

A regular meeting of the Keene City Council was held Thursday, March 5, 2020. The Honorable Mayor George S. Hansel called the meeting to order at 7:00 PM. Roll called: Stephen L. Hooper, Michael J. Remy, Michael Giacomo, Randy L. Filiault, Robert C. Williams, Philip M. Jones, Terry M. Clark, Raleigh C. Ormerod, Catherine I. Workman, Mitchell H. Greenwald, Kate M. Bosley and Thomas F. Powers were present. Councilors Janis O. Manwaring, Gladys Johnsen and Bettina A. Chadbourne were absent. Councilor Remy led the Pledge of Allegiance. A motion by Councilor Bosley to accept the minutes from the February 20, 2020 regular meeting was duly seconded by Councilor Filiault. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS – MAYOR

Mayor Hansel announced that on March 7, 2020 a CIP tour will be held, starting at the Public Works Facility. He went on to announce that City Clerk Patty Little was being honored this evening at Keene State College is an Outstanding Woman of New Hampshire for the Monadnock Region. This year's national theme is Valiant Women of the Vote. With these awards the College is celebrating amazing women in the state and the region as well as at the college level who have worked to secure political rights, specifically voting rights, for women and disenfranchised groups. He noted that Ms. Little has been with the City of Keene for 40 years serving as the City Clerk, and in that role she has preserved voting rights for all of Keene's citizens, protecting one of the most important tenets of our democracy. She has provided valuable support to nine Mayors and countless City Councilors. The Mayor wished the Clerk a hearty congratulations on this well deserved honor. The Mayor went on to note the Councilor Michael Remy, City Planner Mari Brunner and Downtown Coordinator Beth Wood have all been included in this year's Trendsetters hosted by the Keene Sentinel. This is an annual award handed out to young professionals who are leaders in their workplaces and communities.

PROCLAMATION – NATIONAL ATHLETIC TRAINERS ASSOCIATION

The Mayor presented a proclamation to the representatives from the Athletic Trainers Association acknowledging their good work and designating March 2020 as National Athletic Training Month in the City of Keene.

PUBLIC HEARING – CAPITAL IMPROVEMENT PROGRAM – FISCAL YEAR 2021-2027

The Mayor called the Public Hearing to order at 7:08 PM. The Notice of Hearing and Certificate of Publication were read. The Mayor recognized the City Manager for a brief introduction. City Manager Elizabeth Dragon began by explaining that the City's Capital Improvement Plan covers the timeframe of 2021-2027. For the Councilors this evening, some of what she is going to say is a repeat, but it is important information for the public. She continued that this past year the Council made several changes to our Fiscal Policies, which directly influence both our capital planning process and our operating budget process. First, the Council approved an every-other-year capital planning process because it had become increasingly apparent that Department Heads and Finance staff move from capital planning to operating budgets with little to no time in between. The City started the CIP process internally in August, and if all goes as planned, this will be completed in March – making this an eight-month process. At the same time, we are preparing and meeting on the operating budget, which happens right up until submission to the

City Council the first week in May. Then the City Council process starts all over again in May and extends through late June when the operating budget is adopted. Therefore looking at the entire timeline, the process begins in late August and goes until the following June. That means there are only about six weeks of the entire year when we are not engaged in some part of the budget or CIP process. Time is a scarce resource here and this change will allow us to free up time next year for more long-range and strategic planning, including goalsetting with the Council and City Departments. When it comes to the capital plan and the budget, the bottom line is that we will always have more needs and wants than we will have funding. Sidewalks might be important to one Councilor, while pools might be important to another. However, debt reduction might be important to everyone, and so we have to balance those interests and needs. The Fiscal Policy, the City Council goals and the Comprehensive Master Plan provides the roadmap. Ms. Dragon continued that debt is a necessary financing tool. This year the Council approved amendments to our Fiscal Policies to shift debt funded projects useful life from five years to seven years. The recently adopted policy also changed the threshold for capital projects from \$20,000 with a useful life of five years to \$35,000 with a useful life of seven years. These changes will slowly shift debt to longer-range projects. Saving for a project through the use of capital reserves allows for projects to be financed over time and helps reduce the need to borrow.

The City Manager explained that this proposed CIP document proposes four new reserve accounts: Energy Communication, IT Systems, Reappraisal and Road Infrastructure. These are four areas where the Manager is proposing a shift in how we fund these projects. In addition, it provides the opportunity to create group purchases across several Departments. The most recent Fiscal Policy changes also include language about using unanticipated and unrestricted revenues to help us advance budgetary policies related to bond debt, capital outlay or properties. We put this policy into action in this proposed CIP plan. She explained that the State - after our budget was adopted - included additional funds for municipal revenue sharing of \$350,000 this year and next year. However, there is no commitment from the State that these funds will continue into the future. Therefore, this is a perfect example of an unanticipated unrestricted revenue source, and this CIP plan puts the funds in the newly created Road Infrastructure capital reserve to partially offset the amount we need to borrow for a road bond in FY 22. All of these steps are good, gradual movements that with time will influence our overall debt, which is all good news. Good planning also requires good asset management strategies, and the City has taken several steps over the year to improve and enhance these strategies.

The City Manager continued that during the upcoming operating budget conversations, you will begin to see more City facilities moving to preventative maintenance plans. Our Central Fire Station is not new anymore, and if we are to preserve the facility, we must maintain it. In addition, the Airport facility had not been previously fully integrated into our asset management plan. Including a good preventative maintenance program now will help in the future to maintain these assets. This capital plan also includes wise investments in our infrastructure and facilities, including a project at the Recreation Center in FY 24, which includes a complete rehabilitation of multi-purpose room, lobby area, bathrooms and boilers. This is not only a needed project, but also a project that makes business sense. It provides an opportunity to reduce our ongoing operating costs and maintain revenue sources. We will achieve heating and lighting efficiencies, eliminate safety liability concerns related to the floors and maintain revenues received from the use of the space.

The City Manager continued that the replacement of the Robin Hood pool at 3.5 million dollars has generated a great deal of discussion. It's a new project and therefore has not been making its way through the CIP. The project is shown in the last year of the plan in FY 27. A recent evaluation of our pools indicated serious issues with the Robin Hood pool, and gave the pool a lifespan of five more years. If we are going to have a pool in this location, it needs to be included in the plan. This however, should just be the start of the conversation. Over the next several years, there is time to engage the community and the neighborhood. This project will provide an opportunity for a much broader conversation about the plans for Robin Hood Park. The Manager stated the Transportation Heritage Trail Project, which has been in the works for a couple years moving from the appendix to the plan, is currently being shown for FY 24 for design work with construction work to be phased over several years. Starting in FY 26, trail work will show in the plan as being debt funded. However, the reality is to keep bond indebtedness from spiking in the last few years of the plan, we must continue to collaborate with organizations like Pathways for Keene to pursue grant funding and matching dollars to construct the project. We have had great success doing this in the past with the many partners we have in the community.

The City Manager continued that in the end, what the Council has before them this evening is a well thought out plan that strategically invests dollars in accordance with the City's Master Plan and the Council's current Fiscal Policy. It attempts to strike a balance between competing priorities and fund projects over time to minimize spikes in spending, including our long-term debt.

At this time, the Mayor called forward items G1, G2 and G3. He explained these are memorandums from boards and commissions providing various recommendations regarding the CIP.

Item G1, Conservation Commission memorandum read regarding the Airport Road Fence and Wildlife Habitat. The memorandum indicated that the Conservation Commission voted unanimously to support this CIP project while urging the Council to consider the impact to the vibrant wildlife that abuts the Airport. The memorandum was filed into the record as informational.

Item G2, Planning Board memorandum read regarding the Capital Improvement Program. The memorandum indicated that the Planning Board voted unanimously to recommend to the City Council that the Capital Improvement Program FY 2021-2027 is consistent with the Comprehensive Master Plan and recommend that the City Council pay close attention to any duplication of projects with the Robin Hood Park Pool project and infrastructure work for the Arts Corridor. The memorandum was filed into the record as informational.

Item G3, communication from the Chair of the Bicycle, Pedestrian Path Advisory Committee read regarding the Transportation Heritage Trail. The communication indicated that the Bicycle, Pedestrian Path Advisory Committee recommends that the City Council support the Transportation Heritage Trail project in the proposed Capital Improvement Program. The

communication was filed into the record as informational.

The Mayor stated he would now go through the various sections of the Capital Plan and public comments would be accepted.

As there were no public comments, the Mayor closed hearing at 7:20 PM, but explained that the hearing will remain open for written comments until 1:00 PM Tuesday, March 10, 2020. Written comments must be signed and submitted to the City Clerk by this deadline to be included in the official record. This item is currently before the Finance, Organization and Personnel Committee.



A true copy, attest:

Deputy City Clerk

PRESENTATION – PRELIMINARY HOUSING INVENTORY

The Mayor recognized Senior Planner Tara Kessler and Medard Kopczynski, Director of Economic Development and Special Projects to address the Council. Mayor Hansel commended Mr. Kessler on her work on this inventory. Ms. Kessler began that she will be giving a fairly high- level presentation of the Preliminary Housing Inventory that was completed, noting this will encompass the materials that were provided to the Council in their packet. She noted her intent to touch on some of the key findings, as well as providing an overview of the impetus for this project and the methodology that was employed. She noted she will also go over some next steps and answer any questions the Council may have.

Ms. Kessler began that this inventory was undertaken because the City, for a number of years, has been trying to understand what is available in terms of workforce housing. We are fortunate to have a substantial amount of information through our Assessing Department. This was an opportunity to dig into that data and compare it to other information such as census data and state surveys that have been completed to see how we compare regarding providing affordable and reasonable accommodations for workforce housing in the City. It was also an opportunity to identify where we need to do more research and analysis on our housing stock to provide a more comprehensive picture of available housing.

Ms. Kessler went on to provide an overview of the methodology that was used to do this preliminary inventory. The Community Development Department worked with the Assessing Department to export all of the information available relative to residential and commercial units. They isolated just buildings that contain residential units, totaling about 6,604 buildings. Those units included single family homes, multi-family homes, apartments in mixed use buildings, residential condominiums, and manufactured homes. It excluded lodging houses, homeless shelters, assisted living facilities, nursing homes and dormitories, though these are given consideration at the end of the report in terms of their availability. These are viewed as more of a non-traditional type of residential dwelling due to their transient nature or because their capacity is identified by bed-count. It was important to separate that type of housing from the

bulk of the housing, while also noting we do have these types of housing available. Ms. Kessler went on to display an example of a property record card to illustrate the many pieces of data collected by the Assessing Department, adding there is much more information available than what is included on the slide. They collected a snapshot of each property, looking at ownership, assessed value, sales information, information on the condition of the unit, and a lot of information about the type of housing. Information on the type of housing included the number of residential and commercial units within the building, number of bathrooms, gross living area, etc. The study worked through all of this information.

Ms. Kessler went on to define workforce housing, noting for the purposes of this study the City used the state definition. The State defines workforce or affordable housing in RSA 674:58 as housing intended for sale that is affordable to a household with an income of no more than 100% of the median income for a four person household for the County that household is living in. In Cheshire County that income level would be \$77,300. What would constitute affordable housing at that income level would be a home that sold at \$233,000 or less. With respect to rental housing, the definition of workforce rental housing would be housing that is affordable to a household with an income of no more than 60% of the median income for a three person household in the County where the housing is located. Within Cheshire County that income level would be \$41,470, and the estimated maximum affordable monthly rent would be \$1,040. These limits are provided to us from New Hampshire Housing and Finance Authority and they have accounted for such things as a 5% down payment, a thirty-year mortgage, .5 points on that mortgage, mortgage insurance, estimated taxes and hazard insurance. \$233,000 is what you could buy and be considered "affordable" taking into account all the noted factors for that income level. The gross monthly rental amount factored in rent and utilities. The inventory was based around these limits to help us understand how many of the available housing units fall within these limits.

Councilor Jones asked Ms. Kessler if this took into account the market in terms of drivers like Keene being a college community and how that might impact the rental rates. Ms. Kessler stated that was a good point and noted this was based on a picture of what is affordable at a County level and does not drill down deeper to what is affordable in Keene. She continued the median income in Keene is just over \$74,000. To paint a more accurate picture the City would need to do further calculations about what would be affordable in Keene based on the median income for a household in Keene. We have not gone to that level in the study. Really, the intent was to prove that based on the State definition, which relies on County level statistics, this inventory shows how we hold up to that standard.

Ms. Kessler continued that based on those purchase price limits and rental limits, we found that the City has an abundance of workforce housing specifically with respect to housing that is more likely to be purchased and owner occupied. Based on the assessed value, which according to the City Assessor reflects the fair market value based on 2016 the market, about 80% of our buildings containing residential units are assessed at a parcel value of \$233,000 or less. Looking at the 396 properties that sold in 2019 in Keene, about 70% of those properties were single family homes, and about 70% of those single family homes were purchased for \$233,000 or less. What that means in Keene is that almost 50% of our dwellings are owner occupied and about 45% are single family homes. So there appears to be a great deal of housing that is available and

affordable at these purchase price limits, based on assessed value and the most recent sales data. Ms. Kessler displayed a graph illustrating this point using data from 2015 through 2019. She spoke about the trending in the graph that shows in 2015 82% of single family homes sold at or below \$233,000 as compared to 69% in 2019. This shows that our housing values are increasing, which likely mirrors statewide trends. She displayed another graph showing total assessed parcel value of 1-unit detached dwellings in Keene based on the 2016 valuation. The graph showed the range of housing broken out by assessed value. Only about 10% of the housing is assessed above \$300,000, the rest is below that number.

Councilor Ormerod referred back to Ms. Kessler's statement that there is an abundance of workforce housing, noting he understands that statement in the context of this study. He added that he is aware that we do not have a lot of inventory nor a workforce that is actively occupying what we do have. He asked if there was any data in that regard. He elaborated that he would like to know how many occupants are in the workforce versus those that are retired, or disability or otherwise not working. Ms. Kessler stated that is an important question for the City to drill down to. She added that for the purposes of this study, which was done fairly quickly, this warrants future consideration as we try to better understand who resides in our owner occupied homes. She noted the census indicates that almost 50% of these dwelling units are owner occupied. It would be helpful for us to look at population and demographics in a future study.

Councilor Giacomo made reference to a footnote on page five of the handout provided to the Council and registered concern that it stated the number for Keene did not account for taxes. A \$233,000 house costs about \$2,058 per month, and of that \$1,100 is actually paying for the house, while the remainder is City taxes and insurance. This means that once you do the math, it actually comes out to around \$200,000, which is quite a bit less than you can actually afford in Keene. Rather than 69%, you are talking about more like 50% of the available housing stock. He asked when the full report comes out, will we be including the actual taxes, mortgage insurance, home insurance, etc. to determine the 30% threshold of a person's salary identified by the State. Ms. Kessler said this was discussed. Given that this was a preliminary analysis, they wanted to rely on the state County level standard as a starting point, and the purchase price does take into account average municipal taxes. We know that Keene's tax rate is higher than other communities are and it would behoove us to drill down a little bit deeper to better characterize what an affordable purchase price would be for Keene based on a similar calculation to what the state of NH does for Counties. That is something we could do in a future study. We did not do it this time because of the quick turnaround. As Councilor Giacomo noted, \$200,000 might be a more reasonable price, and there is still a fair majority of properties in the City assessed for less than \$200,000, 68% based on the analysis of the Assessor's records. However, certainly it will be important to provide a more relevant picture for someone living in Keene based on our tax rates and our median income.

In follow up Councilor Giacomo commented that we are stuck to that 30% number and the distribution of people's expenses has shifted dramatically since 1968 or 1969, when that number was first proposed. He asked if we have any latitude to account for the modern distribution of expenses, affordability could be vastly different. What he worries about is that this could appear disingenuous. He noted according to his calculations, someone with a four-year college degree moving to Keene and earning an average salary can afford a \$78,000 home. If we want to attract

young professionals into Keene, \$78,000 being the maximum home that can be afforded with an average amount of student loan debt, saying \$233,000 is affordable is disingenuous. He worries that if we are going to be presenting something like this, we are really glossing over the issue. Ms. Kessler thanked Councilor Giacomo for his feedback, particularly as a young professional who has had to find housing and pay for all the other necessary expenses of life. She also appreciated his comments about how the study characterizes affordability and how the public might perceive that. She agreed that might be a shortcoming in the report. They understand that the state threshold does not fully account for current expenses. A future study with a fuller context of who is living in Keene and what is affordable living in Keene based on basic housing factors, transportation, daycare, etc.

Medard Kopczynski commented that we are looking at local issues, and the definitions we are using are the State definitions. That was intentional. When the conversation takes place in Concord, it is taking place within the context of these definitions. Therefore, when the Legislature is talking about a lack of affordable housing, it is talking about these numbers. When there are conversations about homelessness and lack of affordability, it is talking about these numbers. When developers want to come into Keene and they say there is a lack of affordable housing, they are referring to these numbers. We are stuck with these numbers for comparison as we look externally. If you remember the Economic Development Report that we completed and the Council adopted, it contained many discussion items related to affordability that need to be discussed. Specifically related to young people starting out, how do we deal with daycare and how do we help people deal with housing. This is an excellent first swipe, and now we need to do some tinkering with it. How much comparison we will do with the County at-large from the standpoint of tax rate remains unknown. The next steps, and the input received from Council will help to define this as a better tool. But the reason we used these numbers was that these are the macro numbers used in the state of NH and it gives us an opportunity to compare ourselves using the same standards.

Councilor Clark asked with regard to the median average we are using, is that the average where if you had 100 people and five of them are making a million dollars and everyone else is making under \$20,000, then the average is \$74,000? How is this weighted? Ms. Kessler explained it is a median average, so it represents where most people fall within a scale. It is based on the U.S. census data, which is the best data source we have available to us. She further explained it represents household income not individual income. In a future study, we could show trends in income over time as part of the demographic analysis.

Ms. Kessler moved on to rental housing, noting that rental housing is somewhat less available than owner occupied housing and is somewhat less affordable as well. \$1,117 is the median monthly gross rental cost in Keene. Ms. Kessler noted the most readily available source for this data was from NH Housing's annual residential cost survey, and it is based on a sample size so there is a margin of error. The City does not collect rent information systematically or using a set methodology, so we wanted to rely on a standard source for this information. There is also the census data, which shows a lower average rent around \$977 per month. What is interesting here is that our median household income is less than the County, but we have higher rents than the other communities do in Cheshire County. The state median is \$1,200. As of 2019, rental vacancy rates in Keene were at 1.1% as compared to .8% statewide. Typically, around 5%

would be considered a healthy vacancy rate that indicates the market is not constrained. That number has fluctuated, it was 4.7% in 2018. It is following closely with state trends. Census data shows that about 44.5% of Keene's dwelling units are renter occupied. Ms. Kessler went on to display a graph representing the increase in gross monthly rent over time, using data from the previously mentioned NH Housing survey. Ms. Kessler also displayed a pie graph demonstrating the diversity of Keene's housing stock. She went on to share statistics regarding the proximity of housing units to goods and services in Keene, noting that most dwellings are located within a mile of goods and services. Finally, Ms. Kessler shared information demonstrating how Keene's regulations provide reasonable opportunities for housing, particularly diverse types of housing and more dense housing. Almost 79.5% of buildings that have housing units are within zoning districts that allow for minimum lot sizes between 6,000 and 10,000 square feet. If we look at Keene as one of 35 communities in the Monadnock Region, we by far offer greater opportunities for denser housing stock and diversity in housing. She ended that this was intended to give a brief overview of the report, which was a starting point to determining Keene's housing supply. Housing quality will be part of a future study to determine where reinvestment is needed.

The City Manager thanked Ms. Kessler for her efforts on this project, noting her limited availability while also working on the Unified Development Code Project. One of the driving forces behind this was that the State is looking at incentives and changes in regulations to deal with housing. Unfortunately, what happens with State regulations is that they tend to paint with a broad brush and we are lumped in with everyone else. The situation that we have here in Keene is very different because we do have regulations that allow for a variety of housing. We do meet the State definition of workforce housing. We used the state's language because we need to have the statistics to be able to have these types of conversations as bills come forward. The Manager continued the next piece we are looking at is trying to make some sort of determination as to how we can get a handle on condition in some of our neighborhoods. The Mayor has been talking about programs to assist with revitalizing neighborhoods, and looking at different incentives to make that happen. To make smart decisions we need to understand that better, so the first step was to understand what we have for housing make-up, what is our zoning and how does it compare with the state's definition of workforce housing. Then next would be to get a handle on conditions in our neighborhoods to create an incentive package for redevelopment so we are able to do it wisely. That was really the intent of this report, and in a very short amount of time Ms. Kessler, in coordination with the Assessor, was able to bring this together along with Mr. Kopczyński, and the Director of Community Development, Rhett Lamb. She greatly appreciates all their efforts.

The Mayor echoed those sentiments, said this is an exciting conversation, and will lead to consensus around the current state of affairs and what needs to happen to proactively take care of this situation surrounding the availability of affordable housing in Keene.

CONFIRMATIONS

A motion was made by Councilor Powers and duly seconded by Councilor Jones to confirm the following nominations: Meaghan Rafferty to serve as a regular member on the Energy and Climate Committee with a term to expire December 31, 2020; Paul Roth to serve as an alternate

on the Energy and Climate Committee with a term to expire December 31, 2020; Christopher Brehme to serve as an alternate member on the Bicycle Pedestrian Path Advisory Committee with a term to expire on December 31, 2022; Emily Lavigne-Bernier to serve as an alternate member on the Planning Board with a term to expire on December 31, 2022; and Tia Hockett to serve as an alternate member on the Historic District Committee with a term to expire on December 31, 2021. On a roll call vote, with 12 Councilors present and voting in favor, the nomination was confirmed. Councilors Manwaring, Johnsen and Chadbourne were absent.

COMMUNICATION – RESIGNATION – IRENE DAVIS – PARTNER CITY COMMITTEE

A communication was received from Irene Davis resigning from her position on the Partner City Committee. A motion by Councilor Powers to accept the resignation with regret and gratitude for Ms. Davis’ service on the board was duly seconded by Councilor Jones. The motion passed with a unanimous vote in favor.

COMMUNICATION – WESTON LIU/NEW ENGLAND AEROBATIC CLUB – REQUEST TO USE CITY PROPERTY – DILLANT HOPKINS AIRPORT

A communication was received from Weston Liu of the New England Aerobic Club with their annual request for the use of City property at the Dillant-Hopkins Airport to conduct aerobic activities on specified dates during calendar year 2020. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – ALBERT GRAUER – APPLICATION FOR LODGING HOUSE LICENSE – 85 WINCHESTER STREET

A communication was received from Albert Grauer of Fairfield, Connecticut, requesting the renewal of a Lodging House License for property located at 85 Winchester Street. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – JAN MANWARING/PATHWAYS FOR KEENE – REQUEST TO USE CITY PROPERTY – 4 ON THE 4TH ROAD RACE

A communication was received from Jan Manwaring of Pathways for Keene, requesting the annual license to hold the 4 on the 4th Road Race on July 4, 2020. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – COUNCILOR CLARK – ESTABLISHMENT OF COUNCIL GOALS

A communication was received from Councilor Clark suggesting that the City Council act as a “Committee of the Whole” to identify City Council goals. The communication was referred to the Mayor’s Office.

MSFI REPORT – ENCOURAGING THE CITY TO BECOME A “BEE CITY”

Municipal Services, Facilities and Infrastructure Committee report read recommending that the request that the City of Keene become a “Bee City” be referred to the Conservation Commission. A motion by Councilor Giacomo to carry out the intent of the report was duly seconded by Councilor Filiault. The motion passed with a unanimous vote in favor.

MSFI REPORT – HARRIS CENTER FOR CONSERVATION EDUCATION – TEMPORARY ROAD CLOSURE – JORDAN ROAD

Municipal Services, Facilities and Infrastructure Committee report read recommending that the City Manager be authorized to do all things necessary to coordinate with the petitioner for the temporary closure of Jordan Road to through traffic for several hours per night on the nights requested by the petitioner to allow for volunteers to assist with salamander crossings, and that the petitioner comply with the recommendations of the City Manager with respect to the safety of the volunteers. A motion by Councilor Giacomo to carry out the intent of the report was duly seconded by Councilor Filiault. The motion passed with a unanimous vote in favor.

PLD REPORT – USE OF CITY PROPERTY – GREATER MONADNOCK PUBLIC HEALTH NETWORK AND AMERICAN RED CROSS

Planning, Licenses and Development Committee report read recommending that the City Manager be authorized to do all things necessary to negotiate and execute agreements with the Greater Monadnock Public Health Network to park two 20-foot preparedness trailers and with the American National Red Cross to park an Emergency Response Vehicle (pickup) and a 6’ by 12’ trailer on City property, subject to compliance with any recommendations of City staff. 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 – RELATING TO SMALL CELL WIRELESS FACILITY DEPLOYMENTS IN THE PUBLIC RIGHT-OF-WAY – ORDINANCE O-2019-18

Planning, Licenses and Development Committee report read recommending that the City Manager prepare and submit for further consideration by the City Council a revised Small Cell Wireless Ordinance based on comments obtained from the Public Hearing, and incorporating any other revisions deemed necessary or appropriate by the City Manager; and that if the Small Cell Wireless Ordinance is adopted by the City Council, the City Manager or her designee be directed to accept only applications for antenna and transmission equipment of up to a maximum of 4G until January 2, 2021. The Chair divided the questions.

A motion was made by Councilor Bosley that the City Manager prepare and submit for further consideration by the City Council a revised Small Cell Wireless Ordinance based on comments obtained from the Public Hearing, and incorporating any other revisions deemed necessary or appropriate by the City Manager. The motion was duly seconded by Councilor Greenwald. The motion passed with a unanimous vote in favor.

A motion was made by Councilor Bosley that if the Small Cell Wireless Ordinance is adopted by the City Council, the City Manager or her designee be directed to accept only applications for

antenna and transmission equipment of up to a maximum of 4G until January 2, 2021. The motion was duly seconded by Councilor Greenwald. The motion passed with 10 voting in favor and Councilors Giacomo and Remy opposed.

FOP REPORT – MADELINE ULRICH – REQUEST FOR FREE “COMPLIMENTARY” PARKING – ART WALK

Finance, Organization and Personnel Committee report read recommending that the request from the Keene Art Walk for free “complimentary” parking be granted for Saturday, May 30 and Saturday, June 6. 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 DONATION – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept the donation of \$300.00 from the Monadnock Squares and that the money is used for any improvements needed at the Keene Recreation Center. 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 NH HOMELAND SECURITY GRANT – POLICE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept grant funding of up to \$11,378.37 from the FY 2018 and 2019 Law Enforcement Terrorism Prevention Program and the NH Homeland Security Grant Program. 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 FORFEITED FUNDS – POLICE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept criminally forfeited funds for \$8,059.73. 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.

CITY MANAGER COMMENTS

The City Manager stated that she wanted to talk a bit about the corona virus or COVID-19 because she has received many questions. The information shared this evening is likely the same information that has been on television. She noted she will also cover is how the City of Keene fits into the overall emergency management system in the State in terms of our role and how we respond. Mr. Dragon stated the City maintains plans for preparing for and responding to natural and manmade events. Many of the Councilors were here when we had major flooding events, or

they witnessed similar health related issues over the years such as SARS and Zika, H1N1 and Ebola. COVID-19 is different, but our response is the same. We work within a framework of federal, state and local agencies. For this most recent COVID-19 outbreak, the Governor has designated the NH Department of Health and Human Services Division of Public Health Services (DPHS) as the designated agency for response. The DPHS is monitoring and managing the response to COVID-19. They are coordinating with healthcare facilities and hospitals throughout the state. The State of NH is following recommendations of the Centers for Disease Control (CDC), and have made available through the DPHS website information for individuals, businesses and schools. The City Manager continued that the State has broad powers for declaration of health emergencies and any restrictions of public gatherings, etc. The City of Keene does not have those same powers. The City's role would be one of support if requested by the State and we would work through our public health network system. The City's support would be coordinated through the City Manager, the Emergency Management team, and the Health Officer. She continued that the City has taken several steps to-date. The City's Emergency Management team is participating in weekly calls with the State Department of Safety Division of Homeland Security and Emergency Management, where we are updated with the most recent information and provided the State's responses and actions. The Emergency Management team has made contact with the emergency preparedness staff and Cheshire Medical Center and the Greater Monadnock Public Health Network. Information has been received from the Keene School District, Keene State College and the Cheshire Hospital. Our Human Resources Department is reviewing our sick leave and work-from-home policies to see if any changes are needed. Department Heads have been asked to review staffing protocols in the event that we needed to reduce staffing levels and still maintain essential functions and operations during any type of emergency. The City will be providing information to the public through local media outlets and the City's social media accounts. In our Emergency Management Plan, the IT Department is designated as out communications coordinator. They have access to all social media accounts across all departments to send blanket, uniform messages, as necessary. In addition, we have used our network to reach out to food establishments that we inspect, to provide helpful information and tips that have come to us from the CDC. The City has also increased our routine surface cleaning in all facilities, as we would do for a normal flu season. We've also added additional hand sanitizer locations and sent reminders to employees about good hygiene practices and posted these reminders in our various public facilities. These are all common sense steps you would take at home if you had a sick child or partner.

The Manager went on to review what individuals could do. The CDC has recommended that people avoid touching their face, perform personal hygiene – including washing hands often, wash frequently touched surfaces with disinfectant – the simplest of which is a combination of chlorine bleach and water, cover coughs and sneezes, and avoid close contact with sick people. If it is a non-life threatening situation and you want to consult with a health professional, the CDC recommends calling ahead your primary care office, the hospital or emergency room. They may have specific guidelines for you. If you are sick, stay at home and minimize contact with others. Ms. Dragon then spoke about what businesses can do. She stated the CDC recommends businesses review their sick leave policies to ensure they are consistent with public health guidelines and are flexible. Ensure employees are aware of these policies. Review work-from-

home policies. Review travel and travel policies to see if it is consistent with public health guidelines. Encourage sick employees to stay home.

Lastly, the City Manager provided answers to some questions she had received. The first was what someone should do if they have been exposed to COVID-19 and do not have health insurance. The CDC and NH Department Health and Human Services have suggested that patients that present with cough, fever, shortness of breath and have been to one of the listed at risk countries call their primary doctor first. If they don't have a primary doctor they should call the ER. For all events, meetings etc...the CDC has listed basic recommended practices and we have been sharing those recommendations. Regardless of COVID-19, if anyone is sick with flu like symptoms they should stay home. Surfaces should be wiped down on a regular basis, hand sanitizers should be made available, and you should properly cover your face when sneezing, keeping your hands away from face and mouth unless you have washed your hands for 20 seconds or longer with soap and water. If people present with flu like symptoms, limit exposure time to the person and maintain a distance of six feet if possible.

We are sharing widely health and hygiene instructions with the public, while stepping up our coordination with other agencies and other levels of government, as well as our immediate neighbors. The City Manager ended that the message she wants to leave everyone with is that we are prepared and able to respond in a flexible way as situations evolve – as we have done many times over the last several years. She ended that she hoped that this information was helpful to both the Council and our viewers at home.

MEMORANDUM – CITY CLERK AND ORDINANCE O-2020-03: RELATING TO LODGING HOUSE LICENSES

A memorandum was received from the City Clerk along with Ordinance O-2020-03. The memorandum recommended that Ordinance O-2020-03 be referred to the Planning, Licenses and Development Committee for consideration. The memorandum was filed into the record. Ordinance O-2020-03 was referred to the Planning, Licenses and Development Committee.

MEMORANDUM – MAYOR HANSEL AND ORDINANCE O-2020-05: RELATING TO ALTERNATES TO BOARDS AND COMMISSIONS

A memorandum was received from the Mayor along with Ordinance O-2020-05. The memorandum recommended that Ordinance O-2020-05 be referred to the Planning, Licenses and Development Committee for consideration. The memorandum was filed into the record. Ordinance O-2020-05 was referred to the Finance, Organization and Personnel Committee.

COMMUNICATION – FIELDSTONE LAND USE CONSULTANTS ON BEHALF OF AMERCO REAL ESTATE COMPANY – ORDINANCE O-2020-04: RELATING TO ZONE CHANGE – KRIF ROAD AND WINCHESTER STREET – INDUSTRIAL TO COMMERCE LIMITED

A communication was received from Chad E. Branon of Fieldstone Land Consultants PLLC, representing AMERCO Real Estate Company. Accompanying the communication was an

application to amend the Zoning Map and Ordinance O-2020-04: Relating to Zone Change – 0 Krif Road and 472 Winchester Street. Ordinance O-2020-04 read for the first time. The communication, accompanying application and Ordinance O-2020-04 were referred to the Joint Planning Board and Planning, Licenses and Development Committee.

MEMORANDUM – WASTE WATER TREATMENT PLANT OPERATIONS MANAGER AND INDUSTRIAL PRETREATMENT COORDINATOR AND ORDINANCE O-2020-02: RELATING TO SEPTAGE AND HOLDING TANK DISPOSAL RATES

A memorandum was received from the Waste Water Treatment Plant Operations Manager and the Industrial Pretreatment Coordinator along with Ordinance O-2020-02. The memorandum recommended that Ordinance O-2020-02 be referred to the Finance, Organization and Personnel Committee. The memorandum was filed as informational. Ordinance O-2020-02 was referred to the Finance, Organization and Personnel Committee.

FOP REPORT AND RESOLUTION R-2020-03: RELATING TO INDIGENOUS PEOPLE’S DAY

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2020-03. The report was filed as informational. Resolution R-2020-03 was read for the second time. A motion by Councilor Powers for adoption of the Resolution was duly seconded by Councilor Hooper. On showing of hands, with 12 Councilors present and voting in favor the motion passed. Resolution R-2020-03 declared adopted.

MEMORANDUM – FINANCE DIRECTOR AND RESOLUTION R-2020-04: RELATING TO GENERAL OBLIGATION COURTHOUSE BONDS OF 2013 SERIES B PARTIAL REDEMPTION

A memorandum was received from the Finance Director along with Resolution R-2020-04. The memorandum recommended that Resolution R-2020-04 be referred to the Finance, Organization and Personnel Committee. The memorandum was filed as informational. Resolution R-2020-04 was referred to the Finance, Organization and Personnel Committee.

NON-PUBLIC SESSION

At 8:30 PM Councilor Powers moved to go into non-public session to discuss a personnel matter under RSA 91-A:3 (II) b. The motion was duly seconded by Councilor Filiault. On roll call vote, 12 Councilors were present and voting in favor. Councilors Manwaring, Johnsen and Chadbourne were absent. Discussion was limited to the subject matter. At 8:40 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, 12 Councilors were present and voting in favor. Councilors Manwaring, Johnsen and Chadbourne were absent.

MOTION OUT OF NON-PUBLIC SESSION – CITY MANAGER CONTRACT

03/05/2020

Councilor Powers moved that the City Council exercise the option to extend the City Manager's employment agreement for an additional 2-year term from the effective date, and amending the effective date of the contract renewal to align with the City Manager's actual employment start date of September 25th. All other existing terms and conditions of the contract shall remain the same. The motion was duly seconded by Councilor Filiault. The motion passed with a unanimous vote in favor.

A true record, attest:



Deputy City Clerk