

A regular meeting of the Keene City Council was held on Thursday, May 16, 2024. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:00 PM. Roll called: Kate M. Bosley, Laura E. Tobin, Michael J. Remy (arrived at 7:08 PM), Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison, Bryan J. Lake, Bettina A. Chadbourne, Catherine I. Workman, Thomas F. Powers, & Mitchell H. Greenwald were present. Kris E. Roberts was absent. Ward One Council seat vacant. Councilor Lake led the Pledge of Allegiance.

MINUTES OF THE PRECEDING MEETING

A motion by Councilor Greenwald to adopt the May 2, 2024, minutes as presented was duly seconded by Councilor Bosley. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Remy and Roberts were absent. Ward One Council seat vacant.

ANNOUNCEMENTS

Mayor Kahn and the Council wished Councilor Greenwald a Happy Birthday (May 18). The Mayor announced that the Operating Budget review by the Finance, Organization, and Personnel Committee would have the last meeting on Tuesday, May 21 at 5:30 PM. A light meal will be provided in advance. Looking forward to other meetings on the downtown project, Mayor Kahn announced that the Municipal Services, Facilities, and Infrastructure Committee would hold its regular meeting on May 22, followed by a full Council workshop on June 11 at 6:00 PM in Council Chambers, after which a regular MSFI meeting would be held on June 26. The final Council action on the downtown project is anticipated for the July 18 regular meeting.

Mayor Kahn stated that the Month of May is a busy time to recognize many professions and people who strengthen our community. He continued that between the last Council meeting and today, they have recognized Teacher Appreciation Day, Nurse Appreciation Week, and public service employees. Tonight, they recognize Public Works employees. On May 23, they will recognize Mental Health Awareness Month and the importance of eliminating the stigma that too often prevents people from seeking the care they need. Last week was Law Enforcement Memorial Week, honoring those who sacrificed their lives in the line of duty. On May 27, the City will hold a Memorial Day of Remembrance to honor the Veterans who have given their lives in service to our nation. City Councilors are asked to identify in advance whether they will participate in the parade, which convenes at 9:45 AM by Lindy's Diner. The parade starts at 10:00 AM and concludes at the Rec Center grounds, the site for a remembrance ceremony at 11:00 AM.

Councilor Jones stated that to add to those announcements, the Vision Keene 20-Forward Think-Tank workshop is Thursday, May 30, and Friday, May 31.

The Mayor stated that the Master Plan process is engaging members of the Keene community to participate in a think tank, run by the Future IQ consultants which have been retained for the Master Plan process. He continued that there are two half-day sessions, May 30 from 4:30 PM–8:30 PM, and May 31 from 8:30 AM–12:00 PM. It should be a very engaging process. Councilors are all invited, as are members of the community.

The City Attorney stated that to add one more significant date to the month of May, Armed Forces Day is Saturday, May 18. He continued that he encourages everyone who knows someone in active duty military services to reach out to them.

Councilor Remy arrived.

IN APPRECIATION OF KAREN P. GRAY UPON HER RETIREMENT RESOLUTION R-2024-21

The Mayor pulled item K.2. forward for action. A memorandum read from the HR Director/Assistant City Manager, recommending the adoption of Resolution R-2024-21 in Appreciation of Karen P. Gray Upon Her Retirement. A motion by Councilor Powers to adopt Resolution R-2024-21 with appreciation was duly seconded by Councilor Remy. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant. Mayor Kahn read Resolution R-2024-21 aloud and presented Ms. Gray with a pin of the key to the City.

PROCLAMATION – PUBLIC WORKS WEEK

Mayor Kahn read a Proclamation declaring May 19–25, 2024 as National Public Works Week in the City of Keene. He encouraged all citizens to join with the City of Keene Public Works Department, the American Public Works Association, and government agencies in activities, events, and ceremonies designed to pay tribute to public works professionals and to recognize the substantial contributions they make to protecting our nation, our State, and our community's health, safety, and quality of life. The Mayor presented the Proclamation to the City Engineer, Don Lussier.

CONFIRMATIONS – ASHUELOT RIVER PARK ADVISORY BOARD & HUMAN RIGHTS COMMITTEE

Mayor Kahn nominated Kelly Cook as an alternate member of the Ashuelot River Park Advisory Board, with a term to expire December 31, 2026. He also nominated Emma Charles to serve as an alternate member of the Human Rights Committee, with a term to expire December 31, 2026. A motion by Councilor Greenwald to confirm the nominations was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

KATIE CARBONARA – REQUEST THAT THE CITY COUNCIL CONSIDER DRAFTING A RESOLUTION – CALLING FOR A CEASE FIRE IN GAZA

A communication was received from Katie Carbonara, requesting that the City Council consider drafting a resolution that would call upon the President of the United States and Keene's Congressional Delegation to demand an immediate ceasefire in Gaza by Israel, Hamas, and other Palestinian militant groups, the release of all hostages and political prisoners held by both sides,

the provision of humanitarian aid to Gaza and an end to all US military aid packages and arms distribution to Israel. Mayor Kahn stated that because the City Council had long practiced not involving itself in national or international political issues, he intended to accept the communication as informational. Councilor Williams challenged the Mayor's decision, but there was no second to the challenge. Therefore, the Mayor accepted the communication as informational.

COMMUNICATION – THE ELM CITY ROTARY, THE KEENE ROTARY, AND THE MONADNOCK INTERFAITH PROJECT – REQUESTING PERMISSION TO ERECT A PEACE POLE IN CENTRAL SQUARE

A communication was received from Carl Jacobs, on behalf of a grassroots committee comprised of the Elm City Rotary, the Keene Rotary, and the Monadnock Interfaith Project, recommending acceptance of a permanent public art installation of a Peace Pole on Central Square in accordance with the Public Arts Guidelines and Procedures policy. Mayor Kahn referred the communication to staff for their review and a recommendation back to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – MADAM SHERRI'S LOUNGE – REQUEST TO SERVE ALCOHOL ON CITY ROW – ADJACENT TO RAILROAD SQUARE

A communication was received from Adam Toepfer, Patrick Brown, and Paul Mekdeci—managing members of Madam Sherri's Lounge—requesting to serve alcohol beverages on City property adjacent to Railroad Square at 82 Main Street at Madam Sherri's Lounge and Cabaret, a new business that will be opening at this location. Mayor Kahn referred the communication to the Planning, Licenses, and Development Committee.

COMMUNICATION – COUNCILOR WILLIAMS – ACCESSIBLE CURB RAMP AT BUS LOADING AREA – CENTRAL SQUARE TERRACE ON ROXBURY STREET

A communication was received from Councilor Robert Williams, requesting the installation of an accessible curb ramp at the bus loading area that serves Central Square Terrace on Roxbury Street. Mayor Kahn referred the communication to City staff for a recommendation back to the Municipal Services, Facilities, and Infrastructure Committee.

PLD REPORT – UPDATES REGARDING SOCIAL HOST ORDINANCE ACTIVITY

A Planning, Licenses, and Development Committee report read, unanimously recommending accepting the updates regarding the Social Host Ordinance activity as informational. Mayor Kahn accepted the report as informational.

PLD REPORT – KEENE ELM CITY ROTARY CLUB – REQUEST TO USE CITY PROPERTY – CLARENCE DEMAR MARATHON – SEPTEMBER 29, 2024

A Planning, Licenses, and Development Committee report read, unanimously recommending that the Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 29, 2024, 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, submittal of signed letters of permission from any private property owners for the use of their property, 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 25 Community Events budget. The payment shall be made within 30 days of the invoice date. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion was carried unanimously with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

PLD REPORT – KEENE FAMILY YMCA – REQUEST FOR ROAD CLOSURE – SUMMIT ROAD – JUNE 2, 2024

A Planning, Licenses, and Development Committee report read, unanimously recommending that the City Council grant permission to the Keene Family YMCA to sponsor a youth triathlon on Sunday, June 2, 2024 from 8 AM to 1PM, including the closure of Summit Road just after the YMCA entrance and Summit Ridge Drive where it intersects with Summit Road subject to the following conditions: 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 petitioners providing an adequate number of volunteer race marshals to ensure runner safety along the course, providing advance notice of the race to impacted residents, and subject to any recommendations of City staff. The petitioner agrees to absorb the cost of any City services provided and agrees to remit said payment within 30-days of the date of invoicing. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

PLD REPORT – KEENE MUSIC FESTIVAL – REQUEST TO USE CITY PROPERTY – AUGUST 31, 2024

A Planning, Licenses, and Development Committee report read, unanimously recommending that the Keene Music Festival be granted a street fair license to use downtown City rights-of-way, as well as use of downtown City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the Keene Music Festival on Saturday, August 31, 2024 from 8:00 AM to 11:00 PM, with downtown merchant sidewalk sales permitted in locations where a minimum of six feet of clearance is maintained for pedestrian access. In addition, the applicant is permitted to close off a portion of Railroad Street, from Main Street to the westerly entrance of the Wells Street Parking Garage, a portion of Church Street from Main Street to the entrance of the former Vision Financial parking lot, and Lamson Street from Main Street to Federal Street. This permission is granted subject to the following conditions: the signing of a revocable license and indemnification agreement; that the petitioner provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; submittal of a signed letter of permission from City Tire for use of their property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested

parking spaces free of charge under the provisions of the Free Parking Policy. The petitioner agrees to absorb the cost of any City services over and above any City funding allocated in the FY 25 Community Events budget. The payment shall be made within 30 days of the date of invoice. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

PLD REPORT – THE KEENE SENTINEL – REQUEST TO USE CITY PROPERTY/FIREWORKS DISCHARGE – 225TH ANNIVERSARY CELEBRATION – SEPTEMBER 7, 2024

A Planning, Licenses, and Development Committee report read, unanimously recommending that The Keene Sentinel be granted a street fair license to use downtown City rights-of-way, and the use of downtown City property on Central Square, Railroad Square, and designated parking spaces on Main Street on Saturday, September 7, 2024 from 10:00 AM to 5:00 PM to host a 225th Anniversary Celebration, as well as permission for the discharge of fireworks on Alumni Field at no later than 10:00 PM, conditional upon the following:

- The signing of a revocable license and indemnification agreement;
- That the petitioner provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000;
- That the fireworks vendor provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000;
- The obtainment of a Class B fireworks permit;
- That the Petitioner agrees to absorb the cost of any City services provided to the event, and agrees to remit said payment within 30-days of the date of invoicing;
- That the footprint and layout for the downtown portion of the event shall encumber the traveled portions of Central Square, the northbound lanes of Main Street from Central Square to Eagle Court, 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;
- That the Petitioner is permitted to place portapotties in City parking spaces with the specific locations to be determined in conjunction with City staff from Friday, September 6, 2024, to Monday September 9, 2024, which will be chained together and affixed to ensure they are not vandalized while unattended overnight;
- That downtown merchant sidewalk sales are permitted in locations where a minimum of six feet of clearance is maintained for pedestrian access;
- That the downtown portion of the event will be held from 10:00 AM to 5:00 PM with the times for set up and clean up to be established with City staff;
- That free parking be granted under the provisions of the free parking policy for City parking spaces needed for storage of equipment and placement of porta-potties from Friday, September 6, 2024, to Monday September 9, 2024, and spaces within the event footprint on the day of the event;

- The submittal of signed letters of permission from any private property owners for the use of their property; 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.

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

Councilor Powers stated that the 200th celebration was one of the largest parades he has seen in modern times, starting at the college's entrance and ending at the Rec Center. He continued that it was people to people from one end to the other, and he was sure this would draw great crowds as well. He is glad they are continuing to do things for the community, because it is great to have events downtown. However, he must relay a call from one of the Ward Five residents who is not in favor of fireworks, which he said he would bring forward. This is a great event, but fireworks bother some folks.

The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant. Mayor Kahn stated that the Keene Sentinel is one of only five newspapers in the US that have crossed the 225th year, which is amazing.

PLD REPORT – THE COLONIAL THEATRE – REQUEST TO USE CITY PROPERTY – 100TH ANNIVERSARY CELEBRATION – AUGUST 18, 2024 – WITHDRAWN

A Planning, Licenses, and Development Committee report read, unanimously recommending accepting the communication as informational as it was withdrawn. Mayor Kahn filed the report as informational.

FOP REPORT – DRINKING WATER STATE REVOLVING FUND – AUTHORITY TO BORROW

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to apply for, accept, execute, and expend the proceeds of a loan agreement with the New Hampshire Department of Environmental Services (NHDES) Drinking Water State Revolving Fund (DWSRF) for the Downtown Infrastructure Project for an amount up to \$3,801,900. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

The City Manager stated that she has late-breaking news from the City Engineer regarding this item. She continued that today they heard that of the \$3.8 million, the City will be eligible for forgiveness of up to \$2,010,000. That is a huge amount of money to be forgiven for the downtown water project.

Mayor Kahn stated that he can add that a groundwater pollution court case established this revolving loan fund for the State. He continued that some remarkably large projects have been funded with this, and he always wondered when Keene's turn in the lineup might occur. He has seen projects between \$8 million and \$20 million come through this source of funding. He thanks and congratulates the Public Works Department for their initiative here and the quality of their

submission. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

FOP REPORT – 2023 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT AWARD

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to accept and expend the 2023 Hazardous Materials Emergency Preparedness (HMEP) Grant Award in the amount of \$2,498.00. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Greenwald. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

FOP REPORT – 2021 STATE HOMELAND SECURITY PROGRAM AWARD – HAZARDOUS MATERIALS TRAINING

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to accept and expend the 2021 State Homeland Security Program Award – Hazardous Materials Training in the amount of up to \$15,232.00. 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 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

FOP REPORT – ACCEPTANCE OF CHESHIRE COUNTY FUNDING FOR YOUTH SERVICES 2024

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to accept and administer funds provided by Cheshire County for Youth Services programs. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion was carried unanimously, with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

FOP REPORT – REALLOCATION OF PERSONNEL FUNDS – AIRPORT TAXIWAY A RECONSTRUCTION PROJECT

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to reallocate \$59,000 from unspent personnel funds (513030) to the Airport Taxiway A Reconstruction Project (05J0004B). 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 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

FOP REPORT – REALLOCATION OF CAPITAL FUNDS – WEST KEENE STATION - HVAC

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Council reallocate \$88,988 from the City Hall Structural Repairs Project (65J0002) to the

Municipal Building Capital Maintenance Projects (65M0004). A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

A motion by Councilor Powers to amend the recommendation to reallocate \$60,000 rather than \$88,988, as stated in the motion, from the City Hall Structural Repairs Project to the Municipal Buildings Capital Maintenance Projects was duly seconded by Councilor Remy. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

The motion to carry out the intent of the amended Committee report was carried unanimously, with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

CITY MANAGER'S COMMENTS

First, the City Manager welcomed Merri Howe, Finance Director/Treasurer, for an update on recent water and sewer utility billing issues.

Ms. Howe stated that she wants to assure the Council and the water/sewer customers that the billing that staff prepares is managed in-house by the Revenue Department. She continued that it is not being outsourced. She wants that to be clear, because the question has come up. The money that comes in from the water and sewer billings is also processed here by City staff.

Ms. Howe stated that the City has migrated its utility billing from its legacy system into the new Munis by Tyler Technologies software. The migration has had hiccups and issues, the latest of which resulted in approximately 65% of the invoices being created and mailed to "Section 3" customers with a \$0.00 amount billed for sewer consumption. She continued that software updates are scheduled for weekends. The software was updated the weekend before the bills ran. This update had a glitch, which eliminated a critical warning that should have popped up on the screen to inform the user that there was an error and the service type being processed could not calculate the charge amount. Instead of the error message popping up, the system continued and, at that point, processed the remainder of the bills with \$0.00 showing as the amount due.

Ms. Howe continued that the fix to this showed up the following weekend, but unfortunately the bills had already been mailed. This was not something staff had anticipated or noticed, and they apologize. The fix has been installed, and they are working on the next round of bills. Moving forward, staff are putting in some additional checks and balances, reconciliations, reviews, approvals, and sign-offs before the bills even go out the door, so they can minimize any errors like this in the future.

Councilor Jones thanked Ms. Howe for the information. He asked if the people who were affected will get re-billed, or just wait for the next cycle. Ms. Howe replied that staff are now in the process of creating a separate bill just for the sewer consumption. She continued that they ran into some issues trying to import the data, but they are working on it. They hope to get a resolution and get the bills out in time for customers to pay them before the next one in about 2.5 months.

Councilor Chadbourne stated that she thanks Ms. Howe for addressing this, because she has received many phone calls about it. She continued that people have asked her about how the print has changed and people joke, “You need a magnifying glass to read it.” She asked if they plan to increase the font size. Ms. Howe replied that they would like to rework some of those invoices, which are “canned invoices” they can only make minor tweaks. She continued that after the dust settles on some of these issues, she would like to try making the font bigger. She, too, has a hard time reading it.

Councilor Williams thanked Ms. Howe for the thorough explanation. He continued that he knows many people were frustrated about this. As a software developer, he has seen this kind of thing happen before, and he knows it is frustrating to everyone involved. He appreciates that the department is putting in checks and balances, and will have a manual audit for what these systems are doing. He thanks them for the work they do.

Councilor Tobin stated that she thinks they can all relate to the challenges that can happen with new programs and updates, and the surprises. She continued that it is probably inevitable that at some point, those things happen. Her question is when those things do happen, how does staff communicate to its customers. Ms. Howe replied that typically, staff posts a notification on the website, and sometimes on social media as well. She continued that they also try to communicate via letter, and of course, customers call the department. They try to let the public know there is an issue.

Councilor Bosley stated that she was one of the customers who received one of these bills. She continued that she immediately knew it was wrong, because it was so much less than the bills she was used to receiving. She found her previous bill and compared it to the new one, and could see that the sewer line was missing. Within three or four days, she received a letter from the City, stating that there was a problem and that staff was coming up with a solution. As other Councilors have said, it is definitely understandable. They do not always have control over technology, which is wonderful when it works and frustrating when it does not. She hopes the constituents understand that these things happen, and it does not completely fall on the shoulders of the individuals who are trying to review 1,600 bills. She appreciates Ms. Howe’s work and the follow-up.

With no further questions for the Finance Director, the City Manager proceeded with her report with an update from the State’s Opioid Abatement Commission. They voted to do a request for proposals (RFP) for a facilitating organization to handle 5 million dollars’ worth of small grants, up to \$10,000 for one-time purchases and up to \$75,000 per year for two years for operational costs. This was done to get smaller grants out quicker to non-profits seeking limited help. The State’s process is cumbersome and time-intensive. The Commission recognizes that NH has many non-profits providing services with little staff, and they need to find a way to make the funds easier for them to access. Once the facilitating organization is hired, which will take several months to navigate the State’s process, she will be sure to let the local nonprofit service providers know about this opportunity.

The City Manager continued with a lease update. The City has multiple leases at the former transportation building on Gilbo Ave. One of the tenants, Keene Barber (12 Gilbo Avenue) has left the space and the City put out an RFP to consider new tenants. As part of that process, no proposals were received. However, since then they have been speaking with potential tenants, and they hope to bring forward a tenant that will activate the space. It is important the agreement has some limitations because there could potentially be changes in the future to the Gilbo Ave. area. It is a two or two-and-a-half-year lease. The City had been asking a former tenant to allow access to the bathroom, and whether people were doing that or not is not widely publicized. She will keep everyone updated as they continue to seek a new tenant.

The City Manager reminded everyone about the Keene Master Plan survey, which is on the City's website. She encourages everyone to take it.

The City Manager reported that the dog park is essentially done. They are just finishing up a few things and looking forward to a June 6th opening.

Construction on the skate park will begin after the July 4th holiday and is expected to be completed by the end of this summer.

The Governor and Council approved the additional funding needed for the demolition of the findings building. The City will next go through the bid process. The Skate Park work can start before the demolition project.

More good news is that the City received notification that the \$500,000 CDBG grant submitted for the Base Hill manufactured housing cooperative to improve its water system was awarded.

Lastly, the City Manager shared that Community Night is back. It has not been held in several years, pre-COVID. The City's PAB (Personnel Advisory Board) has stepped up to take a lead role coordinating this citywide event. It will be Tuesday, June 18th. More details will be forthcoming. For people who have not attended Community Night, it is similar to the "Touch a Truck" event, with city vehicles and big pieces of equipment on display from multiple departments. It will be in the parking area at Public Works. Public Works staff will be grilling up free hot dogs and hamburgers. This is a great opportunity for departments to engage with the community. In the past, it has been a well-attended family event. It is tentatively scheduled for 4:00 to 7:00 PM.

Mayor Kahn stated that information on the Master Plan update is available at www.keenemasterplan.com, including the survey, which needs to be completed by May 31.

ACCEPTANCE OF DONATIONS – FINANCE DIRECTOR/TREASURER

A memorandum was received from the Finance Director/Treasurer, Merri Howe, recommending that the City Council accept the following donations in the amount of \$2,500 and that the City Manager be authorized to use each donation in the manner specified by the donor:

- Keene Parks and Recreation received a donation from the Savings Bank of Walpole in the amount of \$1,000 to be used for the Human Rights Committee events for the International

Festival on Saturday, September 28, 2024. The Committee was actively seeking corporate funding sources to help showcase and celebrate the rich cultural diversity of Keene to the community through activities that engage and connect people to each other. To learn more about the Keene International Festival and support their efforts, you can visit www.keeneinternationalfestival.org or the Human Rights Committee webpage on the City of Keene website.

- The City of Keene also received a donation in the amount of \$1,500 from Noah Clay in honor of Christopher S. Clay through the Adopt-A-Bench Program. The family wished to share a resting spot in the place the family would often stop while on their journeys. The bench will be placed along the Cheshire Rail Trail near the Hurricane Road connection along with a plaque in memory of Christopher Clay.

A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Remy. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

MORE TIME – CITY COUNCIL RULES OF ORDER AMENDMENTS; & RELATING TO BOARD MEMBERSHIPS – ORDINANCE O-2024-05

A Planning, Licenses, and Development Committee report read, unanimously recommending that the amendments to the Rules of Order be placed on more time. More time was granted.

A Planning, Licenses, and Development Committee report read, unanimously recommending placing Ordinance O-2024-05 on more time. More time was granted.

ORDINANCE FOR FIRST READING – RELATING TO CLASS ALLOCATIONS AND SALARY SCHEDULES - ORDINANCE O-2024-08

A memorandum was received from the HR Director/Assistant City Manager, recommending that the City Council refer Ordinance O-2024-08 to the Finance, Organization, and Personnel Committee. Mayor Kahn referred Ordinance O-2024-08 to the Finance, Organization, and Personnel Committee.

ORDINANCE FOR SECOND READING – RELATING TO THE COTTAGE COURT OVERLAY DISTRICT - ORDINANCE O-2024-01

A Planning, Licenses, and Development Committee report read, unanimously recommending the adoption of Ordinance O-2024-01. A motion by Councilor Bosley to adopt Ordinance O-2024-01 was duly seconded by Councilor Jones.

Councilor Jones stated that because some members of the public were asking, he wanted to clarify that this is only available now where City services are available. He continued that they will consider other city areas if it is successful.

Councilor Williams expressed his excitement about this. He continued that it is an excellent opportunity for infill in the community and to create some houses that regular people can afford to live in. He appreciates the work that City staff have put into this and Chair Bosley's leadership in making this happen.

Councilor Workman stated that she recently went to a Senior Spotlight at Keene State College, which included a group of students who did a project on the affordability of tiny homes. She continued that with 3-D printing, they can be very affordable to build as well. She knows that has been something they struggle with. Yes, they can create ordinances and an avenue for building, but they always look at the developers who say what the cost of development is. There are means out there for affordable buildings. She hopes some developers will consider that in Keene.

Mayor Kahn stated that he will add that this is the first ordinance relative to housing that he was able to see from start to finish in his term. He continued by saying that he appreciates Councilor Bosley's leadership and the efficiency of the Community Development staff in bringing this forward. This was one of the ways they employed an outside consultant to provide expertise and external validation to where the City was going, and he thinks the community is seeing a good product come forward.

The motion was carried unanimously on a roll call vote, with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

ORDINANCE FOR SECOND READING – RELATING TO SIDEWALK CAFE ENFORCEMENT MEASURES – ORDINANCE O-2024-06-A

A Planning, Licenses, and Development Committee report read, unanimously recommending the adoption of Ordinance O-2024-06-A. Due to additional information, Mayor Kahn referred Ordinance O-2024-06-A back to the Planning, Licenses, and Development Committee.

ORDINANCE FOR SECOND READING – RELATING TO NUISANCE, MENACE AND VICIOUS DOGS – ORDINANCE O-2024-07

A Planning, Licenses, and Development Committee report read, unanimously recommending the adoption of Ordinance O-2024-07. A motion by Councilor Bosley to adopt Ordinance O-2024-07 was duly seconded by Councilor Jones.

Councilor Williams stated that he thanked constituent Deborah LeBlanc for coming forward with her story about how a larger dog, Suzette, attacked her small dog. He continued that that was a traumatic experience, but he is glad she was able to come to the Council and get some resolution. This is not necessarily the resolution he hoped for. He really wanted a way to prevent these (attacks) from happening. They looked into muzzling. If a dog has bitten another dog, the owner would have to muzzle the dog that bit it for a year, for example. Under a quirk of State law, they

found out, the City is not allowed to do anything with muzzles. He intends to work with some State Legislators to get that legislation revised, and then they can come back with something else. In the meantime, he appreciates that this ordinance before them discourages vicious dogs, and this is the tool they have, so they should use it. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant.

RESOLUTIONS – RELATING TO THE APPROPRIATION OF FUNDS FOR THE FY 2024-2025 BOND ISSUES:

RESOLUTION R-2024-10: CITY HALL STRUCTURAL REPAIRS – BOND FY 25

RESOLUTION R-2024-11: LOWER WINCHESTER STREET – BOND FY 25

RESOLUTION R-2024-12: STORMWATER RESILIENCY PROGRAM – BOND FY 25

RESOLUTION R-2024-13: LOWER WINCHESTER STREET SEWER UTILITIES – BOND FY 25

RESOLUTION R-2024-14: MARTELL COURT BYPASS – BOND FY 25

RESOLUTION R-2024-15: WWTP HVAC REPLACEMENT – BOND FY 25

RESOLUTION R-2024-17: LOWER WINCHESTER ST WATER UTILITIES – BOND FY25

RESOLUTION R-2024-18: WATER DISTRIBUTION IMPROVEMENTS – BOND FY25

A memorandum read from the Finance Director/Treasurer, Merri Howe, recommending that Resolutions R-2024-10, R-2024-11, R-2024-12, R-2024-13, R-2024-14, R-2024-15, R-2024-16, R-2024-17, and R-2024-18 relating to appropriation of funds, be referred to the Finance, Organization, and Personnel Committee. Mayor Kahn referred Resolutions R-2024-10, R-2024-11, R-2024-12, R-2024-13, R-2024-14, R-2024-15, R-2024-16, R-2024-17, and R-2024-18 to the Finance, Organization, and Personnel Committee.

RELATING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – CITIZEN PARTICIPATION AND GRIEVANCE PROCEDURE – RESOLUTION R-2024-24

A memorandum read from Jack Ahern of Southwest Regional Planning Commission explaining that as a recipient of CDBG funds from the State, the City needs to adhere to the Citizen Participation Requirements outlined in the State’s Citizen Participation Plan and adopt them as a component of the Housing and Community Development Plan. Mayor Kahn referred Resolution R-2024-24 to the Finance, Organization, and Personnel Committee.

NON-PUBLIC SESSION

A motion by Councilor Greenwald to go into non-public session to discuss a land matter under RSA 91-a:3, ii (d) was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant. The non-public session began at 8:28 PM.

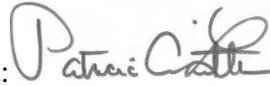
05/16/2024

The regular meeting reconvened at 9:35 PM. A motion by Councilor Greenwald to keep the non-public session minutes non-public, as disclosure would render the proposed action ineffective, was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilor Roberts was absent. Ward One Council seat vacant

ADJOURNMENT

There being no further business, Mayor Kahn adjourned the meeting at 9:36 PM.

A true record, attest:

A handwritten signature in black ink, appearing to read "Patricia C. Smith". The signature is written in a cursive style with a large initial "P".

City Clerk