



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
June 15, 2023  
7:00 PM

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MINUTES FROM PRECEDING MEETING**

- June 1, 2023 Minutes

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

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

**C. COMMUNICATIONS**

1. Arts Alive - Request for Waiver of Parking Fees Under the Free Parking Policy - Elevate the Arts Event - August 13, 2023
2. Keene Swampbats - Request to Discharge Fireworks - July 28, 2023
3. Councilor Filiault - Proposing Referendum Question on Municipal Ballot - Preferred Design Alternative - Downtown Infrastructure Improvement and Reconstruction Project
4. Councilors Williams and Chadbourne - Request for Public Forum - Effective Use of Opioid Settlement Funds
5. RULES SUSPENSION - Introduce and Act Upon - Copper Cannon Distillery - Request for the Sale of Alcohol and to Provide Tastings at Keene Farmer's Market

**D. REPORTS - COUNCIL COMMITTEES**

1. City of Keene Housing Needs Assessment
2. Keene Elm City Rotary Club – Request to Use City Property – DeMar Marathon – September 24, 2023

3. Let it Shine – Request to Use City Property – 2023 Pumpkin Festival – October 21, 2023
4. Jim Hennessy – Request to Use City Property Adjacent to Railroad Square – Outdoor Dining
5. Hundred Nights – Request to Use City Property – Dumpster on Lamson Street

**E. CITY MANAGER COMMENTS**

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

1. Donation for Makerspace Interns - Library Director
2. Acceptance of Donations - Finance Director
3. Life Insurance and Long-Term Disability Insurance Renewal - ACM/Human Resources Director
4. 2023 Warrant for Unlicensed Dogs - City Clerk

**G. REPORTS - BOARDS AND COMMISSIONS**

1. Municipal Charter Amendment - Municipal Primaries - Ad hoc Charter Review Committee

**H. REPORTS - MORE TIME**

**I. ORDINANCES FOR FIRST READING**

**J. ORDINANCES FOR SECOND READING**

1. Relating to an Amendment to the Land Development Code – Accessory Dwelling Units  
Ordinance O-2023-06
2. Relating to an Amendment to the Land Development Code – Application Procedures  
Ordinance O-2022-19-B

**K. RESOLUTIONS**

**L. TABLED ITEMS**

1. Relating to the FY 2023-2024 Budget  
Resolution R-2023-13
2. Relating to Class Allocation and Salary Schedules  
Ordinance O-2023-11-A

3. Relating to the Appropriation of Funds - Road Preservation and Rehabilitation Program; Relating to the Appropriation of Funds - Stormwater Resiliency Program, *and* Relating to the Appropriation of Funds - Thompson Road Stabilization Project  
Resolution R-2023-14  
Resolution R-2023-15  
Resolution R-2023-16

**NON PUBLIC SESSION**

**ADJOURNMENT**

06/1/2023

A site visit was held on June 1, 2023, to consider a petition for the return of layout to designate Magnolia Way as a public way along with the acceptance of a warranty deed and an easement for access and maintenance of trees. Councilors in attendance included: Kris E. Roberts, Raleigh C. Ormerod, Mitchell H. Greenwald, Robert C. Williams, Andrew M. Madison, Bryan J. Lake, Gladys Johnsen, Catherine I. Workman, Philip M. Jones, Thomas F. Powers, Bettina A. Chadbourne, Randy L. Filiault, Michael Giacomo, Kate M. Bosley, and Michael J. Remy. The Mayor convened the site visit at 5:45 PM. Staff in attendance included: Kurt Blomquist, Don Lussier, and Thomas Mullins.

The City Engineer stated that this is the 3<sup>rd</sup> petition for the layout of this public way that the City Council has considered. Initially, it was part of the subdivision of Magnolia Way that was reviewed and approved by the Planning Board in 2005, with the City Council's adoption of the layout Resolution in 2006. He continued that the construction of the road was not completed within the 36-month timeframe, and the Council's approval expired. In 2012, another petition for layout was adopted, which resulted in most of the construction taking place. The City Engineer commented that the road layout had not changed since the original petition in 2005. The City gave a developer a list of things that needed completing and some of that work still remained. Given the time since construction began, the City the petitioner has been asked to verify that the infrastructure ensure it had not deteriorated significantly and that it still met City standards.

With this petition, the petitioner is also asking that City accept public maintenance of the infrastructure, including an easement for the maintenance of trees located in the right-of-way. The City Engineer continued that because it had been so long, one of the properties shown on the graphic had already been built, and the parcel had been transferred to a new homeowner. The petition reflected the City's requirement for the petitioner to secure a waiver of damages and the right to transfer the street tree easement to the City from this new property owner. The City Engineer continued that the developer has granted an easement to Public Services of NH and Verizon Wireless to install their infrastructure within the area that is now being laid out as Magnolia Way. Typically, he said utilities are installed after the City accepts and lays out a public way and a license from the City is granted, which would indicate that if the City ever needed to move or widen that road or change anything for a public project, the City would have the right to tell the utilities to move their facilities at their own expense. In this case, because the easement the utility companies hold granted them more rights than a license would, the utilities would be entitled to compensation if the City needed them to move those facilities. The City Engineer said the utility companies could also refuse to move those facilities.

The Mayor recognized Jackie Stromgren, an abutter to the layout. Ms. Stromgren stated that the developer had removed all trees up to her property line without any notice or reimbursement. The Public Works Director suggested that Ms. Stromgren approach the Community Development Department about the Magnolia Way site plan.

As there were no further comments, the site visit was concluded at 5:53 PM.

06/1/2023

A true record, attest:

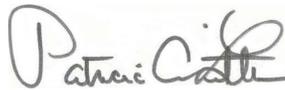
  
City Clerk

A site visit was held on June 1, 2023, to consider a petition for the return of layout for intersection improvements at the Matthews Road Right-of-Way at Matthews Road and Winchester Street. Councilors in attendance included: Kris E. Roberts, Raleigh C. Ormerod, Mitchell H. Greenwald, Robert C. Williams, Andrew M. Madison, Bryan J. Lake, Gladys Johnsen, Catherine I. Workman, Philip M. Jones, Thomas F. Powers, Bettina A. Chadbourne, Randy L. Filiault, Michael Giacomo, Kate M. Bosley, and Michael J. Remy were present. The Mayor convened the site visit at 5:55 PM. Staff in attendance included: Kurt Blomquist, Don Lussier, and Thomas Mullins.

The City Engineer explained that this proposed reconfiguration of Matthews Road was related to the previous discussion of Magnolia Way. When the City accepted the Magnolia Way layout in 2006, the City required some improvements across the street from Magnolia Way at the intersection of Mathews Road and Winchester Street. The intersection improvements, which included a single lane northbound out of Matthews Road for traffic turning left and right onto Winchester Street as well as a second lane for left-turning traffic made the intersection function more effectively. Other improvements included widening the road.

As there were no further comments, the site visit concluded at 5:58 PM.

A true record, attest:

  
City Clerk

A regular meeting of the Keene City Council was held on Thursday, June 1, 2023. The Honorable Mayor George S. Hansel called the meeting to order at 7:00 PM. Roll called: Bryan J. Lake, Michael J. Remy, Gladys Johnsen, Michael Giacomo, Randy L. Filiault, Robert C. Williams, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Raleigh C. Ormerod, Bettina A. Chadbourne, Catherine I. Workman, Mitchell H. Greenwald, Kate M. Bosley, and Thomas F. Powers were present. Councilor Giacomo led the Pledge of Allegiance.

#### ANNOUNCEMENTS

Mayor Hansel announced that the ad hoc Charter Review Committee would meet on Tuesday, June 6 to consider amendments to the City Charter regarding the Municipal Primary. The meeting would start at 6:00 PM in Council Chambers. The Mayor also announced that the Council's summer vacation schedule would start with the cancelation of the July 26 and 27 MSFI and FOP meetings as well as the August 3 Council meeting. In addition, the August 9 and August 10 PLD and FOP Committee meetings were also canceled. The Council would return to its normal meeting schedule for the August 17 meeting.

## MINUTES OF THE PRECEDING MEETING

A motion by Councilor Powers to adopt the May 18, 2023, regular meeting minutes as printed was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

## MSFI REPORT – CONTINUED DISCUSSION – DOWNTOWN IMPROVEMENT AND RECONSTRUCTION PROJECT

Mayor Hansel called forward the MSFI recommendation on the downtown improvement and reconstruction project.

A Municipal Services, Facilities, and Infrastructure Committee report read on a vote of 3–2, recommending the following to the City Council with respect to the proposed Downtown Infrastructure Project:

- That Central Square remains in the existing configuration, but with improvements to lane markings, lengths of crosswalks, and traffic lighting systems.
- That the improvements to Main St. maximize sidewalk widths while also keeping parking in the center median.
- That the raised crossing table crossing Main St. to Gilbo Ave. and Railroad Square be installed as proposed.
- That the remaining crosswalks on Main St. be evaluated for potential elimination of mid-block crossings and/or the installation of pedestrian lighting systems where appropriate.
- That the project include infrastructure, water and sewer for the installation of public bathrooms at a later date.
- That protected bike lanes not be included in the final design.
- That during the final design an evaluation be done of all turning movements to connected side streets for possible alteration or improvement.
- That Gilbo Ave. remains two-way traffic.

A motion by Councilor Greenwald to carry out the intent of the Committee report was duly seconded by Councilor Filiault.

After summarizing the Committee report, Councilor Greenwald shared his personal opinion. He recalled that the MSFI Committee heard from the public and an organized group of lobbyists—whom he said presented their case extremely well. Now, he said it was time for the Council to join the conversation again. He recalled that according to the City Council’s Rules of Order and NH law, all Councilors were not permitted to speak at the MSFI hearings, so he said this was their time to speak. Councilor Greenwald said there would always be a new slant, another great idea, or another study but he thought it was the time to act. The longer the delay, the more the underground infrastructure was decaying and costing more money. Councilor Greenwald urged his fellow Councilors to be brave and represent the residents of Keene’s interests, which they were elected to do. He added that the Council could be less stressed knowing that shovels would

not hit the ground for another 2 years, and there would be another Council then that could review and change everything this Council decides. Still, he said there needed to be something on the books so the City Manager could move toward getting the project designed and funded. Personally, Councilor Greenwald said he listened to the public, and the downtown community and merchants. He said those constituents told him to focus on the underground infrastructure before it fails, to respect the historic Central Square, and to minimize costs. He said the costs were increasing considerably while the Council debated this. Councilor Greenwald supported the basic design plan, which would save almost \$1 million and minimize disruptions downtown. He said the MSFI Committee heard from the Public Works Department and said it was still unclear whether 7-day work weeks or extra construction hours would be the answer to minimize the disruptions to the downtown. He said this basic plan would also maintain downtown parking. He had been a merchant and business owner on Main Street for 30–40 years and stated that parking was key to the downtown’s survival. He said the MSFI Committee also thought it was appropriate to maintain 2-way traffic on Gilbo Avenue. Councilor Greenwald reiterated his personal recommendation that Central Square remains the same with some minor geometry adjustments, which he said the consultants could work with. He supported updating the Central Square traffic signals, maintaining the Central Square traffic lanes, maintaining parking in the center median, and expanding sidewalks to be used by pedestrians and outdoor dining. Councilor Greenwald said he was sorry, but that bike lanes would not fit downtown; he rides around the downtown perimeter on his electric bike but did not think bikes belong on the sidewalks or roadway on Main Street, which he said was too dangerous for pedestrians. He referenced other cities, like one he visited in Amsterdam, where bikes rule the City and are dangerous. Between pedestrians, delivery trucks, cars, and dining, he did not think bike lanes were appropriate, adding that there is not enough room for them between the buildings on Main Street. He said a lot more issues would be considered during the final design phase, like lane markings, traffic signals, crosswalk lighting, and bike racks. He added that more fine-tuning was needed to consider events downtown. Ultimately, he said it was time for the Council to listen to the public and make a decision so the City Manager could seek funds.

Councilor Bosley moved to refer the MSFI recommendation to a Council workshop with a date to be established after the June 12 presentation from Jeff Speck hosted by the Keene Downtown Group, and that the Council receives and analysis from Stantec, reviewing the current Sidewalk Café Ordinance against the proposed designs to determine conflicts with proposed bike lanes. The motion was duly seconded by Councilor Ormerod.

Councilor Bosley continued sharing her position. She reminded the Council that they had just agreed to spend \$5,000 of City funds for a presentation from Jeff Speck on the current downtown community and what improvements could be made. She truly believed that the Council should consider Mr. Speck’s ideas and expertise before making a final decision on the downtown design. Councilor Bosley added that during the Council’s first workshop on this project, several Councilors requested information from the Stantec consultants and City Staff, and she said that information was not presented to the MSFI Committee. One of those items requested was a review of how the proposed designs could impact the City’s current sidewalk cafés. Councilor

Bosley also wanted to know where sidewalks would be expanding and whether other restaurants (without one now) could benefit from a sidewalk café upon that expansion. She believed that the Council was unintentionally led to believe that all Councilors could have participated in the MSFI Committee hearings, but that proved not to be the case because that attendance would have created a quorum of the full Council. Thus, Councilors not on the MSFI Committee did not have an opportunity to ask questions again until this meeting. Councilor Bosley said she had information from an FOP Committee member and the City Manager indicating that potential grant funds depend on specific aspects being included in the project. Councilor Bosley thought that an open discussion was required before the Council makes a decision that could have unintended financial consequences for the whole community. For these reasons, Councilor Bosley thought there should be another full Council workshop process, in which all Councilors could contribute. She hoped her fellow Councilors would see that to make this a successful project, more time was needed to do it right.

Councilor Workman agreed with most of Councilor Bosley's points. Councilor Workman supported another Council workshop given that there was still time (until end of summer) to make decisions that should not be rushed. She suggested scheduling the next workshop on June 15 when a City Council meeting would normally be held, when Councilors should already be available. Then, she said the Council's recommendations should go back for final MSFI Committee review at their June 18 meeting. Personally, Councilor Workman did not feel like the previous workshops' discussions were as fruitful as they could have been and so she wanted to have more input on how the next workshop is formatted. She had questions she wanted answered by Stantec consultants and Public Works Staff; she did not need them to present more about the project, but to answer specific questions in real-time, whether that meant assistants would be needed behind the scenes to help answer.

Mayor Hansel clarified that the motion was to refer the Committee report to another Council workshop. The motion was not an amendment to the Committee report.

Councilor Roberts did not support another Council workshop, of which he said there had already been several and the Council had its opportunity to ask questions. He said it was the Councilors' responsibility to be prepared to ask questions at the past workshops. He had spent the previous week researching based on what came up during the MSFI Committee meeting. He said the Council could not afford to keep sending this back and forth because someone did not get to ask a specific question during the previous opportunities. Councilor Roberts said that sooner than later, all the questions would be answered. He said the Council needed to decide based on their information, noting how many details they had been provided with. Councilor Roberts disagreed with Councilor Greenwald's comments that a different Council in 2 years could make a change. Conversely, Councilor Roberts hoped this Council would make the right decisions, which could be modified as needed. He said having another workshop would be going backward and he supported moving forward and finding answers to questions as needed.

Councilor Johnsen said she attended the MSFI Committee meeting, and it was interesting for her to see how another Standing Committee worked. She recalled how many constituents had contacted her stating that they would feel left out of the downtown community and redesign if bike lanes were not included. Cyclists also want to visit and support downtown businesses. She understood that there was only so much space between the buildings on Main Street, but she wanted her constituents' voices to be heard.

Councilor Giacomo asked where the indignance was about delaying the project in November 2022, when the ad hoc Downtown Infrastructure Committee made its recommendations to the Council. He recalled that the ad hoc Committee was comprised of people who had a stake in the downtown. Councilor Giacomo asked why there was not such a rush then. Now, 6 months later, there was a 3–2 MSFI vote, and he said the rush did not seem right to him. He said that a literal international expert—Mr. Speck—was interested in coming to Keene and Councilor Giacomo did not see a problem with delaying a vote until the Council gains this additional valuable information. He thought Mr. Speck's ideas would help the Council to make better decisions. Councilor Giacomo asked, if the Council's goal was not to make the best decisions they possibly could, then what was everyone doing there?

Councilor Williams thought the Council needed to spend a little more time considering the implications of how the City would pay for this \$14 million project. He recalled that the MSFI Committee recommended no changes to the Central Square traffic pattern, in addition to no bike lanes. Councilor Williams did not think the City could take that design to the NH Department of Transportation and expect to receive grants for renewable and environmentally friendly things, because all of those things (bike lanes, updates to Central Square, and changes to traffic patterns) were not included in the MSFI Committee's recommended design. He did not think the City would receive grant funds for digging up Main Street and replacing it exactly in kind. Councilor Williams said he was not talking about \$500,000 grants, but he referred to RAISE grants, through which cities received \$10 million–\$25 million. He said that with the right design, the City could receive \$8 million–\$15 million, which could greatly offset this \$14 million project, which would be more expensive by the time construction begins. Councilor Williams did not want his Ward 2 constituents funding this downtown project when a lot of help was needed for the Ward 2 sidewalks, for example, which were finally being addressed by the City. He did not want this \$14 million to fall to Keene's taxpayers when there are substantial funds available if the Council chooses the right design.

Councilor Filiault said he did not know where to begin. First, he said he objected to the motion to send this back to a Council workshop. He said he objected to the City paying a portion of Mr. Speck's fee. Councilor Filiault said Councilors could keep inviting new experts and speakers until those experts say what the Council wants to hear. In his opinion, this project had reached a point where he was ready to throw the project in the trash and wait for a new Mayor and Council to be elected and decide. He did not support Councilors wanting to invite new consultants because Stantec did a great job and now the MSFI Committee had voted. Councilor Filiault recalled that during the time the City had been considering this project's design, the cost had

risen from \$7 million to \$14 million. He heard some Councilors stating that the City would not receive grant funds if the Council does not choose a specific design, which he said was completely wrong. Councilor Filiault said he also heard fellow Councilors stating that the MSFI Committee chose to change nothing about the downtown, which he also disagreed with, stating that there were recommendations for computerized traffic lights and other simple things that could be done, like some right turns on red. He reiterated that it was wrong to say the MSFI Committee recommended doing nothing. He said close to 1,000 people had contacted him in the last 6 months and 90%–95% were against the proposal to expand Central Square with a mini roundabout. Councilor Filiault did not need another speaker to come to Keene—with a \$20,000 fee—who would probably say what those who invited him wanted him to say. He said the Council had spent many months on this, and when the MSFI Committee finally made a recommendation based on the constituents, some wanted to send it back to the workshop because they did not hear what they wanted. He said the MSFI Committee listened to the constituents as they were elected to do. Councilor Filiault said there were other consultants and experts available who had their own opinions on the proposed downtown designs; he asked whether the Council would keep approving funds to bring in other experts that other constituent groups supported. He said that anyone would say anything if they were paid enough. Councilor Filiault recalled that Mr. Speck was on the radio in Keene recently and he did not speak about downtown Keene, but about other cities where he had worked; the radio host asked if Mr. Speck had been to Keene, but he said he had only looked at it on the computer. Councilor Filiault reiterated that his constituents were not split 60% to 40% on the expansion of Central Square, but 90%–95% opposed the expansion. He hoped that during the election in November, the constituents would remember which Councilors listened to them and which did not.

Councilor Madison thought this was a good opportunity for the Council to take a step back and receive more information before making a final decision. He agreed with Councilor Giacomo that there seemed to suddenly be upset over how quickly the project was moving forward and Councilors were stating that there was a rush. Councilor Madison did not understand the rush and wanted to move forward slowly and methodically. He thought it would be good for the Council to have more information. He said he listened to his constituents too. He recalled that his constituents showed up and spoke at the MSFI Committee meeting about their desire for bike lanes. Councilor Madison walked home with his constituents after that meeting and listened to them describe feeling like some Councilors were hostile toward those wanting bike lanes, which Councilor Madison said was wrong. He said those were constituents who live in his neighborhood, not surrounding towns. Councilor Madison urged taking a step back to look at this again.

Councilor Chadbourne thought Councilor Bosley's motion did not suggest sending the project back to the MSFI Committee after the proposed Council workshop. Mayor Hansel said that was also his impression. Councilor Chadbourne thought more information was always helpful, especially for this major project that would impact everyone in Keene. She did not support contributing \$5,000 to Mr. Speck's fee, not because she did not want to hear his information, but because the idea would have only allowed 150 people to attend. Councilor Chadbourne thought

there were still a few months remaining to make a decision, so she urged taking a step back, and she supported Councilor Bosley's motion.

Councilor Ormerod supported Councilor Bosley's motion for another workshop because, in part, the Council heard constituents talk about their families. The Council also heard from people who were building the reputation of Keene as a bikeable City in this region. Councilor Ormerod said that this group of downtown merchants chose to organize themselves to help the City make an informed decision about multimodal transportation. He said many possible grants were because of multimodal transportation, which includes walking, biking, and electric vehicles; he said this topic was not discussed enough during this planning process. Additionally, Councilor Ormerod supported this motion because he did not agree with freezing the design of Central Square, which could use some tweaks. He thought the Council would have more complete information after hearing from Mr. Speck. Councilor Ormerod thought that by not listening to Mr. Speck, the Council would be indicating that they are not as informed as they could be.

Councilor Bosley wanted to clarify that she did her homework. She said she asked for this analysis of sidewalk cafés four months ago during a presentation at Heberton Hall. She said she asked the City Manager and Stantec for the analysis during the first Council workshop. When she arrived at the MSFI Committee hearing and learned that she was not allowed to speak, she requested this analysis via the MSFI Committee Chair, Councilor Greenwald. Councilor Bosley had still not received the information she requested, so she felt this was her only platform to get any results, which was why she wanted this on the record. She said she would never make a decision that she did not feel was fully informed, especially when the Council was talking about \$14 million of the taxpayers' money. Councilor Bosley said there was the potential for \$15 million bike lanes to run straight through 70% of the downtown's sidewalk cafés if the bike lane proposal was not adjusted. She was not comfortable agreeing that the Council had enough time already when most of the Council had been put in a box and silenced for the last month. She said the Council was not allowed to get the data so they could all be on the same page at the same time. Councilor Bosley said that when individual Councilors went to the Public Works Director or Stantec consultants, they received information based on the questions they asked, and then potentially spread that information that other individuals would base their decisions on. She said the whole Council should receive all that information at the same time and then they could share that information with the community. Councilor Bosley said this community of colleagues should be able to develop a plan that makes sense for the whole community. She noted all the polarizing issues at play, from bikes to roundabouts. While Councilor Bosley did not agree with the City spending \$5,000 on Mr. Speck, the Council did agree, and she said it would not make sense for the Council/City to not get the full benefit of this visit. Councilor Bosley said she spoke with the City Manager, who indicated that there was no rush for grant applications and that the Council had plenty of time to delay a few more weeks so the Council could review the data and articulately develop a plan that makes sense for the whole community.

Councilor Roberts thought it was important for the Council to have the proper decorum, as everything they said was being recorded and viewed. He felt it was wrong to insinuate that the

06/1/2023

MSFI Committee attacked members of the public who spoke, which did not make them look good. He thought the MSFI Committee did its best to not let personal biases cloud the hearings and did not attack people. Councilor Roberts also heard his fellow Councilors question why he or others had not spoken up for 6 months and were now rushing a decision; he said it was not about rushing, but about the process. He recalled the complaints that the project did not follow the process of going to the MSFI Committee as it normally would. So, he said there were compromises and public workshops before it went to MSFI. Now, Councilor Roberts heard Councilor Bosley's motion, which would send this project back to a Council workshop and then bypass the MSFI Committee again and come back to the full Council. Mayor Hansel did not think that was necessarily the case and asked for follow-up comments from Councilor Bosley.

Councilor Bosley clarified that she did not have a plan in mind as to where this would go after the workshop she proposed. She thought that at the last workshop, the Councilors who were present decided it was time for the project to go to MSFI. If her motion passed, she thought the Councilors present at this next workshop should decide at the end what the next step would be.

On a vote of 11–4, the City Council referred the MSFI recommendation to a Council workshop with a date to be established after the June 12 presentation from Jeff Speck hosted by the Keene Downtown Group and moved that the Council receive an analysis from Stantec, reviewing the current Sidewalk Café Ordinance against the proposed designs to determine conflicts with proposed bike lanes. Councilors Filiault, Jones, Roberts, and Greenwald voted in opposition.

#### PUBLIC HEARING – RESOLUTIONS R-2023-22, R-2023-23, AND R-2023-24: RETURN OF LAYOUT – DESIGNATING MAGNOLIA WAY AS A PUBLIC WAY AND ACCEPTANCE OF WARRANTY DEED AND EASEMENT FOR ACCESS AND MAINTENANCE OF TREES

Mayor Hansel opened the public hearing at 7:38 PM and the City Clerk read the public hearing notice. The Mayor recognized the City Engineer, Don Lussier.

The City Engineer described the layout of Magnolia Way, for which the City received a petition to make it a public roadway. He said this had been before the Council in the past when the subdivision of Magnolia Way was reviewed and approved by the Planning Board in 2005 and the Council accepted the layout in 2006. He said that unfortunately, the construction was not completed within the 36-month timeframe allowed within the City Code and the Council's approval expired. The City Engineer explained that the applicant had re-initiated this approval. He said that during the intervening 17 years, the proposal, subdivision layout, and infrastructure had not changed. He displayed a graphic for the Council that showed the approved subdivision from 2005. The right-of-way that the City would be responsible for maintaining in perpetuity had not changed. Along with the roadway, this petitioner asked the City to accept public maintenance of the infrastructure serving that subdivision, including sidewalks on the northern side of Magnolia Way, public sewers, a public water main, fire hydrants, streetlights, and a variety of drainage and stormwater management/treatment systems. He said most of the construction was

06/1/2023

completed in 2012 when the City gave a developer a list of things that needed completing. Some work still remained. Given the time since construction began, the City requested that the petitioner do some testing verification before the City accepts the infrastructure to ensure it had not deteriorated significantly and that it met City standards. That testing was still pending. The City Engineer explained that along with the public right-of-way, the applicant also wanted the City to accept an easement for the maintenance of street trees to be planted. The City Code requires that street trees be planted as a part of a subdivision. The applicant proposed planting the trees on the public property side, but for them to be considered street trees, the City must have the right to maintain them and replant them if needed over time. Thus, the petitioner was giving the City an easement to effectuate that.

The City Engineer continued explaining what he called some quirky things about this project. Because it had been so long, one of the properties shown on the graphic had already been built and the parcel was transferred to a new homeowner. He said the petition reflected the City's requirement for the petitioner to secure a waiver of damages and the right to transfer the street tree easement to the City. He explained that there was a separate owner involved and the petitioner had to negotiate the transfer of the street tree easement and waive any damages that laying out the roadway could entail. Importantly, the City Engineer said that some time ago, the developer who was working with the private utilities wanted to get the construction moving, so they granted an easement to Public Services of NH and Verizon Wireless to put their infrastructure within the area that is now being laid out as Magnolia Way. Typically, he said that utilities would come in after the City accepts and lays out a public way; they would get a license from the City that is regulated by NH Statute. That license would indicate that if the City ever needed to move or widen that road or change anything for a public project, the City would have the right to tell the utilities to move their facilities at their own expense. In this case, because the easement they hold granted them more rights than a license would, the utilities would be entitled to be compensated if the City needed them to move those facilities. The City Engineer said the utility companies could refuse to move those facilities. Thus, he said it was a slightly unique situation and came with at least some risk to a future City Council that could have to deal with this problem that is not ordinarily a part of a subdivision.

Mayor Hansel welcomed Paul Alfano of Alfano Law Offices (Concord, NH), the Attorney for the petitioner, for a description of the proposed layout. Mr. Alfano was also present with Jason Curtis, another Attorney from his firm, Tim Coughlin, general counsel for the Masiello Group (Chris Masiello is the principal for the petitioner), and Mike Pappas, the general contractor. Mr. Alfano said he did not have much to add, noting that the City Engineer did a good job explaining. Mr. Alfano explained that his client bought this property in 2022 from the Hutter Construction Corporation, which owned the property for the entire history the City Engineer explained. So, the petitioner inherited what was there. Mr. Alfano and the petitioner were willing to do everything they could to get the street tree easement from the one homeowner mentioned; the petitioner owned the remaining 8 lots. He said the roadway was essentially built, but his client would finish it and pay to post the bond if necessary. Mr. Alfano's understanding was that the water and sewer infrastructure was installed already, and a building permit had been issued

06/1/2023

for the one home; he noted that the City was already plowing past that home's driveway and thus already maintaining part of the road. It was his understanding that those homeowners were also already hooked up to water and sewer and were paying for those services. He did not have much to add about street trees, noting that 8 feet were available, and the petitioner would try to give what space they could. Mr. Alfano and the petitioner had been working with the City for several months on these issues, the main one being the utility issues the City Engineer mentioned. Mr. Alfano said that if the layout happened and the developer was able to build these homes, they were ready for Mr. Pappas to begin construction immediately on the remaining 8 homes so they could go on the market as soon as possible.

Mr. Alfano continued by addressing the possibility that the City could incur some expenses to deal with the utilities. First, he said that was speculative. However, Mr. Alfano was sure that if the homes were built by his math, while the market would dictate the house's prices, he thought that 8 houses selling for \$475,000 each with a 3% tax rate, there would be approximately \$100,000 per year in added tax revenue. Thus, if any Councilors were concerned about this utility aspect, Mr. Alfano asked them to weigh that speculation with the certain tax revenue for the City in perpetuity. Mr. Alfano also explained that the City had twice accepted identical utility easements when it laid out River Street and Darling Court, where there were also existing utility easements. He recalled the City Engineer mentioning the petitioner's request to waive the Development Code, which required the conveyance of a warranty deed free and clear. So, the petitioner was asking the City to lay out the road subject to the utility easement. Mr. Alfano explained that there was a legal standard for a layout. There is a 2-prong test to 1) find a public benefit, which he thought there was due to the acute housing need (Magnolia Way is off a Class V road and a part of the existing network of publicly maintained roads that move schoolchildren, which is a factor courts consider, among others), and 2) if the City found the public benefit, they would need to determine whether the City's burden would outweigh that benefit. Mr. Alfano submitted that the public benefit would outweigh the City's burden. He said there would be no cost to the City to acquire the title to the road or build the road. The only cost Mr. Alfano envisioned for the City would be a marginal increase in plowing and maintaining the remainder of the road, because the City was already maintaining part of it; he said it was a nominal cost.

There were no comments or questions from the public or Council. Mayor Hansel closed the public hearing at 7:51 PM, except for written comments, which would be accepted until 1:00 PM on Tuesday, June 20. Written comments must be signed and submitted to the City Clerk by that date and time to be included in the record. Mayor Hansel referred this matter to the Municipal Services, Facilities, and Infrastructure Committee, which was scheduled to meet on June 21, 2023.

A true record, attest:

  
City Clerk

PUBLIC HEARING – RESOLUTIONS R-2023-25 AND R-2023-26: RETURN OF LAYOUT –  
FOR INTERSECTION IMPROVEMENTS AT THE MATTHEWS ROAD RIGHT-OF-WAY  
AT MATTHEWS ROAD AND WINCHESTER STREET

Mayor Hansel opened the public hearing at 7:52 PM and the City Clerk read the public hearing notice. The Mayor recognized the City Engineer, Don Lussier, again.

The City Engineer explained that this proposed reconfiguration of Matthews Road was related to the previous discussion of Magnolia Way. When the City accepted the Magnolia Way layout in 2006, the City required some improvements across the street from Magnolia Way, at the intersection of Mathews Road and Winchester Street. The City Engineer showed photos of Matthews Road before those improvements, when there was a single lane northbound out of Matthews Road for traffic turning left and right onto Winchester Street. He said it was decided that adding a second lane for that northbound traffic, with a dedicated right turn lane and a left turn for those wanting to get to Magnolia Way, made the intersection function more effectively. He mentioned a few other changes that widened the road, added a curve, and some other things. The City Engineer explained that at the time, the developer of Magnolia Way—Hutter Construction—also owned the triangular-shaped parcel at the intersection of Winchester Street and Matthews Road as he showed in a photo. Hutter’s plan was to convey that triangular piece to the City for the purpose of widening the roadway. The City Engineer said there was also a plan at that time to grant the City an easement to widen the road’s right-of-way without putting the remaining parcel into a state of non-compliance with Zoning setbacks. Hutter proposed that easement for highway purposes be gifted to the City, but it was still a part of the residential properties’ land, so it would not count toward their setbacks. That was done so the developer could meet the City’s roadway standards for the right-of-way width.

The City Engineer continued explaining that since this was heard by the Council originally in 2006, that property had changed ownership. He did not think the property owner was aware of the easement possibility. He called the easement a small sliver, approximately 2 feet wide, with no built infrastructure that the City needs to maintain; it was only done to widen the road and meet the City’s roadway standards. Thus, City Staff did not see an issue with eliminating that easement and simply widening the road and laying it out as a public way, which was what the petitioner proposed.

Mayor Hansel recognized Mr. Alfano again, who pointed out that his client did not own any of this land but was perfectly willing and wanted to help be responsible for getting a deed from Hutter and whatever else was required. He said there was a clear public benefit given that it was already built, used by the public, and maintained by the City. Moving forward, there would be no additional cost to the City.

There were no comments or questions from the public or Council. Mayor Hansel closed the public hearing at 7:57 PM, except for written comments, which would be accepted until 1:00 PM on Tuesday, June 20. Written comments must be signed and submitted to the City Clerk by that date and time to be included in the record. Mayor Hansel also referred this matter to the Municipal Services, Facilities, and Infrastructure Committee, which was scheduled to meet on June 21, 2023.

06/1/2023

A true record, attest:

  
City Clerk

## PUBLIC HEARING – RESOLUTION R-2023-13: FISCAL YEAR 23/24 OPERATING BUDGET

Mayor Hansel opened the public hearing at 7:57 PM and the City Clerk read the public hearing notice. Before recognizing the first public speaker, Mayor Hansel recognized Councilors Powers to give a brief review of the FOP Committee’s work on the budget and the amendments they proposed. The Mayor thanked the FOP Committee for their hard work.

Councilor Powers was happy to introduce the City’s next budget to the public. He noted that the format of some things in the budget had changed with the City’s new financial software system. The City’s Finance, Organization, and Personnel (FOP) Committee met 4 times to review the budget with the various department heads and the outside agencies requesting the Council’s support. In the end, Councilor Powers said the FOP Committee made no changes to the City Manager’s proposed budget except for one outside agency that would have received funds, but indicated that they would not be doing business in the future, so their \$5,000 allotment was distributed between 3 other agencies—the Keene Senior Center, the Monadnock Center for Violence Prevention, and the Monadnock Region Child Advocacy Center. Making that change did not require an “A” version of the Resolution. Councilor Powers explained that the budget presented was 4.4% higher than the previous year and while that could seem significant, he said it reflected necessary changes to cover the City’s costs. He said the cost of doing business had risen exorbitantly but the City still had services to provide. In addition, 4 new employees were added to the Fire Department and a few other programs had additional employees or changes in employee status. Ultimately, the FOP Committee voted unanimously to adopt this good 2-year budget that would allow the City to provide the best services possible at the best price. Councilor Powers noted that some might have subsequent questions about what the resulting tax rate would be. He reminded the public that the tax rate is set in the fall, when all funds and products are taken care of, and the State of NH does its calculations. He stated that the City’s portion of the tax rate was expected to increase by approximately 3%, which he said would still provide the best services possible for the costs of doing business. Councilor Powers thanked the City Staff for their work on this budget as well as member of the public who attended meetings to speak about the budget. He reiterated how much work went into this budget and he hoped the public would agree.

Mayor Hansel opened the floor to public comments on the overall budget.

Alan Stroshine of 27 Salisbury Road said he was a proud member of the Keene Elm City Rotary Club and the Director of the Clarence DeMar Marathon. Mr. Stroshine thanked the Council for supporting the race financially since 2012. He said this was a level funded line item this year and he thanked the Council in advance for their generous consideration again. He said the City’s

06/1/2023

support was a source of pride. Mr. Stroshine also explained that the marathon had become a nationally known event after being posted on [www.raceraves.com](http://www.raceraves.com), which surveys the nation for the best races every 5 years. He added that the event had retained its acclaim as the best marathon in NH as voted by a national audience. The marathon was also recognized this year in the Keene Sentinel as the best fundraiser in town that supports 100% of the Elm City Rotary's many projects.

Pat Walker of 17 Thompson Road wanted to know whether the bond for the Thompson Road Stabilization Project had been appropriated or gone through. The City Manager said the FOP Committee reviewed those documents along with the operating budget, which would be tabled until the Council's vote on the budget at their June 15 regular meeting. Even the bonds would not be approved until the vote on June 15. The City Clerk said that the bonds were on the agenda later in this meeting. Ms. Walker said that if the project did not begin soon enough, it would be pushed off until December, when the project would not work, and the road would remain terrible. She said no one from the City other than the City Engineer, Don Lussier, had come to verify whether the situation needed to be addressed immediately. She asked where the process was at. Mayor Hansel reiterated that it was pending a vote on June 15. Ms. Walker said they had been waiting for this since 2020 and no one had stepped up to say when it would get done. She added that Councilor Williams was the only Councilor to visit and understand the situation. Ms. Walker wanted to know for certain that the bond would be exactly as listed in this budget and whether they would receive the \$380,000 from the State of NH that was specifically for this project. She added that some remediation efforts impacted her land, so she wanted an update.

Hearing no further comments, Mayor Hansel closed the public hearing at 8:08 PM, written except for written comments, which would be accepted until 4:00 PM on Tuesday, June 13. Written comments must be signed and submitted to the City Clerk by that date and time to be included in the record. Mayor Hansel reminded the Councilors that their Rules of Order require that they submit a written communication by the same date and time containing any proposed amendments to the budget Resolution.

A true record, attest:

  
City Clerk

#### COMMUNICATION – ADAM BERUBE – REQUEST TO SERVE ALCOHOL AT SIDEWALK CAFÉ – MUSE RESTAURANT

A communication was received from Adam Berube, who was opening a new restaurant at 44 Main Street and wanted permission to serve alcohol on City property. He applied for a Sidewalk Café license through the City Clerk's Office.

Mayor Hansel recognized Councilor Bosley for a motion to suspend Section 26 of the Rules of Order to act on the request from Muse Restaurant for permission to serve alcohol at their sidewalk café. The motion was duly seconded by Councilor Filiault.

Councilor Greenwald stated his business relationship with Mr. Berube, so the Councilor recused himself from this vote.

The motion to suspend the Rules of Order carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Greenwald abstained.

A motion by Councilor Bosley was duly seconded by Councilor Giacomo to recommend that Muse Restaurant be granted permission to serve alcoholic beverages in connection with their Sidewalk Café License, subject to the customary licensing requirements of the City Council, compliance with the requirements of Sections 46-1191 through 46-1196 of the City Code, and compliance with any requirements of the NH Liquor Commission. This license shall expire on March 1, 2024. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Greenwald abstained.

#### COMMUNICATION – MONADNOCK INTERFAITH PROJECT – INCLUSION OF PUBLIC RESTROOMS AND PROTECTED BIKE LANES IN THE PROPOSED DOWNTOWN INFRASTRUCTURE IMPROVEMENT AND RECONSTRUCTION PROJECT

A communication was received from Janet Furcht on behalf of the Monadnock Interfaith Project, expressing their support for the inclusion of public restrooms and protected bike lanes in the proposed Downtown Infrastructure Improvement and Reconstruction Project. Mayor Hansel accepted the communication as informational.

#### MSFI REPORT – JUDY ROGERS – DOWNTOWN INFRASTRUCTURE AND RECONSTRUCTION PROJECT – BIKE INFRASTRUCTURE “WANTS VS NEEDS” AND A POTENTIAL MODEL TO HANDLE COMMUNITY EVENTS ON CENTRAL SQUARE

A Municipal Services, Facilities, and Infrastructure Committee report read, recommending accepting the communication as informational. Mayor Hansel filed the report as informational.

#### FOP REPORT – ACCEPTANCE OF STRATEGIC PLANNING GRANT – ENGINEERING EVALUATION OF GROUNDWATER

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to execute and expend a Strategic Planning Grant from the New Hampshire Department of Environmental Services (NHDES) for \$50,000 to perform an engineering evaluation of the Robertson Field property and West Street Well Facilities. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

06/1/2023

FOP REPORT – CHANGE ORDER FOR PROFESSIONAL SERVICES – APPRAISAL SERVICES – WINCHESTER STREET RECONSTRUCTION PROJECT

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to negotiate and execute a change order for continuing professional services with MMC Appraisal Services for an amount not to exceed \$20,000. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

FOP REPORT – AMENDMENT TO KSC AGREEMENT

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to execute the 6th amendment to the Municipal Services Agreement between the City of Keene and Keene State College. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

CITY MANAGER COMMENTS

The City Manager had one update about the Robin Hood Pool that she said was not good news. While filling and preparing the pool for the summer season, City Staff discovered an issue. The City Engineer, Don Lussier, visited the pool with the Recreation Division Staff and consultants from Weston and Sampson, whom the City used to evaluate the pool in 2018. Unfortunately, she said the pool opening would have to be delayed for at least a few weeks for repairs that would keep the water in the pool. The City Manager said the Recreation Division was working on a transportation option between the 2 City pools during this time. If the repairs were possible and no greater issues were found, the plan was to open late. Regardless, the Director of Parks, Recreation, and Facilities, Andy Bohannon, would provide an update to the Council during their second Committee cycle in July.

MORE TIME – JOHN SOSNOWSKI – REQUEST FOR WATER ABATEMENT AND FEE WAIVER – 251 PARK AVENUE STAFF RESPONSE: 251 PARK AVENUE SEWER/WATER ABATEMENT REQUEST

A Municipal Services, Facilities, and Infrastructure Committee report read, recommending that the request for the water abatement and fee waiver was placed on more time. Mayor Hansel granted more time.

ORDINANCE FOR FIRST READING – RELATING TO AN AMENDMENT TO ZONING MAP – OLD WALPOLE ROAD – RURAL TO LOW DENSITY – ORDINANCE O-2023-12

06/1/2023

An application was submitted by Michael Conway, an agent for Monadnock Habitat for Humanity, requesting to amend the Zoning Map from Rural to Low Density for a 7.1-acre parcel of land on Old Walpole Road, along with Ordinance O-2023-12 Relating to an Amendment to the Zoning Map – Old Walpole Road. Mayor Hansel referred Ordinance O-2023-12 to the Joint Planning Board and Planning, Licenses, and Development Committee.

**ORDINANCE FOR SECOND READING – RELATING TO CLASS ALLOCATION AND SALARY SCHEDULES – ORDINANCE O-2023-11-A**

A Finance, Organization, and Personnel Committee report read on a vote of 4–0, recommending the adoption of Ordinance O-2023-11-A. Mayor Hansel tabled this matter until the June 15, 2023 City Council meeting to be considered after the adoption of the Operating Budget Resolution.

**RESOLUTIONS – RELATING TO THE APPROPRIATION OF FUNDS – ROAD PRESERVATION AND REHABILITATION PROGRAM; RELATING TO THE APPROPRIATION OF FUNDS – STORMWATER RESILIENCY PROGRAM; AND RELATING TO THE APPROPRIATION OF FUNDS – THOMPSON ROAD STABILIZATION PROJECT – RESOLUTIONS R-2023-14, R-2023-15, AND R-2023-16**

A Finance, Organization, and Personnel Committee report read on a vote of 4–0, recommending the adoption of Resolution R-2023-14. A Finance, Organization, and Personnel Committee report read on a vote of 4–0, recommending the adoption of Resolution R-2023-15. A Finance, Organization, and Personnel Committee report read on a vote of 4–0, recommending the adoption of Resolution R-2023-16. Mayor Hansel tabled these matters until the June 15, 2023 City Council meeting to be considered after the adoption of the Operating Budget Resolution.

**RESOLUTION – RELATING TO THE FY 2023-2024 BUDGET – RESOLUTION R-2023-13**

A Finance, Organization, and Personnel Committee report read on a vote of 4–0, recommending the adoption of Resolution R-2023-13. Mayor Hansel tabled this matter until the June 15, 2023 City Council meeting.

**ADJOURNMENT FOR COLLECTIVE BARGAINING**

There being no further business, Mayor Hansel adjourned the meeting for collective bargaining at 8:21 PM.

**KEENE POLICE OFFICERS ASSOCIATION, AFT-NH, AFT LOCAL #6246 – MEMORANDUM OF UNDERSTANDING – MODIFYING EXECUTED COLLECTIVE BARGAINING AGREEMENT**

The following motion by Councilor Powers that the City Manager be authorized to do all things necessary to execute the negotiated Memorandum of Understanding modifying the executed

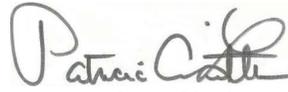
06/1/2023

collective bargaining agreement with Keene Police Officers Association, AFT-NH, AFT Local #6246 to be effective July 1, 2023, through June 30, 2025, was duly seconded by Councilor Bosley. The motion passed with a unanimous vote in favor.

KEENE POLICE SUPERVISORS, TEAMSTERS LOCAL 603 – MEMORANDUM OF UNDERSTANDING – MODIFYING EXECUTED COLLECTIVE BARGAINING AGREEMENT

The following motion by Councilor Powers that the City Manager be authorized to do all things necessary to execute a Memorandum of Understanding modifying the executed collective bargaining agreement with Keene Police Supervisors, Teamsters Local 603 to be effective July 1, 2023, through June 30, 2026, was duly seconded by Councilor Bosley. The motion passed with a unanimous vote in favor.

A true record, attest:

  
City Clerk



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Georgia Cassimatis - Board Member  
**Through:** Patricia Little, City Clerk  
**Subject:** **Arts Alive - Request for Waiver of Parking Fees Under the Free Parking Policy - Elevate the Arts Event - August 13, 2023**

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**Council Action:**

**In City Council June 15, 2023.**

**Voted unanimously to suspend section 26 of the Rules of Order to act on the request. Voted unanimously to grant the request of Arts Alive for free parking under the provisions of the Free Parking Policy for their “Elevate the Arts” event scheduled for August 13, 2023.**

**Recommendation:**

**Attachments:**

1. Arts Alive\_Communication

**Background:**

Arts Alive requests a waiver of parking fees for a fundraising event they are planning on Sunday, August 13th in the Commercial Street parking lot and abutting Gilbo Avenue parking area. Approximately 85 parking spaces will be occupied for the event. City staff has notified Arts Alive of their obligation to pay \$860 for the use of these spaces.



**Arts Alive** 15 Eagle Court  
Keene, New Hampshire 03431  
monadnockartsalive.org  
(603)283-0944

To The Keene City Council,

Arts Alive (501-c3) is requesting a waiver of parking and policing fees for our Fundraising Event, Elevate the Arts on August 13<sup>th</sup> 2023 in the Commercial Street parking lot and abutting Gilbo Ave. parking area.

In 2022 Arts Alive hosted its first Elevate the Arts event - an event that demonstrates how arts accessibility AND fair payment for artists can go hand in hand at an event. We had 80 attendees and 27 volunteers. We paid the artists we worked with a fair wage, and included space for creative entrepreneurs to sell their wares. The most thrilling part of the event was that participants came from all age groups and were engaged in games, music, and most importantly the arts.

This year we are bringing the event to Downtown Keene, in alignment with our vision for creating visible and easily programmed space in the Gilbo Ave area for festival hosts. The event will include lawn games for kids, live music, food trucks and bake sales, an artist market, and arts activities so everyone can get their creative juices flowing. There will also be a fantastic raffle with large and small prizes.

At the protocol meeting with the various department heads, it was requested that Arts Alive pay for parking fees and fees for police coverage if needed (need for police is still TBD by the Chief). Utilizing about 50 spaces in the Commercial lot and 24 spots on Gilbo Ave., this equates to a cost of \$860. As for The police monitoring, we are hoping police support will not be necessary for our relatively modest size event. If the City would like to donate officer time to monitor our event, we would gratefully accept this offer.

There are a few reasons that come to mind as to why we request these waivers:

- This event is being held on a Sunday when parking fees are waived for street and lot parking throughout the city
- This event is a fundraiser for Arts Alive, an organization that supports the vibrant arts institutions, arts community, and cultural programming across our city that is an economic driver and deeply integrated part of our local culture.

We thank you for your consideration and will be happy to answer any questions.

Thank you,



Georgia Cassimatis  
Board Member



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Kevin Watterson - President  
**Through:** Patricia Little, City Clerk  
**Subject:** Keene Swampbats - Request to Discharge Fireworks - July 28, 2023

---

**Council Action:**

In City Council June 15, 2023.

Referred to the Planning, Licenses and Development Committee.

**Recommendation:**

**Attachments:**

1. Keene Swampbats\_Communication

**Background:**

Mr. Watterson is requesting permission to discharge fireworks on Alumni Field July 28, 2023, at the Swampbat's final game of the season.



June 12, 2023

City Of Keene  
Keene City Council  
3 Washington St.  
Keene, NH 03431

City Council Members:

Per this letter, the Keene SwampBats request your approval to host a Class B Fireworks Display on Friday, July 28, 2023.

This event would take place at Keene's Alumni Field on Arch Street, immediately following the regularly scheduled SwampBats game that evening. The Fireworks Display would occur at approximately 9:45 pm. We will supply a Letter of Approval from the SAU 29 and an insurance rider naming the City of Keene as a co-insured. Please know this is our last regular season game of 2023, our 26<sup>th</sup> Anniversary Season and would bring great value and excitement to our fans.

Thank you in advance for your consideration.

Sincerely,

Kevin D. Watterson, President  
Keene SwampBats



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.3.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Councilor Randy Filiault  
**Through:** Patricia Little, City Clerk  
**Subject:** **Councilor Filiault - Proposing Referendum Question on Municipal Ballot - Preferred Design Alternative - Downtown Infrastructure Improvement and Reconstruction Project**

---

**Council Action:**

In City Council June 15, 2023.

Referred to the Finance, Organization and Personnel Committee.

**Recommendation:**

**Attachments:**

1. Councilor Filiault\_Communication

**Background:**

Councilor Filiault is proposing that discussions on the Downtown Infrastructure Improvement and Reconstruction Project be halted to allow two non-binding referendum questions to be placed on the November Municipal General Election ballot asking for the voters' sentiment relating to the Downtown Infrastructure and Reconstruction Project design.

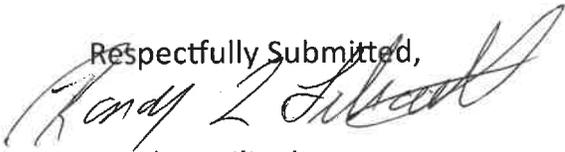
June 13, 2023

To the Mayor and City Council:

Being that the proposal for the Downtown renovation is such a controversial topic and that it impacts such a high percentage of our tax paying residents, I hereby propose any future discussions of the project be halted until a vote of Keene residents is held on a non-binding resolution on the upcoming November 2023 Municipal ballot. Accordingly, we'll then have a more accurate vote on how Keene residents feel about the Downtown project.

I suggest only two questions be asked:

1. Do you feel the current proposal of the Keene MSFI Committee recommending minor changes be upheld?
2. Do you feel major changes to Keene Central Square/Main Street should be implemented?

Respectfully Submitted,  
  
Randy L. Filiault  
Keene City Councilor



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.4.

**Meeting Date:** June 15, 2023

**To:** Mayor and Keene City Council

**From:** Councilor Robert Williams  
Councilor Bettina Chadbourne

**Through:** Patricia Little, City Clerk

**Subject:** **Councilors Williams and Chadbourne - Request for Public Forum - Effective Use of Opioid Settlement Funds**

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**Council Action:**

In City Council June 15, 2023.

Referred to the Finance, Organization and Personnel Committee.

**Recommendation:**

**Attachments:**

1. Councilors Williams and Chadbourne\_Communication

**Background:**

Councilors Williams and Chadbourne are requesting the City hold a forum for discussion with stakeholders and the public on the most effective use of opioid settlement money, as well as opportunities to pursue grant funds for projects aimed at preventing overdose deaths.

June 13, 2023

City of Keene Clerk's Office  
3 Washington St  
Keene, NH 03431

To the Honorable Mayor and City Council,

With the settlement of lawsuits against companies responsible for instigating the opioid crisis, financial resources are now available in our city and at the state level to put toward projects aimed at preventing overdose deaths.

As a City Council, we will need to make decisions about how to spend the money that the city is receiving as part of the settlement, and we will need to understand how the City can benefit from grants available from the state-level pool of funds. We also need to ensure that our efforts take place in coordination with those of other organizations in the region, including the County, as well as various local social service organizations engaged in the work of overdose prevention.

Further, as the Council considers these things, we must listen closely to the voices of members of our community who have been personally affected by substance use and overdose, who are in the best position to understand the reality of the challenge we have before us. That challenge is to save lives.

To that end, we – Councilors Williams and Chadbourne – are requesting that the City sponsor a community discussion on our response to the overdose crisis. This would be a public forum, at an appropriate venue and in concert with appropriate partners, and we hope that all City Councilors will attend.

Sincerely,



Bobby Williams  
City Councilor, Ward 2



Bettina Chadbourne  
City Councilor, At Large

City of Keene  
New Hampshire

June 15, 2023

TO: Council File

FROM: Patricia A. Little, City Clerk

**SUBJECT: Copper Cannon Distillery – Permission for Sale of Alcohol and Tastings – Keene Farmer’s Market**

At a regular meeting of the Keene City Council held on June 15, 2023, the following action occurred:

Voted unanimously to suspend Section 26 of the Rules of Order to introduce and act upon the request from Copper Cannon Distillery to participate in the Keene Farmer’s Market.

Voted unanimously that Copper Cannon Distillery be granted permission to sell alcohol and provide individual product samples to patrons at the 2023 Keene Farmers’ Market on City property licensed to the Farmers’ Market of Keene in accordance with the requirements of the State Liquor Commission. Said permission is contingent on the following: submittal of a signed letter of permission from the Farmers’ Market of Keene; obtainment of all necessary permits and licenses and compliance with all laws.

Attest:



City Clerk

Copper Cannon Distillery  
2 Lyman Way  
West Chesterfield, NH 03466  
603-762-0750

Keene City Council,

We have received permission to be a vendor at the Keene Farmers Market. We are Copper Cannon Distillery located in West Chesterfield, NH. We would like to do tastings and retail at the Keene Farmers Market.

We are asking the council to give us approval to take part in the Keene Farmers Market. We will have all the appropriate safeguards in place when doing tastings per the liquor commission.

Feel free to call me anytime with questions. 603-762-0750.

Thank you for your time,

Kevin Blake Amacker

A handwritten signature in black ink, appearing to read "Kevin Amacker", written in a cursive style.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.1.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Planning, Licenses and Development Committee, Standing Committee  
**Through:**  
**Subject:** City of Keene Housing Needs Assessment

---

**Council Action:**  
In City Council June 15, 2023.  
Report filed as informational.

**Recommendation:**  
On a vote of 5–0, the Planning, Licenses, and Development Committee recommends the acceptance of the report and proposed housing strategies as informational.

**Attachments:**  
None

**Background:**  
Chair Bosley heard from Senior Planner, Mari Brunner. Before allowing the consultants to lead the presentation, Ms. Brunner acknowledged and thanked the Invest NH Municipal Planning and Zoning Grant program that helped fund this study. She also explained that this was the first step in a multi-phase Invest NH grant. Following the completion of this report, City Staff would begin exploring different ideas and options for phase 3 of this grant, which is regulatory development that she would discuss briefly after the presentation. Ms. Brunner introduced the project consultants from Camoin Associates for a presentation on the public input, key findings, and recommendations from that research and analysis: Dan Stevens, Alex Tranmer, and Jordan Boege.

Ms. Tranmer noted that the Council had seen some of the information she was presenting before. She said this was a multi-phase project that led to a strategy that she thought would be really strong for the City moving forward. She said that data analysis was the foundation of understanding some of the housing characteristics within the City. While the data confirmed some perceptions, the data was used as the grounding for the current situation. She noted that public engagement was also an important part of this process. She said one of the key takeaways was quantifying the City's housing needs, which she thought would be valuable moving forward. Ms. Tranmer said that phase 3 of the project would involve turning this new data and knowledge into strategies and setting goals for the City and the region, thinking about how to address the complex housing needs in the future.

In addition to the data analysis, Ms. Tranmer wanted to highlight the public engagement and outreach that was done. This engagement included one-on-one interviews with community leaders in this field and two public meetings that she called quite successful. As recently as April 2023, there

was a community open house with over 40 attendees who interacted and talked about strategies; she said it was exciting. There was also a community survey with over 350 responses, which she called impressive. All of these aspects contributed to strategy development.

Mr. Boege highlighted some key findings from the quantitative data analysis. Specifically, he addressed affordability. The results showed that the typical Keene household could not afford a typical home price. The average household in the community would require an income of \$18,000/year more to afford the median home price in Keene. A typical worker in Keene would need a \$63,000 “discount” on the sale price of a typical home to afford it. To afford a typical rental unit in the City of Keene, one would need an hourly wage of at least \$21/hour, which is beyond what many in the community earn. Mr. Boege said that clearly, local wages were not aligned with current housing prices in the community.

Next, Mr. Boege explained that 4,200–4,500 new housing units would be needed in the City over the next decade to meet the demand. He said that this was not entirely about new units, but about housing interventions that could reduce the cost of burden on households. For example, if wages increased but housing costs stayed the same, that would relieve the pressure on some families. Upgraded interventions over the next decade could address the current housing needs, including not displacing people, replacing obsolete housing, and upgrading sub-standard housing. Mr. Boege addressed the future workforce housing needs. The data analysis estimates showed that Keene would need 1,400 new housing units on average over the next 10 years, which breaks down to 600 rental units and 800 homeowner units across the income spectrum. To really address the full workforce housing need over the next decade, 140 new units would need to be built annually. There are different needs across the income level spectrum. The challenge is much more acute for those with less income. There is a great need for housing interventions for those making less than \$28,000/year, which is 30% or less than the area median income (AMI).

On a positive note, Mr. Boege said that there had been declines in the proportion of cost burdens for renters and homeowners in Keene. There were fewer cost burdens to households in Keene than in the past decade. He added that in terms of future growth, approximately 275 housing units would potentially become obsolete and need to be replaced over the next decade. Mr. Boege explained that the consultants mapped vulnerabilities in the City like the chances of flooding, quality of housing, and different demographic groups that could be more susceptible, like seniors. Across the City, some pockets were vulnerable for a variety of reasons, such as the age of housing or flood risks.

Mr. Stevens discussed goals, key strategies, and recommendations to address this housing need. He said that Mr. Boege’s very high-level overview of this thorough research was explained in more detail in the final report. Mr. Stevens said that there were 4 overarching goals in the report, a series of strategies to meet those goals, and actionable steps to implement those strategies. Mr. Stevens highlighted the 4 goals:

**Goal 1: Expand the City’s capacity to implement housing programs, policies, projects, and initiatives.**

a. Key Strategies:

i. Establish a City or regional housing trust fund.

1. It would take financial resources to impact the housing needs figures. This would not necessarily be funded by the City because there are many other funding opportunities and external sources available. He said there were pros and cons, but that there were many successful regional examples. Potential funding sources include grants, tax credits, City funds, ARPA seed funding, philanthropy, developer payment in lieu, employer/business contributions, and NH State Authority/InvestNH grants. There were 2 recommended programs for using the housing trust fund:

a. A rehabilitation and resiliency program – financial assistance for existing property owners in the

City or region. A competitive process for small grants or forgivable loans to help improve the current housing condition. A lot of properties need rehabilitation related to floods, weatherization, and more.

- b. A housing development program – geared toward for profit or non-profit housing developers specifically for much-needed workforce housing, which is difficult from a financial feasibility perspective. This program would be an opportunity to provide gap funding for these projects.
- ii. Collaborate regionally to address critical housing needs.
- iii. Engage employers in implementing housing solutions.
- iv. Raise awareness and educate residents on community housing needs.
- v. Help to organize a community land trust.
- 1. This non-profit organization would serve a vital role that is usually not well-suited to the City in terms of acquiring and holding properties. This model has been very effective in promoting affordable home ownership. It is a way to build capacity without putting added burden on the City.

**Goal 2: Improve the condition, resiliency, and utilization of the City’s housing stock.**

- a. Key Strategies:
  - i. Create a City-wide housing rehabilitation and resiliency program.
  - ii. Support the creation of a home sharing program.
    - 1. An innovative idea that works well from a cost benefit perspective. Essentially a more sophisticated and safer roommate matching program that is typically operated by a non-profit, not the City. The City could help support and launch these programs. For example, a senior living alone in a 4-bedroom house could have roommates with reasonable rent.
  - iii. Target infrastructure and other interventions in neighborhoods vulnerable to flooding.
  - iv. Assess the feasibility of a locally controlled buy-out program.
  - v. Create a rental registration program.
  - vi. Focus on neighborhood and community approaches to address disinvestment.

**Goal 3: Promote the development of a mix of housing types at a variety of price points.**

- a. Key Strategies:
  - i. Identify housing development and redevelopment opportunity sites.
    - 1. The City does not have a lot of great vacant sites that are development ready. It could require creativity to create the new 140 units per year. The first step is to identify opportunity sites.
  - ii. Review and align the City’s land use regulations to support housing development.
  - iii. Explore adoption of incentive Zoning with an in-lieu fee option.
    - 1. This is a common, innovative approach to incentivize developers building affordable and workforce housing units, often with a density bonus that could come from the housing trust fund.
  - iv. Through the housing trust fund, establish a housing development assistance program to provide gap funding for affordable workforce housing projects.
  - v. Explore opportunities and mechanisms to support the acquisition and development/rehabilitation of vacant and underutilized properties for housing.
  - vi. Support implementation of the housing cooperative model in the City.

**Goal 4: Support residents and special population groups in meeting their housing needs.**

- a. Key Strategies:
  - i. Support transitional housing in the region to reduce homelessness.
    - 1. A higher priority initiative.
  - ii. Identify opportunities to create senior housing facilities.
    - 1. Opens housing options for younger families.
  - iii. Encourage creation of options for downsizing empty nesters and active seniors.
    - 1. Opens housing options for younger families.
  - iv. Educate residents and property owners on available local and State housing resources.

Mr. Stevens continued, recalling the public engagement open house in April 2023. Participants were

asked to indicate their priorities. Within each goal area, the highest priorities were the establishment of a housing trust fund, creating the housing rehabilitation and resiliency program, redevelopment opportunity sites, and supporting transitional housing to reduce homelessness.

Ms. Brunner addressed next steps, as this report was the starting point for future action. She hoped this would be a useful tool for the City Council to inform future policymaking and programs. After this presentation, the work would not end, as the City received a phase 3 InvestNH grant. Based on the results of this study and proposed recommendations, City Staff planned to pursue a few different options for regulatory development during phase 3, whether creating new regulations or rewriting the existing ones. With this funding, Staff wanted to pursue 2 ideas. First, an on-street parking program for neighborhoods in close proximity to downtown that would help to open housing opportunities in neighborhoods that are already zoned for higher residential densities but space for parking is the limiting factor. This would allow for promoting incremental densification in those downtown neighborhoods, where adding units would not expand the footprint of a structure, but additional parking would be required. Staff were trying to explore that incremental neighborhood densification. Secondly, City Staff wanted to work with a consultant to find a way to promote smaller-scale housing in cluster-style developments. In 2021, the average household size in Keene was 2.2 people, which is very small, in addition to a higher percentage (40%) of people in Keene living alone compared to the NH average (27%). Ms. Brunner added that 60% of those people living alone were seniors over age 65. Thus, she said there was a clear need among empty nesters and seniors to find smaller housing types. Staff hoped to work with a consultant to find creative solutions to promote infill development that meets this demand for smaller affordable housing types for seniors who are not ready for live-in senior housing facilities.

Chair Bosley appreciated this great information about Staff's strategies moving forward. She said a lot of the things Staff were working on aligned with her own research. She spoke with the director of the Monadnock Economic Development Corporation, which is working on a home share strategy. So, community partners were already working toward some of these strategies and would continue stepping up over the coming months. Chair Bosley was pleased to hear the parking strategy, which she had suggested numerous times.

Councilor Jones appreciated the presentation. He said it seemed like some of these goals, like accessory dwelling units, could be addressed through City Zoning. However, he said many of the other recommendations were not in the Council's/City's control, and he asked how the City could help move those along. Ms. Brunner said Councilor Jones was right that implementing many strategies would require working collaboratively with community partners, for which she thought there was a lot of interest in the region.

Chair Bosley thought this study made obvious the need to create smaller homes for retirees. She cited her mother-in-law, who would love to move from the same large house where she raised her children into something smaller and near the Rail Trail. She said this was the case for many other spry seniors. Freeing those larger homes would provide opportunities for younger families looking to grow.

Now that this report was finalized, Vice Chair Giacomo hoped it would be published on the front page of the City website. The City Manager said it was currently posted on the website, but it could be posted on the front page. She asked the Assistant City Manager/Communications and Marketing Director, Rebecca Landry, for an update. Ms. Landry said there had been social media posts about the study but there would be more about the report. She said the social media efforts to this point had been to engage the public in the process. Once approved by the full Council, Ms. Landry predicted more social media attention. Vice Chair Giacomo asked because he thought people would get good information from the report to help them understand the scale and scope of the problem the City was

facing. He thought it would also help people to understand the steps over the last few years to update the Land Development Code and refine some Zoning areas, as well as the potential for some neighborhoods going forward.

Chair Bosley thanked the consultants for their presentation and City Staff for their work. She was excited to see what would come next. Mr. Stevens said the hard work for the City starts now and he thought this report provided a roadmap that could help to successfully meet Keene's housing needs.

With no public comments, Chair Bosley entertained a motion from Councilor Johnsen, which was duly seconded by Vice Chair Giacomo.

On a vote of 5-0, the Planning, Licenses, and Development Committee recommends the acceptance of the report and proposed housing strategies as informational.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.2.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Planning, Licenses and Development Committee, Standing Committee  
**Through:**  
**Subject:** Keene Elm City Rotary Club – Request to Use City Property – DeMar Marathon – September 24, 2023

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**Council Action:**

**In City Council June 15, 2023.**

**Voted unanimously to carry out the intent of the report.**

**Recommendation:**

On a vote of 5–0, the Planning, Licenses, and Development Committee recommends that The Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 24, 2023, subject to the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. This license is conditional upon the petitioner providing an adequate number of volunteer race marshals to ensure runner safety along the course and is subject to any recommendations of City staff. The petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 24 Community Events Budget. Said payment shall be made within 30 days of the date of invoicing.

**Attachments:**

None

**Background:**

Chair Bosley welcomed the applicant, Alan Stroshine, Race Director and member of the Elm City Rotary Club. Mr. Stroshine was present with his annual request for an event permit to run the 45th Clarence DeMar Marathon on September 24, 2023. Chair Bosley asked if there were any significant changes or updates from last year. Mr. Stroshine said there were no scheduled changes, but they hoped the kids' program would return to their pre-Covid levels. There was a major effort to re-engage the schools; a significant leadership change last year resulted in lower child participation. This year, they hoped to have more than 1,000 kids again as in the past. Chair Bosley recalled that there was also a senior race. Mr. Stroshine said that event was different during Covid, and they hoped to have high levels of participation again this year with more than 125 seniors. Chair Bosley noted that her kids ran in the race and said it was a great way to get kids to love running and see health as a sport.

Chair Bosley asked for Staff comments. Kurt Blomquist, Public Works Director/Emergency Management Director/Assistant City Manager, said protocol meetings had occurred with the race team and everything was sufficient to move forward with the permissions from City Council. He said it

was always a wonderful event and they were prepared for the increased child participation this year. They would continue having meetings over the summer and early fall about event logistics, as was typical for an event of this size.

Councilor Jones said it was always a wonderful event and he congratulated Mr. Stroshine on being recognized as one of the top races in the country and a top fundraiser in the community. Mr. Stroshine said community involvement was a big criterion in the contest for best race in NH. He said community partners like the City, hospital, college, and more were essential. He was grateful that the community saw that it was not just a race, but a community fundraising event that supports the Elm City Rotary's great work in the community.

With no comments from the public, Chair Bosley entertained a motion from Vice Chair Giacomo, which was duly seconded by Councilor Jones.

On a vote of 5-0, the Planning, Licenses, and Development Committee recommends that The Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 24, 2023, subject to the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. This license is conditional upon the petitioner providing an adequate number of volunteer race marshals to ensure runner safety along the course and is subject to any recommendations of City staff. The petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 24 Community Events Budget. Said payment shall be made within 30 days of the date of invoicing.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.3.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Planning, Licenses and Development Committee, Standing Committee  
**Through:**  
**Subject:** **Let it Shine – Request to Use City Property – 2023 Pumpkin Festival – October 21, 2023**

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**Council Action:**

**In City Council June 15, 2023.**

**Voted unanimously to carry out the intent of the report.**

**Recommendation:**

On a vote of 5–0, the Planning, Licenses, and Development Committee recommends a license be granted to Let It Shine, Inc. to use Downtown City rights-of-way on Saturday, October 21, 2023, to hold the Keene Pumpkin Festival subject to the following provisions:

- This license is granted based upon the event scope presented to City staff during protocol meetings held to date, changes or additions to the license may require that an amended license be issued by the City Council and no changes to this license or the associated protocol documents will be accepted after September 1, 2023;
- The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 24 Community Events Budget, and agrees to remit said payment within 30-days of the date of invoicing;
- The furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured;
- The signing of a standard revocable license and indemnification agreement and associated protocol documents;
- That the footprint and layout for the event shall encumber the traveled portions of Central Square, Main Street both sides from Central Square to Railroad Street and Gilbo Avenue, and a portion of Railroad Street. Road closures may include any portions of other streets needed to facilitate detour routes. The full extent of road closures and detour routes shall be agreed upon with City staff and will include any closures necessary to facilitate safety during pre-event set up and post-event clean up activities;
- That the Petitioner is permitted to use the Railroad Square vendor spot for pumpkin drop-off by area schools on Friday, October 20, 2023;
- That the actual event will be held from 2:00 PM to 7:00 PM with the times for set up and clean up to be established with City staff;
- The submittal of signed letters of permission from any private property owners for the use of their property;

- That free parking be granted under the provisions of the free parking policy for City parking spaces needed for logistical purposes beginning Thursday, October 19, 2023 and extending through Monday, October 23, 2023, and spaces within the event footprint on the day of the event; and
- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws; and compliance with any recommendations of City staff.

**Attachments:**

None

**Background:**

Chair Bosley recognized that both she and Vice Chair Giacomo were on the Board of Let it Shine. Being that this was not a financial issue, she allowed herself and the Vice Chair to vote, without objections from the Committee.

Vice Chair Giacomo, Chairman of the Board for Let it Shine, presented on this event. He said Let it Shine is a non-profit that had hosted the Keene Pumpkin Festival until its closure in 2014. Let it Shine brought back a smaller-scale event for three years as well, the Heart of Downtown Festival. Last year, Let it Shine hosted the Gathering of the Gourds, and this year, they were returning with the trade name of the Keene Pumpkin Festival. He said Let it Shine polled the public about the event last year. He said it was a small event and mostly confined to Central Square. They decided to take the feedback and transition to a plan that they thought would create a good festival this year. Compared to past years, there would be no counting of pumpkins for world records or anything of the sort. The focus would be to bring the festival back to its community roots. The differences from last year include more street closures that would closely resemble the first Taste of Keene Festival, from Central Square to Railroad Street. Protocol meetings with City Staff remained to determine whether Railroad Street could be closed; Gilbo Avenue would remain open, which they thought would be better than when the Gilbo Street parking lot was closed last year. Returning this year would be a smaller version of the pumpkin tower, which was the trademark and public favorite of past events, and they want to make it a focal point of the festival again. To make this event truly benefit the community, they hope that non-profit organizations would benefit; a limited number of non-profits would be invited back for food vending. Vice Chair Giacomo said it was also a priority to re-engage the schools in carving pumpkins that would line the downtown. There would also be some community picnic-style pumpkin carving at Central Square. He said the event date of October 20 was purposefully coordinated with Keene State College's parent's weekend due to issues at past festivals. Vice Chair Giacomo said the ultimate goal was to make it a community kids' event again and to get away from the competition.

Chair Bosley requested Staff comments from Kurt Blomquist, Assistant City Manager/Public Works Director/Emergency Management Director. Mr. Blomquist said the protocol team had been meeting with the Let it Shine organizers. As Vice Chair Giacomo mentioned, one issue is bringing back the tower, so activity constructing that on Central Square would begin the Thursday before the event. There were a number of additional street closures this year so that if they end up being needed, the organizers will not have to come back to this Committee for additional permission. The protocol meetings would continue over the next several months and Staff would work with the applicants on things like security, food services, etc. Mr. Blomquist was looking forward to another successful year. The protocol team recommended the motion that was before the Committee.

Councilor Jones was pleased that non-profit organizations would be involved again as it used to be an important fundraiser for many of them. He asked whether that participation could be limited to true

501(c)3 non-profit organizations (Attorney General approved), versus any community group that wanted to fundraise. Vice Chair Giacomo said it was an excellent question. He recalled that in the past when the Pumpkin Festival drew crowds of 50,000–80,000, there were 30–50 non-profits involved who made \$10,000–\$20,000 during the event. In bringing the festival back, the Vice Chair said they needed to temper expectations. As a result, Let it Shine was trying to reduce the number of non-profits to 10–15 so that many more are not involved and disappointed. He said the selection criteria would focus first on groups that were original supporters of the event, which he said went hand-in-hand with bringing the festival back to its roots. The organizations would need to be formal 501(c)3 non-profits. Let it Shine would have to be selective in choosing. He thought they might rotate the group of organizations in future years so all could benefit.

The City Attorney pointed out that the City Code actually answered Councilor Jones' question. According to Section 46-1007 – Street Fairs and Community Events, the applicant has the authority to choose vendors, groups, and other users within the footprint of an event. The City Council would not be able to make a determination as to whether a vendor is for-profit or non-profit. Chair Bosley reiterated that the Council could not require Let it Shine to only allow non-profit vendors, but the Council could request it. Let it Shine ultimately has that authority.

As the person who had been reaching out to all of the elementary schools in Cheshire County, Chair Bosley wanted to add that there was growing excitement among the schools' principals and staff. She thought there were 4,000 students committed at this point, which she said was very exciting.

Vice Chair Giacomo referred to Mr. Blomquist's comment about road closures beginning the Thursday before the event to accommodate the pumpkin tower. A professional scaffolding team would be building the new design, which is complex and would take approximately 8 hours. This is why the slip lane and some of the inside lanes would be obstructed.

Hearing no public comments, Chair Bosley entertained a motion from Councilor Jones that was duly seconded by Councilor Ormerod.

On a vote of 5–0, the Planning, Licenses, and Development Committee recommends a license be granted to Let It Shine, Inc. to use Downtown City rights-of-way on Saturday, October 21, 2023, to hold the Keene Pumpkin Festival subject to the following provisions:

- This license is granted based upon the event scope presented to City staff during protocol meetings held to date, changes or additions to the license may require that an amended license be issued by the City Council and no changes to this license or the associated protocol documents will be accepted after September 1, 2023;
- The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 24 Community Events Budget, and agrees to remit said payment within 30-days of the date of invoicing;
- The furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured;
- The signing of a standard revocable license and indemnification agreement and associated protocol documents;
- That the footprint and layout for the event shall encumber the traveled portions of Central Square, Main Street both sides from Central Square to Railroad Street and Gilbo Avenue, and a portion of Railroad Street. Road closures may include any portions of other streets needed to facilitate detour routes. The full extent of road closures and detour routes shall be agreed upon with City staff and will include any closures necessary to facilitate safety during pre-event set up and post-event clean up activities;

- That the Petitioner is permitted to use the Railroad Square vendor spot for pumpkin drop-off by area schools on Friday, October 20, 2023;
- That the actual event will be held from 2:00 PM to 7:00 PM with the times for set up and clean up to be established with City staff;
- The submittal of signed letters of permission from any private property owners for the use of their property;
- That free parking be granted under the provisions of the free parking policy for City parking spaces needed for logistical purposes beginning Thursday, October 19, 2023 and extending through Monday, October 23, 2023, and spaces within the event footprint on the day of the event; and
- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws; and compliance with any recommendations of City staff.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.4.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Planning, Licenses and Development Committee, Standing Committee  
**Through:**  
**Subject:** **Jim Hennessy – Request to Use City Property Adjacent to Railroad Square – Outdoor Dining**

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**Council Action:**  
**In City Council June 15, 2023.**  
**Voted unanimously to carry out the intent of the report.**

**Recommendation:**  
On a vote of 5–0, the Planning, Licenses, and Development Committee recommends that Hennessy’s Restaurant be permitted to place tables and chairs on the grassed-in area immediately east of the Railroad Square pavers for the serving of food and alcohol to patrons seated in the café area Monday through Wednesday from 4:00 p.m. to 9:30 p.m., and Thursday through Sunday, Noon to 9:30 p.m. This license is also subject to the following conditions: subject to the customary licensing requirements of the City Council; compliance with the requirements of Chapter 46 of the City Code of Ordinances; compliance with the City of Keene Sidewalk Café Guidelines issued by staff; that the area encumbered shall not extend beyond the easterly most entrance to the building; that a buffer of at least one-foot be maintained from the edge of the multi-use trail pavement to the fence/enclosure structure; that the tables and chairs be removed when Railroad Square is utilized by any community event licensed by the City of Keene or any event scheduled through the Parks and Recreation Department; that no materials, gravels, or any other alterations to the site may be made without prior approval from staff; and that the property be maintained and returned 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. This license shall expire on March 1, 2024.

**Attachments:**  
None

**Background:**  
Chair Bosley welcomed the applicant, Jim Hennessy, owner of Hennessy’s Bar and Grill, and Mary O’Neil, the manager. Mr. Hennessy sought to have a patio outside of this new restaurant. He understood that the location has a bad reputation from past uses and he hoped the Council would give him a chance to change that. He said he wanted to encapsulate the grass area, which he said was sort of 1 foot in from the edge across from the back exit walkway and coming back to the building. Access to the patio would be from the back door of the building, which would satisfy the NH Liquor Commission and make the process simpler. He had provided a preliminary sketch depicting a white picket fence and a simple set-up with tables and chairs. The Director of Parks, Recreation, and

Facilities, Andy Bohannon, had provided Mr. Hennessy with a list of criteria that they should not exceed, all of which Mr. Hennessy accepted.

Mr. Hennessy continued explaining that the patio area was a mess because of a drainage issue, which he wanted permission to fix himself at his own expense. He is a mechanical contractor and could fix it easily. He added that the grass does not survive well in that muddy area, and he sought to hire a company to replace it with turf and make it more usable. He said the drainage was coming off the pavers, which was a hazard, and in the winter a 3-inch pond freezes over; he said this was a massive liability on City property that Mr. Hennessy did not want to be drawn into somehow. He understood that the Public Works Department would need to approve those drainage improvements, but he said it would be simple.

Chair Bosley knew Mr. Hennessy had invested a lot in the new restaurant and she asked for more details on his plans for the establishment. Mr. Hennessy said it would not be the typical downtown bar in Keene as he wanted it to be a nicer, upscale spot catering in part to the after-work crowd. He said they were not trying to be Granita, but something comfortable in between. He intended to divide the front and back of the restaurant more than it was before, with a live music and events venue in the back for things like DJ nights, date nights for people over 50, public servant nights, trivia nights, taco Tuesdays, and more. Ms. O'Neil hoped to cater to the whole Keene community, not just the college. She hoped the business would be a contributing part of the community rather than problematic. She had ideas for reaching various audiences. Part of having an outdoor patio was to physically show the community that they are different and open to families. They intend to serve dinner from 3:00 PM to 9:00 PM, with the younger crowd and activities in the back half of the bar. Ms. O'Neil hoped they would cater to a large audience. She said they were also heavily focused on safety to ensure it is a well-run business and safe place to be, with strategies to combat the poor activities that occurred at that location in the past.

Chair Bosley said they could set the tone for what they want to attract. She thought it was great that they had plans in place to avoid past uses that were hard on the neighboring community. Mr. Hennessy noted that the previous owner's permit for the outdoor patio was until 8:30 PM. He said they would be serving dinner until 9:00 PM, so the 8:30 PM cutoff would be complicated. Mr. Hennessy hoped to be allowed to keep the patio open until 10:30 or 11:00 PM, with the understanding that they would keep the crowd under control. He hoped to have an extension past 8:30 PM, with the possibility to extend further next year based on good behavior.

Chair Bosley requested comments from Andy Bohannon, Director of Parks, Recreation, and Facilities. Mr. Bohannon said he met with Mr. Hennessy and Ms. O'Neil at the restaurant to review some of the concerns, parameters, and what they wanted to do with the space. Mr. Bohannon said the patio space is confined. While they were permitted with the parameters of a Sidewalk Café License, the patio is not actually on the sidewalk. He said it was actually a Use of City Property License because it is not a park, but rather a community space adjacent to a community green space. So, he said it is an awkward space within the City because that area is the only green space within the downtown footprint. Mr. Bohannon said the downtown infrastructure and improvement project was looking to redesign this space to be more community-friendly and address the drainage issues Mr. Hennessy identified. No matter the use of this space, Mr. Bohannon said the drainage was a concern in that area because of the bricks. When it was designed originally, commercial activity was not intended on the outside, but the space was supposed to be more of a rear entrance for employees and deliveries. This area intended for the patio was first used by Finnegan's Bike Shop to display bikes. Regarding the hours of patio operation, Mr. Bohannon said he was unsure what the City Noise Ordinance allowed, but he said there had been considerable complaints from neighbors in the past and a history of Police calls. Mr. Bohannon's understanding was that Mr. Hennessy hoped to target a different demographic for this establishment. Mr. Hennessy had provided an updated sketch

of the space and the number of tables and people allowed in the space was dictated by the City Code and the Liquor License Commissioner. So far, Mr. Hennessy had been willing to work with City Staff. The drainage remained as the biggest issue, which Mr. Bohannon thought would be addressed during the downtown infrastructure project.

Chair Bosley asked the City Attorney, Tom Mullins, whether there was any objection to the applicant completing that drainage work. The City Attorney said that any alterations to the site would require the private approval of City Staff. If that was allowed, there would need to be an understanding in agreement as to what work would occur, including insurance issues. If City Staff wanted to allow this, the City Council would have to authorize the City Manager to negotiate.

Councilor Jones appreciated the map provided, which helped him to understand better. From what he saw, the patio would extend 26 feet out from the building and would be 60 feet long, with a picket fence around the perimeter. Mr. Bohannon said it would not be 60 feet long but would extend to the rear entrance. Ms. O'Neil apologized that they did not have a chance to remeasure. Mr. Bohannon and Ms. O'Neil agreed that the length would be closer to 40 feet. Councilor Jones asked whether the patio would remain fenced permanently and whether that would interfere with things like the 4 on the 4th Race or the Earth Day activities, for example. Mr. Bohannon was not positive about Earth Day. He asked the first day the sidewalk café would be able to open in the spring and the City Manager, Elizabeth Dragon, said April 1. In that case, Mr. Bohannon said there would be a conflict. He referred to the recommended motion, which indicated that for any community event, Mr. Hennessy would have to work with City Staff. He said that some events, like the Pumpkin Festival, might be able to work around the patio, but Mr. Hennessy should work with event organizers to determine whether they need the patio deconstructed. Councilor Jones added that there were usually vendors stationed in that area for the 4 on the 4th Race that was upcoming. Mr. Bohannon said the vendors were more typical in the area with brick pavers. Councilor Jones said they sometimes set up water sprinklers in the area of this patio. Mr. Bohannon said that might be further down the pathway. Councilor Jones referred to electrical outlets he had discussed recently with Mr. Bohannon and asked if those were within this patio area. Mr. Bohannon said no, the electrical outlets were all in the brick paver area.

Vice Chair Giacomo asked about the number of tables that would be allowed, noting that it looked like the number was not changing from the old permit. Mr. Bohannon said the number of tables would be dictated by the Liquor License; the applicant proposed 9 tables, 6 of which would seat 6 people and 3 tables would seat 4 people. Mr. Hennessy said this patio would be predominantly for sitting and dining, not for milling about. Vice Chair Giacomo said the first thing that struck him was the curfew time, and he wondered how they would get people off the patio by 8:30 PM, but he said that same question would remain if the curfew was 11:00 PM. Before extending the time, the Vice Chair wanted to know the plan to ensure people comply with leaving the patio, which he said would be a challenge at any hour. He did not want the applicant to run into issues with the Noise Ordinance.

Chair Bosley asked how late typical sidewalk cafés are allowed to be open. The City Attorney discussed the Noise Ordinance. He pointed out that some parts of the City's Code of Ordinances still needed to catch up to the new Land Development Code. This restaurant is in the Central Business District, where the Noise Ordinance takes effect at 11:00 PM, whereas in the rest of the City, the cutoff is 10:00 PM. He said this Committee had the ability to craft this license how they wanted. Chair Bosley wondered if this location was being restricted more than others. The City Attorney said yes. The City Manager, Elizabeth Dragon, added that this location had been restricted to an earlier cutoff for many years in the past because neighbors complained often. While it sounded like Mr. Hennessy had a much better plan to address noise concerns, the City Manager said there was no established history yet. One of the City Manager's concerns was the neighbors knowing that the time is changing. The last time someone requested a license for this space, those prior applicants said they had a similar plan to improve the nature of the establishment but there were still many issues. She said the

neighbors were very interested in whether this cutoff time might change. The City Manager advised that if the Committee was considering changing the time that it should be made clear to the applicant and the neighbors. She also suggested potentially allowing a period of time under the current regulations for the space with the earlier time, with the ability to come back and extend that in the future.

Chair Bosley noted that this was different from a typical Sidewalk Café License that could be handled administratively after the first year. Conversely, this applicant would have to come back for renewal each year. Because of the nature of the space, Mr. Bohannon recommended annual renewal. However, he said this would have to be a consideration in the downtown infrastructure project's changes to the Gilbo Avenue/Railroad Square corridor, in addition to potential conflicts with community events.

Vice Chair Giacomo said he had read a lot of complaints from neighbors over the years. Also, over time, the Vice Chair spoke with the different owners of this space. He was unsure how much of the noise was actually from when the space closed each night versus the patio. He said most people leave through the front exit quite late and loudly. He thought it would be helpful—when framing this license in the future—to understand whether the noise was coming from the patio area or people just exiting the space in general. Vice Chair Giacomo thought 8:30 PM was early and would impede their dinner service.

Chair Bosley said she tended to lean toward the petitioner's request despite City Staff's recommendations. She was open to allowing the new owner to demonstrate what they are about over a period of time. She hoped they really would cater to a more mature, older crowd, and she was excited to be a patron. Still, she said Mr. Hennessy and Ms. O'Neil would have to manage the space's reputation. Chair Bosley did not think those patrons who would be forced to leave the patio at 8:30 PM were the ones causing trouble for the neighborhood, but rather the closing crowd that Mr. Hennessy would have to manage. She thought this was possible if the applicant was responsible. Ms. O'Neil said they had been actively hiring and she thought there were some really good people that they could rely on. Mr. Hennessy and Ms. O'Neil hoped to create a good, respectful culture amongst the staff. Ms. O'Neil wondered if they could try to stay open later from the beginning and have a chance to prove themselves and not suffer from the sins of former owners. Chair Bosley said it was an interesting proposal. The City Manager said that while it would be more difficult and uncomfortable, the Council could always revoke the license in the future. The City Attorney added that it was also possible to partially restrict their license in the future to an earlier time, though it is not ideal. The City Attorney also wanted to clarify that the recommended motion referred to Chapter 46 even though this is not a Sidewalk Café License, per se. He said this was important because of other licensed community events downtown, for which the City could require that the patio be dismantled. Chair Bosley asked if that was clear to the applicants. Mr. Hennessy said he was aware, though not thrilled about it. Chair Bosley wanted the applicant to understand that they were not being targeted as this rule applied to all businesses with sidewalk cafés during community events.

Councilor Ormerod understood that the applicant intended to change the character of the property and neighborhood. He said this would follow the path of a typical Café License but with the inclusion of Chapter 46 as a stepping stone. Councilor Ormerod said he did not see anything addressing foot traffic on the grassy area that would turn to mud, as Mr. Hennessy noted. Councilor Ormerod said that area would not remain level and that work to correct it would have to happen fairly quickly for the space to be operational. Mr. Bohannon said Public Works Department Staff would work with the applicant to determine whether they need a license to correct that; Mr. Bohannon is technically responsible for reserving Railroad Square, but the Public Works Department maintains Railroad Square. He said Mr. Hennessy suggested covering the area with turf.

Councilor Jones reiterated the City Manager's point that this license would be revocable, amendable, and non-transferrable, so the City had some protections built in.

Chair Bosley asked for the Committee's thoughts on adjusting the patio closing time for this first license. Vice Chair Giacomo did not want to be too aggressive with this first license and suggested adjusting the time to 9:00 PM or 9:30 PM. He said this was not New York City, where people begin dining at 11:00 PM, so he did not think it was smart to go later than 9:30 PM. Councilor Ormerod was still unsure about extending the time because there were still so many issues to be worked out with the viability of the space. He still questioned the drainage and things like how portable the fence would be. Chair Bosley thought the recommended motion laid out all of those things that would not be allowed. Councilor Jones agreed with Vice Chair Giacomo and thought meeting the applicant halfway was a good start. Chair Bosley tended to agree, noting that she did not think people would linger there after dark once food service is over. She agreed that 9:00 or 9:30 PM was reasonable. Councilor Johnsen said she loved visiting some places in town as late as 10:00 PM and so she supported extending the time. She appreciated the applicant's ambition and willingness to offer this to the City because she believed the City needed more places like this. Ms. O'Neil said she appreciated that support.

With no public comments, Chair Bosley entertained a motion from Councilor Ormerod that was duly seconded by Councilor Jones.

On a vote of 5-0, the Planning, Licenses, and Development Committee recommends that Hennessy's Restaurant be permitted to place tables and chairs on the grassed-in area immediately east of the Railroad Square pavers for the serving of food and alcohol to patrons seated in the café area Monday through Wednesday from 4:00 p.m. to 9:30 p.m., and Thursday through Sunday, Noon to 9:30 p.m. This license is also subject to the following conditions: subject to the customary licensing requirements of the City Council; compliance with the requirements of Chapter 46 of the City Code of Ordinances; compliance with the City of Keene Sidewalk Café Guidelines issued by staff; that the area encumbered shall not extend beyond the easterly most entrance to the building; that a buffer of at least one-foot be maintained from the edge of the multi-use trail pavement to the fence/enclosure structure; that the tables and chairs be removed when Railroad Square is utilized by any community event licensed by the City of Keene or any event scheduled through the Parks and Recreation Department; that no materials, gravels, or any other alterations to the site may be made without prior approval from staff; and that the property be maintained and returned 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. This license shall expire on March 1, 2024.

Chair Bosley hoped the full Council would agree with the 9:30 PM despite the controversy over this location in the past.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.5.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Planning, Licenses and Development Committee, Standing Committee  
**Through:**  
**Subject:** **Hundred Nights – Request to Use City Property – Dumpster on Lamson Street**

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**Council Action:**

**In City Council June 15, 2023.**

**Voted with one abstaining to carry out the intent of the report.**

**Recommendation:**

On a vote of 5–0, the Planning, Licenses, and Development Committee recommends that Hundred Nights Inc. be granted a revocable license for the temporary placement of a dumpster within the right-of-way on Lamson Street subject to the following conditions: the signing of a revocable license and indemnification agreement; the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured; and, subject to compliance with any recommendations from City staff. The location of the dumpster shall be coordinated with City staff and shall not interfere with the movement of vehicles and pedestrians along Lamson Street. Licensee is responsible for keeping the area around the dumpster(s) clean and free from debris, garbage, and other materials. The license shall expire in 90 days from the date of issuance.

**Attachments:**

None

**Background:**

Chair Bosley welcomed Mindy Cambiar, Executive Director for Hundred Nights. Ms. Cambiar said she did not know she would be appearing at this meeting as she did not know the dumpster was an issue until the landlord sent her a copy of the letter received in January from Kürt Blomquist, Public Works Director/Assistant City Manager/Emergency Management Director. She said the dumpster was transferred to Hundred Nights from the landlord's name on May 1 for billing purposes. Ms. Cambiar said they wanted a larger dumpster that would be emptied more often because they were in the process of moving out of that space and into their new building. She was present to respectfully ask that Hundred Nights could keep the dumpster until they are moved out of the building. Ms. Cambiar could not commit to a date that they would be moved out.

Chair Bosley thought that Hundred Nights had made progress. Ms. Cambiar agreed that they had just received their Certificate of Occupancy for the new location. Ms. Cambiar said they were awaiting a slow process for \$250,000 to be appropriated by Senator Shaheen through the US Department of Housing and Urban Development. They could not proceed with purchasing furniture or

equipment and thus, could not move-in to the new location until those funds were disbursed. Ms. Cambiar intended to begin moving in regardless of the furniture; they would move in as many bunk beds as possible at a time and they would exist with card tables as desks in the meantime. She hoped they would be completely out of the old space by the end of July. Chair Bosley asked if Ms. Cambiar thought they could be out by August 1. Ms. Cambiar hoped so and would be upset if they were not out by August 1. If they were delayed, they would contact the City.

Chair Bosley asked for Staff comments. Mr. Blomquist said this issue went back to 2013–2015. He said that in 2013, there were issues identified in the downtown regarding uses on City property that occurred without permission. He said the downtown is a denser business area and, in the past, business owners thought they were entitled to certain areas, when in reality they were not. One issue during that time regarded dumpsters. Some business owners had placed their dumpsters in the City right-of-way without permission. He cited competing uses downtown. Mr. Blomquist said that short of being aggressive with property owners over how they deal with things operationally, he said it was difficult to do know what to do with the materials generated by tenants. He recalled that in 2013, 25–27 Main Street was Timoleon’s Restaurant; he said the right-of-way on Lamson Street goes from building face to building face, so some gas tanks and other things were licensed to be on City property. Now, he said it was also an issue for the applicant. Mr. Blomquist said the applicant requested to place a dumpster within a portion of the right-of-way on Lamson Street. He said the previous owner had an agreement with the establishment across the street that owns approximately 2 feet off the face of the building. He said those past licenses came to the City Council because they were long-term licenses. Mr. Blomquist said the owner in 2013 was granted a license for a dumpster, with many conditions, one of which stipulated that the permission would not be granted to new owners, who would have to request permission from the City again. Mr. Blomquist said the building changed owners, and the Public Works Department began conversations about either getting rid of the dumpster or getting new permission from the City. He said he began reaching out to the new owners via polite letters and after no replies, moved on to alerting the owner that the dumpster would be removed. Mr. Blomquist said the owner did not respond to that last letter about removing the dumpster, but passed the information to their tenant, Hundred Nights; the license would be granted to Hundred Nights, not the building owner. In response to Chair Bosley, Mr. Blomquist said he thought the Council could issue the license to the tenant/petitioner in this case because it was intended to be temporary.

Mr. Blomquist supported the City Manager’s recommended motion and opposed issuing a long-term license because the property owner had not responded. He thought this was more workable because at the end of the time approved, the dumpster would be removed, and the property owner would have to decide how to deal with materials from their tenants in that building. He cited other dumpster licenses in the downtown, including 81 Main Street (Margarita’s) because the City owns up to 3–8 feet off the back wall of their building, as well as 87 Main Street (Mon Amie). He said there were several more licenses for dumpsters in the right-of-way downtown. Mr. Blomquist thought the Council would see more of these operational licenses as densification of the downtown moves forward so other businesses could be successful.

Chair Bosley asked whether this Hundred Nights dumpster was fully or partially enclosed. Mr. Blomquist said it was not enclosed. He continued explaining that if dumpsters were part of a site plan, then screening the dumpster would be required. However, a site plan applies to public property. Thus, most dumpsters on City properties were not screened because that would just be placing more objects in the right-of-way. In the case of Lamson Street, Mr. Blomquist said the dumpster could not be screened because it would block the street, which is not open to traffic but is used by the businesses for deliveries. He noted how the sizes of dumpsters and associated screening would block too much of the right-of-way.

Councilor Jones asked if there had been a dumpster arrangement for John Croteau's furniture store. Mr. Blomquist said there was for a while, but Mr. Croteau ultimately made some changes and no longer needed those permissions.

Councilor Johnsen said she appreciated Ms. Cambiar being present for this, noting how challenging it can be to learn about these things quickly.

With no public comments, Chair Bosley entertained a motion from Councilor Johnsen that was duly seconded by Vice Chair Giacomo.

On a vote of 5–0, the Planning, Licenses, and Development Committee recommends that Hundred Nights Inc. be granted a revocable license for the temporary placement of a dumpster within the right-of-way on Lamson Street subject to the following conditions: the signing of a revocable license and indemnification agreement; the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured; and, subject to compliance with any recommendations from City staff. The location of the dumpster shall be coordinated with City staff and shall not interfere with the movement of vehicles and pedestrians along Lamson Street. Licensee is responsible for keeping the area around the dumpster(s) clean and free from debris, garbage, and other materials. The license shall expire in 90 days from the date of issuance.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #F.1.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Martine Fiske, Library Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Donation for Makerspace Interns - Library Director**

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**Council Action:**

**In City Council June 15, 2023.**

**Voted unanimously to suspend section 26 of the Rules of Order to act on this item. Voted unanimously to authorize the City Manager to do all things necessary to accept and expend a donation of \$12,000 from the Friends of the Keene Public Library to fund Makerspace Interns.**

**Recommendation:**

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager do all things necessary to accept and expend a donation of \$12,000 from the Friends of the Keene Public Library to fund Makerspace Interns.

**Attachments:**

None

**Background:**

The Friends of the Keene Public Library have been funding Maker Interns at the Keene Public Library since at least 2016. The interns work in the Kingsbury Makerspace with librarians to design and provide programming. The interns also help train our certified community makers on the use of the various pieces of machinery and equipment in the Makerspace. The library currently has two Makerspace Interns who are students at Keene State College.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #F.2.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Merri Howe, Finance Director/Treasurer  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Acceptance of Donations - Finance Director**

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**Council Action:**

**In City Council June 15, 2023.**

**Voted unanimously to accept the donations from Savings Bank of Walpole, Bensonwood, Monadnock Food Co-op, Dan Gray, and the Monadnock Rugby Football Club with the funds to be used in the manner specified by the donor.**

**Recommendation:**

Move that the City Council accept the donations below and the City Manager be authorized to use each donation in the manner specified by the donor.

**Attachments:**

None

**Background:**

Keene Parks and Recreation received two donations totaling \$1,750.00. \$1,000 from Savings Bank of Walpole and \$750.00 from Bensonwood, and that the funds be used for the Human Rights Committee event for Juneteenth.

The Human Rights Committee in collaboration with the YMCA, Keene State College, Badger Balm, Monadnock Diversity Equity Inclusion and Belonging Coalition, Keene Public Library and many community financial sponsors will be hosting the 3<sup>rd</sup> Annual Juneteenth Celebration at Railroad Square on Saturday, June 17 from 11:00 and to 2:00 pm. To learn more about the weekend-long event, please visit <https://keeneymca.org/Juneteenth/>.

A donation in the amount of \$250.00 from Monadnock Food Co-Op to cover the movie license fee for the showing of the movie TILL back in February 2023. In addition, the Savings Bank of Walpole and Bensonwood each donated \$775.00 for the purpose of covering the cost of the Colonial Showroom theater rental each night of the showing.

Keene Parks and Recreation is also in receipt of two donations designated for specific parks. The first donation in the amount of \$275.00 is from Dan Gray and that the funds be used for the skate park project. Dan Gray is an advocate for the skate park and wishes to help make the new park a reality.

The second donation is from Monadnock Rugby Football Club in the amount of \$4,000 for the purchase of goalposts at the Patricia T. Russell Park. The Monadnock Rugby Club was instrumental in the final design of the Patricia T. Russell Park.

Total donations amount to \$7,825.00.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #F.3.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Elizabeth Fox, ACM/Human Resources Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Life Insurance and Long-Term Disability Insurance Renewal - ACM/Human Resources Director**

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**Council Action:**

**In City Council June 15, 2023.**

**Voted unanimously to suspend section 26 of the Rules of Order to act on this item. Voted unanimously to authorize the City Manager to do all things necessary to execute a new multi-year contract renewing coverage with Symetra to administer the City's Life and Long-Term Disability Insurance program.**

**Recommendation:**

Move that the City Council authorize the City Manager to do all things necessary to execute a new multi-year contract renewing coverage with Symetra to administer the City's Life and Long-Term Disability Insurance program.

**Attachments:**

None

**Background:**

The City of Keene and Symetra have participated in a multi-year agreement since 2020 providing life and long-term disability insurance for employees and the City benefited from multi-year rate guarantees at a lower cost than the City's previous carrier providing stable coverage costs over the past three years. With expiration of the current multi-year agreement, the Richards Group provided assistance soliciting proposals for coverages effective July 1, 2023. In addition, a quote was also obtained directly by the City from HealthTrust for these coverages.

Three carriers responded to the RFP and those proposals were evaluated along with the Health Trust quote obtained for this coverage. With a competitive renewal quote, it is recommended to renew for an additional 2 year term with Symetra. Premiums for these coverage lines remain lower than those paid by the City prior to renewal with Symetra in 2020. The recommended vendor, Symetra, is an A rated insurer and rated A+, the strongest available, by the Better Business Bureau.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #F.4.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Patricia Little, City Clerk  
**Through:**  
**Subject:** 2023 Warrant for Unlicensed Dogs - City Clerk

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**Council Action:**

**In City Council June 15, 2023.**

**Referred to the Municipal Services, Facilities and Infrastructure Committee.**

**Recommendation:**

That the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, and the Keene Police Department be directed to issue a civil forfeiture to those dog owners who have failed to license their dog by April 30, 2023.

**Attachments:**

1. 2023 Dog Warrant Existing Owners\_Non-Renewals
2. 2023 Dog Warrant\_New Owners

**Background:**

State Statute provides that the City Council authorize the annual warrant for unlicensed dogs. The civil forfeiture carries a \$25.00 fine that must be paid by the dog owner within 15 days of receiving notice. State statute also provides that failure to license a dog and pay the civil forfeiture could result in a complaint being filed with Keene's Eighth Circuit Court.

This year the City Clerk's Office is once again presenting two lists for authorization. The first is a list of owners who have not renewed their dog's license for this year. The list of non-renewal dogs contains approximately 347 dog owners, with 443 dogs remaining unlicensed. The second list represents owners for which the City Clerk has received a notification from a local veterinarian that the dog has received its first rabies vaccination. Veterinarians are required by statute to notify the City Clerk and we in turn are required to follow up with these dog owners to ensure they obtain a license. This notification entails sending the owner a letter notifying them of the obligation to license their pet. The list of new dog owners contains approximately 94 owners, with 106 unlicensed dogs.

The following mechanisms for reminding dog owners of the licensing requirement were followed: 2 official publications appeared in The Keene Sentinel, monthly reminder emails sent to dog owners beginning in February, reminder postcards sent to owners with no email address in April, and automated phone calls to all owners remaining on the warrant list. To-date, the City Clerk's Office has issued 2,670 dog licenses for the 2023-2024 license period.

Civil Forfeitures are typically issued on or around July 15th and are due within 15 days of issuance. The City Clerk's Office will continue its outreach efforts to further reduce the number of fines that must be sent.

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

| Owner Last Name | Owner First Name | Owners Address      | Dog Name           | Breed         | Color       | Rabies Expires |
|-----------------|------------------|---------------------|--------------------|---------------|-------------|----------------|
| ABBOTT          | WENDY            | 52 SUMMIT RD APT 3  | DUKE               | PUG MIX       | BLACK       | 7/10/2023      |
| ACHILLI         | KATHERINE        | 178 MARLBORO ST B   | MARCIE             | AMER. STAFFOR | BRINDLE     | 5/14/2026      |
| ALEXANDER       | RAELENE          | 40 NEEDLE ST        | LILLY              | BULLMASTIFF   | BRINDLE     | 9/29/2023      |
| ALEXANDER       | RAELENE          | 40 NEEDLE ST        | JADA               | AMERICAN STAF | BRINDLE     | 5/9/2024       |
| ALLEN           | AARON            | 136 ELM ST          | NOVA               | BULL TERRIER  | TAN/WHITE   | 8/25/2022      |
| ALLEN           | AARON            | 136 ELM ST          | HECTOR             | BULLDOG       | BRINDLE     | 1/31/2023      |
| ALLSOP          | LINDA            | 197 WATER ST APT416 | KRISTA             | LABRADOR RETR | GINGER      | 7/13/2024      |
| ALTHER JR.      | EVERETT          | 44 GEORGE ST        | LAYLA              | MINIATURE SCH | BLACK       | 4/15/2024      |
| AMLAW           | MATTHEW          | 26 HANOVER ST       | LINCOLN            | AMERICAN STAF | GRAY/WHITE  | 8/22/2023      |
| AMLAW           | MATTHEW          | 26 HANOVER ST       | RANGER             | AMERICAN STAF | BLUE MERLE  | 10/6/2024      |
| AMLAW           | MATTHEW          | 26 HANOVER ST       | RUTH L             | BULLDOG       | MULTI-COLOR | 9/7/2023       |
| ANDERSON        | DAWN             | 62 COLONIAL DR      | DIO                | AMERICAN BULL | BLACK/WHITE | 5/16/2023      |
| ANGER           | AMY              | 97 PAKO AVE         | FINLEY             | HAVANESE MIX  | BROWN/WHITE | 6/14/2024      |
| ARNOLD          | MARYE            | 197 WATER ST 224    | LANCE              | SIBERIAN HUSK | WHITE       | 9/9/2024       |
| BANGERT         | CHELSEA A        | 90 BRADFORD RD A    | XENA               | MIXED BREED   | BRINDLE     | 11/16/2024     |
| BARNARD         | MARTY            | 141 GEORGE ST       | PETER              | JACK RUSSELL  | WHITE       | 1/26/2023      |
| BARNES          | CATHY            | 8 CARDINAL CIR      | JACK               | MIXED BREED   | MULTI-COLOR | 9/14/2023      |
| BARNES          | CATHY            | 8 CARDINAL CIR      | CARTER             | SCHIPPERKE    | BLACK       | 9/14/2023      |
| BARRETTE        | HEIDI            | 14 FOREST STREET    | SUNNY              | GOLDEN RETRIE | BLACK       | 3/21/2023      |
| BARTASHEVICH    | LORI             | 7 PEG SHOP ROAD     | HOLLY WOLLY DOODLE | LABRADOODLE   | APRICOT     | 4/5/2025       |
| BASSETT         | THEO             | 43 CRESCENT ST      | SADIE              | GOLDENDOODLE  | MULTI-COLOR | 11/7/2024      |
| BATIS           | MATT             | 238 BASE HILL RD 67 | OTIS               | LABRADOODLE   | UNKNOWN     | 4/11/2024      |
| BEDARD          | ALICIA           | 135 ELM ST APT. 2   | APOLLO             | YORKSHIRE TER | TAN         | 6/12/2023      |
| BELLEROSE       | SHENA            | 22 ALGONQUIN DR     | TABITHA            | DACHSHUND MIX | BLACK/BROWN | 4/25/2023      |
| BENCIVENGA      | FORREST          | 31 NEW ACRES RD     | OLLIE              | LABRADOODLE   | CHOCOLATE   | 2/16/2025      |
| BENCIVENGA      | FORREST          | 31 NEW ACRES RD     | ENZO               | LABRADOODLE   | BLACK/WHITE | 2/16/2025      |
| BENIK           | ERIN             | 635 WEST STREET     | BISCUIT            | BERNESE MOUNT | TAN         | 3/10/2023      |
| BENIK           | ERIN             | 635 WEST STREET     | BERNADETTE         | FRENCH BULLDO | FAWN        | 4/7/2025       |
| BENOIT          | COLIN            | 44 STANHOPE AVE     | LOOPY              | LABRADOR RETR | BLACK       | 4/14/2026      |
| BENT            | DIANE            | 17 CROSS ST #B      | MOLLI              | SHIH TZU      | TAN         | 3/28/2022      |
| BERK            | KIMBERLY         | 12 MAY AVE          | DAPHNE             | AMER. STAFFOR | BLACK       | 10/3/2022      |
| BIANCARDI       | JACQUELINE       | 23 GEMINI DRIVE     | NELSON             | LABRADOR RETR | UNKNOWN     | 1/22/2023      |
| BICKFORD        | PAULA            | 228 PEARL ST        | NATASHA            | SHEPHERD MIX  | MULTI-COLOR | 4/13/2025      |
| BILLS           | ARTHUR           | 126 ROXBURY ST #6   | RUSTY              | BRITTANY SPAN | RED/WHITE   | 6/23/2024      |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|            |           |                       |                          |               |             |            |
|------------|-----------|-----------------------|--------------------------|---------------|-------------|------------|
| BILTCLIFFE | KAMERON   |                       | MISTY                    | AMERICAN STAF | BLACK/WHITE | 3/30/2025  |
| BLACKMER   | CANDY     | 64 SPRING ST 1        | WOLFIE                   | LABRADOR RETR | BLACK       | 8/4/2025   |
| BLANCHARD  | CHRISTINE | 17 A KINGSBURY STREET | MARTY                    | GOLDENDOODLE  | GOLD        | 7/11/2024  |
| BLUNT      | DEREK C   | 47 GATES ST           | PEPSI                    | LABRADOR RETR | MULTI-COLOR | 2/21/2025  |
| BOARDMAN   | JOHN      | 5 RED OAK DR          | BIDDY                    | TERRIER MIX   | YELLOW      | 2/21/2023  |
| BOGINO     | CHRISTINE | 3 MOUNTAIN VIEW CT    | BENTLEY                  | LABRADOR RETR | BLACK       | 9/14/2024  |
| BOND       | ALEXANDRA | 71 TIMBERLANE DRIVE   | ALBUS                    | LABRADOR RETR | MULTI-COLOR | 10/31/2025 |
| BOSTWICK   | HOLLIE    | 37 MORIN AVE          | MURPHIE                  | GOLDEN RETRIE | GOLD        | 7/27/2025  |
| BOUDLE     | NICOLE    | 18 FAIRVIEW ST        | VINNY                    | LABRADOR RETR | CHOCOLATE   | 6/1/2025   |
| BOULAY     | RAY       | 19 ROBBINS ROAD       | BEAR                     | HUSKY MIX     | SILVER      | 9/12/2025  |
| BOWEN      | JAMES     | 31 WASHINGTON ST 129  | ARROW                    | LABRADOR RETR | BLACK       | 8/30/2024  |
| BOYD       | JANET     | 695 COURT ST          | SIR GEORGE GILBERT (BOB) | FRENCH BULLDO | CREAM       | 11/2/2023  |
| BOYD       | JANET     | 695 COURT ST          | HARRISON                 | DOBERMAN PINS | RED         | 3/29/2025  |
| BOYNTON    | MARY ANN  | 38 PAKO AVE           | JACK                     | LABRADOR RETR | YELLOW      | 4/14/2024  |
| BOYNTON    | MARY ANN  | 38 PAKO AVE           | MARLEY                   | LABRADOR RETR | BLACK       | 4/14/2024  |
| BRAILEY    | NONIE     | 253 PARK AVE          | TOBY                     | MINIATURE PIN | BLACK       | 4/22/2023  |
| BRAILEY    | NONIE     | 253 PARK AVE          | ROXY                     | GERMAN SHEPHE | BLACK       | 4/23/2023  |
| BROWN      | MONIQUE   | 42 STARLING ST        | DOBEY                    | ITALIAN GREYH | MULTI-COLOR | 3/6/2023   |
| BROWN      | RICHARD   | 43 SULLIVAN ST        | DUNE                     | GREAT PYRENEE | TAN/WHITE   | 12/27/2022 |
| BRUCE      | KATHLEENE | 279 PEARL ST          | BRIGHTON                 | AUSTRALIAN CA | UNKNOWN     | 3/16/2026  |
| BRUCE      | KATHLEENE | 279 PEARL ST          | KODI                     | CORGI MIX     | BLACK       | 7/9/2023   |
| BUFFUM     | BRENDA    | 324 OLD WALPOLE RD    | LEXIE                    | BEAGLE        | MULTI-COLOR | 5/18/2025  |
| BUFFUM     | BRENDA    | 324 OLD WALPOLE RD    | TEGAN                    | JACK RUSSELL  | MULTI-COLOR | 4/3/2026   |
| BULGER     | SALLY     | 69 SCHOOL ST          | CHICO                    | TERRIER MIX   | BUFF        | 4/24/2024  |
| BUNSZEL    | CINDY     | 36 HASTINGS AVE       | KIKI                     | DACHSHUND MIX | BRINDLE     | 5/18/2023  |
| BURKE      | DIANNE    | 515 WASHINGTON ST     | LOIS                     | CHIHUAHUA     | TAN/WHITE   | 5/1/2026   |
| BURKE      | DIANNE    | 515 WASHINGTON ST     | EMMA                     | YORKIE MIX    | BUFF        | 9/21/2025  |
| BURKE      | KATHLEEN  | 29 GRANT ST           | MONIQUE                  | BOSTON TERRIE | BRINDLE     | 9/12/2024  |
| BURNARD    | CHRISTINE | 77 COLORADO ST        | BONNIE                   | GOLDEN RETRIE | GOLD        | 12/18/2022 |
| BURNARD    | CHRISTINE | 77 COLORADO ST        | PILGRIM                  | GREYHOUND     | BRINDLE     | 4/22/2025  |
| BUSSIERE   | MICHAEL   | 314 COURT ST          | FINN                     | SPRINGER SPAN | MULTI-COLOR | 3/17/2023  |
| CALHOUN    | JED       | 25 HOWARD ST          | GOOSE                    | LABRADOR RETR | BROWN/WHITE | 3/31/2023  |
| CALLAHAN   | MATTHEW   | 97 S. LINCOLN ST      | SCOOTER                  | DACHSHUND     | RED         | 9/28/2023  |
| CAMPBELL   | AMY       | 499 WASHINGTON ST     | CARL                     | AMERICAN BULL | BROWN/WHITE | 11/12/2022 |
| CANAVAN    | ROBERT    | 4 BURR AVE            | ROXIE                    | LABRADOR RETR | BLACK       | 7/23/2023  |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|            |             |                       |                |               |             |            |
|------------|-------------|-----------------------|----------------|---------------|-------------|------------|
| CANNON     | JOHN        | 15 BILLINGS AVE       | MOLLY          | CHIHUAHUA MIX | TAN/WHITE   | 12/18/2023 |
| CANNON     | JOHN        | 15 BILLINGS AVE       | EVY            | LABRADOR RETR | MULTI-COLOR | 3/29/2025  |
| CARAPUCCI  | MICHAEL     | 125 DAVIS ST APT 4    | BIANCA         | GERMAN SHEPHE | BLACK/BROWN | 4/27/2023  |
| CAREY      | MARK        | 220 ROXBURY STREET    | MEADOW         | LABRADOR RETR | MULTI-COLOR | 4/8/2024   |
| CAREY      | MATT        | 338 WEST SURRY RD     | BAILEY         | GOLDEN RETRIE | MULTI-COLOR | 4/11/2024  |
| CARLSON    | HEATHER     | 13 MCKINLEY ST        | MUMFORD        | COCKER SPANIE | BLUE MERLE  | 4/27/2023  |
| CARNEY     | HAYDEN      | 18 NEWMAN ST          | ELLA           | LABRADOR RETR | BLACK       | 11/19/2022 |
| CARROLL    | DOUGLAS     | 350 PAKO AVE          | TOBY           | GOLDEN RETRIE | GOLD        | 8/3/2024   |
| CARROLL    | DOUGLAS     | 350 PAKO AVE          | GUNNER         | LABRADOR RETR | BLACK       | 6/1/2025   |
| CARTER     | MEGHAN      | 138 ROXBURY ST APT 1  | JACKSON        | BOXER MIX     | MULTI-COLOR | 3/8/2024   |
| CARTER     | MICHAEL     | 416 COURT ST #1       | ROCKY          | COCKER SPANIE | BLACK/WHITE | 4/15/2024  |
| CARVER     | CHAD        | 61 GREENBRIAR RD      | ISABELLA       | LABRADOR RETR | RED         | 5/4/2023   |
| CHACE      | GINA        | 27 ANDOVER ST         | PEDEY          | MIXED BREED   | BROWN/WHITE | 5/6/2024   |
| CHAMBERLIN | CAMERON     | 49 BUTTERNUT DR       | BEAN           | AMER STAFFORD | BROWN/WHITE | 4/12/2023  |
| CHAPMAN    | WENDY       | 24 FOX CIRCLE         | ZOEY BOULANGER | LHASA APSO    | MULTI-COLOR | 5/23/2025  |
| CHASE      | JAIME M     | 41 SPARROW ST         | ATHENS         | AMER. STAFFOR | GRAY/WHITE  | 2/10/2024  |
| CHEEVER    | MARY        | 214 PAKO AVE          | MAYA           | SHIH TZU      | MULTI-COLOR | 5/19/2022  |
| CHICOINE   | NOAH        | 823 COURT ST          | RAEF           | SHETLAND SHEE | BLUE MERLE  | 5/28/2023  |
| CIRESOLI   | MICK        | 19 BRIDGE COURT       | JOSIE          | AMERICAN STAF | BRINDLE     | 9/28/2024  |
| CLAY       | JESSICA     | 43 PAGE ST            | VIOLET         | TERRIER MIX   | BLACK       | 5/26/2025  |
| CLAY       | JESSICA     | 43 PAGE ST            | CHLOE          | HOUND MIX     | TAN/WHITE   | 8/12/2024  |
| COHEN      | PAUL        | 42 PORTLAND STREET    | SAATCHI        | LABRADOR RETR | BLACK       | 6/24/2026  |
| COLE       | SARAH       | 100 EMERALD ST APT204 | LOLA           | AMERICAN STAF | GRAY        | 8/12/2024  |
| COLEMAN    | JOSH        | 109 ASHUELOT ST #8    | JACK           | AUSTRALIAN SH | WHITE       | 10/21/2024 |
| CONBOY     | JJ          | 100 KENDALL RD        | WINNIE         | LABRADOR RETR | CHOCOLATE   | 4/5/2026   |
| CONNELL    | STEPHANIE   | 54 DICKINSON RD       | LUNA           | LABRADOR RETR | BLONDE      | 2/10/2024  |
| COOK       | NICOLE      | 140 EASTERN AVE       | STUMPY         | LABRADOR RETR | BLACK       | 7/4/2024   |
| COOKE      | ANDREW      | 45 GREENWOOD AVE      | BAILEY         | JACK RUSSELL  | MULTI-COLOR | 12/23/2023 |
| COOKE      | ZACHARY     | 29 WASHINGTON AVENUE  | ACE            | MIXED BREED   | BLACK/WHITE | 6/4/2023   |
| COPPO      | TYLER J     | 66 ROBBINS RD         | ACE            | GERMAN SHEPHE | UNKNOWN     | 7/17/2022  |
| CORMIER    | BARBARA     | 62 ROBBINS RD         | WILLOW         | GOLDEN RETRIE | YELLOW      | 12/13/2023 |
| CORMIER    | BARBARA     | 62 ROBBINS RD         | KALI           | LABRADOR RETR | BROWN       | 12/12/2025 |
| CROTEAU    | CHRISTOPHER | 22 HIGH ST            | ROWNEN         | SHEPHERD      | BLACK       | 5/4/2025   |
| CROWDER    | TORRIE      | 21 HARRISON ST        | JUNO           | MIXED BREED   | BLACK/WHITE | 4/28/2025  |
| CURTIS     | SCOTT       | 44 WILDER ST          | MAIZY          | GOLDEN RETRIE | GOLD        | 11/18/2025 |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|                |           |                        |           |               |             |            |
|----------------|-----------|------------------------|-----------|---------------|-------------|------------|
| CUTTER         | GINGER    | 29 BLUE JAY CT         | TINA      | MALTESE MIX   | GRAY        | 4/16/2025  |
| CYR            | HEATHER   | 15 CITIZENS WAY APT. 7 | RANGER    | LABRADOR RETR | YELLOW      | 4/17/2023  |
| DANFORTH       | STARBUCK  | 14 KINGS LN            | OLIVER    | SCHNAUZER MIX | UNKNOWN     | 11/9/2022  |
| DANIELOWICH    | AMY       | 83 VALLEY ST           | GRYFFIN   | LABRADOR RETR | BLACK       | 11/11/2024 |
| DANLES         | SARAH     | 222 WEST ST APT A301   | FRANKIE   | DACHSHUND     | MULTI-COLOR | 10/29/2023 |
| DARLING-SNOW   | KELLY     | 490 WASHINGTON ST      | DIESEL    | STAFFORDSHIRE | BLACK/WHITE | 7/5/2025   |
| DAVIS          | DAWN      | 8 VICTORIA ST          | ERNIE     | PAPILLON      | TAN/WHITE   | 1/5/2024   |
| DAVIS          | STEFFANY  | 34 DALE DR             | GEMMY     | ANATOLIAN SHE | MULTI-COLOR | 1/14/2024  |
| DAWSON         | MICHAEL   | 702 MARLBORO RD        | RIZZO     | BERNESE MOUNT | MULTI-COLOR | 8/12/2023  |
| DECATUR        | JENNIFER  | 44 HILL TOP DRIVE      | BISCUIT   | GOLDEN RETRIE | GOLD        | 10/25/2024 |
| DECOFF         | KRISTEN   | 21 PRESCOTT ST         | LOLA      | LABRADOR RETR | CHOCOLATE   | 4/7/2025   |
| DEGROOT        | RON       | 237 CHAPMAN ROAD       | WESLEY    | DACHSHUND     | BROWN       | 9/6/2025   |
| DEJESUS        | BRIAN     | 50 RULE ST             | LOLA      | AMER. STAFFOR | BLACK/WHITE | 4/9/2022   |
| DEROSA         | BOB       | 205 CHAPMAN RD         | TRUDY     | AUSTRALIAN SH | MERLE       | 5/19/2025  |
| DEROSA         | BOB       | 205 CHAPMAN RD         | ROXIE     | AUSTRALIAN SH | BLACK/TAN   | 6/25/2024  |
| DESROSIERS     | JOANNE    | 179 GILSUM STREET      | BAXTER    | BICHON FRISE  | WHITE       | 2/26/2026  |
| DESROSIERS     | MICHELE   | 208 OLD WALPOLE RD     | ZOEY      | SHIH TZU MIX  | TAN/WHITE   | 2/13/2023  |
| DESROSIERS     | MICHELE   | 208 OLD WALPOLE RD     | TOBY      | CHIHUAHUA MIX | TAN/WHITE   | 8/25/2024  |
| DIONNE         | LINDA     | 792 A COURT ST         | SADIE     | SHIH TZU      | MULTI-COLOR | 10/4/2024  |
| DIONNE         | REBECCA   | 35 HASTINGS AVE        | TASHA     | COCKER SPANIE | MULTI-COLOR | 5/16/2024  |
| DOOD           | CASSIE    | 48 GRANT ST            | HARLEY    | AMER STAFFORD | FAWN        | 11/18/2024 |
| DRISCOLL       | CAROL     | 18 EASTERN AVE         | SAM       | STANDARD SCHN | BLACK       | 2/17/2025  |
| DRUMM          | BOB       | 133 SCHOOL ST          | HUNTLEY   | LABRADOR RETR | YELLOW      | 5/31/2025  |
| DUNCAN         | SHERYL    | 21 COOLIDGE ST 1       | OPAL      | NEWFOUNDLAND  | BROWN       | 5/21/2023  |
| DUNN           | SAMANTHA  | 14 NEWMAN ST           | CRUZ      | GOLDEN RETRIE | CREAM       | 5/11/2026  |
| DURHAM-GOODWIN | BARB      | 15 SPARROW ST          | BEANZEE   | DACHSHUND     | GRAY        | 9/22/2023  |
| DUSEVIC        | AMANDA    | 816 COURT ST I         | JAKE      | HAVANESE      | BROWN/WHITE | 2/22/2022  |
| EAKIN          | HEATHER   | 26 HIGHLAND AVE        | JEWEL     | LHASA APSO    | BLACK       | 9/4/2023   |
| EDAUGAL        | MICHAEL R | 64 BEAVER ST           | ZEUS      | MIXED BREED   | MULTI-COLOR | 8/16/2022  |
| EDDY           | DESIREE   | 157 GILSUM ST APT 2    | SHYLYNN   | MASTIFF MIX   | BRINDLE     | 8/4/2023   |
| EDDY           | DESIREE   | 157 GILSUM ST APT 2    | PUGGY     | PUG           | FAWN        | 7/28/2025  |
| EDDY           | KELLIE    | 63 EMERALD ST PMB467   | SHAMUS    | CHIHUAHUA     | BROWN       | 1/12/2024  |
| EDDY           | KELLIE    | 63 EMERALD ST PMB467   | BABY GIRL | CHIHUAHUA     | BROWN/WHITE | 4/16/2025  |
| ELBOURN        | PEGGY     | 29 CASTLE ST           | TINK      | MALTESE       | WHITE       | 8/29/2022  |
| ELLIS          | TODD      | 46 MANCHESTER ST       | CAPONE    | AMERICAN STAF | TAN         | 10/28/2023 |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|            |           |                           |                 |               |             |            |
|------------|-----------|---------------------------|-----------------|---------------|-------------|------------|
| ELLWOOD    | THOMAS    | 379 WEST ST               | ZIGGY           | AMERICAN STAF | FAWN        | 7/13/2022  |
| FARNUM     | JEFFREY   | 45 KINGSBURY ST           | SAMMY           | POMERANIAN    | BLACK       | 1/13/2023  |
| FERRON     | MOLLY     | 30 NORTH ST 5             | MADDOX          | LABRADOR RETR | BRINDLE     | 10/6/2022  |
| FIELDS     | ALVIN     | 29 CROSS ST #2            | SASHA           | CHIHUAHUA MIX | BLUE MERLE  | 3/10/2023  |
| FITZGERALD | JEAN      | 8 ORIOLE AVE              | MONKEY          | CHIHUAHUA     | BLUE MERLE  | 8/10/2025  |
| FLETCHER   | SKY       | 62 ROXBURY ST 331         | TOBY            | LABRADOR RETR | BLACK       | 10/14/2023 |
| FLEUETTE   | KELLY     | 9 SCHUYLER WAY            | TANNER          | GOLDENDOODLE  | GOLD        | 6/23/2025  |
| FONTAINE   | TODD      | 29 CRANBERRY RD           | SABRINA         | GERMAN SHEPHE | BLACK/TAN   | 4/3/2026   |
| FORCIER    | CHRISTINE | 15 CITIZENS WAY APT 1     | COCO            | SHIH TZU MIX  | GRAY        | 5/22/2025  |
| FORCIER    | CHRISTINE | 15 CITIZENS WAY APT 1     | ANNA            | SHIH TZU MIX  | BROWN       | 5/22/2025  |
| FORD       | NATHAN    | 168 RIVER ST              | TUGGS           | MIXED BREED   | BLACK/WHITE | 6/27/2025  |
| FORGEY     | ELISA     | 153 B WASHINGTON ST       | ATILLA          | CHIHUAHUA     | BROWN       | 8/13/2023  |
| FOSTER     | ERIN      | 135 EASTERN AVE           | GIBBY           | CHIHUAHUA MIX | TAN         | 10/9/2025  |
| FOSTER     | RANDY     | 710 MAIN ST #11           | SADIE           | YORKSHIRE TER | BLACK       | 2/7/2025   |
| FRENCH     | HANNAH    | 60 BILLINGS AVE           | BAUER           | MIXED BREED   | BRINDLE     | 4/27/2025  |
| FRENCH     | TIFFANY   | 38 BASE HILL ROAD UNIT 18 | AURE            | TERRIER MIX   | TAN         | 8/31/2023  |
| FRYE       | GERALDINE | 16 WESTLUND AVE           | WILL            | MINIATURE POO | BEIGE       | 8/22/2024  |
| FULLMER    | TRAVIS    | 64 LEVERETT STREET        | ODIN            | MIXED BREED   | UNKNOWN     | 7/29/2023  |
| GALIPEAU   | ALYSON    | 154 JORDAN RD             | MISTY           | GREAT PYRENEE | WHITE       | 1/19/2026  |
| GALLAGHER  | KELLY     | 32 VICTORIA ST            | ZEUS            | HUSKY MIX     | MULTI-COLOR | 8/3/2023   |
| GALLAGHER  | SHELLY    | 194 WYMAN ROAD            | SIR OLIVER      | RAT TERRIER   | MULTI-COLOR | 6/30/2024  |
| GALLAGHER  | SHELLY    | 194 WYMAN ROAD            | MISS MYRTLE MAY | BOSTON TERRIE | BLACK/WHITE | 6/13/2025  |
| GALLUP     | LYNNE     | 172 ELM ST                | CORT            | MINIATURE DAC | RED         | 6/28/2024  |
| GALVIN     | RILEY     | 404 WATER ST              | LOTTIE          | GOLDEN RETRIE | GOLD        | 6/7/2025   |
| GANOE      | JASMINE   | 250 ELM STREET            | LINDY           | SHELTIE MIX   | MULTI-COLOR | 5/27/2023  |
| GARCIA     | JESSICA   | 30 TROWBRIDGE RD          | ISABELLE        | CHIHUAHUA MIX | BLACK       | 6/23/2024  |
| GARCIA     | JESSICA   | 30 TROWBRIDGE RD          | OAKLEY SKYE     | AUSTRALIAN SH | BROWN/WHITE | 10/26/2025 |
| GARRETT    | KATARZYNA | 16 CRESTVIEW ST           | MACY            | MASTIFF MIX   | BLACK       | 4/17/2023  |
| GATES      | MICHELE   | 129 BASE HILL RD          | CAMERON         | BASSET HOUND  | BRINDLE     | 8/3/2025   |
| GAUVIN     | MATT      | 11 COTTAGE ST             | BEEF            | AMER. STAFFOR | TAN/WHITE   | 10/25/2025 |
| GERMAIN    | COLIN     | 222 WEST ST 225           | CHALUPA         | CHIHUAHUA     | BLACK/WHITE | 7/22/2024  |
| GILLARD    | BILL      | 14 WESTVIEW AVE           | MOOSE           | YORKSHIRE TER | BLACK/TAN   | 2/10/2025  |
| GILROY     | DOUGLAS   | 26 WILDER ST              | NUBBLE          | MIXED BREED   | BLACK/WHITE | 9/15/2025  |
| GIRROIR    | CAROLYN   | 20 LEAHY RD               | SCARLET         | AUSTRALIAN CA | BLACK       | 5/9/2026   |
| GOUGER     | COURTNEY  | 37 MAIN ST APT 4          | MOLLY           | GOLDEN RETRIE | GOLD        | 2/7/2026   |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|           |           |                       |                     |               |             |            |
|-----------|-----------|-----------------------|---------------------|---------------|-------------|------------|
| GOUZNOVA  | ANNA      | 11 BALDWIN ST APT 1   | ZEUS                | SHEPHERD      | BLACK/BROWN | 5/14/2022  |
| GRIFFUS   | JONATHAN  | 41 AVON ST            | SHAQ                | LABRADOR RETR | BLACK       | 12/23/2023 |
| GRIPPO    | ANN       | 14 PINE AVE           | MISS FRENCH         | FRENCH BULLDO | FAWN        | 3/19/2026  |
| GROSSI    | APRIL     | 483 ELM ST            | BAMBI               | AMER. STAFFOR | BRINDLE     | 7/23/2023  |
| GRUBIS    | SYDNEY    | 70 BEAVER ST APT 4    | MAGGIE              | BORDER COLLIE | MULTI-COLOR | 1/28/2024  |
| GUERRIERE | NICHOLE   | 52 SUMMIT RD APT 6    | DAKOTA              | MIXED BREED   | TAN         | 9/1/2024   |
| GUEST     | MARK      | 37 ANDOVER ST         | BELLA               | BOSTON TERRIE | BLACK       | 12/15/2025 |
| HAINES    | ALISHA    | 26 BELMONT AVE        | ANNIE               | ABYSSINIAN    | BLACK       | 11/3/2025  |
| HAINES    | ALISHA    | 26 BELMONT AVE        | EMMA                | MIXED BREED   | BLACK       | 9/14/2024  |
| HARPER    | GREGORY   | 24 SESAME ST          | NANOOK              | HUSKY/LABRADO | SABLE       | 3/20/2024  |
| HARTMANN  | SARAH N   | 32 BEAVER ST          | ROCCO               | PEKE-A-POO    | BLACK       | 11/12/2022 |
| HARTMANN  | SARAH N   | 32 BEAVER ST          | LUCY                | SHIH TZU      | WHITE       | 12/15/2024 |
| HARTMANN  | SARAH N   | 32 BEAVER ST          | LOLA                | SHIH TZU      | TAN         | 12/15/2024 |
| HASTINGS  | PATRICIA  | 110 ARCH ST #44       | LUCY                | TERRIER MIX   | WHITE       | 7/27/2024  |
| HAYER     | KURT      | 48 DICKINSON RD       | BEAR                | MIXED BREED   | TAN         | 8/1/2023   |
| HAYER     | KURT      | 48 DICKINSON RD       | CALLIE              | MIXED BREED   | BRINDLE     | 7/18/2023  |
| HAYNES    | ELIZABETH | 377 ELM ST            | WILLOW              | PUGGLE        | BROWN       | 5/10/2022  |
| HEATH     | DAISY     | 33 HOWARD CT          | RANGER              | CHIHUAHUA MIX | BLACK/TAN   | 5/24/2025  |
| HERKENHAM | LILY      | 166 SPRUCE ST #2      | POOTIE              | JACK RUSSELL  | WHITE       | 6/26/2022  |
| HICKS     | DAVID     | 76 SWANZEY FACTORY RD | JYNX                | MASTIFF MIX   | BRINDLE     | 9/14/2024  |
| HIGGINS   | SUSAN     | 11 CHARLES STREET     | KYLEE               | MINIATURE PIN | BLACK/WHITE | 8/26/2023  |
| HILOW     | LISA      | 8 HARMONY LN APT 6    | JASPER              | CHIHUAHUA     | UNKNOWN     | 9/14/2023  |
| HILOW     | LISA      | 8 HARMONY LN APT 6    | MIA                 | CHIHUAHUA     | BROWN       | 12/16/2022 |
| HOFFMAN   | JUDY      | 35 AMERICAN AVENUE    | MR. JIGGS           | MALTESE MIX   | TAN         | 9/9/2022   |
| HOLMES    | NORMA     | 8 SALISBURY RD        | WILLOW              | HUSKY         | MULTI-COLOR | 5/6/2024   |
| HOOPER    | CINDY     | 74 PARK AVE APT 1     | TOOTY               | BOSTON TERRIE | BLACK       | 8/18/2025  |
| HOOPER    | CINDY     | 74 PARK AVE APT 1     | G. O.               | TERRIER MIX   | TAN         | 8/18/2025  |
| HOOPER    | CINDY     | 74 PARK AVE APT 1     | DIESEL              | GREAT DANE    | HARLEQUIN   | 8/22/2025  |
| HOPKINS   | LOIS      | 4 JAMES HILL DR       | LILY                | DACHSHUND     | BROWN       | 6/1/2023   |
| HOUSE     | PROSPECT  | 26 WATER STREET       | GRACIE              | LABRADOR RETR | YELLOW      | 6/8/2023   |
| HOWELL    | EMILY     | 31 KNIGHT ST          | NALA                | SHIBA INU     | RED         | 9/26/2023  |
| HUBBARD   | JUANITA   | 84 SULLIVAN ST        | HANNAH              | HUSKY MIX     | BEIGE       | 4/7/2024   |
| IDE       | FREDERICK | 21 QUEENS RD          | ROCKY               | TERRIER MIX   | WHITE       | 8/2/2024   |
| JONES     | WENDE     | 38 MATTHEWS RD        | ALYSSA (AKA WILLOW) | BERNADOODLE   | MULTI-COLOR | 5/12/2022  |
| JONES     | WENDE     | 38 MATTHEWS RD        | MISSY               | BERNADOODLE   | MULTI-COLOR | 5/20/2022  |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|            |          |                       |         |               |             |            |
|------------|----------|-----------------------|---------|---------------|-------------|------------|
| KAMBOL     | AUDREY   | 130 MARTELL CT APT. 4 | SOPHIE  | BOXER         | BRINDLE     | 9/2/2024   |
| KELLEY     | ARIANNA  | PO BOX 581            | BRUIN   | TERRIER MIX   | FAWN        | 6/3/2022   |
| KELLEY     | ARIANNA  | PO BOX 581            | DAKOTA  | HUSKY         | WHITE       | 1/31/2023  |
| KELLEY     | ARIANNA  | PO BOX 581            | MOGLI   | HUSKY         | WHITE       | 4/4/2023   |
| KELLY      | SAMANTHA | 19 LIBERTY LN         | ZOEY    | LABRADOR RETR | BLACK       | 1/4/2023   |
| KENNEDY    | PATRICK  | 21 DALE DRIVE         | SYDNEY  | LABRADOR RETR | BLACK       | 10/14/2025 |
| KENNEDY    | VICTORIA | 57 MAPLE AVE          | BELLA   | AUSTRALIAN KE | MULTI-COLOR | 6/23/2023  |
| KERBER     | TRISTA   | 7 RIVERTON ST         | PENNY   | POODLE        | APRICOT     | 10/3/2024  |
| KLOPCHIN   | MIKE     | 17 MORGAN LANE        | BRANDY  | MIXED BREED   | BROWN       | 2/27/2023  |
| LACHANCE   | DENISE   | 67 ORIOLE AVE         | LUNA    | LABRADOR RETR | BLACK       | 8/11/2024  |
| LACHANCE   | DENISE   | 67 ORIOLE AVE         | STELLA  | LABRADOR RETR | BLACK       | 8/11/2024  |
| LACHANCE   | DENISE   | 67 ORIOLE AVE         | BURT    | CORGI         | SABLE       | 10/21/2023 |
| LACLAIR    | JASON    | 46 STARLING ST        | GIZMO   | SHIH TZU      | BROWN       | 4/26/2022  |
| LACLAIR    | JASON    | 46 STARLING ST        | PEACHES | SHIH TZU      | WHITE       | 4/25/2024  |
| LACLAIR    | JENNY    | 50 HILLTOP DR         | GARCIA  | SHIH TZU      | BROWN/WHITE | 7/23/2022  |
| LACLAIR    | JOEY     | 16 COBB STREET        | HANNAH  | SHETLAND SHEE | TAN         | 12/10/2024 |
| LACROIX    | DAN      | 710 HURRICANE RD      | MILLIE  | SAINT BERNARD | MULTI-COLOR | 4/6/2023   |
| LAGASSE    | RAY      | 805 ROXBURY RD        | MOLLY   | LABRADOR RETR | BLACK       | 8/24/2025  |
| LAGASSE    | RAY      | 805 ROXBURY RD        | CHARLIE | LABRADOR RETR | YELLOW      | 8/24/2025  |
| LAMBERT    | LAWYER   | 324 OLD WALPOLE RD    | TORI    | LABRADOR RETR | BLACK       | 4/17/2026  |
| LANDIS     | DANYA    | 433 ELM ST            | ALFRED  | CHIHUAHUA MIX | BROWN/TAN   | 9/9/2022   |
| LANDIS     | DANYA    | 433 ELM ST            | PENNY   | CATAHOULA     | APRICOT     | 7/28/2024  |
| LANGSTRAAT | CASEY    | 15 STARLIGHT DR       | TEWKS   | GOLDENDOODLE  | APRICOT     | 2/24/2025  |
| LAPINSKY   | JASON    | 342 HURRICANE RD      | JESSIE  | SHIBA INU     | RED         | 8/12/2022  |
| LAPINSKY   | JASON    | 342 HURRICANE RD      | RENA    | SHIBA INU     | RED         | 6/29/2024  |
| LAPLANTE   | JEREMY   | 10 MOUNTAIN VIEW CT   | POPTART | MIXED BREED   | WHITE       | 7/19/2025  |
| LAURIE     | FIONA    | 74 SOUTH LINCOLN ST   | THEO    | SAINT BERNARD | MULTI-COLOR |            |
| LECLAIR    | VICTOR   | 9 MARSHALL ST         | TUCKER  | GOLDEN RETRIE | GOLD        | 7/22/2022  |
| LEGAULT    | EMMA     | 810 COURT ST J        | DIAMOND | SHEEPDOG MIX  | MULTI-COLOR | 3/7/2023   |
| LESSER     | JONATHAN | 61 FELT ROAD          | BRIMLEY | BERNESE MOUNT | MULTI-COLOR | 4/7/2025   |
| LESSER     | JONATHAN | 61 FELT ROAD          | BAYA    | BORDER COLLIE | TAN         | 8/25/2023  |
| LESSER     | JONATHAN | 61 FELT ROAD          | MARGO   | GOLDEN RETRIE | CREAM       | 4/8/2023   |
| LINDNER    | TIFFANY  | 69 COLORADO ST        | WILLA   | AUSTRALIAN SH | MULTI-COLOR | 11/20/2025 |
| LLOYD      | NICK     | 88 SPARROW ST         | ADA     | GERMAN SHEPHE | WHITE       | 5/2/2024   |
| LLOYD      | NICK     | 88 SPARROW ST         | MARLEY  | LABRADOR RETR | WHITE       | 11/10/2022 |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|                |          |                         |         |               |             |            |
|----------------|----------|-------------------------|---------|---------------|-------------|------------|
| LORD           | ETHAN    | 81 COLONIAL DR          | WILSON  | SAINT BERNARD | BLACK/WHITE | 6/30/2025  |
| LORD           | ETHAN    | 81 COLONIAL DR          | OTIS    | GERMAN SHEPHE | BLACK       | 10/4/2023  |
| LOUGEE         | JAKE     | 154 WASHINGTON ST APT 3 | PHOEBE  | DACHSHUND MIX | DAPPLE      | 4/11/2024  |
| LOUNDER        | AMY      | 31 EDWARDS ST           | SURI    | LABRADOR RETR | CHOCOLATE   | 12/4/2022  |
| LOUNDER        | AMY      | 31 EDWARDS ST           | MAX     | CHIHUAHUA MIX | BLACK       | 2/12/2026  |
| LOUNDER        | AMY      | 31 EDWARDS ST           | COCO    | MINIATURE DAC | RED         | 5/10/2024  |
| LOUNDER        | MICHELLE | 90 ORIOLE AVE           | HUNTER  | LABRADOR RETR | YELLOW      | 9/19/2025  |
| LOUNDER        | MICHELLE | 90 ORIOLE AVE           | MAGGIE  | SHIH TZU      | CHOCOLATE   | 9/15/2025  |
| LOUNDER        | MICHELLE | 90 ORIOLE AVE           | CALLIE  | LABRADOR RETR | YELLOW      | 9/12/2025  |
| LOVES          | CHELSIE  | 22 SPRUCE ST            | MOLLY   | CHIHUAHUA MIX | BLACK/WHITE | 10/17/2024 |
| LUOPA          | DEANNA   | 6 GREEN CT              | BAUER   | SHEPHERD MIX  | BLACK/TAN   | 1/30/2023  |
| LUOPA          | DEANNA   | 6 GREEN CT              | BRUIN   | HOUND MIX     | BLACK/TAN   | 6/15/2023  |
| MACIE          | AMANDA   | 77 LAURA LN             | RAVEN   | HUSKY MIX     | BLACK       | 4/29/2022  |
| MACK           | LAURA    | 21 PINE AVE             | WINNIE  | DALMATION MIX | BLACK       | 6/2/2023   |
| MALLOY         | KATHY    | 240 COURT ST            | SULLY   | GOLDEN RETRIE | GOLD        | 1/19/2024  |
| MARCHESE       | PAUL     | 251A WATER ST           | MYA     | GERMAN SHEPHE | BLONDE      | 3/7/2025   |
| MARROTTE       | DAWN     | 18 FINCH ST             | REMMY   | LABRADOR RETR | BLACK       | 2/6/2026   |
| MARSDEN-KELLEY | DAPHNE   | 110 ARCH ST 18          | LEYA    | LABRADOR RETR | TAN/WHITE   | 11/3/2024  |
| MARTIN         | PAIGE    | 710 MAIN ST #33         | BODIE   | MINI AUSTRALI | RED         | 6/7/2022   |
| MARTIN         | SCOTT    | 136 ISLAND ST           | OLLIE   | GOLDEN RETRIE | BROWN       | 3/18/2024  |
| MASLOWSKI      | JASON    | 28 EAST DIANE DR        | BUTTERS | GOLDEN RETRIE | FOLD        | 7/15/2022  |
| MASLOWSKI      | JASON    | 28 EAST DIANE DR        | MIA     | BERNESE MOUNT | MULTI-COLOR | 8/21/2023  |
| MATHIEU        | STACIE   | 34 EASTVIEW ROAD        | ZOEY    | SHIH TZU      | BROWN       | 3/1/2026   |
| MATHIEU        | STACIE   | 34 EASTVIEW ROAD        | CHLOE   | SHIH TZU      | BLONDE      | 3/1/2026   |
| MATTE          | REBECCA  | 17 DICKINSON RD         | WILLOW  | POINTER       | CREAM       | 9/19/2025  |
| MAYNARD        | JONAS    | 247 WEST SURRY RD       | PEPPER  | AUSTRALIAN SH | BROWN/WHITE | 6/7/2026   |
| MCBREAIRTY     | HEATHER  | 57 BRADFORD RD          | DIXIE   | POMERANIAN    | CREAM       | 6/24/2024  |
| MCBREAIRTY     | HEATHER  | 57 BRADFORD RD          | DOZER   | POMERANIAN    | BLACK       | 6/15/2024  |
| MCBREAIRTY     | HEATHER  | 57 BRADFORD RD          | DIOR    | AMER. STAFFOR | SILVER      | 4/19/2025  |
| MCCONNELL      | DANIELLE | 30 SHADY LANE           | HUNTER  | BERNESE MOUNT | BLACK/TAN   | 6/2/2025   |
| MCCONNELL      | DANIELLE | 30 SHADY LANE           | WILLOW  | LABRADOR RETR | BLACK/WHITE | 10/25/2022 |
| MCDERMOTT      | KELLY    | 45 ALLEN COURT          | IZZY    | FRENCH BULLDO | GRAY        | 7/13/2024  |
| MCGUIRK        | SANDY L  | 27 ICELAND CIR          | BENNY   | MINIATURE SCH | BLACK/WHITE | 2/17/2023  |
| MCRICHIE       | ERIN     | 123 PEARL STREET UNIT C | STORM   | HUSKY         | MULTI-COLOR | 2/4/2025   |
| MCRICHIE       | ERIN     | 123 PEARL STREET UNIT C | AURORA  | HUSKY         | MULTI-COLOR | 2/4/2025   |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|            |                 |                      |               |               |             |            |
|------------|-----------------|----------------------|---------------|---------------|-------------|------------|
| MEIKLEJOHN | THOMAS          | 19 EVANS C IR        | MAGGIE        | CORGI MIX     | BLACK/WHITE | 4/15/2025  |
| MEIKLEJOHN | THOMAS          | 19 EVANS C IR        | AILEY         | COLLIE MIX    | BLACK/WHITE | 4/15/2025  |
| MELANSON   | KASANDERA       | 470 ELM ST 1         | MIA           | MIXED BREED   | BLACK/BROWN | 9/13/2022  |
| MILANO     | MARGARET        | 86 FRANKLIN ST       | REMMY         | LABRADOR RETR | BLACK       | 1/25/2023  |
| MILLER     | KATHLEEN        | 42 VALLEY ST         | CASH          | HOUND MIX     | TAN         | 2/22/2026  |
| MILLER     | KATHLEEN        | 42 VALLEY ST         | OLIVER        | SMALL MIXED B | BROWN       | 11/6/2023  |
| MILLER     | TONI            | 19 DUNBAR ST #5      | SWEETIE       | LABRADOR RETR | BLACK       | 6/5/2025   |
| MITCHELL   | KIM             | 129 EASTERN AVE      | BAXTER        | YORKSHIRE TER | APRICOT     | 5/23/2026  |
| MITCHELL   | KIM             | 129 EASTERN AVE      | CHARCOAL      | COCKER SPANIE | BLACK/WHITE | 4/25/2025  |
| MOODY      | ASHLEY          | 34 WRIGHT ST         | NALA          | LABRADOR RETR | CHOCOLATE   | 5/4/2023   |
| MOORE      | MACKENZIE       | 10 EVANS CIRCLE      | GRYFFIE       | RETRIEVER MIX | BROWN       | 10/21/2024 |
| MORASH     | LEONARD         | 110 HIGH ST APT 3    | RANGER        | SHEPHERD      | SABLE       | 8/10/2024  |
| MORGAN     | MICHELLE        | 267 PEARL ST         | AUSSIE        | AUSTRALIAN CA | MULTI-COLOR | 4/13/2023  |
| MORGAN     | MICHELLE        | 267 PEARL ST         | BANDIT        | AUSTRALIAN CA | MULTI-COLOR | 4/13/2023  |
| MORIN      | SUZANNE & JOSEP | 60 SKYLINE DR        | WILLOW        | STANDARD POOD | BLACK       | 2/26/2026  |
| MORRISON   | RACHAEL         | 7 PINEHURST AVE      | HANK          | GOLDENDOODLE  | GOLD        | 11/8/2024  |
| MORRISON   | RACHAEL         | 7 PINEHURST AVE      | SAM           | LABRADOR RETR | CHOCOLATE   | 4/16/2026  |
| MORRISON   | RACHAEL         | 7 PINEHURST AVE      | CHARLIE       | LABRADOR RETR | GOLD        | 4/16/2026  |
| MORTON     | CYNTHIA         | 70 DAVIS STREET #1   | PENELOPE JANE | LABRADOR RETR | BLACK       | 1/20/2024  |
| MOTA       | KATHY E         | 31 VINE ST           | KEI           | AMERICAN STAF | BLACK/WHITE | 3/20/2022  |
| MOTA       | KATHY E         | 31 VINE ST           | LUNA          | AMERICAN STAF | BROWN/TAN   | 5/6/2022   |
| MUGFORD    | ANN             | 272 OLD WALPOLE RD   | LUCY          | LABRADOR RETR | MULTI-COLOR | 1/16/2023  |
| MURDOCK    | ANDREA          | 11 WOODRIDGE ROAD    | SADIE         | BERNADOODLE   | BLACK/WHITE | 9/1/2024   |
| MURDOCK    | ANDREA          | 11 WOODRIDGE ROAD    | ROXY          | BERNADOODLE   | MULTI-COLOR | 3/9/2025   |
| MURDOCK    | ANDREA          | 11 WOODRIDGE ROAD    | BAILEY        | BERNADOODLE   | MERLE       | 1/19/2023  |
| MURDOCK    | SHELLEY         | 12 STARLING ST       | WALKER        | BLUE TICK HOU | BLUE        | 6/2/2026   |
| MURPHY     | SCOTT E         | 23 MECHANIC ST APT 3 | FLOKI         | AMER STAFFORD | TAN/WHITE   | 8/18/2025  |
| NEGRON     | LOUIS           | 21 ELLIOT STREET     | OZZY          | CHIHUAHUA MIX | GOLD        | 10/26/2022 |
| NELSON     | GRIFFEN         | 11 CHICKADEE COURT   | SILAS         | AUSTRALIAN CA | BRINDLE     | 7/10/2023  |
| NETHERS    | RANDOLPH        | 18 WORCESTER ST      | HANNAH        | YORKIE MIX    | TAN         | 6/21/2024  |
| NEWELL     | SAMANTHA        | 690 COURT ST         | SHERMAN       | SHIH TZU MIX  | BLACK/WHITE | 4/26/2025  |
| NICHOLAS   | JENNY           | 18 FOXWOOD AVE       | KALA          | JACK RUSSELL  | MULTI-COLOR | 10/14/2024 |
| NICHOLAS   | JENNY           | 18 FOXWOOD AVE       | JOSIE         | MIXED BREED   | WHITE       | 4/10/2026  |
| NICKERSON  | CHRIS           | 158 PAKO AVE         | COACH         | CHIHUAHUA MIX | BRINDLE     | 7/1/2023   |
| NICKERSON  | CHRIS           | 158 PAKO AVE         | ARMANI        | CHIHUAHUA MIX | WHITE       | 2/3/2024   |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|           |          |                    |           |               |             |            |
|-----------|----------|--------------------|-----------|---------------|-------------|------------|
| NICKERSON | CHRIS    | 158 PAKO AVE       | CAGNEY    | TERRIER MIX   | MULTI-COLOR | 2/3/2024   |
| NICKERSON | CHRIS    | 158 PAKO AVE       | SADIE     | POMERANIAN MI | BLACK/WHITE | 7/1/2023   |
| OAKES     | JULIE    | 43 NEWMAN ST       | BLU       | HOUND MIX     | BLACK       | 2/1/2025   |
| OAKES     | JULIE    | 43 NEWMAN ST       | GIZELLE   | COON HOUND    | TAN         | 3/6/2025   |
| O'BRIEN   | KIRSTIN  | 83 DOUGLASS ST     | SQUINTS   | HAVANESE MIX  | BEIGE       | 6/6/2026   |
| O'REAGAN  | DARLENE  | 314 ELM STREET     | CHEWY     | GERMAN SHEPHE | UNKNOWN     | 5/10/2022  |
| OU        | SOTHY    | 390 WATER ST       | LUNA      | GERMAN SHEPHE | MULTI-COLOR | 10/20/2022 |
| OUELLETTE | JULIE    | 13 WARD CIR        | SHAY      | ROTTWEILER MI | BLACK       | 4/26/2025  |
| OXFORD    | KEVIN    | 38 CONCORD HILL DR | LILLY     | LABRADOR RETR | CHOCOLATE   | 6/16/2023  |
| PAQUETTE  | THOMAS   | 19 FOWLER ST       | FORREST   | GOLDEN RETRIE | GOLD        | 2/15/2026  |
| PAQUIN    | TODD     | 111 NORTH ST       | LOKEN     | SIBERIAN HUSK | GRAY/WHITE  | 6/9/2023   |
| PATNAUDE  | SHARI    | PO BOX 887         | PIPER     | AMER. STAFFOR | BLUE MERLE  | 3/20/2025  |
| PATNAUDE  | SHARI    | PO BOX 887         | REMINGTON | LARGE MIXED B | MULTI-COLOR | 3/15/2025  |
| PATNAUDE  | SHARI    | PO BOX 887         | BROOKLYN  | COCKER SPANIE | BLACK       | 3/20/2025  |
| PATNAUDE  | SHARI    | PO BOX 887         | MAYA      | CHINESE SHAR  | BLUE MERLE  | 7/5/2023   |
| PATNAUDE  | SHARI    | PO BOX 887         | BRANDIE   | REDBONE COONH | RED         | 3/20/2025  |
| PATNAUDE  | SHARI    | PO BOX 887         | OAKLEY    | AMERICAN BULL | UNKNOWN     | 3/15/2025  |
| PATNAUDE  | SHARI    | PO BOX 887         | SAVANNA   | AMERICAN BULL | FAWN        | 3/15/2025  |
| PATNAUDE  | SHARI    | PO BOX 887         | IVY       | TERRIER       | BLACK/WHITE | 7/3/2024   |
| PAUZE     | BILLY    | 209 BAKER ST       | BRUNO     | LABRADOR RETR | BLACK/WHITE | 2/1/2024   |
| PEREZ     | VIRGINIA | 33 SESAME ST       | MISSY     | BOXER         | FAWN        | 7/19/2023  |
| PERRAULT  | KIM      | 54 COLONIAL DRIVE  | SOPHIE    | TERRIER       | BLUE MERLE  | 5/30/2025  |
| PERRAULT  | KIM      | 54 COLONIAL DRIVE  | DAISY     | GOLDENDOODLE  | GOLD        | 5/23/2023  |
| PERRY     | CAROLINE | 28 BAKER ST        | LUNDA     | BOXER MIX     | BRINDLE     | 10/13/2024 |
| PICKERING | DEBBIE   | 16 CHURCH ST 4B    | HYDROX    | SHIH TZU      | MULTI-COLOR | 8/25/2025  |
| PIISPANEN | STEVE    | 543 MAIN ST        | LUCITA    | CHIHUAHUA     | BROWN/WHITE | 12/23/2022 |
| PIPER     | LARRY    | 306 WEST SURRY RD  | CYRUS     | GOLDEN RETRIE | GOLD        | 4/30/2023  |
| POSNER    | AMY      | 158 RIVER ST       | RUDY      | SPRINGER SPAN | GRAY        | 9/29/2022  |
| POTTER    | TARA     | 85 LAURA LANE      | MILO      | GERMAN SHEPHE | TAN         | 6/12/2023  |
| PREVOST   | TROY     | 100 BUTTERNUT DR   | ASTRO     | LABRADOR RETR | BRINDLE     | 3/2/2023   |
| RABIDEAU  | DONNA M  | 87 DAVIS ST APT A  | LILLY     | LABRADOR RETR | BLACK/WHITE | 2/26/2024  |
| RABIDEAU  | DONNA M  | 87 DAVIS ST APT A  | ZORRO     | GERMAN SHEPHE | SABLE       | 3/18/2023  |
| RAMOS     | SAMUEL   | 140 ROXBURY ST     | ARIA      | LABRADOODLE   | CREAM       | 4/9/2026   |
| REDFIELD  | SANDY    | 26 CITIZENS WAY #2 | JACK      | DACHSHUND (LO | TAN         | 3/30/2022  |
| REGAN     | LACEE    | 3 AVALON PLACE     | REMINGTON | MIXED BREED   | BLACK       | 1/11/2023  |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|              |           |                       |           |               |             |            |
|--------------|-----------|-----------------------|-----------|---------------|-------------|------------|
| REGENTINE    | SALLY     | 51 MAIN ST 2A         | LUNA      | GERMAN SHEPHE | BLONDE      | 6/13/2024  |
| RICHARDS     | RON       | 23 GREEN ACRES RD     | REMI      | BEAGLE        | MULTI-COLOR | 4/22/2024  |
| RICHARDS     | TANA      | 222 WEST ST #109      | MURPHY    | SHIH TZU      | BROWN       | 3/12/2023  |
| RILEY        | LAURIE    | 46 CRESCENT ST        | BUDDY     | MINIATURE PIN | RED         | 6/11/2023  |
| RILEY        | STEVEN D  | 41 PROBATE ST         | ROCKY     | AUSTRALIAN SH | BLACK/WHITE | 5/17/2025  |
| RITCHIE      | STEPHANIE | 8 SALISBURY RD        | MINGUS    | LABRADOR RETR | BLACK       | 5/13/2023  |
| RIVET        | ANNA      | 642 MARLBORO RD APT 2 | MILO      | SAINT BERNARD | MULTI-COLOR | 11/18/2022 |
| ROBERTS      | PHYLICIA  | 103 ISLAND ST         | CHUWBAKA  | LHASA APSO    | GRAY        | 9/28/2024  |
| ROBERTS      | PHYLICIA  | 103 ISLAND ST         | ZLOTY     | BELGIAN MALIN | BRINDLE     | 1/16/2024  |
| ROCHETTE     | KATE      | 167 MARLBORO ST       | SORELLE   | LABRADOR RETR | BLACK       | 10/12/2023 |
| RODRIGUEZ    | JEANMARIE | 19 STARLING ST        | DERBY     | SHIH TZU      | BLACK       | 11/30/2023 |
| RODRIGUEZ    | JEANMARIE | 19 STARLING ST        | NINA      | MIXED BREED   | BROWN/TAN   | 11/30/2023 |
| ROGERS       | DEVON     | 10 PITCHER ST         | JAX       | DOBERMAN PINS | BLACK       | 7/8/2023   |
| ROGERS       | DEVON     | 10 PITCHER ST         | ELLIE     | ENGLISH BULLD | BLACK       | 1/9/2025   |
| ROGERS       | KATHLEEN  | 526 ELM ST            | WILLIE    | SHIH TZU MIX  | WHITE       | 11/3/2023  |
| ROUSE        | EMMA      | 222 WEST ST A304      | JODSE     | LABRADOR RETR | YELLOW      | 5/28/2022  |
| RUTTER       | JENA      | 30 WETMORE STREET     | BOGART    | LABRADOR RETR | YELLOW      | 4/23/2023  |
| SAGER        | JAMES     | 12 BROOK ST           | BUDDY     | MIXED BREED   | GOLD        | 1/28/2023  |
| SAN SOUCIE   | VIRGINIA  | 175 LIBERTY LN        | CASH      | PUGGLE        | TAN         | 1/19/2026  |
| SANDERSON    | AMBER     | 14 SHADOW LN          | IZZY      | TERRIER MIX   | WHITE       | 4/7/2023   |
| SAVARD       | MELINDA   | 109 ISLAND ST 2ND FL  | ROSIE     | LABRADOR RETR | SABLE       | 2/5/2024   |
| SAVARD       | MELINDA   | 109 ISLAND ST 2ND FL  | CASH      | LABRADOR RETR | CHOCOLATE   | 10/23/2022 |
| SAYAN        | REBECA    | 464 WASHINGTON ST     | LUNA      | COCKAPOO      | BLACK/WHITE | 3/31/2023  |
| SCHNEIDER    | GARY      | 5 WOODBURY ST         | MAX       | BOXER         | BRINDLE     | 4/24/2022  |
| SCULLY       | SARAH     | 144 HIGH ST           | LAYLA     | GREAT PYRENEE | WHITE       | 8/19/2023  |
| SCULLY       | SARAH     | 144 HIGH ST           | DAISY     | GREAT DANE    | WHITE       | 8/19/2023  |
| SCULLY       | SARAH     | 144 HIGH ST           | PEPPER    | MOUNTAIN CUR  | BROWN       | 2/24/2023  |
| SEGRAVE-DALY | CHRIS     | 18 BEECH ST           | ANNIE     | GOLDENDOODLE  | BLACK       | 8/4/2024   |
| SHAFFER      | ERIK      | 253 GILSUM ST         | MAZIE     | GOLDEN RETRIE | GOLD        | 11/21/2022 |
| SHAW         | ATHENA    | PO BOX 15             | AXLE      | CHIHUAHUA     | BLACK       | 11/9/2024  |
| SHAW         | JEAN      | 48 VALLEY ST          | BUDDY     | JACK RUSSELL  | MULTI-COLOR | 6/3/2023   |
| SILVERBERG   | KAREN     | 63 ROBBINS RD         | COCO BEAN | CHIHUAHUA MIX | CHOCOLATE   | 4/13/2026  |
| SILVERBERG   | KAREN     | 63 ROBBINS RD         | UKKO      | FINNISH SPITZ | RED         | 4/13/2026  |
| SIMONEAU     | ALANNAH   | 100 ARCH STREET       | BAILEY    | HOUND MIX     | BLACK/WHITE | 12/20/2024 |
| SIMONEAU     | LORRETTA  | 40 PINE AVE           | GEORGIA   | CHIHUAHUA     | BUFF        | 6/29/2023  |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|           |           |                      |          |               |             |            |
|-----------|-----------|----------------------|----------|---------------|-------------|------------|
| SIMONEAU  | LORRETTA  | 40 PINE AVE          | THEODORE | CHIHUAHUA MIX | BLACK       | 6/29/2023  |
| SNOW      | BRANDON   | 156 GEORGE ST        | MAX      | ROTTWEILER    | BLACK       | 5/9/2023   |
| SOLOMON   | KAYLEIGH  | 123 GILSUM ST        | CRUZ     | TERRIER MIX   | GOLD        | 4/8/2023   |
| SOLOMON   | KAYLEIGH  | 123 GILSUM ST        | DIESEL   | AMER. STAFFOR | BLACK       | 10/9/2025  |
| SOUTHER   | DAVID     | 82 MEADOW RD 127     | ROCKO    | TERRIER       | MULTI-COLOR | 5/23/2023  |
| STATON    | NICOLE    | 74 MEADOW RD APT 9   | KASH     | CHIHUAHUA MIX | BLACK       | 5/2/2026   |
| STEFANIK  | SARA      | 49 RULE ST           | PIXIE    | LABRADOR RETR | BLACK       | 12/14/2025 |
| STETSON   | SUZANNE   | 44 COOLIDGE ST       | GIGI     | LABRADOR RETR | BROWN       | 3/27/2025  |
| STEVENS   | LUCAS     | 188 GILSUM ST APT. 2 | XENA     | DOBERMAN PINS | RED         | 12/25/2022 |
| STEVENS   | LUCAS     | 188 GILSUM ST APT. 2 | ROME     | DOBERMAN PINS | FAWN        | 12/25/2022 |
| STEWART   | REBECCA   | 34 MCKINLEY ST       | BASILONE | AMERICAN STAF | BRINDLE     | 8/24/2023  |
| STOCKTON  | SANDY     | 32 AMERICAN AVE      | BAILEY   | LABRADOR RETR | BLACK       | 4/25/2025  |
| STRAW     | SARAH     | 100 EASTERN AVE      | CHLOE    | MINIATURE POO | CHOCOLATE   | 5/4/2025   |
| STURK     | JESSICA   | 508 MARLBORO ST #2   | CHARLIE  | CHIHUAHUA MIX | TAN/WHITE   | 6/8/2023   |
| SWAHNBERG | RICHARD   | 19 FELT RD           | LOTTIE   | BELGIAN MALIN | BLACK       | 5/16/2026  |
| SWEENEY   | MARYBETH  | 186 NORTH STREET     | HONEY    | AMERICAN STAF | BLACK       | 9/28/2024  |
| TARR      | SARAH     | 105 PAKO AVE         | MOLLY    | MIXED BREED   | BLACK/WHITE | 1/21/2023  |
| THOMAS    | JOHN      | 61 DICKINSON RD      | ZEUS     | AMERICAN STAF | WHITE       | 1/4/2025   |
| THORNBLAD | VERNON    | 116 ELM ST           | OLLIE    | BOSTON TERRIE | BLACK/WHITE | 9/17/2025  |
| TINNIN    | LARRY     | 2 MAGNOLIA WAY       | BAILEY   | BEAGLE MIX    | TAN         | 1/22/2023  |
| TISDALE   | DEBRA     | 54 HANOVER ST        | ADDIE    | BOSTON TERRIE | BRINDLE     | 3/26/2023  |
| TISDALE   | DEBRA     | 54 HANOVER ST        | SASSY    | CHIHUAHUA     | MULTI-COLOR | 3/21/2024  |
| TODD      | TERRI     | 95 WYMAN RD 3206     | PEPPER   | CAVALIER KING | MULTI-COLOR | 1/29/2024  |
| TOEPFER   | BRIDGETT  | 230 DARLING RD       | SAM      | GOLDEN RETRIE | GOLD        | 1/9/2023   |
| TOUSLEY   | ARLON     | 546 WASHINGTON ST    | LOUIE    | AMER. STAFFOR | MULTI-COLOR | 5/17/2024  |
| TREMBLAY  | LOUIS F   | 321 ELM STREET       | RUGER    | LABRADOR RETR | MULTI-COLOR | 12/29/2022 |
| TREMBLAY  | TODD      | 47 PARK AVE          | ZEUS     | GERMAN SHEPHE | MULTI-COLOR | 6/16/2022  |
| TUTTLE    | DUSTIN    | 379 WEST STREET      | KING     | AMERICAN STAF | GRAY/WHITE  | 12/4/2023  |
| VIERA     | ABIGAIL   | PO BOX 296           | SHEEBA   | LABRADOR RETR | YELLOW      | 5/18/2023  |
| WALKER    | CHRIS     | 64 CARPENTER ST      | OONA     | LABRADOR RETR | BLACK       | 6/3/2022   |
| WATERS    | SHANNON   | 7 STEARNS RD         | ANGEL    | CHIHUAHUA     | TAN         | 5/5/2026   |
| WEAVER    | MEGAN     | 532 MARLBORO ST      | THEO     | GOLDEN RETRIE | GOLD        | 12/28/2023 |
| WEBSTER   | SHARON    | 18 BLUE JAY CT       | LADYBUG  | GERMAN SHEPHE | BLACK       | 5/6/2023   |
| WEBSTER   | SHARON    | 18 BLUE JAY CT       | BUDDY    | SCHIPPERKE    | BLACK       | 5/6/2023   |
| WEEKS     | JESSICA J | 46 EAST DIANE DR     | BAILEY   | LABRADOR RETR | WHITE       | 11/1/2024  |

2023 Dog Warrant  
Existing Dog Owners/Non-Renewals

|            |           |                       |           |               |             |            |
|------------|-----------|-----------------------|-----------|---------------|-------------|------------|
| WELCH      | ALICIA    | 124 ELM ST            | LULU      | CHIHUAHUA MIX | BLUE MERLE  | 5/24/2025  |
| WELCH      | ALICIA    | 124 ELM ST            | SOPHIE    | CHIHUAHUA     | GRAY        | 7/13/2023  |
| WESCOTT    | KAREN     | 22 PRESCOTT ST        | BELLE     | LHASA APSO    | TAN         | 6/24/2023  |
| WESCOTT    | KAREN     | 22 PRESCOTT ST        | MAGGEY    | CHIHUAHUA/TER | RED/WHITE   | 6/13/2024  |
| WESCOTT    | KAREN     | 22 PRESCOTT ST        | BEAR      | POMERANIAN    | TAN         | 12/28/2024 |
| WHITCOMB   | TAMMY     | 379 WEST ST           | SASHA     | AMER STAFFORD | BROWN/WHITE | 3/1/2025   |
| WHITNEY    | DAVID     | 220 WINCHESTER ST     | CHEWY     | AKITA         | MULTI-COLOR | 12/22/2024 |
| WHITTEMORE | SUSAN     | 122 SCHOOL ST         | JOSEY     | COLLIE MIX    | TAN/WHITE   | 3/1/2025   |
| WILDOVE    | MARTHA    | 22 STARLING ST        | NESSA     | MALTESE       | WHITE       | 7/7/2023   |
| WILLETT    | JUDY      | 219 WEST SURRY RD     | LEO       | CHIHUAHUA     | BROWN       | 8/17/2024  |
| WILLEY     | AMY       | 42 TROWBRIDGE RD      | JUBILEE   | AMERICAN STAF | RED/WHITE   | 10/13/2022 |
| WILMOTT    | JESSIE    | 4 BURR AVE            | DAG       | HUSKY MIX     | BLACK       | 7/31/2023  |
| WILSON     | KORA      | 9 SCHULT STREET       | ABIGAIL   | AUSTRALIAN KE | MULTI-COLOR | 8/15/2022  |
| WILSON     | REMINGTON | 123 GEORGE ST         | COPPER    | BEAGLE MIX    | BROWN       | 4/3/2025   |
| WOLF       | HANA      | 222 WEST ST 120       | MOCHI     | POODLE MIX    | BROWN/WHITE | 4/18/2024  |
| WOOD       | JAMES     | 11 WOODBURY STREET    | BELLA     | MIXED BREED   | BLACK       | 9/2/2024   |
| WOOD       | JAMES     | 11 WOODBURY STREET    | BIG MOMMA | POTCAKE       | TAN         | 6/27/2023  |
| WOODS      | JILLIAN   | 48 WOODLAND AVE       | REY       | DALMATIAN     | BLACK/WHITE | 10/15/2022 |
| YEATON     | KIRSTEN   | 71 UNION STREET APT C | BEAR      | HUSKY MIX     | GOLD        | 7/21/2023  |
| YELL       | TANYA     | 83 SPRUCE ST          | CLEO      | MIXED BREED   | UNKNOWN     | 1/20/2023  |
| YOUNG      | MICHELLE  | 431 ELM ST            | DOZER     | AMER. STAFFOR | BLACK       | 9/8/2024   |
| YOUNG      | MICHELLE  | 431 ELM ST            | LOLA      | COCKER SPANIE | TAN         | 9/8/2024   |
| ZAMBONI    | NATALIE   | 40 WOODBURN ST APT 32 | LOKI      | TERRIER MIX   | BLACK/WHITE | 11/11/8202 |
| ZECHA      | DARCEY    | 28 SALISBURY ROAD     | ABBEY     | POODLE MIX    | BROWN       | 11/29/2025 |

2023 Dog Warrant  
New Dog Owners

| Owner Last Name | Owner First Name | Owners Address      | Dog Name   | Breed         | Color       | Rabies Expires |
|-----------------|------------------|---------------------|------------|---------------|-------------|----------------|
| ALEXANDER       | STEVE            | 115 BUTTERNUT DR    | CARMEL     | TERRIER MIX   | BLACK/WHITE | 9/25/2025      |
| ARSENAULT       | NICK             | 238 BASE HILL RD 22 | JAX        | GOLDEN RETRIE | GOLD        | 7/6/2025       |
| ASH             | MIA              | 27 KINGSBURY ST     | MOLLY      | BERNESE MOUNT | MULTI-COLOR | 1/12/2024      |
| BAILEY          | KELLY            | 63 WILDER ST APT 2  | CALLIE     | TERRIER MIX   | UNKNOWN     | 10/17/2023     |
| BEAUREGARD      | CHUCK            | 524 WASHINGTON ST 2 | SARGE      | LABRADOR RETR | BRINDLE     | 7/10/2023      |
| BEMIS           | CHRISTINE        | 8 SULLIVAN ST       | BO         | LABRADOR RETR | CHOCOLATE   | 11/17/2023     |
| BEMIS           | MATT             | 92 VICTORIA ST      | BENTLEY    | ENGLISH BULLD | FAWN        | 10/31/2025     |
| BERGERON        | ROBERT           | 92 FRANKLIN ST      | MADDIE MAY | LABRADOR RETR | BLACK       | 9/2/2025       |
| BEST            | HEATHER          | 183 KENNEDY DR      | TULIP      | SHIH TZU MIX  | WHITE       | 8/17/2023      |
| BLANCATO        | LORI             | 21 STARLING ST      | LOKI       | AUSTRALIAN SH | GRAY/WHITE  | 2/27/2026      |
| BOULE           | COREY            | 110 N LINCOLN ST    | PETE       | RAT TERRIER   | BLACK/WHITE | 12/27/2023     |
| BOULE           | COREY            | 110 N LINCOLN ST    | HENRY      | CHIHUAHUA MIX | BROWN/TAN   | 6/2/2025       |
| BROWN           | ALICIA           | 47 HOOPER ST        | BAILEY     | LABRADOR RETR | BLACK       | 9/20/2023      |
| BRUSH           | LEE              | 291 MAIN ST         | TARZAN     | DACHSHUND MIX | BROWN       | 2/15/2024      |
| BURBANK         | SCOTT            | 19 GROVE ST         | ROCKO      | AMERICAN BULL | BLACK/BROWN | 10/27/2023     |
| BURKE           | LILLIAN          | 46 EDWARDS ST       | WINSTON    | MINIATURE DAC | BLACK/BROWN | 5/9/2025       |
| CARRIER         | VANESSA          | 49 BILLINGS AVE     | POSIE      | BERNADOODLE   | UNKNOWN     | 10/20/2023     |
| CIUFFETELLI     | DANIELLA         | 810 COURT ST        | VIOLET     | GOLDENDOODLE  | BLACK       | 9/26/2023      |
| COMMERET        | KARAIN           | 4 TANNER RD         | CINNAMON   | BERNESE MOUNT | MULTI-COLOR | 8/3/2025       |
| COMMERET        | KARAIN           | 4 TANNER RD         | BLUEBERRY  | GREAT PYRENEE | WHITE       | 4/28/2025      |
| CONBOY          | JJ               | 100 KENDALL RD      | LUCY       | GREAT PYRENEE | WHITE       | 3/6/2026       |
| COOK            | JOHN             | 24 WETMORE ST       | LAYLA      | SHEPHERD/LABR | BLACK       | 11/7/2023      |
| COUTURE         | BRIANA           | 222 WEST ST         | DAISY      | CHIHUAHUA MIX | TAN/WHITE   | 8/12/2023      |
| CRAFT           | MORGAN           | 95 CROSS ST         | WINSTON    | GERMAN SHEPHE | BROWN/TAN   | 4/18/2024      |
| CREEKMORE       | MARK             | 222 WEST ST 128     | KELLY      | MIXED BREED   | MULTI-COLOR | 9/5/2025       |
| DANIELOWICH     | JOHN             | 176 LIBERTY LN      | ASH        | LABRADOR RETR | BLACK/WHITE | 3/5/2026       |
| DITULLIO        | ANTHONY          | 58 OLD WALPOLE RD   | JAGGER     | LABRADOR RETR | BLACK       | 1/11/2024      |
| DRISCOLL        | RYAN             | 121 MEADOW RD 7     | RAE        | TERRIER MIX   | BRINDLE     | 4/10/2024      |
| DUBE            | ASHLEY           | 42 BLAKE ST         | NOVA       | TERRIER MIX   | BLACK       | 1/13/2024      |
| DUNSHEE         | KYLE             | 23 E. DIANE CIR     | CHARLIE    | ROTTWEILER    | BLACK/TAN   | 1/12/2024      |
| FRANCIS         | JAIME            | 1 SHADY LN          | TOBY       | CHIHUAHUA MIX | BROWN       | 11/6/2025      |
| FROST           | ALEX             | 30 FAIRBANKS ST     | ODIE       | LEONBERGER    | BLACK/TAN   | 1/16/2026      |
| FROST           | ALEX             | 30 FAIRBANKS ST     | ROSCO      | HUSKY MIX     | WHITE       | 9/27/2025      |

2023 Dog Warrant  
New Dog Owners

|           |            |                       |                         |               |             |            |
|-----------|------------|-----------------------|-------------------------|---------------|-------------|------------|
| GALLAGHER | BRENNA     | 109 WINCHESTER ST     | ARES (PRONOUNCED ARIES) | AMER STAFFORD | MULTI-COLOR | 2/26/2026  |
| GERMANA   | NICK       | 206 BAKER ST          | REMY                    | MIXED BREED   | BROWN/WHITE | 9/28/2025  |
| GRAVES    | ASHLEY     | 288 HURRICANE RD      | MEZZALUNA               | LABRADOR RETR | CHOCOLATE   | 5/20/2024  |
| GREEN     | SYBIL      | 11 NELSON ST          | SUNSHINE                | GOLDEN RETRIE | GOLD        | 9/9/2023   |
| GREENWALD | JENNIFER   | 39 CONCORD HILL DR    | OLIVER                  | GOLDEN RETRIE | RED         | 9/19/2025  |
| GUYER     | CARRI      | 22 SPRUCE ST          | DECKER                  | LABRADOR RETR | YELLOW      | 5/8/2025   |
| HOGAN     | JACKSON    | 17 ADAMS ST APT 1     | GIA                     | TERRIER       | BRINDLE     | 4/26/2023  |
| JEWELL    | DYLAN      | 30 HART PLACE         | WINNIE                  | POMERANIAN    | CREAM       | 7/26/2025  |
| JEWELL    | DYLAN      | 30 HART PLACE         | OTIS                    | GREAT PYRENEE | BLACK/WHITE | 9/19/2024  |
| KOSKI     | STEPHEN    | 93 SULLIVAN ST        | TWIX                    | MIXED BREED   | WHITE       | 4/16/2025  |
| KRUSE     | BONNIE     | 73 LEVERETT ST        | COCONUT                 | CHIHUAHUA MIX | TAN         | 3/12/2026  |
| LACHANCE  | CAMERON    | 5 WARD CIRCLE         | TANK                    | BOXER         | BLACK/WHITE | 10/17/2025 |
| LAPLUME   | JACQUELINE | 8 MARGUERITE ST       | TROUT                   | GOLDENDOODLE  | RED         | 8/4/2023   |
| LAUNEN    | LOREN      | 11 INGALLS ST         | TOBY                    | MIXED BREED   | BROWN       | 9/1/2025   |
| LAWRENCE  | GILLIAN    | 103 BEAVER ST         | CHARLOTTE               | HAVANESE      | BLACK/TAN   | 5/23/2025  |
| LAZZARO   | SHANIA     | 32 FRANKLIN ST        | HARLEY                  | BEAGLE MIX    | BLACK/BROWN | 11/4/2025  |
| LEINAU    | LISA       | 21 KINGS LN           | LILLY                   | BERNADOODLE   | MULTI-COLOR | 9/7/2023   |
| LEINAU    | LISA       | 21 KINGS LN           | KUGEL                   | BERNADOODLE   | MULTI-COLOR | 9/7/2023   |
| LENT      | KYLAH      | 57 PARK AVE 1         | GEORGE                  | PUG           | FAWN        | 12/13/2025 |
| LOMBARDI  | AUTUMN     | 48 SUMMIT ST APT 6    | SHABBA                  | BULLDOG       | BROWN/WHITE | 4/14/2024  |
| LUCIER    | AJAY       | 60 CEDAR STREET       | ROCKET                  | CORGI         | YELLOW      | 6/22/2023  |
| LYNCH     | SAUDRA     | 10 OLIVO RD           | ANGEL                   | PUG           | BRINDLE     | 10/19/2025 |
| MAGUIRE   | VICKY      | 14 WORCESTER ST       | PANDA                   | POMERANIAN    | BLACK/WHITE | 10/18/2025 |
| MAGUIRE   | VICKY      | 14 WORCESTER ST       | MOXIE                   | POMERANIAN MI |             | 9/4/2023   |
| MAIELLA   | ANTHONY    | 39 VINE ST            | SERENA                  | TERRIER MIX   | BRINDLE     | 10/3/2025  |
| MASON     | MORGAN     | 135 HOWARD ST         | PENNY                   | LABRADOR RETR | TAN         | 12/20/2023 |
| MAYLIN    | SHAWN      | 107 SPARROW ST        | HOUSTON                 | SAINT BERNARD | TAN         | 2/28/2024  |
| MCCALLEY  | JENNIFER   | 296 PAKO AVE          | OTIS                    | MIXED BREED   | BLACK/WHITE | 6/26/2025  |
| MOLA      | GINO       | 1 SCHULT ST           | JESSIE                  | ITALIAN GREYH | TAN         | 9/1/2023   |
| MONROE    | KATIE      | PO BOX 112            | JOHNNY B                | MASTIFF MIX   | BRINDLE     | 3/2/2024   |
| MURDOCK   | ANDREA     | 11 WOODRIDGE ROAD     | TANNER                  | UNKNOWN       | BLACK/WHITE | 1/19/2026  |
| OLIVO     | SETH       | 82 SULLIVAN CENTER RD | BENTLEY                 | CHIHUAHUA     | TAN         | 2/27/2026  |
| OWENS     | KIM        | 222 WEST ST 101       | PINA                    | LAGATTO ROMAG | BROWN       | 2/2/2026   |
| PENNEY    | ROBIN      | 247 CHAPMAN RD        | ALVIN                   | POODLE MIX    | BLACK/WHITE | 1/17/2026  |

2023 Dog Warrant  
New Dog Owners

|           |           |                       |            |               |             |            |
|-----------|-----------|-----------------------|------------|---------------|-------------|------------|
| PLAISTED  | ED        | 43 MONADNOCK ST       | BELLA      | GOLDEN RETRIE | YELLOW      | 9/6/2025   |
| PLUMMER   | KATHLEEN  | 782 ROXBURY RD        | RUGER      | COON HOUND    | RED         | 8/29/2023  |
| POSNER    | AMY       | 158 RIVER ST          | BUDDHA     | TERRIER       | BRINDLE     | 9/2/2023   |
| RAWSON    | HEATHER   | 148 DARLING RD        | ROYAL      | TERRIER       | BRINDLE     | 1/13/2026  |
| RICHARDS  | DAN       | 43 WALNUT ST          | AUGER      | GOLDEN RETRIE | GOLD        | 9/9/2023   |
| ROKES     | ALYSE     | 68 HOWARD ST          | TUPPER     | IRISH SETTER  | GOLD        | 6/28/2025  |
| ROKES     | ALYSE     | 68 HOWARD ST          | NELLA      | COLLIE MIX    | BLACK/WHITE | 8/8/2024   |
| ROWE      | BRIANNA   | 131 BUTTERNUT DR      | ZADEN      | HUSKY MIX     | GOLD        | 6/19/2025  |
| RULE      | ANNIE     | 7 KENDALL RD          | RAE        | LABRADOR RETR | CHOCOLATE   | 1/18/2026  |
| SHEALY    | MELISSA   | 37 PROBATE ST         | LUCY       | LABRADOR RETR | CHOCOLATE   | 8/15/2025  |
| SHEALY    | MELISSA   | 37 PROBATE ST         | LOLA       | LABRADOR RETR | SILVER      | 2/27/2024  |
| SHLOSSER  | BOBBY     | 296 COURT ST #1       | BUCK       | BEAGLE MIX    | MULTI-COLOR | 1/6/2024   |
| SILAMBA   | JAIDA     |                       | RED        | BASENJI       | RED         | 9/1/2025   |
| SMITH     | DANNY     | 399 HURRICANE RD      | COLBY LYNN | GERMAN SHEPHE | BLACK/TAN   | 11/13/2025 |
| SMITH     | DANNY     | 399 HURRICANE RD      | LEO        | TERRIER MIX   | UNKNOWN     | 10/14/2023 |
| SMITH     | DANNY     | 399 HURRICANE RD      | BONNIE     | SHIH TZU      | BLACK       | 11/30/2025 |
| SOU       | KARLI     | 347 PEARL ST          | BREWER     | GOLDENDOODLE  | BROWN       | 8/28/2025  |
| SPENCER   | STACEY    | 2 WALKER STREET       | REBEL      | MIXED BREED   | WHITE       | 7/24/2023  |
| STAPLES   | MICHAEL   | 656 MAIN STREET A     | CJ         | SHEPHERD      | WHITE       | 9/25/2023  |
| STEINBURG | WARREN    | 36 CONCORD HILL DRIVE | ROXY       | POMERANIAN MI | BLACK/WHITE | 5/13/2024  |
| STEPHENS  | CHERI     | 18 ACREBROOK ROAD     | STORY      | MALTESE       | WHITE       | 9/9/2023   |
| STEPHENS  | CHERI     | 18 ACREBROOK ROAD     | AOIFE      | TERRIER       | BLACK/WHITE | 9/10/2022  |
| STROSHINE | KRISTEN   | 203 OLD WALPOLE RD    | JUNIOR     | SHIH TZU      | MULTI-COLOR | 1/16/2026  |
| SUPERIOR  | KIRA      | 20 SCHULT ST          | LUNA BEAR  | TERRIER MIX   | FAWN        | 9/19/2023  |
| THACKSTON | ANNA      | 238 BASE HILL RD      | LOUIE      | FRENCH BULLDO | BLACK/WHITE | 7/19/2025  |
| THAYER    | ELY       | 201 GUNN RD           | CHARLIE    | BOXER MIX     | BLACK/BROWN | 7/10/2025  |
| THOMPSON  | DAPHNE    | 197 WATER ST          | BELIEVE    | JACK RUSSELL  | TAN         | 3/9/2026   |
| THOMPSON  | MICHAEL   | 412 WASHINGTON ST     | ROCK       | MASTIFF MIX   | BROWN       | 10/19/2023 |
| TOBIN     | MICHELLE  | 21 FAIRBANKS ST       | SHILO      | LABRADOR RETR | TAN         | 2/6/2026   |
| TOLLE     | SCOTT     | 14 KINGS LANE         | SCARLET    | MIXED BREED   | UNKNOWN     | 6/22/2025  |
| TOWNE     | STEPHANIE | 117 WASHINGTON ST     | CHANEL     | TERRIER MIX   | WHITE       | 8/17/2025  |
| URQUHART  | ADAM      | 164 ROXBURY ST        | MILO       | AUSTRALIAN SH | BLUE MERLE  | 5/25/2023  |
| VARA-GOOD | ROZ       | 126 ADAMS ST          | REMI       | POODLE MIX    | MULTI-COLOR | 3/2/2024   |
| WAMLSEY   | ALYSSA    | 27 WILLOW ST          | SHAWNA     | HAVANESE      | WHITE       | 12/8/2023  |

2023 Dog Warrant  
New Dog Owners

|          |           |                         |        |               |             |           |
|----------|-----------|-------------------------|--------|---------------|-------------|-----------|
| WASHBURN | HILLARY   | 17 DALE DR              | SADIE  | GOLDEN RETRIE | GOLD        | 8/12/2023 |
| WHITTIER | BRANDI    | 16 BELMONT AVE          | WALKER | COON HOUND    | BLACK/TAN   | 5/31/2023 |
| WHITTIER | BRANDI    | 16 BELMONT AVE          | DUKE   | HOUND         | BRINDLE     | 5/2/2025  |
| WOOLSEY  | KIMBERLY  | 32 WASHINGTON ST        | LAYLA  | JACK RUSSELL  | UNKNOWN     | 10/3/2023 |
| WRATH    | MACKENZIE | 109 WINCHESTER ST APT 8 | GRONK  | LABRADOR RETR | BLACK/BROWN | 9/19/2025 |



# CITY OF KEENE NEW HAMPSHIRE

ITEM #G.1.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** ad hoc Charter Review Committee  
**Through:**  
**Subject:** **Municipal Charter Amendment - Municipal Primaries - Ad hoc Charter Review Committee**

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**Council Action:**

**In City Council June 15, 2023.**

**The Mayor set the public hearing before the ad hoc Charter Amendment Committee for Thursday, July 13, 2023, at 5:30PM in the Council Chamber.**

**Recommendation:**

On a vote of 5-0, the Ad Hoc Charter Amendment Committee recommends that the Mayor schedule a public hearing before the ad hoc Charter Amendment Committee to receive public comments on an amendment to the Keene City Charter that would eliminate the current language in Section 11 that authorizes the City Clerk to declare the necessity of having a Municipal Primary; and for Section 11 to be amended to require a biennial Primary for only the offices of Mayor, Ward Councilor, and At-Large Councilor with all other city ward offices to be elected at the Municipal General Election as well as a minor amendment to Section 14 to conform with the proposed revision to Section 11.

**Attachments:**

1. Proposed Charter Amendment

**Background:**

Chair Powers welcomed the City Attorney, Tom Mullins, who said he and the City Clerk, Patty Little, and their Staff worked on this proposed change. Mayor Hansel formed this Ad Hoc Committee for the purpose of reviewing and (hopefully) moving this amendment to the City Charter forward to the City Council. The City Attorney referred to a memorandum prepared by the City Clerk that was provided to the Committee. He summarized the background. In 2011, the City Council amended Section 11 of the City Charter regarding primaries, when there was additional conversation about the possibility of either eliminating the primary or limiting primaries for the public's benefit. The City Attorney explained that City elections are different than and occur in the off years of the State and Federal elections. Elections are principally governed by the City Charter. In the past, primary elections occurred prior to the general election in November. In 2011, the City Council decided for various reasons to modify the primary process to provide the City Clerk with the authority not to hold a primary under certain circumstances, specifically when there is not a contested race for the Mayor, at-large, or ward Councilors. In the years since, City Staff discovered some things, such as the fact that there was always a contested race for Mayor. So, as a practical matter, the City held a primary every year. Whether there is a primary, the City Clerk still must budget for one because the need for one is

unknown when the budget is created. If there was no primary, those funds would drop to the bottom line.

With all of this in mind, the City Attorney explained that another odd issue arose in the existing Section 11 of the Charter relative to when there is only a contest in one ward. While he said it was unlikely, it was possible theoretically, and the Charter was unclear about what should happen in that situation. While Keene is a City, it is comprised of 5 different wards, and technically—under the law—each ward is its own town. Cities are a collection of towns that formed a common City government, but each ward has all of the machinery associated with a town, including a moderator, selectmen, and a supervisor if the checklist. All of these roles exist to assist in the operation of elections. The City Attorney said that if there was only a primary in one ward, it would not make sense to have a City-wide primary, but the Charter was unclear about what would happen in that context. As a result, City Staff were coming to this Ad Hoc Committee—and ultimately the City Council and voters—with a proposition to amend the Charter. In addition to the proposed amendments to Section 11, Staff also proposed some “clean-up” amendments to Section 14.

In Section 11, Staff proposed to keep the first paragraph the same, stating that the primary should occur on the Tuesday following the first Monday of the month in October biennially preceding the municipal election. Staff proposed to eliminate the second paragraph, which was the 2011 language giving the City Clerk authority to not have a primary in the event of no contest, because it always happens. Regarding the ambiguity of an individual ward, Staff proposed replacing that language with, *“The primary ballot shall only contain the offices of Mayor, Ward Councilor and At-Large Councilor positions. All other city ward offices to be elected within each ward, being the moderators, ward clerks, selectmen, or supervisors of the checklist, shall be chosen at the municipal elections to be held on the first Tuesday following the first Monday in November commencing in the year 2025, and biennially thereafter.”*

The City Attorney said this amendment would do two things. First, this amendment declares that there would always be a primary, during which there would be listed officers, positions potentially for the Mayor, ward Councilors and at-large Council positions. He said that one advantage of having a primary is that there is a greater possibility of write-in candidates during the primary process being able to move forward; without a primary, all of those write-in candidates would be at a disadvantage because the possibility of taking an office as a write-in candidate during a general election would be less. This amendment would preserve that write-in opportunity for those officers to be listed on the ballot in each ward. The City Attorney explained that the second amendment was administrative, removing the opportunity for a primary for the ward positions: moderators, ward clerks, selectmen, and supervisors of the checklist. The City Attorney said that, frankly, this amendment was proposed because oftentimes, City Staff must work hard to get individuals to fill those positions. He said it was rare for there to be a contest for these positions, especially within each ward during the general election when there is still the opportunity to write-in candidates. The City Attorney said that in each ward during the general election, there is still the option to write-in candidates. He added that the potential for a write-in candidate to be successful during the general election just in a ward for a single election office position was higher. So, this amendment would save some money for the City because it reduces the number of names that must go on the primary ballot and therefore reduces the requirement to review each ballot for each one of these potential offices. He said this would spur some candidates nominated for these positions. The City Attorney said this amendment would eliminate that administrative aspect, while still allowing the possibility of a write-in candidate for election offices.

The City Attorney said the proposed amendment to Section 14 was a small one that eliminated the words “if any” from sections A, B, and C. Section 14 states that, *“All candidates for elective office shall be nominated in accordance with the following provisions,”* including that the names of each two

individuals from the primary who have the highest votes move forward to the general election. That would be true for the Mayor, candidates for Councilor at-large, and for the ward Councilors; the primary would select those out. The City Attorney said that one disadvantage of eliminating the primary process is the potential that a Mayor, at-large Councilor, or ward Councilor would not be elected with the majority vote. Because there would still be a primary, Section 14 contemplates that there would probably be at least two candidates moving forward. By removing “*if any*,” Section 14 would conform with Section 11 and eliminate confusion.

Regarding the elimination of “*if any*,” Councilor Remy asked if the sentence leading into Section 11, prior to the comma, should be stricken: “*Except as otherwise provided herein with respect to the primary election, the City of Keene municipal primary election shall be held.*” The City Attorney said yes, it should be stricken.

Councilor Lake asked whether there was language for the unlikely case of a tie, such as in the case of a contested primary with three candidates. The City Attorney said it was a good question, but the general answer was no, he was not aware of any specific language in the Charter about the possibility of a tie. His instinctual response was that in that problematic circumstance, it would be important to check with the Secretary of State’s office about moving all 3 candidates to a general election ballot when two people would occupy the second spot. Councilor Lake asked if there was any need to add specific language on this topic. The City Attorney said he would have to check with the Secretary of State before the public hearing as he did not recall seeing that in other Charters he had reviewed.

Chair Powers referred to a bolded paragraph in Section 11 with the last part of the sentence stricken. The City Attorney said that was recommended because it seemed to be superfluous: “*shall be held on the Tuesday following the first Monday in October, biennially, and prior to the regular municipal election which is to be held on the Tuesday following the first Monday in November in the odd-numbered years.*” Chair Powers agreed that the fewer words the better.

Councilor Chadbourne recalled a few years ago when Jay Kahn ran for office. He did not sign-up to run and he was not written-in, but there was a petition by the people. She asked whether that situation was addressed in the Charter. The City Attorney replied that an individual could petition someone in for the primary process with 50 signatures. These amendments would not change those options.

Chair Powers asked the next steps. If the Committee was ready to move forward, the City Attorney said there was a recommended motion on the memorandum and a fairly tight timeline to get this on the November ballot. At the June 15 Council meeting, Mayor Hansel would schedule a public hearing for June 29, after which the proposed amendment would be sent to the Secretary of State’s office and the Attorney General’s office. Then, there would be a City Council recommendation to put this on the November ballot. The public hearing could occur with this Ad Hoc Committee because it was appointed by the governing body for this purpose. Councilor Remy asked whether the public hearing would occur during a regular Finance, Organization, and Personnel (FOP) Committee meeting. The City Attorney stated he would investigate that option.

Councilor Madison made the following motion, which was duly seconded by Councilor Lake.

Councilor Lake clarified that the intent of the motion was to include the other amendment to strike from the first paragraph of Section 11 discussed earlier.

On a vote of 5-0, the Ad Hoc Charter Amendment Committee recommends that the Mayor schedule a public hearing before the ad hoc Charter Amendment Committee to receive public comments on an

amendment to the Keene City Charter that would eliminate the current language in Section 11 that authorizes the City Clerk to declare the necessity of having a Municipal Primary; and for Section 11 to be amended to require a biennial Primary for only the offices of Mayor, Ward Councilor, and At-Large Councilor with all other city ward offices to be elected at the Municipal General Election as well as a minor amendment to Section 14 to conform with the proposed revision to Section 11.

**PROPOSED AMENDMENT  
KEENE CITY CHARTER**

**Section 11. - Primaries.**

~~Except as otherwise provided herein with respect to the primary election, the~~ The City of Keene municipal primary election shall be held on the Tuesday following the first Monday in October, biennially, and prior to the regular municipal election which is to be held on the Tuesday following the first Monday in November in the odd-numbered years.

~~If in the election for Mayor and in the election for each ward councilor two (2) candidates or fewer, and in the election of at large City Council elections ten (10) candidates or fewer, file for such elected offices as of the close of the primary filing period, then the primary election shall be declared unnecessary by the City Clerk, who shall declare the candidates nominated and shall place their names upon the municipal general election ballot.~~

**The primary ballot shall only contain the offices of Mayor, Ward Councilor, and At-Large Councilor positions. All other city ward offices to be elected within each ward, being the moderators, ward clerks, selectmen, or supervisors of the checklist, shall be chosen at the municipal elections to be held on the first Tuesday following the first Monday in November commencing in the year 2025, and biennially thereafter.**

**Section 14. - Elections.**

All candidates for elective office shall be nominated in accordance with the following provisions:

- (a) The names of the two (2) candidates for the office of Mayor receiving the greatest number of votes cast in the primary election, ~~if any,~~ shall be printed upon the ballot to be used at the succeeding municipal election as nominees for said office.
  
- (b) The names of the ten (10) candidates for the offices of Councilor-at-Large receiving the greatest number of votes cast in the primary election, ~~if any,~~ shall be printed upon the ballot to be used at the succeeding municipal election as nominees for said offices.
  
- (c) The names of the two (2) candidates for the offices of Ward Councilor receiving the greatest number of votes cast in the primary election, ~~if any,~~ shall be printed upon the ballot to be used at the succeeding municipal election as nominees for said offices.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #J.1.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Planning, Licenses and Development Committee, Standing Committee  
**Through:**  
**Subject:** **Relating to an Amendment to the Land Development Code – Accessory Dwelling Units Ordinance O-2023-06**

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**Council Action:**

**In City Council June 15, 2023.**

**Report filed as informational. Voted unanimously for the adoption of Ordinance O-2023-06.**

**Recommendation:**

On a vote of 5–0, the Planning, Licenses, and Development Committee recommends the adoption of Ordinance O-2023-06.

**Attachments:**

1. Ordinance O-2023-06\_Adopted

**Background:**

Chair Bosley welcomed City Planner, Evan Clements, who noted that the Committee had heard about these changes multiple times, so he was available to answer questions.

Vice Chair Giacomo asked if this was the first or second reading of this Ordinance. Chair Bosley said this Ordinance already had its second reading by the City Council and was back for this Committee's final recommendation. So, Vice Chair Giacomo said there were no added changes to review. He said this was a great effort that aligned well with the Housing Needs Assessment and had been identified as a critical need in the City for a long time. The Vice Chair was glad this was being codified.

Councilor Jones said he had been a proponent of accessory dwelling units (ADUs) for a long time, since the days when they were called "mother-in-law apartments." He said that historically, property owners were in favor of ADUs because they could rent student housing. However, he thought there were protections against that. Mr. Clements replied that there was no proposal for how ADUs would be used outside of the existing requirement that the property owner live in either the principal dwelling or the ADU itself. There were no other regulations indicating who could live in an ADU.

Councilor Johnsen appreciated Councilor Jones' question because she knew there had been issues in the past, so she hoped these uses would be protected. She said she had nothing against the Keene State College students because she taught there, but she knew that student tenants could be an issue.

Chair Bosley said she would love to see Keene State College thriving in the future again and outgrowing the campus footprint, but their attendance had been reduced for a long time, during which she heard fewer complaints. She said that even the neighborhood across from the college had converted back to a more family-occupied neighborhood. Thus, in this climate, Chair Bosley thought it was less likely that ADUs would become student housing in the future, though issues could certainly arise. More so, she thought ADUs would be used by individuals or families with older parents and grandparents moving into ADUs while their kids and grandkids take over the main houses. She hoped to see more multi-generational families living on these properties with ADUs.

Vice Chair Giacomo added that for every college student that moves into an ADU, there would be one other free housing unit for the public. He thought this Ordinance would only help the City's housing needs. He acknowledged that it was possible for a college student to move into an ADU and act improperly, but he said that would be more difficult with the stipulation that the property owner must live on the property near the ADU. He reiterated how important the stipulation was for the property owner to live on-site to add some protections.

Chair Bosley asked how many permitted ADUs were in the City already and how many current applications there were. Mr. Clements did not believe there were any current building applications for ADUs. The City's Building and Zoning Official, John Rogers, indicated that there were only approximately one dozen permitted ADUs in the City for a number of reasons. Those reasons included the regulations, as well as the cost to build, which had not gone down. He said one benefit of this design type was that, while still expensive to build, ADUs were cheaper than alternatives requiring engineering, subdividing, and building a whole new house. ADUs were more viable for people to implement. Chair Bosley asked whether there was evidence that the old Ordinance might have deterred people who were interested in building ADUs, whereas this Ordinance would open the door to the possibility. Mr. Clements said he had recent conversations with residents who were looking to create new building lots but could not because the lots were substandard for subdividing. He thought ADUs provided a sort of middle ground. He cited examples of families with a member who travels often and does not need a full-time rental but could use an ADU near their families when in town. He also shared the example of a person living in the Medium Density District who wanted to subdivide to build a house for a family member, but there was not enough acreage to subdivide; that property owner was excited to learn that ADUs would be allowed soon. Chair Bosley asked, and City Staff confirmed that they had received positive feedback from the community about this option.

The City Manager, Elizabeth Dragon, provided an example. One year ago, she wanted to add an ADU at her residence in the Commerce District. While her neighborhood is residential, she was unable to add the ADU because the home was not in a single-family district. This Ordinance would add that possibility in her neighborhood.

Chair Bosley was excited to be moving in this direction, noting that having a detached capability would be a big win for many homeowners. She thought there were already a lot of detached structures that people could convert. She said that not sharing a wall with a renter is a big deal, especially for those who had lived alone for a long time. Chair Bosley thought this was a win for the community.

Hearing no public comments, Chair Bosley entertained a motion from Vice Chair Giacomo that was duly seconded by Councilor Jones.

On a vote of 5–0, the Planning, Licenses, and Development Committee recommends the adoption of Ordinance O-2023-06.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Three

AN ORDINANCE Relating to Amendments to the Land Development Code, Accessory Dwelling Units

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

That Chapter 100 of the Code of Ordinances of the City of Keene, New Hampshire, as amended, is hereby further amended by deleting the stricken text and adding the bolded and underlined text, as follows.

1. That Section 1.3.3 “Setbacks & Build-To Dimensions” of Article 1, subsection 4.e “The following structures may encroach up to 10-ft from the rear lot line of lots in residential zoning districts.” be amended as follows:
  - a. **iv. Accessory Dwelling Units, either detached or attached**
2. That Section 8.4.2.A “Accessory Dwelling Unit (ADU)” of Article 8, subsection 1 “Defined” be amended as follows:
  - a. Defined. An independent living unit ancillary to a single-family dwelling ~~unit~~ and under the same ownership as the principal dwelling unit. The unit may be an attached Accessory Dwelling Unit (ADU), located within or attached to the principal dwelling unit, or a detached ADU, located in **or as** a detached accessory building on the property.
3. That Section 8.4.2.2 “Use Standards” of Article 8, subsection c be amended as follows:
  - c. ~~Attached ADUs~~ **ADUs shall be permitted in any district and on any lot that contains a single-family dwelling. This shall include any legal non-conforming single-family dwelling.**
    - i. ~~Attached ADUs shall only be permitted in the Agriculture, Rural, Low Density, Low Density 1, Medium Density, High Density, High Density 1, Neighborhood Business, Office, Residential Preservation, and Downtown Transition Districts.~~
    - ii. ~~Attached ADUs shall have a minimum gross floor area of 400-sf. In no case shall the gross floor area exceed 800-sf.~~

4. That Section 8.4.2.2 “Use Standards” of Article 8, subsection d be amended as follows:
  - d. ~~Detached ADUs~~ **ADUs shall not exceed a maximum gross floor area of 1000-sf.**
  - i. ~~Detached ADUs shall only be permitted in the Agriculture and Rural Districts.~~
  - ii. ~~Detached ADUs shall have a minimum gross floor area of 400-sf, and, in no case, shall the floor area be greater than 50% of the gross floor area of the principal dwelling unit or greater than 1,000-sf, whichever is less.~~
  
5. That Section 8.4.2.2 “Use Standards” of Article 8, subsection f be amended as follows:
  - f. ~~No more than 2 parking spaces shall be permitted for an ADU.~~ **Only 1 parking space shall be required for an ADU.**
  
6. That Section 8.4.2.2 “Use Standards” of Article 8, subsection k be added as follows:
  - k. **An ADU is subject to the same overlying zoning district’s dimensions & siting, buildout, and height requirements, as permitted by RSA 674:72, that would be required for a single-family dwelling without an ADU. In the case of zoning districts that do not allow a single-family dwelling, the zoning district’s dimensions & siting, buildout, and height requirements shall apply.**
    - i. **An ADU may encroach up to 10-ft from the rear lot line of any lot where an ADU is permitted.**

In City Council March 16, 2023.  
 Referred to the Joint Planning  
 Board and Planning, Licenses and  
 Development Committee.

  
 Patricia Castle  
 City Clerk



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George S. Hansel, Mayor



# CITY OF KEENE NEW HAMPSHIRE

ITEM #J.2.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Planning, Licenses and Development Committee, Standing Committee  
**Through:**  
**Subject:** **Relating to an Amendment to the Land Development Code – Application Procedures  
Ordinance O-2022-19-B**

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**Council Action:**

**In City Council June 15, 2023.**

**Report filed as informational. Voted unanimously for the adoption of Ordinance O-2023-19-B.**

**Recommendation:**

On a vote of 5–0, the Planning, Licenses, and Development Committee recommends the adoption of Ordinance O-2022-19-B.

**Attachments:**

1. Ordinance O-2022-19-B\_Adopted

**Background:**

Chair Bosley welcomed Senior Planner, Mari Brunner, who said the Committee had seen this Ordinance many times. This was an older Ordinance that was first introduced to the Council on December 19, 2022, and the first public workshop was held on January 9, 2023, which was when the “A” version of the Ordinance was created. Following a public hearing, the “A” version was referred back to this PLD Committee and then to the City Council with a recommendation to modify it further. Thus, the Ordinance had another public workshop of the Joint Planning Board/PLD Committee in April 2023, which was when the Ordinance was modified to a “B” version. There was another public hearing on the “B” version, and now it was back before this Committee for a final recommendation. Overall, Ms. Brunner thought this Ordinance included a list of items that Staff noticed were not working well or were contrary to the intent of the Ordinance. So, most of the amendments to this Ordinance were clarifying minor but important things in the Code, mostly within the Zoning Ordinance, though there was also an item in Article 25 of the Land Development Code.

Ms. Brunner briefly reviewed the amendments. In Article 9 – Parking & Driveways, there was a clarification that the 3-foot setback for all driveways does not apply to common driveways that run down a lot line. Some redundant language was removed from Article 11 – Surface Water Protection Overlay District because it was confusing to some users. Article 13 – Telecommunications Ordinance, refers to NH RSA 12-K, which is the law regulating personal wireless service facilities; the NH law was not in effect until after the original Telecommunications Ordinance was adopted by the City Council, and an amendment was proposed to fix an inadvertent loophole and clarify that per NH

law, telecommunications facilities are not exempt. Next, in Article 9 of the Zoning Ordinance regarding parking reduction requests in the Land Development Code, more flexibility was added to the parking regulation so applicants could get an administrative reduction of up to 10% and a major reduction from the Zoning Board of Adjustment for up to 50%. An applicant went through this process and the Zoning Board found it difficult to apply the typical special exception criteria to a parking reduction request. So, Staff added some criteria designed specifically for parking reduction as requested by the Zoning Administrator, John Rogers. Lastly, Ms. Brunner explained that Article 25 included procedures for modifications to the Land Development Code. She said those procedures were more complex and lengthier than needed for some sections of the Land Development Code. Before this amendment, everything had to go through the full Zoning Ordinance amendment process, whether it was in the Zoning Ordinance or not. This amendment clarified that only the Zoning Ordinance must go through the Zoning Ordinance amendment process, and everything else could follow its own processes, whether for the Planning Board, City Council, or Historic District Commission.

Chair Bosley was comfortable with all of the proposed amendments and hoped her fellow Councilors had reviewed all the details.

Councilor Jones referred to Table 13 – Permitted Telecommunication Facility Types. He said the slight amendment proposed made the table much more user-friendly, which he appreciated.

Hearing no public comments, Chair Bosley entertained a motion from Councilor Jones that was duly seconded by Councilor Ormerod.

On a vote of 5–0, the Planning, Licenses, and Development Committee recommends the adoption of Ordinance O-2022-19-B.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Two

AN ORDINANCE Relating to Amendments to the Land Development Code

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

That the Code of Ordinances of the City of Keene, New Hampshire, as amended, is hereby further amended as follows.

1. That the City of Keene Land Development Code, Chapter 100, as amended, is further amended by deleting the stricken text and adding the bolded and underlined text, as follows.

A. Delete the stricken text in Section 9.2.7.C.2 “Major Reduction Request” of Article 9 – Parking and Driveways, as follows.

- 2. In determining whether to grant a special exception, the Zoning Board of Adjustment shall make the following findings ~~in addition to those required for a special exception.~~
  - a. The specific use or site has such characteristics that the number of required parking spaces is too restrictive.
  - b. The requested reduction will not cause long term parking problems for adjacent properties or anticipated future uses.

B. Amend Section 9.3.2.2 of Article 9 - Parking & Driveways to clarify that the three foot setback from the side property line is not required for common driveways that serve more than one lot, as follows.

The driveway and associated parking space(s) shall be a minimum of 3-ft from the side property line. **Common driveways approved by the Planning Board or its designee shall be exempt from the side property line setback required by this Article.**

C. Delete the stricken text in Section 11.6.1.3 of Article 11 - Surface Water Protection, as follows. This proposed change is to eliminate redundancy with Section 11.5.I.1 of Article 11.

Construction of new roads, driveways (~~excluding single and two family driveways~~), and parking lots.

D. Delete the stricken text and add the bolded underlined text to Section 13.1.3.C, “Exemptions” of Article 13 – Telecommunications Overlay District, as follows. The intent of this proposed change is to clarify that collocation and modification applications, as defined in NH RSA 12-K, are exempt from the requirement to obtain a conditional use permit and major site plan review.

~~Telecommunications facilities placed on existing mounts, building or structures, or~~

**Collocations or** modifications to existing telecommunications facilities, provided that the proposed facility or facilities do not meet the definition of substantial modification per NH RSA 12-K.

- E. Add the bolded underlined text to Section 13.2.5 “Camouflaged Telecommunications Facilities” of Article 13 – Telecommunications Overlay District as follows, and update Table 13-1 to reflect this change. The intent of this proposed change is to clarify that the installation of a brand new telecommunications facility on a building or structure would require the issuance of a conditional use permit and major site plan review.

The installation of new ground-mounted **or structure mounted** towers and antennas, if camouflaged, or a substantial modification to an existing tower or mount that would maintain its camouflage, may occur within Zone 2 or Zone 3 of the View Preservation Overlay (Figure 13-1). All camouflaged facilities shall require the issuance of a building permit, conditional use permit, and major site plan review.

Table 13-1: Permitted Telecommunications Facility Types

| Facility Type  |   | Zone 1*                 | Zone 2*                 | Zone 3*                 | Historic District       |
|--|---|-------------------------|-------------------------|-------------------------|-------------------------|
| Structure Mounted<br>(Mounted on an existing building or structure other than a tower)   | Collocation/Modification                        | P                       | P                       | P                       | P                       |
|  | Fully Concealed                                 | P                       | P                       | P                       | P                       |
|  | Substantial Modification                        | CUP + SPR               | CUP + SPR               | CUP + SPR               | CUP + SPR               |
|  | <b><u>Camouflaged/Non-Camouflaged (New)</u></b> | <b><u>CUP + SPR</u></b> | <b><u>CUP + SPR</u></b> | <b><u>CUP + SPR</u></b> | <b><u>CUP + SPR</u></b> |
| Ground Mounted<br>(Mounted to the ground or a tower constructed primarily for the purpose of supporting telecommunications facilities) | Collocation/Modification                        | P                       | P                       | P                       | P                       |
|  | Camouflaged (New)                               | -                       | CUP + SPR               | CUP + SPR               | -                       |
|  | Non-Camouflaged (New)                           | -                       | -                       | CUP + SPR               | -                       |

"P" = Permitted, subject to building permit      " - " = Facility Not Permitted  
 "CUP" = Requires Conditional Use Permit      "SPR" = Requires Site Plan Review  
 \*Zone 1, Zone 2, and Zone 3 of the View Preservation Overlay (see Figure 13-1)

- F. Amend the following sections of Section 25.4 “Land Development Code Amendments,” Sub-section 25.4.3 “Procedure,” and add a new section “D” for amendments to Articles 22-28.

**25.4.3 Procedure**

In addition to the common application and review procedures of this Article, the following procedures shall apply with respect to proposed amendments to this LDC.

- A. ~~Articles 1 through 18, and Articles 22 through 28.~~ For amendments proposed to Articles 1 through 18 ~~and Articles 22 through 28~~ of this LDC, the same application and review procedures shall be followed as those described in Section 25.3 of this LDC, with respect to amendments to the Zoning Regulations and Zoning Map.
- B. **Articles 19, and 20, and Sections 25.10-25.14 of Article 25 - "Subdivision Regulations," and "Site Development Standards," and Planning Board Application Procedures.** For amendments proposed to Articles 19, ~~and 20,~~ **and Sections 25.10**

**through 25.14 of Article 25** of this LDC, the following procedures shall apply.

1. Planning Board Public Hearing. In accordance with NH RSA 675:6, the Planning Board shall hold a public hearing on the proposed amendments, and shall decide on whether they should be approved, approved with amendments, or denied. If the Planning Board denies the proposed amendments, the process shall come to an end.
    - a. Notice for this public hearing shall be provided pursuant to NH RSA 675:7.
  2. Introduction to and Review by Council. Following either approval or approval with amendments by the Planning Board, the proposed amendments shall be submitted to City Council as a draft ordinance. Such ordinance shall be referred to the Planning, Licenses, and Development Committee for a recommendation to City Council. Upon receipt of such recommendation, the City Council shall vote to approve or disapprove the ordinance.
  3. Filing. Following approval by City Council, the amended regulations shall be certified by a majority of the Planning Board, and shall be placed on file with the City Clerk in accordance with NH RSA 675:8. A copy of the amended regulations shall be sent to the NH Office of **Planning and Development (OPD)**~~Strategic Initiatives (OSI)~~ for filing pursuant to NH RSA 675:9; provided, however, that failure to file the amended regulations with ~~OSI~~ **OPD** shall not affect their validity.
- C. **Article 21 and Section 25.15 of Article 25 – “Historic District Regulations” and “Historic District Certificate of Appropriateness.”** For amendments proposed to Article 21 **and Section 25.15 of Article 25** of this LDC, the following procedures shall apply.
1. Historic District Commission Public Hearing. In accordance with NH RSA 675:6, the Historic District Commission shall hold a public hearing on the proposed amendments, and shall decide on whether they should be approved, approved with amendments, or denied. If the Historic District Commission denies the proposed amendments, the process shall come to an end.
    - a. Notice for this public hearing shall be provided pursuant to NH RSA 675:7.
  2. Introduction to and Review by Council. Following either approval or approval with amendments by the Historic District Commission, the proposed amendments shall be submitted to City Council as a draft ordinance. Such ordinance shall be referred to the Planning, Licenses, and Development Committee for a recommendation to City Council. Upon receipt of such recommendation, the City Council shall vote to approve or disapprove the ordinance.
  3. Filing. . Following approval by City Council, the amended regulations shall be certified by a majority of the Historic District Commission, and shall be placed on file with the City Clerk in accordance with NH RSA 675:8. A copy of the amended regulations shall be sent to the NH Office of **Planning and Development (OPD)**~~Strategic Initiatives (OSI)~~ for filing pursuant to NH RSA 675:9; provided, however, that failure to file the amended regulations with ~~OSI~~ **OPD** shall not affect their validity.
- D. Articles 22-28. Unless otherwise specified in this Article, or required by state law or regulation, the following procedures shall apply for amendments proposed to Articles 22-28 of this LDC.**

- 1. Introduction to and Review by City Council. The proposed amendments shall be submitted to City Council as a draft ordinance. Such ordinance shall be referred to the Planning, Licenses, and Development Committee for a recommendation to City Council. Upon receipt of such recommendation, the City Council shall vote to approve or disapprove the ordinance.**
- 2. Filing. Following approval by City Council, the amended regulations shall be placed on file with the City Clerk.**



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George S. Hansel, Mayor

PASSED: June 15, 2023



# CITY OF KEENE NEW HAMPSHIRE

ITEM #L.1.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **Relating to the FY 2023-2024 Budget  
Resolution R-2023-13**

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**Council Action:**

**In City Council June 15, 2023.**

**Taken from the table by the Mayor to be acted on. Voted unanimously for the adoption of Resolution R-2023-13.**

**In City Council June 1, 2023.**

**Tabled until the June 15, 2023 City Council meeting.**

**Recommendation:**

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2023-13.

**Attachments:**

1. R-2023-13\_Adopted
2. R-2023-13 FY 2024 Operating Budget detail

**Background:**

Councilor Lake made the following motion, which was seconded by Councilor Madison. That the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2023-13.

Councilor Lake referred to Page 39, Outside Agencies, and stated the Committee heard a few weeks ago about the unfortunate closure of the Samaritans organization. The first change is to adjust the Samaritan's line item appropriately.

The second change is to the Senior Citizens Center the intended appropriation was to be the agency request of \$16,500 but due to a clerical error, it was noted to last year's funding amount.

Councilor Lake made the following motion, which was seconded by Councilor Madison.

To amend Resolution R-2023-13, Line 521330, Senior Citizens Center from \$15,000 to \$16,500 and Line 521480, Samaritans from \$5,000 to zero dollars.

The amended motion carried on a 4-0 roll call vote.

Councilor Madison proposed an amendment, based on the zeroing out of the \$5,000 of the Samaritans and the adjustment of \$1,500 to the Senior Center. He noted that leaves a remainder of \$3,500 and proposed to split that amount (\$1,750) between the Monadnock Center for Violence Prevention and Monadnock Region Child Advocacy Center. Councilor Lake seconded the motion.

The amended motion carried on a 4-0 roll call vote.

Councilor Remy stated he was going to suggest applying the funding to Four on the Fourth or the Clarence DeMar Marathon.

It was noted that because the amendments made by the FOP Committee did not change any of the language in Resolution R-2023-13, it is not necessary to offer the Resolution as an "A" version when it returns to City Council with the Committee's recommendation.

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2023-13.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Three

A RESOLUTION Relating to the 2023/2024 fiscal year budget

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

That the sum of \$27,808,122 be raised by taxation during the current year which together with \$40,073,236 for estimated operating revenues aggregating \$67,881,358 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$7,098,671 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2023, as attached hereto and made a part thereof.

In City Council May 4, 2023.  
Referred to the Finance, Organization and Personnel Committee. Public Hearing scheduled for June 1, 2023 at 7:10 PM.

George S. Hansel, Mayor

City Clerk

In City Council June 1, 2023.  
Tabled until the June 15, 2023,  
City Council Meeting.

City Clerk

PASSED: June 15, 2023

**2023/2024 Annual Operating Budget**

**R-2023-13**

| <b>General Fund Revenue &amp; Other Financing Sources:</b> | <i>Adopted</i>      | <b>General Fund Appropriations:</b>               | <i>Adopted</i>      |
|--|---------------------|---|---------------------|
| Property Tax Revenue                                       | \$27,808,122        | Elected & Appointed Officials                     | \$2,458,454         |
| Use of Surplus   | 2,628,474           | Capital Projects                                  | 5,545,793           |
| Other Taxes  | 1,174,025           | Administrative Services                           | 5,809,211           |
| Tax Increment Financing                                    | 1,005,842           | Community Services                                | 23,018,690          |
| Licenses, Permits & Fees                                   | 4,183,392           | Municipal Development Services                    | 7,580,116           |
| Intergovernmental  | 3,416,783           | Debt Service                                      | 3,324,493           |
| Charges for Services                                       | 2,415,896           |   |                     |
| Fines & Forfeits   | 51,332              |   |                     |
| Miscellaneous  | 1,657,871           |   |                     |
| Other Financing Sources                                    | 3,395,020           |   |                     |
| <b>NET GENERAL FUND OPERATING REVENUES</b>                 | <b>\$47,736,757</b> | <b>NET GENERAL FUND OPERATING APPROPRIATIONS</b>  | <b>\$47,736,757</b> |
| <b>TOTAL PARKING FUND REVENUES</b>                         | <b>\$1,072,087</b>  | <b>TOTAL PARKING FUND APPROPRIATIONS</b>          | <b>\$1,072,087</b>  |
| <b>TOTAL PC REPLACEMENT FUND REVENUES</b>                  | <b>\$134,160</b>    | <b>TOTAL PC REPLACEMENT FUND APPROPRIATIONS</b>   | <b>\$134,160</b>    |
| <b>TOTAL SOLID WASTE FUND REVENUES</b>                     | <b>\$5,500,094</b>  | <b>TOTAL SOLID WASTE FUND APPROPRIATIONS</b>      | <b>\$5,500,094</b>  |
| <b>TOTAL SEWER FUND REVENUES</b>                           | <b>\$6,143,384</b>  | <b>TOTAL SEWER FUND APPROPRIATIONS</b>            | <b>\$6,143,384</b>  |
| <b>TOTAL WATER FUND REVENUES</b>                           | <b>\$4,558,701</b>  | <b>TOTAL WATER FUND APPROPRIATIONS</b>            | <b>\$4,558,701</b>  |
| <b>TOTAL EQUIPMENT FUND REVENUES</b>                       | <b>\$2,736,175</b>  | <b>TOTAL EQUIPMENT FUND APPROPRIATIONS</b>        | <b>\$2,736,175</b>  |
| <b>TOTAL OPERATING REVENUES - ALL FUNDS</b>                | <b>\$67,881,358</b> | <b>TOTAL OPERATING APPROPRIATIONS - ALL FUNDS</b> | <b>\$67,881,358</b> |
| <b>CAPITAL:</b>  |                     |   |                     |
| PARKING FUND CAPITAL FUNDING                               | \$247,400           | PARKING FUND CAPITAL APPROPRIATIONS               | \$247,400           |
| SOLID WASTE FUND CAPITAL FUNDING                           | \$125,000           | SOLID WASTE FUND CAPITAL APPROPRIATIONS           | \$125,000           |
| SEWER FUND CAPITAL FUNDING                                 | \$3,173,906         | SEWER FUND CAPITAL APPROPRIATIONS                 | \$3,173,906         |
| WATER FUND CAPITAL FUNDING                                 | \$2,728,400         | WATER FUND CAPITAL APPROPRIATIONS                 | \$2,728,400         |
| EQUIPMENT FUND CAPITAL FUNDING                             | \$823,965           | EQUIPMENT FUND CAPITAL APPROPRIATIONS             | \$823,965           |
| <b>TOTAL CAPITAL FUNDING - OTHER FUNDS</b>                 | <b>\$7,098,671</b>  | <b>TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS</b> | <b>\$7,098,671</b>  |



# CITY OF KEENE NEW HAMPSHIRE

ITEM #L.2.

**Meeting Date:** June 15, 2023  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **Relating to Class Allocation and Salary Schedules  
Ordinance O-2023-11-A**

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**Council Action:**

**In City Council June 15, 2023.**

**Taken from the table by the Mayor to be acted on. Voted unanimously for the adoption of Ordinance O-2023-11-A.**

**In City Council June 1, 2023.**

**Tabled until the June 15, 2023 City Council meeting until after the Budget Resolution is adopted.**

**Recommendation:**

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2023-11-A.

**Attachments:**

1. O-2023-11-A\_Adopted

**Background:**

Assistant City Manager/Human Resources Director Beth Fox was the next speaker who addressed the Committee regarding Ordinance O-2023-11-A which refers to Class Allocation and Salary Schedules for non-union employees and includes Charter Officers, Call Firefighters, Probationary Public Works Employees, Probationary Firefighters, Probationary Police Officers, and Non-Union Administrative Management and Technical Group. She noted that the "A" version corrects a formula error in the original Ordinance.

Ms. Fox stated this Ordinance provides for COLA Adjustments that are comparable to the bargaining units.

Ms. Fox called the Committee's attention to a couple of other issues – the City is proposing a larger adjustment to Probationary Police Officers. The City like many communities are having a difficult time recruiting and are hoping offering a substantive increase in the starting pay for Probationary Non-Certified Officers can create more success with recruitment.

She also noted the Class Allocation Schedule does include adjustments that were discussed during

the budget process. There is a new job title added for Human Services Specialist and a reclassification for the Parking Operations Manager position. There is also the addition (anticipation of a grant) for a position of Social Worker and in Public Works an Infrastructure Project Manager position included in the schedule.

Councilor Madison made the following motion, which was seconded by Councilor Lake.

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2023-11-A.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Three

AN ORDINANCE Relating to Class Allocations and Salary Schedules

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-141 "Call Firefighter Hourly Wage Schedule;," Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192 "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule," effective July 1, 2023.

George S. Hansel, Mayor

In City Council June 1, 2023.  
Tabled until the June 15, 2023, City Council  
Meeting until after the Budget Resolution is adopted.

City Clerk

PASSED: June 15, 2023

City Code Section 2-231

**COUNCIL APPOINTMENTS  
ANNUAL SALARY SCHEDULE**  
(effective July 1, 2023)

| <u>SALARY</u> | <u>City Clerk</u> | <u>City Attorney</u> | <u>City Manager</u> |
|---------------|-------------------|----------------------|---------------------|
| <u>L</u>      | 96,694            | 119,697              | 143,689             |
| <u>E</u>      | 101,045           | 125,083              | 150,155             |
| <u>V</u>      | 105,592           | 130,712              | 156,912             |
| <u>E</u>      | 110,344           | 136,594              | 163,973             |
| <u>L</u>      | 115,309           | 142,741              | 171,352             |
|               | 120,498           | 149,164              | 179,063             |

**City Code Section 62-141**

**CALL FIREFIGHTER  
HOURLY WAGE SCALE**

Non-bargaining unit  
(effective July 1, 2023)

| <u>Grade</u> |  | <u>Step 1</u> |
|--------------|--|---------------|
| CF1          | Non-certified Probationary Firefighter           | \$ 11.25      |
| CF2          | Probationary Firefighter (Level 1)               | \$ 14.63      |
| CF3          | Probationary Firefighter (Level 2)               | \$ 16.28      |
| CF4          | Firefighter (Level 1)                            | \$ 16.88      |
| CF5          | Firefighter (Level 2)                            | \$ 20.26      |
| CF6          | Special services (Chaplain, Photographer & Aide) | \$ 15.75      |

**City Code Section 62-166**

The hourly wage schedule for probationary public works employees is as follows:

**PROBATIONARY PUBLIC WORKS  
HOURLY WAGE SCHEDULE**

Non-bargaining unit  
(effective July 1, 2023)

| <u>GRADE</u> | <u>1</u> | <u>2</u> | <u>3</u> |
|--------------|----------|----------|----------|
| PPW 2        | 16.09    | 16.81    | 17.57    |
| PPW 4        | 17.58    | 18.37    | 19.20    |
| PPW 5        | 18.37    | 19.20    | 20.06    |
| PPW 7        | 19.67    | 20.56    | 21.49    |
| PPW 8        | 20.96    | 21.90    | 22.89    |
| PPW 9        | 21.90    | 22.89    | 23.92    |
| PPW 10       | 22.89    | 23.92    | 25.00    |
| PPW 11       | 23.91    | 24.99    | 26.11    |
| PPW 12       | 25.00    | 26.13    | 27.31    |

GRADE

|        |   |
|--------|---|
| PPW 2  | Maintenance Aide I; Recycler I; Recycler I/Attendant  |
| PPW 4  | Water & Sewer Service Aide I  |
| PPW 5  | Maintenance Aide II; Motor Equipment Operator I; Recycler II;<br>Water & Sewer Service Aide II    |
| PPW 7  | Mechanic I  |
| PPW 8  | Motor Equipment Operator II   |
| PPW 9  | Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator                                   |
| PPW 10 | Highway Foreman; Solid Waste Foreman; Maintenance Technician I;<br>Lead Mechanic                  |
| PPW 11 | Water Meter Technician; Maintenance Electrician   |
| PPW 12 | Water & Sewer Foreman; Maintenance Technician II; Shop Manager;<br>Solid Waste Operations Foreman |

**City Code Section 62-191**

**PROBATIONARY FIREFIGHTER  
HOURLY WAGE SCHEDULE  
Non-bargaining unit  
(effective July 1, 2023)**

| <u>GRADE</u> |                   | <u>STEP 1</u> |
|--------------|-------------------|---------------|
| F 1          | Firefighter/EMT B | \$21.68       |
| F 2          | Firefighter/A-EMT | \$22.98       |
| F 3          | Firefighter/Medic | \$24.45       |
| F 4          | Paramedic Only    | \$22.98       |

**City Code Section 62-192**

**PROBATIONARY POLICE OFFICER  
HOURLY WAGE SCHEDULE  
Non-bargaining unit  
(effective July 1, 2023)**

| <u>GRADE</u> |  | <u>STEP</u> |
|--------------|--|-------------|
| PP 1         |  | \$27.46     |
| PP 2         |  | \$28.70     |

**City Code Section 62-194** Administrative, Office, Technical and Management Personnel

The annual salary schedule for administrative, office, technical and management personnel is as follows:

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT  
ANNUAL SALARY SCHEDULE**

Non-bargaining unit  
(effective July 1, 2023)

| <u>GRADE</u> | <u>STEPS</u> |          |          |          |          |          |
|--------------|--------------|----------|----------|----------|----------|----------|
|              | <u>1</u>     | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> |
| S 4          | 38,372       | 40,099   | 41,903   | 43,789   | 45,760   | 47,819   |
| S 5          | 40,099       | 41,903   | 43,789   | 45,760   | 47,819   | 49,971   |
| S 6          | 41,903       | 43,789   | 45,760   | 47,819   | 49,971   | 52,220   |
| S 7          | 43,789       | 45,760   | 47,819   | 49,971   | 52,220   | 54,570   |
| S 8          | 45,760       | 47,819   | 49,971   | 52,220   | 54,570   | 57,026   |
| S 9          | 47,819       | 49,971   | 52,220   | 54,570   | 57,026   | 59,592   |
| S 10         | 49,971       | 52,220   | 54,570   | 57,026   | 59,592   | 62,274   |
| S 11         | 52,220       | 54,570   | 57,026   | 59,592   | 62,274   | 65,076   |
| S 12         | 54,570       | 57,026   | 59,592   | 62,274   | 65,076   | 68,004   |
| S 13         | 57,026       | 59,592   | 62,274   | 65,076   | 68,004   | 71,064   |
| S 14         | 59,592       | 62,274   | 65,076   | 68,004   | 71,064   | 74,262   |
| S 15         | 62,274       | 65,076   | 68,004   | 71,064   | 74,262   | 77,604   |
| S 16         | 65,076       | 68,004   | 71,064   | 74,262   | 77,604   | 81,096   |
| S 17         | 68,004       | 71,064   | 74,262   | 77,604   | 81,096   | 84,745   |
| S 18         | 71,064       | 74,262   | 77,604   | 81,096   | 84,745   | 88,559   |
| S 19         | 74,262       | 77,604   | 81,096   | 84,745   | 88,559   | 92,544   |
| S 20         | 77,604       | 81,096   | 84,745   | 88,559   | 92,544   | 96,708   |
| S 21         | 81,096       | 84,745   | 88,559   | 92,544   | 96,708   | 101,060  |
| S 22         | 84,745       | 88,559   | 92,544   | 96,708   | 101,060  | 105,608  |
| S 23         | 88,559       | 92,544   | 96,708   | 101,060  | 105,608  | 110,360  |
| S 24         | 92,544       | 96,708   | 101,060  | 105,608  | 110,360  | 115,326  |
| S 25         | 96,708       | 101,060  | 105,608  | 110,360  | 115,326  | 120,516  |
| S 26         | 101,060      | 105,608  | 110,360  | 115,326  | 120,516  | 125,939  |
| S 27         | 105,608      | 110,360  | 115,326  | 120,516  | 125,939  | 131,606  |
| S 28         | 110,360      | 115,326  | 120,516  | 125,939  | 131,606  | 137,528  |
| S 29         | 115,326      | 120,516  | 125,939  | 131,606  | 137,528  | 143,717  |
| S 30         | 120,516      | 125,939  | 131,606  | 137,528  | 143,717  | 150,184  |

**City Code Section 62-194**

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT**

(effective July 1, 2023)

| <u>GRADE</u> | <u>CLASS ALLOCATION</u>   |
|--------------|---|
| S 4          | Library Aide  |
| S 5          | Minute Taker  |
| S 6          | Administrative Assistant; Records Clerk   |
| S 7          | Administrative Assistant I  |
| S 8          | NO POSITIONS ASSIGNED   |
| S 9          | NO POSITIONS ASSIGNED   |
| S 10         | Audio Video Production Specialist   |
| S 11         | Office Manager; Parking Services Technician   |
| S 12         | Librarian I; Planning Technician; Executive Secretary; Staff Accountant;<br>Fire Department Administrator; Purchasing Specialist; <b>Human Resource Specialist</b>  |
| S 13         | NO POSITIONS ASSIGNED   |
| S 14         | NO POSITIONS ASSIGNED   |
| S 15         | Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant;<br>Youth Services Manager; Mapping Technician; Engineering Technician; Assistant City Clerk;<br><del>Parking Operations Manager</del> ; Senior Paralegal; Police Dispatch Supervisor; <b>Social Worker</b> |
| S 16         | Planner; Laboratory Supervisor  |
| S 17         | Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent;<br>Airport Maintenance & Operations Manager; IT Systems Specialist; <b>Parking Operations Manager</b>   |
| S 18         | Water/Sewer Operations Manager; Purchasing Agent; Civil Engineer; Solid Waste Manager;<br>Maintenance Manager; Revenue Collector; Records Manager/Deputy City Clerk;<br>Laboratory Manager; Human Services Manager; Treatment Plant Manager   |
| S 19         | Transportation/Stormwater Operations Manager; Utilities Treatment Operations/Plant Manager;<br>Senior Planner; Recreation Manager; Fleet Services Manager, Accounting & Fund Manager;<br><b>Infrastructure Project Manager</b>  |
| S 20         | Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney  |
| S 21         | NO POSITIONS ASSIGNED   |
| S 22         | NO POSITIONS ASSIGNED   |
| S 23         | NO POSITIONS ASSIGNED   |
| S 24         | City Engineer; Assistant Public Works Director/Division Head; Database Administrator;<br>Airport Director; Building/Health Official   |
| S 25         | Human Resources Director; Library Director; Assistant Finance Director/Assistant Treasurer;<br>Police Captain; Deputy Fire Chief  |
| S 26         | Community Development Director; City Assessor; Parks, Recreation & Facilities Director  |
| S 27         | Finance Director/Treasurer; IT Director; Communications & Marketing Director  |
| S 28         | Police Chief; Fire Chief; Public Works Director   |
| S 29         | NO POSITIONS ASSIGNED   |
| S 30         | Deputy City Manager   |



# CITY OF KEENE NEW HAMPSHIRE

ITEM #L.3.

**Meeting Date:** June 15, 2023

**To:** Mayor and Keene City Council

**From:** Finance, Organization and Personnel Committee, Standing Committee

**Through:**

**Subject:** Relating to the Appropriation of Funds - Road Preservation and Rehabilitation Program; Relating to the Appropriation of Funds - Stormwater Resiliency Program, *and* Relating to the Appropriation of Funds - Thompson Road Stabilization Project  
Resolution R-2023-14  
Resolution R-2023-15  
Resolution R-2023-16

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**Council Action:**

**In City Council June 15, 2023.**

Taken from the table by the Mayor to be acted on. Voted unanimously for the adoption of Resolution R-2023-14. Voted unanimously for the adoption of Resolution R-2023-15. Voted unanimously to amend Resolution R-2023-16 to correct a scrivener's error by replacing the number name referenced as "five hundred twenty thousand dollars" to reflect the correct amount "one million fifty seven thousand dollars". Voted unanimously for the adoption of Resolution R-2023-16-A, as amended.

**In City Council June 1, 2023.**

Tabled until the June 15, 2023 City Council meeting until after the Budget Resolution is adopted.

**Recommendation:**

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2023-14.

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2023-15.

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2023-16.

**Attachments:**

1. Resolution R-2023-14\_Adopted
2. Resolution R-2023-15\_Adopted
3. Resolution R-2023-16-A\_Adopted

**Background:**

Finance Director Merri Howe addressed the Committee next and referred to final pieces of the budget regarding Resolutions for bonding that came out of the CIP. There are three Resolutions this year.

The first is the Road Preservation and Rehabilitation Program R-2023-14, General Fund Bond in the amount of \$520,000. This is for the road program the City does every year since this work moved to a program. Funding for FY24 road program.

Resolution R-2023-15, Stormwater Resiliency Program for \$1,374,000, General Fund Bond, for a program coming out of the CIP for FY24 project.

Resolution R-2023-16, Thompson Road Stabilization Project, General Fund Bond in the amount of \$1,057,000 for work that needs to be done on Thompson Road to stabilize it from falling down.

Councilor Lake made the following motion, which was seconded by Councilor Madison.

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2023-14.

Councilor Madison made the following motion, which was seconded by Councilor Lake.

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2023-15.

Councilor Lake made the following motion, which was seconded by Councilor Madison.

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2023-16.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Three

A RESOLUTION Relating to the Appropriation of Funds for the Road Preservation and Rehabilitation Program

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

That the sum of five hundred twenty thousand dollars (\$520,000.00) is hereby appropriated for Road Preservation and Rehabilitation Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred twenty thousand dollars (\$520,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

George S. Hansel, Mayor

In City Council May 18, 2023.  
Referred to the Finance, Organization  
and Personnel Committee.

Assistant City Clerk

In City Council June 1, 2023.  
Tabled until the June 15, 2023,  
City Council Meeting until after the  
Budget Resolution is adopted.

City Clerk

PASSED: June 15, 2023



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Three

A RESOLUTION Relating to the Appropriation of Funds for the Stormwater Resiliency Program

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

That the sum of one million three hundred seventy-four thousand dollars (\$1,374,000.00) is hereby appropriated for Stormwater Resiliency Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million three hundred seventy-four thousand dollars (\$1,374,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

George S. Hansel, Mayor

In City Council May 18, 2023.  
Referred to the Finance, Organization  
and Personnel Committee.

Assistant City Clerk

In City Council June 1, 2023.  
Tabled until the June 15, 2023,  
City Council Meeting until after the  
Budget Resolution is adopted.

City Clerk

PASSED: June 15, 2023



# CITY OF KEENE

Resolution Number

R-2023-16-A

In the Year of Our Lord Two Thousand and Twenty Three

A RESOLUTION Relating to the Appropriation of Funds for Thompson Road Stabilization

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

That the sum of one million fifty-seven thousand dollars (\$1,057,000.00) is hereby appropriated for Thompson Road Stabilization, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million fifty-seven thousand dollars (\$1,057,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

George S. Hansel, Mayor

PASSED: June 15, 2023