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A regular meeting of the Keene City Council was held on Thursday, May 6, 2021. The Honorable Mayor George S. Hansel called the meeting to order at 7:00 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, Michael Giacomo, Randy L. Filiault, Robert C. Williams, Philip M. Jones, Andrew M. Madison, Raleigh C. Ormerod, Bettina A. Chadbourne, Catherine I. Workman, Mitchell H. Greenwald, Kate M. Bosley, and Thomas F. Powers were present. Janis O. Manwaring joined the meeting at 7:03 PM and Gladys Johnsen joined the meeting at 7:05 PM. The Mayor led the Pledge of Allegiance.

#### ANNOUNCEMENTS

Mayor Hansel read into the record a Proclamation announcing Public Works Week as May 16 to May 22, 2021.

Mayor Hansel read into the record a Proclamation announcing Keene's Kid Mayor for the day of May 6, 2021, George Iselin. Kid Mayor Iselin thanked Mayor Hansel and the City Staff who helped him to learn a lot and have a great day; his grandfather, Dave Whaley, expressed his thanks as well.

The Mayor announced several upcoming special budget meetings of the Finance, Organization and Personnel Committee. The FOP Committee would meet on the following upcoming dates, with *all* listed meetings beginning at 5:30 PM: on Tuesday, May 11, following the Committee's regular meeting agenda on Thursday, May 13, on Monday, May 17, and concluding on Wednesday, May 19. The Mayor encouraged all Councilors to view these Zoom meetings.

Mayor Hansel canceled the May 12, 2021 Municipal Services, Facilities and Infrastructure Committee meeting to accommodate a longer Planning, Licenses and Development Committee meeting that would begin early on the same date at 6:00 PM.

The Mayor announced that the City Council's summer vacation schedule would begin with the cancelation of the August 5 regular meeting, followed by cancellation of the August 11 and August 12 Standing Committee meetings. The Council would return to its normal schedule for the August 19 regular meeting.

#### MINUTES

A motion by Councilor Powers to accept the minutes from the April 15, 2021 regular meeting was duly seconded by Councilor Bosley and the motion passed on a roll call vote with 15 Councilors present and voting in favor.

#### RESOLUTION R-2021-10 – IN APPRECIATION OF JAMES A. CEMORELIS UPON HIS RETIREMENT

Mayor Hansel read into the record Resolution R-2021-10, In Appreciation of James, A. Cemorelis Upon His Retirement. A motion by Councilor Powers to adopt Resolution R-2021-10

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was duly seconded by Councilor Bosley and the motion passed on a roll call vote with 14 Councilors present and voting in favor. Councilor Johnsen was not able to participate in this vote.

**PUBLIC HEARING – CDBG GRANT AMENDMENT – COMMUNITY KITCHEN’S IMPROVEMENTS**

Prior to opening the public hearing, the Mayor noted that the hearing would occur in two parts. Due to the timeline to request these funds and specific State requirements, a suspension of the Rules of Order would be requested to allow the City Council to vote on the proposed amendment on the same day as the hearing.

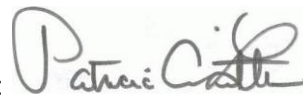
Mayor Hansel opened public hearing for the Community Kitchen Community Development Block Grant (CDBG) Gap Fund amendment at 7:19 PM and upon the Mayor’s request, the City Clerk read the public hearing notice into the record. The Mayor welcomed the City’s Grant Administrator, James Weatherly, Planning Technician with the Southwest Regional Planning Commission to present the background and reasoning for the application.

Mr. Weatherly said that the CDBG is a competitive NH program that awards counties and municipalities for diverse projects that benefit low to moderate income people. The maximum grant amount is \$500,000 per eligible category and annually, \$25,000 is available for planning and feasibility studies. The request at present was for additional funding to support the Community Kitchen’s ongoing facility project that encountered unforeseen high construction costs due to Covid-19 through a sealed bidding process. This project would provide a rooftop solar array and many other key improvements to the building. In April 2021, the NH community development authority of the State agency that oversees CDBG funds released \$900,000 in further available funds for large, ongoing projects to offset Covid-19 related costs. If the additional funding were approved, the Community Kitchen’s CDBG would increase from the \$500,000 awarded originally to \$657,585.

Mayor Hansel opened the floor to public comment and questions.

With no comments from the public or Council, Mayor Hansel closed the public hearing for the CDBG Gap Fund request at 7:23 PM. He advised that written comments would be accepted up to 4:00 PM the following Tuesday, May 11, 2021.

A true record, attest:



City Clerk

Upon the Mayor’s request, a motion by Councilor Powers to suspend the applicable Rules of Order that restrict the City Council from considering a matter the same day as the hearing was duly seconded by Councilor Bosley. The motion passed on a roll call vote with 15 Councilors

present and voting in favor. Mayor Hansel brought forward agenda item D.7 – the request to authorize the amendment requesting additional funding from the CDBG Gap Fund.

**FOP REPORT – JAMES WEATHERLY/SOUTHWEST REGION PLANNING COMMISSION  
– CDBG GRANT AMENDMENT – COMMUNITY KITCHEN'S IMPROVEMENTS**

A Finance, Organization and Personnel Committee report read recommending that the City Council support the application for additional funds for the Community Kitchen's improvements at their facility at 37 Mechanic Street and requesting the Mayor set a public hearing for Thursday, May 6 at 7:00 PM. A motion from Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

A motion by Councilor Powers to authorize the submittal of the amendment to the Community Kitchen's CDBG project request for additional funds from the CDBG Gap Fund was duly seconded by Councilor Hooper and the motion passed on a unanimous roll call vote, with 15 Councilors present and voting in favor.

**NOMINATION**

Mayor Hansel submitted the following nomination: to the Partner City Committee, Gregory Kleiner, with a term to expire December 31, 2022. The Mayor tabled the nomination until the next regular meeting.

**CONFIRMATION**

A motion was made by Councilor Powers and duly seconded by Councilor Bosely to confirm the following nomination: to the Assessor's Board, Jason Frost, with a term to expire December 31, 2023. The motion passed on a unanimous roll call vote, with 15 Councilors present and voting in favor.

**COMMUNICATION – JOSEPH MIRZOEFF – RELATING TO THE WEARING OF FACE MASKS**

A communication was received from Joseph Mirzoeff, supporting the rescission of the City's Ordinance Relating to the Wearing of Face Masks. Mayor Hansel filed the letter into the record as informational and noted that the discussion of masks would continue in the following weeks.

**COMMUNICATION – KEENE MUSIC FESTIVAL – REQUEST TO USE CITY PROPERTY**

A communication was received from Pablo Fleischmann, Keene Music Festival Director, requesting the annual license to conduct the Keene Music Festival on Saturday, September 4, 2021. Mayor Hansel referred the communication to the Planning, Licenses and Development Committee.

**COMMUNICATION – KEENE STATE COLLEGE – REQUEST TO DISCHARGE FIREWORKS**

A communication was received from Jennifer Ferrell, Associate Vice President of Student Engagement at Keene State College, with a request to discharge fireworks on the College's Joyce Athletic Practice Field on Saturday, May 15, 2021 as a part of their year-end festivities. Mayor Hansel said there was insufficient time to send this request to Committee and so he requested that the Rules of Order be suspended to act upon the request at this meeting. Upon the Mayor's request, a motion by Councilor Bosley to suspend the applicable Rules of Order was duly seconded by Councilor Greenwald and the motion passed on a unanimous roll call vote, with 15 Councilors present and voting in favor.

The Mayor recognized Fire Chief Mark Howard to provide the Fire Department's (FD) recommendation on the request before accepting a motion. Chief Howard said that Keene State College was working with a professional firework display agent and contacted the FD late the week before this meeting. For such a display, the agent would need a permit from the NH Fire Marshall in addition to meeting local requirements through the City Clerk's office. Keene State College had worked with the City Clerk to expedite the full permitting process and this request to City Council. Chief Howard was comfortable with the City Council approving the request. Keene State College was informed of and was prepared to pay expenses for the FD services required for the event including an inspector from the time the display arrives until it is discharged, and a small standby unit/crews. The Fire Chief recommended that the City Council approve this request and allow the College to move forward with their display contingent upon meeting the City's requirements.

Councilor Bosley moved to recommend that Keene State College be granted permission for the discharge of fireworks on Saturday, May 15, 2021, and reserving a rain date of Sunday, May 16, 2021, subject to the following conditions: 1) the signing of a revocable license and indemnification agreement, 2) that Keene State College provide a certificate of liability insurance with the City of Keene listed as an additional insured, and the amount of \$1 million, that the fireworks vendor provide a certificate of liability insurance with the City of Keene listed as an additional insured in the amount of \$1 million, 3) that a Class B fireworks permit be obtained, then then display occur no later than 10:00 PM, and 4) that Keene State College provides campus security to control the fireworks drop zone. In addition, the petitioner agrees to comply with any recommendations of the Keene Fire Department and the Keene Police Department and KSC agrees to absorb the charges for any City services provided. Councilor Greenwald duly seconded the motion, which passed unanimously on a roll call vote, with 15 Councilors present and voting in favor.

#### COMMUNICATION – KEENE DOWNTOWN GROUP – REQUEST TO USE CITY PROPERTY – ART WALK

A communication was received from Madeline Ulrich, Project Coordinator of the Keene Downtown Group, requesting a Street Fair License to hold art demonstrations, sidewalk sales, and other activities in the downtown area on Saturday, June 5, 2021 and Saturday, June 12, 2021. They also requested free parking on those dates. Mayor Hansel referred the communication to the Planning, Licenses and Development Committee.

**COMMUNICATION – KIWANIS CLUB – REQUEST TO USE CITY PROPERTY – TREE LIGHTING CEREMONY**

A communication was received from Peg Bruce, Secretary of the Kiwanis Club, with their annual request for a license to conduct a Tree Lighting Ceremony on Central Square on November 26, 2021. Mayor Hansel referred the communication to the Planning, Licenses and Development Committee.

**MSFI REPORT – KEVIN LEARY – REQUEST FOR ACCESS TO PROPERTY – OLD GILSUM ROAD**

A Municipal Services, Facilities and Infrastructure Committee report read recommending, per Section 94-238 of the City Code of Ordinances, that Kevin Leary be permitted to use a motorized vehicle on the Class VI portion of the Old Gilsum Road for the purpose of transporting in and out of equipment one time each year until 2023 to the Fontaine Albert R Revocable Trust Property (218-009-00-000-000). This motorized access is to be coordinated with City staff with Mr. Leary abiding by all conditions set by staff. A motion from Councilor Manwaring to carry out the intent of the report was duly seconded by Councilor Giacomo and the motion passed on a unanimous roll call vote, with 15 Councilors present and voting in favor.

**PLD REPORT – DARREN HUMPHREY/TRAX CLUB – REQUEST TO USE CITY PROPERTY AND SERVE ALCOHOL – SIDEWALK CAFÉ**

A Planning, Licenses and Development Committee report read recommending that the Trax Club be granted permission to place 6 tables and 36 chairs on City property adjacent to Railroad Square in conjunction with a sidewalk café license within the hours of Monday through Wednesday from 4:00 PM to 8:30 PM and Thursday through Sunday from 12:00 PM to 8:30 PM and that he be permitted to serve alcoholic beverages subject to submittal of a copy of their State of NH Liquor License. This permission is subject to the following: licensee agrees to place a smoking waste receptacle in the café area to minimize litter; licensee shall maintain the property and return it to its original state at the expiration of the license with staff reviewing the condition of the area at the end of the season to determine any needed maintenance; and that the licensee agrees to remove the tables and chairs when Railroad Square is utilized by any community event licensed by the City Council or any event scheduled through the Parks and Recreation Department. Further that this permission is subject to the execution of a revocable license and indemnification agreement and receipt of a certificate of liability insurance in the minimum amount of \$1,000,000 listing the City of Keene as an additional insured. Said license shall expire March 1, 2022. A motion by Councilor Bosley to carry out the intent of the report was duly seconded by Councilor Greenwald and the motion passed on a unanimous roll call vote, with 15 Councilors present and voting in favor.

**PLD REPORT – BREWBAKERS CAFÉ – REQUEST TO SERVE ALCOHOL ON City PROPERTY – SIDEWALK CAFÉ**

A Planning, Licenses and Development Committee report read recommending that the City Council grant permission to Brewbakers Café to serve alcoholic beverages in connection with

their Sidewalk Café License, subject to the following conditions: compliance with the requirements of Sections 46-1191 through 46- 1196 of the City Code, the furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured, and the furnishing of a copy of their current State of New Hampshire liquor license. This license shall expire on March 1, 2022. A motion by Councilor Bosley to carry out the intent of the report was duly seconded by Councilor Greenwald and the motion passed on a unanimous roll call vote, with 15 Councilors present and voting in favor.

**PLD REPORT – CONCERNED CITIZENS OF CHESHIRE COUNTY – EFFICACY OF FACE COVERINGS**

A Planning, Licenses and Development Committee report read recommending acceptance of the communication from the Concerned Citizens of Cheshire County on the efficacy of face coverings as informational. Mayor Hansel filed the communication into the record as informational.

**FOP REPORT – ACCEPTANCE OF DONATION – FIRE DEPARTMENT**

A Finance, Organization and Personnel Committee report read recommending that the City Manager do all things necessary to accept a donation of \$250.00. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper and the motion passed on a unanimous roll call vote, with 15 Councilors present and voting in favor.

**FOP REPORT – ACCEPTANCE OF DONATIONS TO LIBRARY RENOVATION PROJECT – LIBRARY DIRECTOR**

A Finance, Organization and Personnel Committee report read recommending that the City Manager do all things necessary to accept donations of \$9,047.04 as listed in the City of Keene Library Renovation Restricted Trust from January 25, 2020 – March 27, 2021 donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper and the motion passed on a unanimous roll call vote, with 15 Councilors present and voting in favor.

**FOP REPORT – DOWNTOWN TO TRAILS STUDY – PARKS, RECREATION & FACILITIES DIRECTOR**

A Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to execute a Memorandum of Understanding with the UNH Cooperative Extension for a Downtown to Trails study. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper and the motion passed on a unanimous roll call vote, with 15 Councilors present and voting in favor.

**FOP REPORT – DEED WAIVER – 2017 TAX YEAR – REVENUE COLLECTOR**

A Finance, Organization and Personnel Committee report read on a roll call vote of 5-0 recommending that the City Manager be authorized to instruct the Revenue Collector to waive tax deeding of the following properties until June 11, 2021: 71 Oriole Avenue, 14 Schult Street,

329 Park Avenue, and 163 Island Street. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper and the motion passed on a unanimous roll call vote, with 15 Councilors present and voting in favor.

#### FOP REPORT – CITY OF KEENE COMMUNITY POWER PLAN – AD HOC COMMUNITY POWER COMMITTEE

A Finance, Organization and Personnel Committee report read recommending the adoption of the City of Keene Community Power Plan. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper and the motion passed on a unanimous roll call vote, with 15 Councilors present and voting in favor.

Mayor Hansel noted that this was now the first Community Power Plan in the State of NH, confirming that Keene is taking bold steps as a community regarding renewable energy. He said that community members comprising the Community Power Committee came together to make this a reality, lending their expertise and time seamlessly with City Staff. The Mayor was impressed at what the community could accomplish and was grateful for this work. The City Manager added her thanks to the Community Power Committee for this significant accomplishment and the City Council for supporting the plan so Keene would be the first in NH to present such a plan to the Public Utilities Commission.

#### FOP REPORT – GENERAL OVERVIEW OF PROPOSED OPERATING BUDGET – CITY MANAGER

A Finance, Organization and Personnel Committee report read recommending acceptance of the general overview of the proposed Operating Budget provided by the City Manager as informational. Mayor Hansel filed the report as informational.

#### CITY MANAGER COMMENTS

The City Manager began by discussing the Fiscal Year (FY) 2021-2022 Operating Budget that all Councilors should have received before the meeting; she thanked the City Clerk's office for coordinating that distribution. On May 7, the document would be available to the public electronically on the City's website. She referenced a few items in her budget letter for the benefit of the Council and public as the budget review process begins. The City Manager explained that City Staff developed Operating and Capital Budget proposals, which support the vision of the City's Comprehensive Master Plan, City Council Goals, and Fiscal Policy to continue moving the City toward a sustainable future. The Covid-19 pandemic will have a long-lasting impact on our community, the State, and the world. However, with vaccines readily available this summer, hospitalizations down, and our most vulnerable vaccinated fully, she was optimistic for a strong rebound of our local economy. This past year proved how resilient our community and our municipal team are. Our municipal team showed time and again, over a long and arduous year, what a caring, dedicated, and reliable group of people they are; the Manager was extremely proud to see so many people step-up in unimaginable and creative ways.

The Manager continued stating that the recommended FY-2022 Operating and Capital Budget was estimated to raise the City's portion of the tax rate by 1.69%. This adjustment follows two

years of a level City tax rate, and would meet service delivery and capital investment needs now and into the future. The tax rate adjustment proposed was \$930,470 less than the City's Fiscal Policy Budget Index, which considers Consumer Price Index expenditures required by law. The State was going through a two-year budget process that would conservatively estimate City revenues associated with State municipal aid, as we know them. In addition, the tax rate estimates were based on a projection of no increase to the tax base, which the City Manager called a good conservative estimate as the City was amid a City-wide property revaluation. At this point, in the City's overall tax rate process, both the School District and Cheshire County had approved budgets, setting the education and County portions of the overall rate. Considering tax rate projections provided during adoption and the recommended City budget, the total property tax rate was estimated to increase by 3.57% combined. The largest increase was estimated in the School District's portion of the budget, though the City Manager was hopeful that they would receive funding too from the American Rescue Plan and have an opportunity to reduce this projected increase.

As the City continues to respond to Covid-19 over next few months, the municipality would receive FEMA reimbursement funds (reimbursed at 75%) and expected federal stimulus funds from the American Rescue Plan in the total amount of \$2.26 million. The American Rescue dollars would be granted to cities/towns in two equal payments, with the first payment expected in May 2021 and the second payment sometime in 2022. This past year, funds provided to towns/cities to assist with the pandemic response did not allow for the reimbursement of revenue losses resulting from the impacts of Covid-19 to our community. Towns and cities reached out to their Federal Delegations to request the ability to offset these losses. The City Manager was happy to report that, while guidance had not come yet from the Treasury office regarding use of the funds, they made clear that offsetting lost revenues was allowed. The Manager's proposed budget anticipated using \$350,000 to offset revenues impacted by Covid-19 in the General Fund and \$108,642 in the Parking Fund. This revenue offset would utilize less than half of the first payment and leave just over \$641,000 of the first allotment for other Covid-19 related expenses. The City would have four years to use the funds on eligible expenses. In FY-2023, the City would receive the second \$1.2 million payment, assuming our economy continues to recover, and she anticipated utilizing less for the purpose of revenue offsets in FY-2023.

The City Manager's recommended budget considered the second year of the bi-annual Capital Improvement Program (CIP) 2021-2027. She meets monthly with our Federal Delegation to discuss capital projects that could be eligible for federal funding sources created as a part of the American Rescue Plan. To date, Keene had submitted a request to fund a section of the Heritage Trail project as well as the George Street Bridge for consideration. She anticipated that additional transportation funding would become available, and Staff would continue seeking ways to leverage outside funding opportunities. If successful, it would allow us to reduce project cost impacts in future budget years, while simultaneously encouraging growth and stability for our local economy by bringing additional resources and investment the City.

The budget review process begins with a special FOP meeting on Tuesday, May 11 at 5:30 PM.



The City Manager changed focus to the Strategic Governance process, which she had kicked-off with Department heads. The individual budgets provide a wealth of information about Departments, including metrics and statistics that are useful in measuring our success or progress in key areas. However, not everyone takes the time or has the time to read all the information in our budget books. Over the last few years, the City Manager had worked with the Finance Department to consolidate information and reduce the budget book's size, making it more user friendly, though it is still a large document. Now that the proposed Operating Budgets for FY-2022 were complete, Departments would begin thinking about a proposed Capital Improvement Plan for the next six years. The CIP is where our big-ticket financial investments are scheduled. Departments such as Public Works that manage most of our infrastructure investments would go through the Strategic Governance process first so they may begin to utilize this process/format during the upcoming CIP conversations. The CIP process starts with Departments in the summer and concludes with Council in February. The Departments then move into the budget preparation process. The frameworks created at the Department level would help inform the Council as they set goals, prioritize those goals, and measure our success. There is a wealth of information at the Department level and various strategic plans with significant community and stakeholder input. The City Manager said we need to find a way to bring those forward more easily with the priorities in the Comprehensive Master Plan to better assist the Council with budget decisions. It would take a few years for to implement the Strategic Governance process fully across all Departments and fine tune the process so that it meets our needs.

The focus of upcoming capital and budget discussions would be on outcomes and medium-to-long range plans, articulating both what is in the budget and what outstanding needs are not included in out years, while also creating a process that reinforces the importance of planning for continued costs associated with any budget decision. For instance, when you add a park in the CIP, what additional costs should you be prepared to support in future Operating Budgets for maintenance and upkeep of that park? For instance, the number one Council priority becomes tax rate stabilization, yet you wish to move forward other new initiatives? It would be important for the Council to discuss the things we would no longer be able to do to offset. The City Manager said she was also exploring the use of dashboards, utilizing much of the information we already gather, that would make it easier for the Council and the public to track our progress visually. While she knew there were many budget meetings upcoming, she also wanted to work with the Mayor to schedule a work session with the Council on Strategic Governance, laying the foundation for a more cohesive and strategic budget process in FY-2023. This concluded the Manager's budget updates.

Next, the City Manager said that lifeguards were needed to open the municipal pools and there were insufficient people signed-up currently to provide coverage for both pools. Anyone interested in a summer job should call the Recreation Center at 603-357-9829. The City provides CPR training for all summer staff. Lifeguards must hold a current lifeguarding certification and the City will also cover that training expense.

The City Manager reported next on the Public Works Department. Staff was wrapping-up the 2021 Green Up Keene event held on April 24. This year included a significant number of

community members who signed-up online and used a drive-by supply pick up at the Public Works building on Marlboro Street. Preliminary estimates showed over 2,000 tons of trash picked-up from City streets and multi-use trails by over 150 people. The City Manager called this a successful kick-off to spring in the City. The City Manager continued reporting that construction season had started with the long-awaited repaving of Park Avenue on May 6 that would continue for four to six weeks. The Roxbury Street Flood Improvement project was scheduled to start late May/early June and would be a major upgrade to the 1890s storm water mains from Central Square to the Roxbury Street Bridge. This project would also have significant impacts on traffic patterns, for which the Public Works Department would be sending out periodic updates on Fridays; for more information on this specific project or to sign-up for updates, please contact the Public Works Department at 603-352-6550. Finally, the spring water main flushing was entering its final two weeks and was going, and this month at the Municipal Services, Facilities and Infrastructure Committee meeting, the Public Works Director and City Engineer would begin conversations on the Asset Management Plan for the City's 52 miles of sidewalks. To be in the know on Public Works activities and projects, follow the Public Works Department on Facebook, or Twitter @keenepwd.

The City Manager concluded her report with several Covid-19 updates. Schools had returned to five days per week in-person learning. The Superintendent reported that it was going well and was working with Riteaid to set-up vaccine clinics at the schools once approved for ages 12-18. This emergency use authorization approval was expected next week. These clinics would make accessing the vaccine more convenient for interested parents. The Manager also said that President Melinda Treadwell reported that Keene State College (KSC) was currently experiencing a spike in cases that plateaued at approximately 16 cases and they were now at 46 active cases. The College did contract tracing, put students into quarantine/isolation, and moved to some restricted protocols on campus.

Also on Covid-19, the City Manager reported that State-fixed vaccination sites would be closing sometime in June. Everyone eligible for the vaccine would have had the opportunity for an appointment by Memorial Day. The State was planning to keep the fixed sites open into June to so individuals receiving their first shot in May can receive second shot. Then there would be a shift to hospitals, pharmacies, and doctors administering most vaccine shots. As of this date, approximately 63% of the Statewide population had received their first shot, meaning that if everyone returns for their second shot, we should be close that same percentage of Statewide population being fully vaccinated in four weeks. Knowing that for whatever reason not everyone comes back for their second shot, the City Manager said that four weeks from Memorial Day everyone that wanted the vaccine would have both the opportunity and time to be vaccinated fully. By the beginning of June, KSC students would have returned home and by end of June, public schools would be closed, aligning well with the vaccination timeline.

The City Manager spoke with Beth Dailey at the State the prior week about accessing specific Keene, Cheshire County, and regional Covid-19 information. The State was working on a dashboard that they hoped to have available in a few weeks. Ms. Dailey told the City Manager that Cheshire County was running near to the State's percentage numbers and the City of Keene

was tracking a few percentage points better than the State. On May 6 at the Governor's press conference, Dr. Chan stated that Keene's area would be in a transition period for the next month or two as the level of individuals vaccinated fully increases and we monitor community transmission. Finally on the topic of Covid-19, the City Manager reported that the Governor was extending Emergency Order 12, dealing with the ability to meet electronically, through June 1<sup>st</sup>. It was unclear whether it would be extended beyond that time. There was a Bill in the legislature that would give more flexibility to communities to meet in the hybrid format (some Councilors and public participating remotely); stay tuned.

The City Manager concluded her report with a final statement on the Summer Youth Program, stating that she was looking for Councilors willing to meet with the Summer Youth Group in July (16<sup>th</sup> or 23<sup>rd</sup>) to discuss their roles as Councilors. Interested Councilors should contact Helen Mattson in the Manager's office.

**MEMORANDUM – RELATING TO O-2020-10A AND THE PROPOSED LAND DEVELOPMENT CODE – HISTORIC DISTRICT COMMISSION**

A memorandum from Senior Planner, Tara Kessler, read requesting that proposed amendments to the Land Development Code requested by the Historic District Commission be referred to the Planning, Licenses and Development Committee's May 12, 2021 meeting for their review and consideration. Mayor Hansel referred the communication to the Planning, Licenses and Development Committee.

**MORE TIME**

Mayor Hansel granted more time for the following items as recommended by the respective Standing Committees: Machina Arts – Request to Erect a Parklet in Parallel Parking Spaces – Outdoor Dining; Discussion – Keene Ordinance – Wearing of Face Coverings; Ordinances O-2020-10-A and O-2020-11-A: Relating to Land Development Code and Downtown Zoning; Ordinance O-2021-04: Relating to Chapter 46 Licenses and Permits – Social Service and Congregate Care; Continued Discussion: Water and Sewer Rates Methodology.

**ORDINANCE FOR FIRST READING – RELATING TO THE DUTIES OF THE CITY ATTORNEY – ORDINANCE O-2021-06**

Memorandum received from the Mayor recommending Ordinance O-2021-06: Relating to the Duties of the City Attorney be referred to the Finance, Organization and Personnel Committee for review and recommendation. Memorandum filed as informational. Ordinance O-2021-06 read for the first time by title only. The Ordinance was referred to the Finance, Organization and Personnel Committee.

**ORDINANCE FOR FIRST READING – RELATING TO THE POWERS AND DUTIES OF THE ASSESSOR'S BOARD – ORDINANCE O-2021-05**

Memorandum received from the City Assessor recommending Ordinance O-2021-05: Relating to the Power and Duties of the Assessor's Board be referred to Finance, Organization and Personnel Committee for review and recommendation. Memorandum filed as informational.

Ordinance O-2021-05 read for the first time by title only. The Ordinance was referred to the Finance, Organization and Personnel Committee.

**ORDINANCE FOR FIRST READING – RELATING TO THE WEARING OF FACE COVERINGS – ORDINANCE O-2021-07**

Memorandum received from the Mayor recommending Ordinance O-2021-07: Relating to the Wearing of Face Coverings be referred to the Planning, Licenses and Development Committee for review and recommendation. The Mayor stated that this was an unusual matter, having been contacted by several City Councilors with the idea to craft an ordinance that would eliminate the requirement for masks outdoors, which this proposed Ordinance O-2021-07 would accomplish. His referral sends the matter to the PLD Committee for first reading, debate, and discussion. Because ordinances require two readings, it would take two Council cycles before any changes were voted upon. After those comments, the Mayor filed his memorandum as informational. Ordinance O-2021-07 read for the first time by title only. Mayor Hansel referred the Ordinance to the Planning, Licenses and Development Committee.

**ORDINANCE FOR SECOND READING – RELATING TO DESIGNATED LOADING ZONES – ORDINANCE O-2021-03**

A Municipal Services, Facilities and Infrastructure Committee report read recommending the adoption of Ordinance O-2021-03. Mayor Hansel filed the report. A motion by Councilor Manwaring to adopt Ordinance O-2021-03, Relating to Designated Loading Zones, was duly seconded by Councilor Giacomo and motion passed on a roll call vote, with 15 Councilors present and voting in favor.

**RESOLUTION R-2021-22 – RELATING TO THE FY 2021-2022 OPERATING BUDGET**

Memorandum received from the City Manager recommending that Resolution R-2021-22: Relating to the FY 2021-2022 Operating Budget be referred to the Finance, Organization and Personnel Committee, and that a public hearing be set. Memorandum filed as informational. Resolution R-2021-22 was read for the first time in its entirety. Mayor Hansel referred the Resolution to the Finance, Organization and Personnel Committee. The public hearing was scheduled for June 3, 2021 at 7:00 PM.

**RESOLUTION R-2021-19 – PETITION TO ACQUIRE PROPERTY BY EMINENT DOMAIN FOR HIGHWAY PURPOSES**

Memorandum received from the City Engineer recommending that Resolution R-2021-19: Relating to Petition to Acquire Property by Eminent Domain for Highway Purposes be referred to the Finance, Organization and Personnel Committee, and that a public hearing be set with written notice of the time and place of such hearing to be given to the Petitioner and affected property owners no fewer than thirty (30) days prior to the such public hearing. Memorandum filed as informational. Resolution R-2021-19 was read for the first time by title only. The Mayor scheduled a site visit for Thursday, June 17, 2021 at 5:30 PM and a public hearing the same evening at 7:00 PM. Mayor Hansel referred the Resolution to the Finance, Organization and Personnel Committee.

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RESOLUTION R-2021-24 – CHESHIRE RAIL TRAIL PHASE III – APPROPRIATION OF FUNDS

Memorandum received from the City Engineer recommending that Resolution R-2021-24: Relating to Cheshire Rail Trail Phase III – Appropriation of Funds be referred to the Finance, Organization and Personnel Committee for consideration and a recommendation. Memorandum filed as informational. Resolution R-2021-24 read for the first time by title only. Mayor Hansel referred Resolution R-2021-24 to the Finance, Organization and Personnel Committee.

RESOLUTION R-2021-23 – RELATING TO NORTHERN BORDER REGIONAL COMMISSION GRANT PROGRAMS

A Finance, Organization and Personnel read recommending the adoption of Resolution R-2021-23: Relating to Northern Border Regional Commission Grant Programs. Report filed as informational. Resolution R-2021-23 read for the first time. A motion by Councilor Powers to adopt Resolution R-2021-23 was duly seconded by Councilor Hooper and the motion passed on a roll call vote, with 15 Councilors present and voting in favor.

ADJOURNMENT

There being no further business, Mayor Hansel adjourned the meeting at 8:29 PM.

A true record, attest:   
City Clerk