



Due to the COVID-2019 State of Emergency, the City Council will be holding its meetings remotely using the web-based program, Zoom. City Councilors will be participating in this meeting remotely. Members of the public will be able to access this public meeting through a variety of options, described below. If you encounter any issues accessing this meeting, please call 603-757-0622 during the meeting. To view the City Council meeting, please navigate to [www.zoom.us](http://www.zoom.us) and enter the Meeting ID# 832 3892 0752. To listen via telephone call 877-853-5257 and enter the Meeting ID # 832 3892 0752.

KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
November 19, 2020  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- November 5, 2020

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

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

**C. COMMUNICATIONS**

1. Peter Starkey - Resignation - College City Commission
2. Peter Espiefs - Congregate Care Provisions in the Land Development Code
3. Councilor Hooper - Resignation - Ashuelot River Park Advisory Board
4. Councilor Filiault - Rooms and Meal Tax

**D. REPORTS - COUNCIL COMMITTEES**

1. Katie Scherwin- Proposal for Permanent Public Art Installation-Airport Property
2. Maintenance of the Wilson Pond Dam - City Manager
3. Acceptance Kiwanis Club Decorative Lighting - Public Works/Emergency Management Director
4. Tax Deeds for Unpaid 2017 Property Taxes - Revenue Collector
5. Third Amendment to Municipal Services Agreement with KSC - City Manager
6. Transfer of Funds Within General Fund Operating Budget - Finance Director

**E. CITY MANAGER COMMENTS**

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

**G. REPORTS - BOARDS AND COMMISSIONS**

1. Resignation from Ad Hoc Racial Justice and Community Safety Committee

**H. REPORTS - MORE TIME**

**I. ORDINANCES FOR FIRST READING**

1. Relating to Speed Limits - Eastern Ave

Ordinance O-2020-13

**J. ORDINANCES FOR SECOND READING**

**K. RESOLUTIONS**

1. Relating to the Acceptance of Funds from Keene State College  
Resolution R-2020-39

Non Public Session  
Adjournment

A regular meeting of the Keene City Council was held on Thursday, November 5, 2020. The Honorable Mayor George S. Hansel called the meeting to order at 7:01 PM. Mayor Hansel read into the record the Emergency Order #12, issued by the Governor of the State of New Hampshire pursuant to Executive Order #2020-04. He continued that the members of the City Council would be participating remotely. The Mayor asked that during the roll call for attendance, each Councilor identify their online presence and whether there are others with them in the room. 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. Gladys Johnsen was absent. Due to connection challenges, Philip M. Jones was absent for some votes. The Mayor led the Pledge of Allegiance.

#### ANNOUNCEMENTS

There will be a Council Workshop on Tuesday, November 17, 2020 at 6:00 PM regarding City Council Goals. Councilors may reach out to Mayor's office with any questions.

#### MINUTES

A motion by Councilor Powers to accept the minutes from the October 15, 2020 regular meeting was duly seconded by Councilor Bosley. Councilor Clark proposed a correction to the minutes on page 165, with respect to the vote on the Council goals process. He noted that the minutes should reflect that the City Council voted nine to five to set a meeting on the Council goals for the *Council as a whole* and not to schedule a meeting after conferring with staff on the best forum. The correction was acknowledged as a Scribner's error. The minutes of October 15, 2020 were adopted on a roll call vote with 14 Councilors present and voting in favor. Councilor Johnson absent.

#### PUBLIC HEARINGS – RESOLUTION R-2020-38: RELATIVE TO THE COMPLETE DISCONTINUANCE OF A PORTION OF THE COMMERCIAL STREET PARKING LOT; AND RESOLUTION R-2020-36: AUTHORIZING THE CONDEMNATION OF LAND FOR THE WINCHESTER STREET RECONSTRUCTION PROJECT

The Mayor announced that both Public Hearings scheduled for this evening would need to be continued due to an error in the contact information contained in the Public Hearing Notices. The Public Hearing on Resolution R-2020-38: Relative to the Complete Discontinuance of a Portion of the Commercial Street Parking Lot was opened and immediately continued until 7:10 PM on December 17, 2020.

The Public Hearing on Resolution R-2020-36: Relative to the Public Necessity to Take Land for the Public Purpose – Reconstruction of Winchester Street and Replacement of the Island Street Bridge was opened at immediately continued until 7:00 PM on December 17, 2020.

#### PROCLAMATION – ELECTIONS

The Mayor extended personal thanks to City Staff, Councilors, and volunteers who worked hard to carry out a successful election during such a challenging time with a pandemic and national election uncertainty. The City Clerk, Patty Little, deserved credit in addition to countless others. In recognition of these efforts, the Mayor read a proclamation extending the City's thanks to the many volunteers that assisted with the 2020 Elections.

**CONFIRMATION – DR. YVES GAKUNDE – LIBRARY BOARD OF TRUSTEES**

A motion was made by Councilor Powers and duly seconded by Councilor Bosley to confirm the following nomination: Dr. Yves Gakunde to serve as a regular member of the Library Board of Trustees, with a term expiring June 30, 2021. The nomination was confirmed on a roll call vote with 13 Councilors present and voting in favor. Councilor Jones was unable to participate in the vote. Councilor Johnsen was absent.

**COMMUNICATION – CHARLOTTE SCHUERMAN – RESIGNATION – HERITAGE COMMISSION**

A communication was received from Charlotte Schuerman resigning from the Heritage Commission. A motion by Councilor Powers to accept the resignation with regret and appreciation of services was duly seconded by Councilor Bosley. The motion passed on a roll call vote with 13 Councilors present and voting in favor. Councilor Jones was unable to participate in the vote. Councilor Johnsen was absent.

**COMMUNICATION – KEENE SNORIDERS – REQUEST TO USE CITY PROPERTY – 2020/2021 SNOWMOBILE SEASON**

A communication was received from the Keene Snoriders submitting their annual request for the use of City rights-of-way for the 2020/2021 snowmobiling season. The Mayor referred the communication to the Planning, Licenses and Development Committee.

**COMMUNICATION – KEENE CLERGY ASSOCIATION – URGING PRO-ACTIVE SUPPORT OF HUNDRED NIGHTS' ATTEMPTS TO FINDING SUITABLE OVERFLOW SLEEPING SPACE FOR THIS WINTER; AND UNITED CHURCH OF CHRIST KEENE – URGING SUPPORT OF HUNDRED NIGHTS' EFFORTS TO SECURE ALTERNATIVE SITES FOR LODGING; AND MONADNOCK INTERFAITH PROJECT – ENCOURAGING THE COUNCIL TO LOCATE AND FUND ADEQUATE SHELTER FOR THOSE IN NEED**

Communications were received from the Keene Clergy Association, The United Church of Christ, and The Monadnock Interfaith Project regarding the Hundred Nights Shelter's attempt to seek overflow lodging for winter. The communications and other public comments submitted to the Clerk's office would be placed in Councilor's mailboxes. Mayor Hansel accepted the communications as informational and provided the following comments on the important issue of homelessness in Keene.

He recognized the efforts of Keene's various faith communities that have supported the homeless for years and continue to do so through this advocacy for the Hundred Nights Shelter. The

Mayor referred to the City's legal obligation to care for anyone without shelter and said the City would not leave anyone out in the cold. He also recognized that to have an effective strategy against homelessness, a coordinated effort between many entities is essential to curb this problem in the City. The Mayor and City Staff have worked with staff from the Hundred Nights Shelter to develop a plan for a much needed new location for many months and will continue to do so. The Mayor is also working in collaboration with various other NH Mayors on the shared concern of homelessness and recognition that leadership is needed from the State. In particular, he has been working with Manchester Mayor, Joyce Craig, to develop ideas to suggest to the State. Currently, homelessness is an issue left to cities and towns, and while the City Staff would never leave people in the cold, the Mayor said the State's help is needed long-term to develop a viable solution, for which the Mayor was hopeful.

#### FOP REPORT – FAA REIMBURSABLE AGREEMENT – AIRPORT DIRECTOR

A Finance, Organization and Personnel Committee report read recommending on a vote of 4-0 that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with the FAA to perform services required for the completion of the airport taxiway extension project. A motion by Councilors Powers to carry out the intent of the report was duly seconded by Councilor Hooper. On roll call vote, 13 Councilors were present and voting in favor. Councilor Jones was unable to participate in the vote. Councilor Johnsen was absent.

#### FOP REPORT – WASTEWATER TREATMENT PLANT POWER PURCHASE PROJECT – EMD/PUBLIC WORKS DIRECTOR

A Finance, Organization and Personnel Committee report read recommending on a vote of 4-0 that the City Manager be authorized to do all things necessary to negotiate and execute a Power Purchase Agreement with Revision Solar for the installation and maintenance of a solar array on the grounds of the Dillant Hopkins Airport to provide renewable energy for the Wastewater Treatment Plant including an option to purchase the array on or after year six of the agreement. A motion by Councilors Powers to carry out the intent of the report was duly seconded by Councilor Hooper. The Mayor recognized Councilor Clark, who said this was a wonderful step forward. He urged City Staff and Council to consider developing further the northern site, which would allow increasing the scale of solar, as well as working with the Town of Swanzey's industrial park authority to install possibly a larger micro grid without net metering restriction. He congratulated Staff and the company going forward with the project. On roll call vote, the motion passed with 14 Councilors present and voting in favor. Councilor Johnsen was absent.

#### FOP REPORT – PRESENTATION – CHESHIRE TV – ANNUAL REPORT

A Finance, Organization and Personnel Committee report read accepting on a vote of 4-0 the presentation from Cheshire TV as informational. The report was filed as informational.

#### FOP REPORT – TAD SCHRANTZ/COLONIAL THEATER GROUP – REQUESTING TRANSFER OF LAND

A Finance, Organization and Personnel Committee report read recommending on a vote of 4-0 that the City Manager be authorized to do all things necessary to negotiate and execute the transfer of land within the Commercial Parking Area to the Colonial Theater Group to support the Colonial Theater Renovation/Addition Project. A motion by Councilors Powers to carry out the intent of the report was duly seconded by Councilor Hooper. On roll call vote, 14 Councilors were present and voting in favor. Councilor Johnsen was absent.

#### MSFI REPORT – LOWER SPEED LIMITS ON EASTERN AVENUE – POLICE DEPARTMENT

A Municipal Services, Facilities and Infrastructure Committee report read recommending on a vote of 5-0, the reduction of speed from 30mph to 25mph on Eastern Avenue and that other calming issues there be handled administratively with a report back to this Committee at an appropriate time. A motion by Councilors Powers to carry out the intent of the report was duly seconded by Councilor Hooper. On roll call vote, 14 Councilors were present and voting in favor. Councilor Johnsen was absent.

#### CITY MANAGER COMMENTS

The City Manager began with a heartfelt thanks to our City Clerk, her staff, and all of the approximately 100 volunteers (including Councilor Powers who stayed late into the night and actually early the next morning) and made the election day process a success here in Keene. The City Manager was thrilled to share good news that the tax rate had been set. The tax rate has dropped 0.32 cents per thousand. The 2019 tax rate was \$37.60 and we have set the new 2020 tax rate at \$37.28, which is a 0.32 cent drop. This is due to an increase in assessed valuation of \$34.5 million from the previous year. The Manager continued that the Council had adopted a budget with an estimated small increase of 1.55% in general property taxes as opposed to the 2.37% allowed under the Council's fiscal policy. The increased valuation created a drop in the overall rate. Overall, this 0.32 decrease in the tax rate is equal to a \$64 drop in annual taxes for a home valued at \$200,000. This is hopefully a small piece of welcome news during this difficult time.

The City Manager reported that leaf collection began this week. Leaves should be raked loose to the edge of the street on the grass belt or behind the sidewalk in areas where the sidewalk abuts the street on the Monday of your neighborhoods scheduled week. No branches or other objects that can damage equipment should be rake forward into the leaves. The full schedule by street is available on the Public Works webpage. Updates are provided through the Public Works Facebook and Twitter feeds.

She continued that due to drought conditions, the Public Works Department would be conducting a very limited fall water system flushing program. The focus is on water quality so the Department will be focusing primarily on dead end mains. This may result in discolored water and temporary low pressure in these neighborhood areas. The program is conducted primarily at night between 11:00 PM and 6:00 AM.

The City Manager noted that the City is engaging in a short, three-month digital advertising campaign with Paragon Digital Marketing to attract potential businesses and residents who are seeking rural New England living. Given the spread of COVID 19 in some of the more densely populated areas of the United States, she said it seemed like the time was right to step our social media efforts.

The City Manager reported that the Covid-19 positivity rate (that is the rate of positive tests to total tests) in NH is around 2%. According to Dr. Caruso at Cheshire Medical Center, the rate for the Monadnock Region is much lower at 0.93%, tending to lag behind the increase in other areas of the state. Cheshire Medical Center conducted 3,000 tests last month and Dr. Caruso reported that they are still well stocked in PPE and that testing capacity is still good. Keene State College President Dr. Treadwell reported that KSC's cumulative positive rate (all tests since the beginning of their screening) is 0.05% (extremely low). Since the start of school they have had a total of 16 positives of those 16 only 3 were symptomatic. On November 24, students return home and only about 50 students will remain on campus. KSC will continue their testing surveillance for those students and any staff still on campus. Members of our emergency management team have been in communication with the State and our local health network regarding the vaccine plan for the state and potential point of distribution sites. Keene State has offered their property on Krif Road as a potential location. It appears the State plans to use the private sector for public distribution of the vaccine (e.g., Walgreens, CVS/Convenient MD). She continued that the Police and Fire Departments are pursuing participation in the State's Covid-19 surveillance testing for first responders. The fire department has secured the required CLIA waiver. This serves two purposes as it puts us in full compliance with blood draws, including checking blood sugar of a patient, and it allows us to be a test location for the responder antigen surveillance screening. Employees in both the Fire and Police Department who volunteer to be part of this program will be screened by the Fire Department for Covid-19 using the State's provided antigen testing kits. The Departments are in the process of securing training and administration details. This testing would provide piece of mind regarding potential asymptomatic transmission among our first responders.

The City Manager shared a few positive notes to end her comments. In October, the City received a letter from the Chair of Emergency Management at Cheshire Medical Center, who wrote to the Police Department to thank them their ongoing assistance in the Emergency Department. She quoted the letter, "your professionalism is greatly appreciated. You treat even the most challenging patients with respect. The recent rise in substance abuse and mental health issues is a challenge for all of us but knowing you are there is reassuring. Thanks for everything you do to keep us and our patients safe". The Police Department receives many of these types of thank you notes, and while the City Manager does not typically mention them publicly, she thought it was good to do so now to serve as a reminder of the quality men and women we have serving this community often under challenging circumstance.

Next, she said City Councilors would have received a press release from the Recreation Department, which has received the, "Better Sports for Kids Quality Program Provider Designation." The Department's policies, procedures, volunteer screening, coach training, parent education, and accountability were all scrutinized. The Department has made it a priority that youth sports in our community be fair, equitable, and above all safe. Our Recreation

Department continues to lead the way in many areas related to recreation in the state of NH and the City Manager congratulated the Director of Parks and Recreation, Andy Bohannon, and his team.

Lastly, City Manager recognized Councilor Jones who was recognized by Cheshire Medical Center in their annual report. They recognized the Councilor for his nearly three decades in public service here in Keene and the use of his social media to lift others up, including his recent recognition of the staff at Cheshire Medical Center's Environmental Services Department for all they do to keep the facility spotless.

#### MEMORANDUM – ACCEPTANCE OF DONATIONS – HOLIDAY SPONSORSHIP PROGRAM – HUMAN SERVICES MANAGER

A report read recommending that the City Manager be authorized to accept donations associated with the City's 2020 Holiday Sponsorship Program.

A motion from Councilor Powers to suspend the rules of order to allow action on the recommendation was duly seconded by Councilor Hooper. The motion passed on a roll call vote with 14 Councilors present and voting in favor. Councilor Johnsen was absent. A motion from Councilor Powers to accept donations associated with the City's 2020 Holiday Sponsorship Program was duly seconded by Councilor Hooper. The motion passed on a roll call vote with 13 Councilors present and voting in favor. Councilor Johnsen was absent. Councilor Greenwald was not present for the vote.

#### MORE TIME – MSFI REPORT – KATIE SCHWERIN – PROPOSAL FOR PERMANENT PUBLIC ART INSTALLATION – AIRPORT PROPERTY

A Municipal Services, Facilities and Infrastructure Committee report read recommending to place the Proposal for Permanent Art Installation on more time one additional cycle for review. The Mayor granted more time.

#### PLD REPORT AND ORDINANCE O-2020-12: RELATING TO SOCIAL HOSTING

A Planning, Licenses and Development report read recommending on a vote of 4-0 the adoption of Ordinance O-2020-12, Relating to Social Hosting. The report was filed as informational. A motion from Councilor Bosley to adopt Ordinance O-2020-12, with an effective date of December 31, 2020 was duly seconded by Councilor Greenwald.

Councilor Clark said it is was a good compromise for something that was attempted 10-11 years ago through another way of dealing with landlords. Regarding the Staff position, while he knew it was needed, he urged the City Manager to consider a reorganization of safety services to best share all of the new duties. Regardless, he would vote in support of this positive Ordinance. The Mayor noted that this was a successful initiative by a group of neighbors, who did their own research and worked with the City for more than one year to come to this final conclusion, who would be pleased if this Ordinance passed. He said it is a great example of citizens bringing ideas to City Council and Staff, which can lead to positive changes.



Councilor Giacomo asked about the penalty section, in which the first offense states that, "a fine of \$300 to be served on the host or anyone violating this Ordinance who continues to do so after verbal warning," and asked for clarification whether the warning is actually the first offense. The City Attorney said that the Ordinance initially warned the party's host, but the warning for the host was removed in favor of a warning with respect to a person (non-host) that would receive a verbal warning from the Police. If that individual did not comply with the Police, then the first penalty would be enacted.

Councilor Workman clarified for the record that this Ordinance was not developed due to Covid-19 restrictions and protocols. This was an effort in the making and driven by community members. Councilor Jones said the Ordinance originally started as subcommittee of College/City Commission, which did great job telling citizens to go straight to City Council with issues instead of that Commission. He thanked that subcommittee. Ordinance O-2020-12 was adopted with 14 Councilor present and voting in favor. Councilor Johnsen was absent.

MEMORANDUM AND RESOLUTION R-2020-39: RELATING TO THE ACCEPTANCE OF FUNDS FROM KEENE STATE COLLEGE – CITY MANAGER

A report from City Manager, Elizabeth Dragon, read recommending that Resolution R-2020-39 relating to the acceptance and use of funds from Keene State College have a first reading in front of the City Council and that it be referred to the Finance, Organization and Personnel Committee. The Mayor referred R-2020-39 to the Finance, Organization and Personnel Committee.

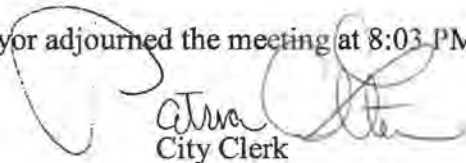
TABLED ITEM – RESOLUTION R-2020-06-A: RELATING TO AN APPROPRIATION OF FUNDS FOR GILBO AVENUE INFRASTRUCTURE IMPROVEMENTS

The Mayor pulled the long tabled item forward. The Mayor withdrew Resolution R-2020-06-A in light of Covid-19, which has resulted in downtown infrastructure work being delayed and hopefully restarting in the spring 2021.

ADJOURNMENT

There being no further business, the Mayor adjourned the meeting at 8:03 PM.

A true record, attest:

  
City Clerk



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

November 13, 2020

**TO:** Mayor and Keene City Council

**FROM:** Peter Starkey

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

**ITEM:** C.1.

**SUBJECT:** Peter Starkey - Resignation - College City Commission

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**ATTACHMENTS:**

Description

Communication\_Starkey

**BACKGROUND:**

Peter Starkey is resigning as a regular member of the College City Commission. Mr. Starkey has been a member since April of 2019.

Patty Little, Clerk  
City of Keene  
3 Washington St., Keene, NH 03431

Ms. Little

I'm reaching out to inform you that, due to some personal changes, I am submitting my resignation from the College City Commission effective December 1st. Please let me know if there is anything further I must do to facilitate this process.

It has been a pleasure working with hard working community and college members. Thank you for the opportunity.

Best wishes,

A handwritten signature in blue ink, appearing to read "Peter Starkey". The signature is stylized and written in a cursive-like font.

Peter Starkey  
88 Howard St. Keene, NH 03431



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

November 13, 2020

**TO:** Mayor and Keene City Council

**FROM:** Peter Espiefs

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

**ITEM:** C.2.

**SUBJECT:** Peter Espiefs - Congregate Care Provisions in the Land Development Code

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**ATTACHMENTS:**

Description

Communication\_Espiefs

**BACKGROUND:**

Peter Espiefs is expressing his concern with the congregate care provisions of the Land Development Code and is suggesting that the City establish a Community Services and Care Planning Board pursuant to RSA Chapter 678.

PETER S. ESPIEFS  
ATTORNEY AT LAW -Retired  
~~67 MECHANIC STREET~~ 29 Middle St.  
KEENE, NEW HAMPSHIRE 03431

TELEPHONE (603) ~~352-8770~~ 352-9582 (home)

November 10,2020

The Hon. Mayor and City Council  
City Hall  
3 Washington St.  
Keene, New hampshire 03431

Re: My letter of September 14,2020 to Joint Committee of Planning Board  
and Planning Licenses and Development Committee

Hon. Mayor and City Councilmen:

I herewith enclose a copy of the above letter to you on instruction from Planning Director Tara Kessler. It appears I should have more correctly addressed it to your offices. Please pardon my oversight.

A copy of this letter goes to Ms. Kessler for her records and information.

Respectfully,

  
Peter Espiefs

pse/sw  
encl.  
cc-T. Kessler

September 14, 2020  
29 Middle St.  
Keene, N.H.

Joint Committee Of Planning Board  
and Planning, License and Development  
Committee, City Of Keene, N.H.

Dear Ladies and Gentlemen of the Joint Committee:

I realize you are all working hard on doing the best you can with the rezoning project before you, and would like to express some of my thoughts about it from my location here at 29 Middle Street. I have been here since 1964 and have no regrets, and have seen the area change somewhat, but have never believed in its wholesale assault by some versions of your proposals.

At present you know that the area is the location of the County Court House, The Keene Public Library, and the National Grange Insurance Company, and some of the older homes in Keene, some of which have been converted to offices, and some well-kept apartments. The Historic District also is encompassed here.

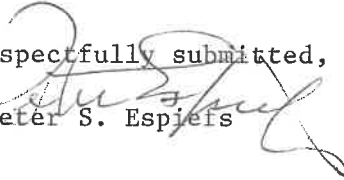
The mixture and density of this area is not in need of further crowding or expansion. It is quiet, livable and surrounded with pleasant and dignified activities. Further pressures involving mixed uses and more density will only contribute negatively and degrade the present balance of quiet neighborhood uses. And, the thinking that this area could provide more "vibrancy" to downtown by expanding occupancy to congregate and similar housing, is not the kind of "vibrancy" the downtown is seeking. Service for the needy and afflicted can be can and should be more conveniently arranged closer to the the Service; they require through proper planning for necessary housing developments nearby. Helter-skelter zoning for these citizens is not the answer, and obviously not good planning.

The extent and seriousness of this problem will require substantial study and investigation so that long-lasting and effective arrangements can be made. No evidence of such investigation or studies has been revealed. I would suggest that the City establish a Chapter 678 Community Services and Care Planning Board to undertake this inquiry. This would help the Board to get the studies needed to properly cope with this serious and pervasive problem.

Further, it is a fact that Keene's population is not growing and has been about the same for the last several years. The retail business of the city has been rather hollowed out due to the electronic and other competing offerings.

Hopefully, you will give some serious thought to the problems and concerns of all our neighbors, and try to expand your information to arrive at what is truly best for the long term interests and welfare of Keene residents.

Respectfully submitted,

  
Peter S. Espie

pse/sw



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

November 17, 2020

**TO:** Mayor and Keene City Council

**FROM:** Councilor Stephen L. Hooper

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

**ITEM:** C.3.

**SUBJECT:** Councilor Hooper - Resignation - Ashuelot River Park Advisory Board

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**ATTACHMENTS:**

Description

Communication - Hooper

**BACKGROUND:**

Councilor Hooper is resigning his position on the Ashuelot River Park Advisory Board. Councilor Hooper has been a member on the Board since February 2020.

Nov. 10, 2020

Mayor and City Council,

Due to time limitations after recently being appointed to the Cheshire TV Board of Directors I tender my resignation, with regret, on the Ashuelot River Park Advisory Board as City Council Representative effective January 1, 2021.

I have thoroughly enjoyed my 5 years on the Board and know that its vision remains strong. I am especially proud of my efforts to bring education to the Keene City Parks through programs such as photography and bat house installations at ARP.

I wish the Ashuelot River Park Advisory Board the best in the years to come. It has been an honor to serve on this Board.

Sincerely,

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

Steve Hooper

Keene City Councilor At-Large





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

November 17, 2020

**TO:** Mayor and Keene City Council

**FROM:** Councilor Randy L. Filiault

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

**ITEM:** C.4.

**SUBJECT:** Councilor Filiault - Rooms and Meal Tax

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**ATTACHMENTS:**

Description

Communication - Filiault

**BACKGROUND:**

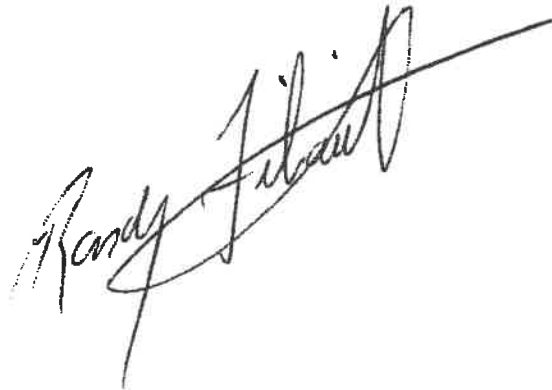
Councilor Randy L. Filiault is requesting a letter be sent to Governor Sununu opposing his proposed reduction to the Rooms and Meals Tax.

**To:** Mayor George Hansel and Keene City Council  
**From:** City Councilor Randy L. Filiault  
**Re:** Rooms and Meals Tax  
**Date:** November 17, 2020

Governor Sununu recently proposed reducing the New Hampshire Rooms and Meals Tax by about 2%. While this cut likely will not influence people's decision to dine out, it would reduce revenue owed to New Hampshire's communities.

I find this move disconcerting, given the State still owes municipalities substantial monies collected from Rooms and Meals Taxes in previous years. The result of the proposed reduction will be either increased property taxes or reduced services to offset the shortfall. Both alternatives are unacceptable.

I urge my fellow councilors to support me in writing a letter to Governor Sununu opposing his proposed reduction to the Rooms and Meals Tax. New Hampshire's municipalities deserve better than being shortchanged yet again.

A handwritten signature in black ink, reading "Randy Filiault". The signature is written in a cursive style with a long, sweeping underline that extends to the right.



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

November 10, 2020

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.1.

**SUBJECT:** Katie Scherwin- Proposal for Permanent Public Art Installation-Airport Property

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**RECOMMENDATION:**

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Manager be authorized to do all things necessary to accept and install the proposed Public Art Piece by Adam Schepker to be placed at the Dillant-Hopkins Airport in accordance with Resolution R-2018-22.

**BACKGROUND:**

Chair Manwaring announced that Katie Scherwin was unable to attend the meeting and that Adam Schepker would be speaking in her absence.

Chair Manwaring welcomed the Director of Parks, Recreation, & Facilities, Andy Bohannon, who explained that this proposal relating to public art pieces was brought before the Committee last cycle. City staff needed additional time to take the opportunity to review Resolution R-2018-22 to ensure the best way to move forward with the project. Mr. Bohannon noted that it would be their recommendation tonight for the art installation to move forward.

Mr. Bohannon explained that the need during the review process is for the proposal to address certain questions in the resolution. The questions in R-2018-22 were then addressed by Mr. Bohannon.

- Whether the Public Art reflects aspects of the City's history, unique environment, cultural identity, or community-at-large;
  - Mr. Bohannon stated this is an accurate statement because the base plates used for the sculpture were from a scrap pile at the airport. Mr. Schepker then took his creative liberty and utilized the base plates to create the piece. The sculpture is a nice reflection of what the airport has used in the past. Mr. Bohannon noted that people will have the ability to learn and gain an educational experience from this piece of work.
- Whether the Public Art aesthetically enhances public spaces or environment to which it relates or interacts;
  - Mr. Bohannon stated that the art does enhance the space by providing the property with a history of the airport. In addition, there will be an educational component located off to the side of the piece. Mr. Schepker will provide a narrative about the piece and what it means to the airport.
- Whether the Public Art is commensurate in scale with its surroundings;

- Mr. Bohannon explained that one of things they take into account when introducing a piece of art, is that it does not take over a particular space. This particular piece does fit in the area and is located across from the terminal building near a trail head. It was noted this is an area where there are a lot of dog walkers, which will be an opportunity for these people to explore the piece.
- Whether the Public Art is feasible to produce and display;
  - Mr. Bohannon stated that the piece is technically feasible to produce and display. Mr. Schepker already has all of the pieces together and is ready to install.
- Whether the Public Art is unique and original and not mass produced or standardized;
  - Mr. Bohannon stated that the piece was definitely unique, not repetitive and is a custom piece of art.
- Whether the Public Art is durable, constructed of materials that will survive in the environment in which it will be placed, and is reasonable to maintain in terms of time and expense;
  - Mr. Bohannon explained how the piece will rust over time due to the nature of the materials. However, the piece should withstand the New England weather. The artist has explained how he intends to maintain the piece over time. With proper techniques the piece will last 15-25 years. In addition, Mr. Bohannon noted there is a one percent (1%) of the construction cost given back to the maintenance of the project based on the resolution.
- Whether the artist(s) and or organization(s) submitting a proposal for Public Art can demonstrate that the artist(s) and or organization(s) is (are) recognized by critics and peers as one who produces works of art;
  - Mr. Bohannon stated the artist is known in the area of Cheshire County and beyond. Mr. Schepker has already created a piece of art on the Cheshire Rail Trail down on Eastern Avenue. The piece is made of bicycle parts and fits the motif and entrance of the Cheshire Rail Trail. Mr. Bohannon noted that the piece is a nice reflection of public art.
- Whether the Public Art is in a location that allows for necessary maintenance;
- Mr. Bohannon explained that the piece was originally going to be placed off to the side by the labyrinth. The location has moved and was one of the questions they wanted to verify. Mr. Bohannon reported that they did walk the property with Mr. Schepker to verify this was the best location. There will be a reduction in maintenance around that area. Mr. Bohannon noted there was little bit of concern but they will work with the artist and maintenance at the airport to overcome any issues.
- Whether the Public Art is designed to be reasonably protected from environment degradation, damage, vandalism, or theft;
  - Mr. Bohannon stated that he is not sure of any piece that is designed to be vandal proofed. The location is very visible and should anything happen to the piece it would be noticed right away.
- Whether the Public Art is affixed to a structure or building and whether structure of building is expected to remain in good condition for twenty (20) years;
- Mr. Bohannon stated that in speaking with Mr. Schepker the material can be expected to last a period of

time within the criteria.

- Whether the Public Art creates a public safety, health, or security concern;
- Mr. Bohannon stated the piece does not present a safety concern in their opinion. One of the things Mr. Bohannon took into consideration about safety was equating it to playground equipment. As far as safety, he questioned if the holes between the two pieces is something an arm could go through easily and come out. Mr. Bohannon explained they have looked at these types of issues and have worked with artist to assure this will not be an issue. There will also be insurance that is provided in the provision. The fixture will be a permanent piece of art and once adopted by the City Council will be the property of the City of Keene.

Mr. Bohannon stated the second piece of art in question will come in a separate document sometime in the spring. In addition, Mr. Bohannon wanted the Committee to be aware that the Public Works Department and Parks and Recreation Department is working on a fillable pdf form that will take out some of the questions that occurred last time. Mr. Bohannon noted that this make it easier for artists to submit inquiries to the City.

Chair Manwaring welcomed comment from the Director of the Airport, David Hickling. Mr. Hickling stated that from the standpoint of the airport this is an exciting addition that will add to the area. He noted the use of parts of the runway edge light bases to make this piece of art really blends in with the property. Mr. Hickling noted that the location of the piece will not impact landscape maintenance.

Councilor Giacomo asked what the expected setback off the main access road is for the piece at the new location. Mr. Bohannon responded the setback is close to the wooded area. The new location looking from the terminal building is where the old fire training area was located. Off to the right of that entrance setback is where the piece will be located. Mr. Bohannon stated they wanted to make sure there was a setback far enough away for snowplow removal to ensure there would not be any damage to the piece.

Councilor Giacomo noted that he asked about the setback in regards to plowing in addition to salt spray. He noted that salt spray has the potential of accelerating corrosion of steel parts.

Councilor Williams asked what the installation process was and who would be doing the work. Mr. Bohannon responded that it is the artist's responsibility for the installation of the art while working along with City staff. Mr. Schepker will also need to follow through with Dig Safe to make sure that location has been checked.

With no further comment, Chair Manwaring welcomed comment from Mr. Schepker.

Mr. Schepker began by stating that he is extremely humbled to be a part of this growth of art in the community and grateful for this opportunity. This is something that he has been passionate about for a long time. Mr. Schepker added that he is grateful to Georgia Cassimatis, from Friends of Public Art, Katie Schwerin and all of the wonderful people that have built up this momentum. Mr. Schepker grew up in the area and it warms his heart to see this happening here.

Mr. Schepker explained that Ms. Schwerin approached him about the possibility of creating a sculpture. He got excited and then went over to the airport and looked around the scrap piles. Mr. Schepker discovered these disks that are base plates for the runway lights. The disks are described as having wavy concentric circle patterns that are visually interesting. Mr. Schepker then began putting the pieces together and came up with a hexagon honey comb shape. His vision was to create a piece that had an interesting dynamic between the backdrop of nature and the piece itself. Mr. Schepker used steel for the frame and created some sturdy legs with two footings. The piece will be bolted down to a cement pad that will be built with rebar in order to make sure it is strong. The finish used on the frame will be with a material that will help protect the piece for a long time. He noted that the steel is soft and will rust quickly if not protected. Mr. Schepker stated that the disks are

galvanized steel and will be good to go for a long time. In addition, the hooks that hold each disk together are stainless and will also be good for a very long time.

Mr. Schepker stated that based on the weather there may be time to install the piece this year but realistically they may end up installing in the spring.

Mr. Schepker looks forward to hearing from the public on their thoughts about the piece. In addition, he hopes the momentum of public art in the area will inspire sculptors around the region and country.

Chair Manwaring welcomed additional comments.

Councilor Williams stated that he thinks this is a great idea and that public art is important and enriches the soul. One of his concerns is the location of the piece being all the way down at the airport. Councilor Williams noted that he does not think the piece will be seen enough. He wondered if it would be a good idea display the piece some place downtown on a temporary basis since it cannot be installed until the spring. Councilor Williams added that it would be nice to have this public art at the future location of the arts corridor.

Mr. Schepker responded that he is an artist that enjoys making things and loves to see things happen. However, in terms of formalities and getting approvals Mr. Schepker stated this would create another level of discussion with City Council. Mr. Schepker noted that Councilor Williams did have a good idea and would be amazing.

Councilor Chadbourne added that Councilor Williams has a great idea and there may be a simpler solution. She noted there are empty store fronts downtown and owners are sometimes willing to display these types of things. Councilor Chadbourne recommended asking store owners if they would be willing to host something of this nature. In addition, she noted that it may not have to be so complicated and may not have to involve the City.

Councilor Giacomo thanked Mr. Schepker and Ms. Schwerin for their hard work in putting together this comprehensive proposal. In addition, he stated that he was looking forward to seeing the sculpture.

Chair Manwaring then recognized Georgia Cassimatis.

Ms. Cassimatis, introduced herself as the founder of the nonprofit organization, Friends of Public Art. She explained the organization is responsible for facilitating public art projects that are free to the public to enhance cultural, social and economic vitality in the Monadnock Region.

Ms. Cassimatis explained that Ms. Schwerin contacted her to help move through the process of working with the City and completing the proper paperwork. Ms. Cassimatis did not have any part in selecting the art as she does not have opinions in that way. The idea is to help get the project going. Ms. Cassimatis invited anyone in the public that wishes to do public art to contact her in order help work within the guidelines.

Ms. Cassimatis added that Councilor Williams and Councilor Chadbourne's idea to have the piece displayed downtown was a great idea. She noted that she does have some names of storeowners that may be interested in participating in displaying the piece. Ms. Cassimatis looks forward to seeing many more public art sculptures in the area.

Vice Chair Giacomo made the following motion which was seconded by Councilor Chadbourne.

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Manager be authorized to do all things necessary to accept and install the proposed Public Art Piece by Adam Schepker to be placed at the Dillant-Hopkins Airport in accordance with Resolution R-2018-22.



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

November 10, 2020

**TO:** Mayor and Keene City Council  
**FROM:** Municipal Services, Facilities and Infrastructure Committee  
**ITEM:** D.2.  
**SUBJECT:** Maintenance of the Wilson Pond Dam - City Manager

---

**RECOMMENDATION:**

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends that the communication from Councilor Jones relative to maintenance of the Wilson Pond Dam be reported out of Committee.

**BACKGROUND:**

Chair Manwaring recognized the City Manager and welcomed her presentation.

The City Manager stated that she is asking to report this out of Committee and to give an update on the conversations she has had to date with the school district regarding Wilson Pond Dam.

The City Manager displayed a map of the Wilson Pond Dam area indicating the location of Wilson Pond and the Wilson Dam Pond.

The City Manager stated that the Wilson Pond Dam and the Keene High School's athletic fields are two parcels and together they were donated in trust to the Keene High School Athletic Association. She stated they were "donated in trust to be used as an athletic field for games and exercise for said high school and for other public schools of said city and for other such schools uses for similar public purposes". She stated the trustees of the KHS athletic Association leased the premises for \$1 to the union school district of Keene for the premises known as Alumni Field. The school has had a maintenance agreement with the trustees regarding the dam. However, the dam has received very little maintenance over the years. Since the dam is part of the parcels that includes both Wilson Pond and the Alumni Fields they are in a trust that restricts their use. Any attempt to separate them would require legal action through probate court. The dam has deteriorated and the state has sent the school a notice of disrepair that requires the dam to be repaired. The school engaged Dubois & King as their engineer to provide a probable cost of construction of approximately \$500,000. The City Manager noted this was a rough preliminary number. The City Manager stated her understanding from the conversations over last several months was that the Alumni Association is not interested and would not give approval for the dam to be removed. They are only interested in repair.

The City Manager stated that last year the school began conversations with the City. The school stated they would fix the dam for approximating \$500,000 if the City took over ownership and all the responsibilities of the dam. The City Manager stated the school wants to keep the ownership and control of the fields. After several meetings between school and city administration it was determined the dam could not be separated from the pond unless a cy-près action occurred through the courts. It is the City Manager's understanding that the Trustees are not now interested in a cy-près. The City Manager stated that school administration began

requesting the City take care of all maintenance responsibilities, future repairs and replacements of the dam once they do this original repair. However, the school administration will no longer be requesting ownership.

The City Manager explained that the financial responsibility related to the dam was part of the donation of the fields. The school has the ability to recoup expenses related to the repairs and maintenance of the dam through their tuition agreements for the high school. Based on this information they have not been able to come to an agreement as to why these costs should be solely born by the City of Keene tax payers, should the City take this responsibility. The City Manager noted the Superintendent has been great to work with and they have had productive meetings. However, they have not been able to come to an agreement on who should carry the financial burden related to the dam.

The City Manager is asking to report this out of MSFI with the understanding the school is discussing in one of their committees of sending a letter to Council with their final proposal. The City Manager explained that once the letter is submitted it will be referred to the appropriate committee. The City Manager stated she thought the appropriate committee would be the Finance, Organization and Personnel Committee, but it would depend on what is stated in the letter.

The City Manager added that Councilor Jones initiated a communication regarding the maintenance of Wilson Pond which originally placed this on the MSFI agenda. Councilor Jones was unable to attend this meeting but met with the City Manager earlier in the day. The City Manager reported that Councilor Jones was in agreement this should be reported out this evening.

Vice Chair Giacomo made the following motion which was seconded by Councilor Chadbourne.

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends that the communication from Councilor Jones relative to maintenance of the Wilson Pond Dam be reported out of Committee.





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

November 12, 2020

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

**SUBJECT:** Acceptance Kiwanis Club Decorative Lighting - Public Works/Emergency Management Director

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**RECOMMENDATION:**

On 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept decorative lights and associated apparatus placed on decorative light poles located on Main Street from the Keene Kiwanis Club.

**BACKGROUND:**

Public Works Director Kurt Blomquist addressed the committee first and stated the Kiwanis Club has been sponsoring the tree lighting festival in the City at least for the past 25 years. During the past few years they have also decorated the light poles on Main Street which have remained lit through February. Last year the Kiwanis Club proposed the City take over the lights permanently because of the number of challenges they have been experiencing.

Mr. Blomquist stated in the recent past his department has received no complaints about these lights. From a maintenance standpoint there has been some damage because of poles being hit by vehicles and have seen only one act of vandalism.

Mr. Blomquist stated at this point staff is recommending Council accept these lights with the understanding that the Council will determine how long they would like these lights to stay on past the holiday season, whether that be year-round or some other timeframe.

Liz Sayre from the Kiwanis Club addressed the committee next and stated the club has six new sets of lights which can be used as replacements. She noted the Kiwanis Club has received positive comments about these lights and expressed the club's appreciation for the staff supporting the City's ownership and was hopeful that the Council will agree to take them on.

Chair Powers thanked the Kiwanis Club for their many years of service installing these lights. Councilor Hooper thanked the Kiwanis Club as well and noted these lights not only add to the beauty of downtown but also add to the safety of downtown.

Councilor Hooper made the following motion, which was seconded by Councilor Clark.  
On 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept decorative lights and associated apparatus placed on decorative light poles located on Main Street from the Keene Kiwanis Club.



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

November 12, 2020

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

**SUBJECT:** Tax Deeds for Unpaid 2017 Property Taxes - Revenue Collector

---

**RECOMMENDATION:**

On 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to instruct the Revenue Collector to waive until February 26, 2021, the tax deeding for the 15 properties identified in the November 5, 2020, memorandum from the Revenue Collector as being contrary to the public interest; and after such date to provide further recommendations with respect to the payment status of the properties; and further that the City Manager be authorized to accept the tax deed from the Revenue Collector for the two properties identified in the November 5, 2020 memorandum.

**BACKGROUND:**

Tax Collector Mary Alther addressed the committee and stated per RSA 80-76, two years after the execution of a tax lien, the tax collector must execute the tax deed unless the City Council waives the process until 2021. The City has 17 properties that have taxes due from 2017, which went into the lien process in 2018. Of the 17 properties, 15 property owners have asked for a waiver and have been working on paying off the taxes. Ms. Alther stated staff is recommending waiving the deeding until February 2021. The other two, staff is recommending moving forward with the deed process.

Councilor Ormerod asked what happens when the City issues a tax deed on a single family home. Ms. Alther stated the City becomes the owner of the property, but the property owner has a way to regain the property by paying the past due taxes. She stated there are also eviction notices sent out and the entire process could take up to six months. There are RSA's the City has to follow in this regard. Councilor Ormerod stated he understands the RSA process but there are also other directives the City has to follow regarding eviction during Covid and asked how that comes into play. Chair Powers stated his understanding is that the two properties in question, one is a piece of land and the other is a single family home which is unoccupied.

Councilor Clark stated the City wants to give every opportunity to property owners to get caught up and only after every avenue is exhausted the City moves forward with the deed process.

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

On 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to instruct the Revenue Collector to waive until February 26, 2021, the tax deeding for the 15 properties identified in the November 5, 2020, memorandum from the Revenue Collector as being contrary to the public interest; and after such date to provide further recommendations with respect to the payment status of the properties; and further that the City Manager be authorized to accept the tax deed from the Revenue

Collector for the two properties identified in the November 5, 2020 memorandum.



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

November 12, 2020

**TO:** Mayor and Keene City Council

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

**ITEM:** D.5.

**SUBJECT:** Third Amendment to Municipal Services Agreement with KSC - City Manager

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**RECOMMENDATION:**

On 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends to the City Council that the attached Third Amendment to the Municipal Services Agreement between the City of Keene and Keene State College be forwarded with a recommendation that the City Manager be authorized to execute the amendment.

**BACKGROUND:**

City Manager Elizabeth Dragon addressed the committee next. Ms. Dragon stated the next three items relate to the funding of the part time position tied to the new social hosting ordinance. The Manager noted this item is an amendment to a current Municipal Services Agreement the City has with Keene State College (KSC). The City is currently operating under a one year agreement that expires on June 30, 2021. This amendment articulates a 50/50 funding split between the City and the College as it relates to the part time employee contract work. The part time position will be handled through a temporary employment contract. The Manager noted this will allow the City time to evaluate the demand for this position and the potential additional ways it can align its duties with KSC. Utilizing a temporary contract also provides time for the City to determine if and how it should be added to the City's schedule of part-time and full-time positions.

The Manager went on to say the adoption of the Social Host ordinance creates a new program at the City. This position is an integral part of this program. It provides the administrative support necessary to track and monitor activity in neighborhoods, and this position provides the crucial follow up between the City, College, students, landlords and property owners that is needed. KSC has made changes to their code of conduct policy this year prompted by Covid 19. The policy now holds students accountable for both on and off campus behavior. This ordinance and the shared position allows the City and College to work together more effectively to address quality of life issues in neighborhoods.

The Manager stated the first motion is for an amendment to the Municipal Services Agreement and articulates the hiring of a City employee and how it will be funded 50/50 between the City and the College. The funding is approximately \$7,500 from the City and \$7,500 from the College for the next six months.

Councilor Clark clarified this will be a City position under the Police Department. The Manager agreed.

Councilor Ormerod asked with tough economic times ahead what protection exists to keep such positions alive for at least a year. Ms. Dragon stated the amendment of the Agreement provides for a starting point for next year for the City when it begins negotiation with KSC. Even though there is no 100% certainty the College will agree to continue, President Treadwell is very much committed to this program and would like it expanded to

w3edwork closely with the City.

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

On 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends to the City Council that the attached Third Amendment to the Municipal Services Agreement between the City of Keene and Keene State College be forwarded with a recommendation that the City Manager be authorized to execute the amendment.



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

November 12, 2020

**TO:** Mayor and Keene City Council

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

**ITEM:** D.6.

**SUBJECT:** Transfer of Funds Within General Fund Operating Budget - Finance Director

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**RECOMMENDATION:**

On 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to re-appropriate and transfer funds from Marketing and Development to Police Admin Part Time Wages and Social Security Taxes as a funding source for fifty percent (50%) of the cost and related job expenses incurred to employ a Community Specialist.

**BACKGROUND:**

Ms. Dragon stated the final action related to this position is moving funds from the contract line in the General Fund Budget to the appropriate personnel line in the Police Department budget.

Councilor Clark asked what the marketing and development fund is used for. Ms. Dragon stated it has been used for print material for the Economic Development office but it is also used for the Downtown Coordinator position. Beth Wood who was hired as the Downtown Coordinator jointly between MEDC and the City has now been hired by the City as the Parking Manager. The Councilor asked whether these funds are going to be necessary going forward. Ms. Dragon stated a portion of those funds will remain for the Social Host position and the rest will be used to support the continued work with the downtown and economic development efforts.

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

On 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to re-appropriate and transfer funds from Marketing and Development to Police Admin Part Time Wages and Social Security Taxes as a funding source for fifty percent (50%) of the cost and related job expenses incurred to employ a Community Specialist.



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

November 9, 2020

**TO:** Mayor and Keene City Council

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

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

**ITEM:** G.1.

**SUBJECT:** Resignation from Ad Hoc Racial Justice and Community Safety Committee

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**RECOMMENDATION:**

That the City Council accept the resignation of Julia Atkins from the Ad Hoc Racial Justice and Community Safety (RJCS) Committee, and that the membership of the committee be reduced from ten to eight.

**ATTACHMENTS:**

Description

Julia Atkins Resignation Letter

**BACKGROUND:**

Julia Atkins has submitted a letter of resignation from the RJCS Committee because she is moving out of town. Her work with the committee was very helpful, will positively impact the outcome of this committee's work, and is sincerely appreciated.

The Committee also has a second vacancy created by a member, Stacey Massiah, who has not attended a meeting and is no longer with the organization he was with at the time of his appointment. It is recommended that this position also be vacated, and that the total membership be reduced from ten to eight in light of the significant amount of work already completed by the committee and the ability to achieve a quorum.

11/06/20

Julia Atkins

79 Ridgewood Avenue

Keene, NH 03431

To Mayor George Hansel

City of Keene

Dear Mayor Hansel,

Please accept this as my formal resignation from the Racial Justice and Community Safety Committee as of November 18, 2020. My family will be relocating.

I am grateful for all of the support during my time on this committee and sincerely appreciate all of the valuable work that we have done thus far. It has been a sincere pleasure serving with everyone on the committee.

Please let me know how I can help in the future.

Best wishes and thank you for everything.

Julia Atkins





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

November 18, 2020

**TO:** Mayor and Keene City Council

**FROM:** Steven Russo, Police Chief

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

**ITEM:** I.1.

**SUBJECT:** Relating to Speed Limits - Eastern Ave

---

**RECOMMENDATION:**

Recommend that Ordinance O-2020-13 be referred to the Municipal Services and Facilities Committee for its review and recommendation.

**ATTACHMENTS:**

Description

Ordinance O-2020-13

**BACKGROUND:**

The Mayor and City Council received a communication requesting several items related to traffic on Eastern Avenue be considered. These included new / replaced sidewalks, lowering of speed limit from 30MPH to 25MPH, as well as other traffic calming solutions. During subsequent committee meetings, and after a traffic study conducted by the Police Department, the Council decided to lower the speed limit to 25MPH on Eastern Avenue. Other measures to assist the requestor are still being investigated by the Public Works Department.



# CITY OF KEENE

O-2020-13

In the Year of Our Lord Two Thousand and Twenty

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

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

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by adding the bolded *Italic* text to the following provisions of Article IV, "Specific Street Regulations", of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows;

Article IV, "Specific Street Regulations", Division 8, "Speed Limits", Section 94-372 "Twenty-five miles per hour" by adding the following;

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

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

American Avenue.

Apollo Avenue.

Autumn Hill Road.

Butternut Drive.

Castle Street Extension (Harper Acres) from Ashuelot Street to dead end.

Clark Circle.

Colonial Drive.

Court Street from Central Square to Union Street.

Dale Drive.

***Eastern Avenue.***

Garrison Avenue.

Gemini Drive.

Kennedy Drive.

Laura Lane.

Liberty Lane.

Main Street from Route 101 to Central Square.

Marlboro Street from Grove Street to Main Street.

Meetinghouse Road.

North Lincoln Street from George Street to Beaver Street.

Pako Avenue.

Railroad Street from Main to Church Street.

Roxbury Street from Central Square to Harrison Street.

Sesame Street.

Skyline Drive

Timberlane Drive.

Timberlane Drive Extension.

Ward Circle.

Washington Street from Central Square to Beaver Street.

West Street from Central Square to School Street.

Winchester Street from Ralston Street to Main Street.

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George S. Hansel, Mayor



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

November 12, 2020

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** K.1.

**SUBJECT:** Relating to the Acceptance of Funds from Keene State College

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**RECOMMENDATION:**

On 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that Resolution R-2020-39 relating to the acceptance and use of funds from Keene State College be adopted.

**ATTACHMENTS:**

Description

Resolution R-2020-39

**BACKGROUND:**

The City Manager stated this is the actual acceptance of funds into the City budget. She explained in order to accept funds from KSC and place them in the appropriate budget line a Resolution is required to complete that process.

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

On 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that Resolution R-2020-39 relating to the acceptance and use of funds from Keene State College be adopted.



# CITY OF KEENE

R-2020-39

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

A RESOLUTION ..... Relating to the Acceptance of Funds to Employ a Community Specialist  
Position Associated with the Social Hosting Ordinance

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

That the City Manager be authorized to do all things necessary to accept funding from Keene State College in accordance with the third amendment to the Municipal Service Agreement to fund fifty percent (50%) of the cost and approved related job expenses incurred by the City to employ the Community Specialist part-time position associated with the Social Hosting Ordinance.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council November 5, 2020.  
Referred to the Finance, Organization and  
Personnel Committee.

Handwritten signature of Patricia Castle in cursive.

City Clerk