendment required.

An industrial user subject to categorical pretreatment standards shall not discharge wastewater directly or indirectly to the city wastewater treatment plant after the compliance date of such standards unless an amendment to its industrial discharge **agreement permit** has been issued by the city.

Sec. 98-479. - Application for amendment.

Within 90 days after the effective date of a categorical pretreatment standard, an industry subject to such standards shall submit an application for an industrial discharge **agreement permit** amendment. The application shall contain the information outlined under section 98-477, except that the compliance certification for pretreatment or operation and maintenance statement must be signed by a qualified professional and must contain the following statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Sec. 98-480. - Conditions.

- (a) The industrial discharge **agreement permit** will outline the general and specific conditions under which the industrial process waste is accepted for treatment at the city's wastewater treatment plant. Specifically, included in the **agreement permit** are the following:
 - (1) Pretreatment and self-monitoring facilities required.
 - (2) Type, number of samples, and sampling frequency required.
 - (3) Effluent limitation on the industrial process waste.
 - (4) Listing of applicable civil and criminal penalties.
- (b) The **agreement permit** will be in effect for five years. A new application will be filed with the pretreatment coordinator by the industry 180 days before the **agreement permit** expires.
- (c) The **agreement permit** is nontransferable and may be revoked by the city for noncompliance or modified so as to conform to discharge limitation requirements that are enacted by federal or state rules and/or regulations.

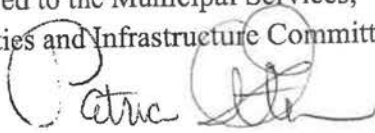
Sec. 98-481. - Proposals for new discharge.

An industry proposing a new discharge or a change in volume or character of its existing discharge must submit a completed application for an industrial discharge **agreement permit** to the pretreatment coordinator at least 60 days prior to the commencement of such discharge. The submitted application must include plans and engineering drawings, stamped by a registered professional engineer, of the proposed pretreatment facilities. Upon approval of the application by the city, a discharge permit request is submitted by the community to the water supply and pollution control division of the state department of environmental services on behalf of the industry. Upon approval of the discharge permit request by the water supply and pollution control division of the state department of environmental services, the industry and the city will enter into a new or amended industrial discharge **agreement permit** in accordance with the procedure outlined in this division.

Appendix B- 98-359. Fee for industrial users to defray the administrative costs of the industrial discharge **agreements permits (IDA) (IDP)** program

Mayor George S. Hansel

In City Council January 16, 2020.
Referred to the Municipal Services,
Facilities and Infrastructure Committee.


City Clerk