



City of Keene  
*New Hampshire*

**MUNICIPAL SERVICES,  
FACILITIES AND INFRASTRUCTURE  
COMMITTEE  
AGENDA  
Council Chambers B  
January 13, 2021  
5:30 PM**

Janis O. Manwaring, Chair  
Michael Giacomo, Vice Chair  
Randy L. Filiault  
Bettina A. Chadbourne  
Robert C. Williams

1. Civil Forfeitures for Unlicensed Dogs - City Clerk
2. Colonial Theater Group, Inc. – Petition for Discontinuance R-2020-38

**MORE TIME ITEMS:**

- A. Maintenance of the Wilson Pond Dam - City Manager

Due to the COVID-2019 State of Emergency, the Municipal Services, Facilities and Infrastructure Committee will be holding its meeting remotely using the web-based program, Zoom. 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 access the meeting online navigate to Zoom.us and enter the Webinar ID # 848 1819 1044. To listen via telephone call 877-853-5257 and enter the Webinar ID: 848 1819 1044. When the meeting is open for public comment, callers may press \*9 if interested in commenting or asking questions.

Non Public Session  
Adjournment



City of Keene  
*Transmittal Form*

January 11, 2021

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

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

**ITEM:** 1.

**SUBJECT:** Civil Forfeitures for Unlicensed Dogs - City Clerk

**RECOMMENDATION:**

That the Municipal Services, Facilities and Infrastructure Committee recommend accepting the update from the City Clerk relative to the civil forfeiture process for unlicensed dogs as informational.

**BACKGROUND:**

Although the City Council authorized the issuance of civil forfeitures for unlicensed dogs in June of 2020; our office did not follow through with the forfeiture process due to COVID-19. As way of background, the warrant of unlicensed dogs, which was prepared in June, contained several hundred more names than usual. We attributed this increase to local veterinarians having scaled back their services leaving dog owners unable to renew their dog's rabies vaccinations, which is a requirement before licensing. In addition, during this same period of time the Clerk's office was open to the public by appointment only and the ability to pay for a dog license on-line was not offered through our dog licensing software in use at that time. Dog owners who wished to obtain a dog license were either doing it by mail or making appointments to come into the office.

Several weeks after having obtained the Council's authorization, Governor Sununu issued Emergency Order #23 which relieved local government from complying with statutory or local deadlines. Having secured the authorization from the Council a few weeks before, we had originally intended to start the forfeiture process in August after our office renovations were complete. Unfortunately, the absentee ballot applications for the State Primary and Presidential Election overwhelmed the staff and we did not have the resources available to initiate the process. We have yet to issue the civil forfeiture to owners of unlicensed dogs.

As we are approaching the license period for the renewal of all dog licenses; I have spoken with the City Manager who concurs that we should rely on EO #23 to suspend our obligation to initiate the civil forfeiture process *and* that we not require dog owners purchase a license for their dog(s) that would expire May 1, 2021.

We are starting a conversion over to a new dog licensing software, which will allow a dog owner to purchase their license on-line. Once the data integration is complete, we will start communicating with all dog owners as to the need for them to license their animals – without any penalties.



# CITY OF KEENE

R-2020-38

Twenty

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

A RESOLUTION ..... Relating to the Complete Discontinuance of a Portion  
of the Commercial Street Parking Area

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

That the Keene City Council is of the opinion that there is no further need to use a portion of the Commercial Street Parking Area for the accommodation of the public and that there is occasion for the complete discontinuance of said portion of the Commercial Street Parking Area, as described in the attached Description of Complete Discontinuance, subject to the following conditions:

1. All affected property owners associated and in connection with the discontinuance agree to the discontinuance and waive their rights to any damages and sign an agreement to such; and
2. That petitioners indemnify and defend the City of Keene from any claims or damages arising from said discontinuances; and
3. All documentation is in a content and form acceptable to the City Attorney, City Engineer, and Planning Director; and
4. All expenses, including any damages associated and in connection with the discontinuance, shall be borne by the petitioner.

In City Council October 1, 2020.

Referred to the Municipal Services,  
Facilities and Infrastructure Committee.

Site Visit set for November 5, 2020 at 5:15 PM.

Public Hearing set for November 5, 2020 at 7:10 PM.

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

*William S. Dow*

Deputy City Clerk