



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
June 6, 2024  
7:00 PM

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MINUTES FROM PRECEDING MEETING**

- May 16, 2024 Minutes

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Presentation to Former Ward One Councilor Raleigh C. Ormerod
2. Public Hearing - FY 2024-2025 Fiscal Year Operating Budget

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

1. Election - Ward One Council Vacancy
2. Nomination - Keene Housing

**C. COMMUNICATIONS**

1. Kiwanis Club of Keene - Request to Use City Property - Tree Lighting Ceremony
2. Ken Kost - In Support of the Housing Development Fund - Proposed Operating Budget
3. Keene Downtown Group - Request to Use City Property - Wizarding Week
4. Katie Carbonara and Dr. Julia Gibson - Resubmitting the Request that the Council Support a Resolution Calling for the Immediate Ceasefire in Gaza
5. Attorney Daniel S. Rich/PretiFlaherty Beliveau & Pachois, PLLP - Requesting that the City Quitclaim Any Interest - Former Railroad Easement - 120 Emerald Street

6. Attorney Thomas R. Hanna/BCM Environmental & Land Law, PLLC - Donation of Land at 0 Ashuelot Street - Compensatory Flood Storage

**D. REPORTS - COUNCIL COMMITTEES**

1. Charles Smith – Requesting an Opportunity to Speak Before the City Council about Tourism and Homelessness
2. Oral Update – East Side Residents – Traffic Calming on East-side Keene Streets

**E. CITY MANAGER COMMENTS**

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

1. Warrant for Unlicensed Dogs - City Clerk

**G. REPORTS - BOARDS AND COMMISSIONS**

1. Resignation of Steve Bianco from Keene Housing

**H. REPORTS - MORE TIME**

**I. ORDINANCES FOR FIRST READING**

1. Relating to the City of Keene Organizational Chart Ordinance O-2024-10

**J. ORDINANCES FOR SECOND READING**

1. Relating to Class Allocations and Salary Schedules Ordinance O-2024-08

**K. RESOLUTIONS**

1. In Appreciation of Michael J. Abbott Upon His Retirement Resolution R-2024-22
2. In Appreciation of Aaron F. Cooper Upon His Retirement Resolution R-2024-23
3. Relating to the Community Development Block Grant Program - Citizen Participation and Grievance Procedure Resolution R-2024-24
4. Relating to the Appropriation of Funds for the FY 2024-2025 Bond Issues: City Hall Structural Repairs; Lower Winchester Street; Stormwater Resiliency Program; Lower Winchester Street Sewer Utilities; Martell Court Bypass; WWTP HVAC Replacement; WWTF Service Water System

Upgrade; Lower Winchester St Water Utilities; Water Distribution Improvements

Resolution R-2024-10

Resolution R-2024-11

Resolution R-2024-12

Resolution R-2024-13

Resolution R-2024-14

Resolution R-2024-15

Resolution R-2024-16

Resolution R-2024-17

Resolution R-2024-18

5. Relating to the 2024/2025 Fiscal Year Operating Budget  
Resolution R-2024-20-A

### **NON PUBLIC SESSION**

### **ADJOURNMENT**

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 200<sup>th</sup> 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 225<sup>th</sup> 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 6<sup>th</sup> 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 18<sup>th</sup>. 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](http://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](http://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



CITY OF KEENE  
PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to Resolution R-2024-20, which, at the time of the printing of this notice, would require that the sum of \$29,816,986 be raised by taxation during the current year which together with \$47,649,211 for estimated operating revenues aggregating \$73,466,197 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,788,812 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, 2024.

Hearing Date: June 6, 2024  
Hearing Time: 7:00 PM

Per order of the Mayor and Councilors of the City of Keene, this 2nd day of May, two thousand and twenty-four.

Attest:   
City Clerk



# CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Patricia Little, City Clerk  
**Through:**  
**Subject:** Election - Ward One Council Vacancy

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**Council Action:**

In City Council May 2, 2024.

Failing to select a prevailing candidate, the Mayor set another 14-day filing period to commence at 8am on Friday, May 10 and ending on Friday May 24 at 4:30pm, with the election to occur at the June 6 regular meeting.

**Recommendation:**

**Attachments:**

1. SECTION\_37.\_\_\_PROCEDURE\_TO\_FILL\_VACANCY.
2. Declaration\_Frock
3. Declaration\_Germana
4. Declaration\_Favolise
5. Background\_Favolise
6. Declaration\_Conway
7. Background\_Conway
8. Declaration\_Hutchinson

**Background:**

Attached are the filings received to fill the vacancy in the Ward One City Council seat previously occupied by Raleigh C. Ormerod. The background of each candidate is included with the declaration form if provided. In addition, the section of the Rules of Order related to filling vacancies has been provided for reference.

Ethan Frock  
Dylan Germana  
Jacob Favolise  
Michael F. Conway  
Bradford Hutchinson

---

## **SECTION 37. PROCEDURE TO FILL VACANCY.**

In the event that a vacancy occurs in the City Council or Office of the Mayor from any cause, the following procedure shall be followed to fill the vacancy.

- A. When a vacancy occurs, the Mayor or Temporary Chair (in the case of a vacancy in the office of the Mayor), in accordance with Sections 8, "Vacancies," and 19, "Mayor," of the City Charter, shall declare the office vacant at the City Council meeting immediately following the discovery of the vacancy. The following procedure will be followed to fill the declared vacancy; provided, however, that if the vacancy is declared to exist within One Hundred and Twenty (120) days of the next regularly scheduled City election for the City Council, the vacancy will be filled through that election process, and in accordance with the requirements of Section 8 of the City Charter.
- B. When a vacancy is declared to exist, the Mayor or Temporary Chair (in the case of a vacancy in the office of the Mayor) shall set a filing period no earlier than eight (8) days after the declaration. The Mayor shall cause publication notice of the vacancy in a newspaper of general circulation in the City and establish a fourteen (14) day period exclusive of the date of publication within which time candidates may file notice of their intent to seek election to the vacant office. The filing period shall end at the close of business of the City Clerk's office on the fourteenth day.
- C. The City Council shall choose a qualified person at the next regular meeting of the City Council after the close of the filing period, at which time an election shall be held.

The following procedure shall be followed on the date of the election:

1. The Mayor, or Temporary Chair in the case of a vacancy in the office of the Mayor (see Section 6, "Temporary Chair," of the Rules of Order), shall declare the field of candidates for the vacancy.
2. Each candidate will be given five (5) minutes to address the City Council relative to his or her candidacy. No questions will be asked of the candidates by the City Council and immediately upon completion of the last candidate's presentation, the City Council will proceed with the process of filling the vacancy.
3. In the event that there are more than two candidates, there shall be a primary vote of the City Council to narrow the field of candidates to two (2). The two candidates receiving the highest number of votes following an initial vote will be declared the finalists for election.
4. The final vote will be conducted and the candidate receiving the votes of a majority of the elected City Council, will be declared the winner.
5. Voting shall be by roll call vote, each City Councilor stating the name of his or her choice. In the event that a City Councilor does not wish to vote for any candidate, he or she shall vote "No". In the event that no candidate for the vacancy receives a majority vote of the elected City Council then the Mayor or Temporary Chair may call for a second round of voting. In the event that no candidate receives a majority vote after the second round of voting, the Mayor or Temporary Chair shall establish an additional fourteen (14) day period within which candidates may file notice of their intent to seek election to the vacant office, and an election shall be held as provided above, including publication notice.
6. Following the successful result of an election, the prevailing candidate shall take the oath of office and be immediately seated.

(Amended 4-17-1997, 11-1-2012, 1-18-2018 , 2-17-2022 )



# DECLARATION OF CANDIDACY WARD ONE CITY COUNCIL VACANCY

Declaration must be signed in the presence of a Notary Public or Justice of the Peace. **The filing period opens at 8:00 am on Friday, May 10, 2024, and continues through 4:30 pm on Friday, May 24, 2024.** Any declarations that are received through the mail shall be acknowledged as being received at 4:30 pm on that day.

I, Ethan Frock, declare that I reside in the City of Keene and that I am a registered voter in **Ward One** and that I am a candidate for the office of **Ward One Councilor** for an unexpired term ending December 31, 2025. I hereby request that my name be put before the City Council for the election on June 6, 2024.

Signature: E Frock

Address: 5 Avalon Pl.

Phone: 603-209-5029

State of New Hampshire  
County of Cheshire

The above named Ethan Frock personally known to me or satisfactorily proven, appeared and subscribed to the above statement.

Cecilia Wood  
Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 5/17/2024 Time Received: 1:22 pm

Voter Status Verified: Ward Map  Charter Description  Voter Checklist Database

**Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information with members of the public.**



DECLARATION OF CANDIDACY  
WARD ONE CITY COUNCIL VACANCY

Declaration must be signed in the presence of a Notary Public or Justice of the Peace. **The filing period opens at 8:00 am on Friday, May 10, 2024, and continues through 4:30 pm on Friday, May 24, 2024.** Any declarations that are received through the mail shall be acknowledged as being received at 4:30 pm on that day.

I, Dylan Germana, declare that I reside in the City of Keene and that I am a registered voter in **Ward One** and that I am a candidate for the office of **Ward One Councilor** for an unexpired term ending December 31, 2025. I hereby request that my name be put before the City Council for the election on June 6, 2024.


Signature: 

Address: 206 Baker St. Keene, NH 03431

Phone: 603 767 8423

State of New Hampshire  
County of Cheshire

The above named Dylan Germana personally known to me or satisfactorily proven, appeared and subscribed to the above statement.

  
Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: May 22, 2024 Time Received: 10:45 AM

Voter Status Verified: Ward Map  Charter Description  Voter Checklist Database

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information with members of the public.



DECLARATION OF CANDIDACY
WARD ONE CITY COUNCIL VACANCY

Declaration must be signed in the presence of a Notary Public or Justice of the Peace. The filing period opens at 8:00 am on Friday, May 10, 2024, and continues through 4:30 pm on Friday, May 24, 2024. Any declarations that are received through the mail shall be acknowledged as being received at 4:30 pm on that day.

I, Jacob Favolise, declare that I reside in the City of Keene and that I am a registered voter in Ward One and that I am a candidate for the office of Ward One Councilor for an unexpired term ending December 31, 2025. I hereby request that my name be put before the City Council for the election on June 6, 2024.

Signature: [Handwritten signature]

Address: 229 Main St., Pondsider 2

Phone: 603 338 8880

State of New Hampshire
County of Cheshire

The above named Jacob R. Favolise personally known to me or satisfactorily proven, appeared and subscribed to the above statement.

[Handwritten signature: Kathy B. Beliveau]
Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 5.23.24 Time Received: 8:30 a.m.

Voter Status Verified: Ward Map [checked] Charter Description [ ] Voter Checklist Database [checked]

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information with members of the public.

## JACOB FAVOLISE

(603) 338 8880 | [jacob.favolise@keene.edu](mailto:jacob.favolise@keene.edu) | [www.linkedin.com/in/jacobfavolise](http://www.linkedin.com/in/jacobfavolise)

I am a lifelong New England resident and proud graduate of New Hampshire public schools who moved to Keene three years ago for school and immediately fell in love with this community. I am a rising senior at Keene State College, where I study political science. In my time as a student, I have maintained a 4.0 GPA while balancing service on the following elected, appointed, and volunteer bodies:

- College Senate
- Student Assembly
- Strategic Planning Committee
- Strategic Peer Review Committee
- Parking Board of Appeals
- Community Standards/Student Conduct Hearing Board

I have diverse work experience in the amusement and recreation, higher education, and politics and government fields. I have worked for New Hampshire small businesses and national campaign organizations, college admissions offices and state legislatures. My experience has taught me how to work collaboratively, think creatively, and manage high-stress situations with professionalism.

More than anything, I am a proud Granite Stater committed to making Keene a better place to live, work, and thrive.





DECLARATION OF CANDIDACY  
WARD ONE CITY COUNCIL VACANCY

Declaration must be signed in the presence of a Notary Public or Justice of the Peace. **The filing period opens at 8:00 am on Friday, May 10, 2024, and continues through 4:30 pm on Friday, May 24, 2024.** Any declarations that are received through the mail shall be acknowledged as being received at 4:30 pm on that day.

I, Michael F. Conway, declare that I reside in the City of Keene and that I am a registered voter in **Ward One** and that I am a candidate for the office of **Ward One Councilor** for an unexpired term ending December 31, 2025. I hereby request that my name be put before the City Council for the election on June 6, 2024.

Signature: 

Address: 51 RAILROAD ST. UNIT 320 Keene NH

Phone: 781-760-3636 (cell)

State of New Hampshire  
County of Cheshire

The above named Michael F. Conway personally known to me or satisfactorily proven, appeared and subscribed to the above statement.

  
Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 5/23/2024 Time Received: 3:42 PM

Voter Status Verified:  Ward Map  Charter Description  Voter Checklist Database

**Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information with members of the public.**

MICHAEL F. CONWAY  
Brief Biography and Statement  
In support of  
CANDIDACY FOR CITY COUNCIL

My name is Michael Conway, and I am a candidate for the open Ward 1 Keene City Council seat. I am a resident of Ward 1 in Keene since moving here from MA in 2020. My wife Patti and I live in a downtown condominium in a mixed-use building with our 6-year-old Golden Retriever, Nelly. We are retired and are both very committed to giving back to our adopted community here in Keene. We have three children and five grandchildren, all but one of whom are presently attending college or beyond; and the youngest of whom attends high school at Putney.

After receiving a BS in Civil Engineering from Southeastern Massachusetts University (now UMASS Dartmouth) and a master's degree from UCONN, and prior to my retirement in 2015; I had a very successful 30+ year career in environmental engineering and management that included a few years with a MA state regulatory agency and more than 29 years in private consulting in the Boston area.

We love our adopted community and want to see it thrive; the city, the businesses, and the people. Patti currently volunteers with Cheshire Village at Home, and I keep pretty busy with Monadnock Habitat for Humanity.

I think that my engineering background and my analytical and practical approach to problem solving could be an asset to the Council and any one of its functional committees.

I never before even considered the possibility of pursuing any kind of public office, and it's not without minor trepidation that I do so now. When I look around Keene, I see a lot to like, but I also see, as there always is, room for improvement. I think I have something to contribute, and I would welcome the opportunity to play a role in making it better.

Thank you for reading, and for considering my candidacy.



DECLARATION OF CANDIDACY  
WARD ONE CITY COUNCIL VACANCY

Declaration must be signed in the presence of a Notary Public or Justice of the Peace. **The filing period opens at 8:00 am on Friday, May 10, 2024, and continues through 4:30 pm on Friday, May 24, 2024.** Any declarations that are received through the mail shall be acknowledged as being received at 4:30 pm on that day.

I, ~~BILL BRADFORD HUTCHINSON~~, declare that I reside in the City of Keene and that I am a registered voter in **Ward One** and that I am a candidate for the office of **Ward One Councilor** for an unexpired term ending December 31, 2025. I hereby request that my name be put before the City Council for the election on June 6, 2024.

Signature: Bill Bradford Hutchinson

Address: 305 MARLBOROUGH ST #4, KEENE

Phone: 603-762-2199 WARD 1

State of New Hampshire  
County of Cheshire

The above named ~~Bill Bradford Hutchinson~~ personally known to me or satisfactorily proven, appeared and subscribed to the above statement.

Terri Wood  
Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 5/24/2024 Time Received: 3:42 pm

Voter Status Verified: Ward Map  Charter Description  Voter Checklist Database

**Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information with members of the public.**



# CITY OF KEENE NEW HAMPSHIRE

ITEM #B.2.

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Mayor Jay V. Kahn  
**Through:** Patricia Little, City Clerk  
**Subject:** **Nomination - Keene Housing**

---

**Recommendation:**

I hereby nominate the following individual to serve on the designated Board or Commission:

**Keene Housing**

Amy Lehr, slot 1  
71 Greenbriar Road

Term to expire Dec. 31, 2026

**Attachments:**

1. Lehr, Amy\_Redacted

**Background:**

**From:** [Patty Little](#)  
**To:** [Heather Fitz-Simon](#)  
**Subject:** FW: Interested in serving on a City Board or Commission  
**Date:** Monday, May 6, 2024 2:50:59 PM  
**Attachments:** [image001.png](#)

---

Please redact and save



**Patricia Little**  
CITY CLERK

- (603) 352-0133, ext. 2
- [plittle@KeeneNH.gov](mailto:plittle@KeeneNH.gov)
- 3 Washington Street, Keene, NH 03431
- [KeeneNH.gov](http://KeeneNH.gov)

---

**From:** helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>  
**Sent:** Monday, January 29, 2024 9:00 AM  
**To:** Helen Mattson <hmattson@keenenh.gov>  
**Cc:** Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>  
**Subject:** Interested in serving on a City Board or Commission

<p>Submitted on Mon, 01/29/2024 - 08:59</p>  
<p>Submitted values are:</p>

**First Name:**

Amy

**Last Name:**

Lehr

**Address**

71 Greenbriar Road  
Keene, NH 03431

**How long have you resided in Keene?**

17 years

**Email:**

[REDACTED]

**Cell Phone:**

[REDACTED]

**Employer:**

Savings Bank of Walpole

**Occupation:**

Commercial Credit & Administration Manager

**Retired**

No

**Please list any organizations, groups, or other committees you are involved in**

I am not currently serving on any other boards.

**Have you ever served on a public body before?**

No

**Please select the Boards or Commissions you would be most interested in serving on.**

Keene Housing Authority

**Please let us know the Board or Commission that you are most interested in serving on.**

Keene Housing Authority

**Optional - Please select your second choice of which Board or Commission you would like to serve on.**

I would be open to serving on other boards or commissions if my skill set would add benefit.

**Please share what your interests are and your background or any skill sets that may apply.**

My interests are mostly family based at this time. I have 5 children and 5 grandchildren all living in Keene so that keeps me very busy. I have worked in banking for over 38 years and have been with Savings Bank of Walpole since 2002 working in the Commercial Lending Department as a lender and am currently managing the credit and administration areas of the department. Skills that could translate to appointment for one of the City's committees could include my ability to read and interpret financial statements, budgeting, organizational skills and ability to work in teams. While not a skill, I have a great interest in the housing issue in the Monadnock Region having struggled with this in my 20's and 30's. I am fortunate to be in the position I am today and if there is a way for me t



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Peg Bruce  
**Through:** Patricia Little, City Clerk  
**Subject:** **Kiwanis Club of Keene - Request to Use City Property - Tree Lighting Ceremony**

---

**Recommendation:**

**Attachments:**

1. Kiwanis Club\_Communication

**Background:**

The Kiwanis Club of Keene is requesting the annual license to conduct the Tree Lighting Ceremony on Central Square on November 29, 2024.



# Kiwanis

KEENE KIWANIS FOUNDATION

63 Emerald Street  
PMB 451  
Keene, NH 03431  
keenekiwanis.org

**OFFICERS 2022-2023:**

Pete Southwell  
*President*

Eli Rivera  
*Past President*

Art Walker  
*President-Elect*

Pam Wilson  
*Treasurer*

Janet Genatt  
*Assistant Treasurer*

Peg Bruce  
*Assistant Treasurer*

Peg Bruce  
*Secretary*

Pam Wilson  
*Assistant Secretary*

**DIRECTORS:**

Carl Allen

Patti Hurd

Jen Rivera

Diana Sommer

Patricia Spears

Art Trombly

**PAST PRESIDENTS:**

Eli Rivera 2022-2023

January 12, 2024

Mayor Kahn and the Keene City Council  
3 Washington Street  
Keene, NH 03431

Re: 11/29/2024 Kiwanis Club of Keene Tree Lighting Celebration, Central Square, Keene, NH

Dear Mayor Kahn and the Keene City Council:

The Kiwanis Club of Keene and the Keene Kiwanis Foundation request a license to produce the 2024 Kiwanis Club of Keene Tree Lighting Celebration. The proposed date and time of the event is November 29, 2024, 5 p.m. to 8:00 p.m. This event continues to compliment the Kiwanis' mission of supporting our local youth.

Keeping with tradition, we would once again like to decorate the Bandstand on Central Square with lights, wreaths, garlands, and bows; decorate the city tree on Central Square with lights and hope to again have a second tree with battery operated mini lights on the Roundabout at the Marlboro Street and Winchester Street intersection. We plan to do the decorating of Central Square on a Saturday in the month of November 2024 and take the decorations down by the second week of February 2025. If possible, we would keep the lights on through the Ice and Snow Festival, weather and City permitting. We plan to continue to string bars of soap on the trees to deter the squirrel population from damaging the light strings. No lights have been damaged so far in 2023/2024.

The 2023 event was enjoyed by a very large group. The decorations are very much appreciated by our community. The children enjoyed the entertainment of the Nelson Town Band and the Keene Cheshiremen Chorus including a Sing Along and Mrs. Claus reading "Twas the Night Before Christmas". Santa's grand entrance on the ladder truck with assistance from Keene Fire Department was especially spectacular! Each year Kiwanis youth groups participate and provide cookies and we provide cocoa for hot chocolate. Kiwanis distributed 600 Christmas bells for the children to ring as Santa rounds the Common. We greatly appreciate the support of the City of Keene departments who work together with Kiwanis to make the community event special each year!

Feel free to contact me should there be any questions. I can be reached at 603-762-7276 or at keenekiwanisinfo@gmail.com.

Thank you for your consideration of this request.

Sincerely,

Peg Bruce  
Kiwanis Club of Keene/Keene Kiwanis Foundation  
63 Emerald Street, PMB 451  
Keene, NH 03431  
603-762-7276

Keene Kiwanis Foundation is a  
501 (c) (3) Organization: tax  
exempt number - 02-0458160





# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Ken Kost  
**Through:** Patricia Little, City Clerk  
**Subject:** **Ken Kost - In Support of the Housing Development Fund - Proposed Operating Budget**

---

**Recommendation:**

**Attachments:**

1. Kost\_Communication

**Background:**

Mr. Kost could not attend tonight's public hearing on the proposed operating budget, but he wishes to submit his written comments supporting this appropriation that would establish a Housing Development Fund.

June 6, 2024

Council Public Hearing-Proposed Operating Budget  
For FY 2024/2025

Mayor Kahn and Councilors:

I am happy to see \$50,000 in the draft City budget for a Housing Development Fund. I urge you to keep this in the final budget.

I am a member of the Keene Planning Board and Master Plan Steering Committee. After moving to Keene 3 years ago I quickly joined the Monadnock Interfaith Project housing team because, based on my experience in urban planning, the impact of the housing crisis on Keene's social economic sustainability was immediately evident to me.

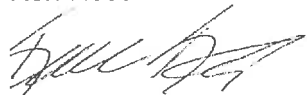
There is a serious social cost to the people who need housing and a significant financial cost to our community to help them. According to an April 16, 2024, article in the New Hampshire Bulletin, Keene expected to spend \$1.2 million during the fiscal year that ended in June 2023, to provide housing to people who could not get a shelter bed, most often by providing vouchers for hotel stays.

In addition to the unhoused population, our workforce cannot find proper housing here, so critical services such as medical care go unmet. Older people live in houses too large and expensive to maintain because there are no smaller homes available. And these houses are not available for young families who want to move here.

I am very pleased that Monadnock Economic Development Corporation (MEDC) is managing the fund. MEDC has a long record of success developing projects through the region and will be an excellent steward for the money Keene provides to the fund.

I fully support Keene's participation in the Housing Development Fund and hope that the city will increase its contribution in future budget years

Ken Kost



30 D Stonehouse Lane  
Keene, NH



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.3.

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Adam Berube  
**Through:** Patricia Little, City Clerk  
**Subject:** Keene Downtown Group - Request to Use City Property - Wizarding Week

---

**Recommendation:**

**Attachments:**

1. Communication\_Downtown Group

**Background:**

The Keene Downtown Group is requesting permission for the use of City Property and closure of a portion of Church Street on July 27, 2024 in association with the Wizarding Week festivities scheduled for the week of July 22-28, 2024.

Keene City Council  
3 Washington Street  
Keene, NH 03431

Monday, May 20, 2024

Dear Members of the Keene City Council,

I am writing to request the temporary closure of Church Street, specifically between The Fairfield Hotel and the Hannah Grimes Market Place, on Saturday, July 27th for a "Diagon Alley" themed street fair. This event will be a highlight of the Wizarding Week taking place in Keene from July 22nd to July 28th, 2024.

The street fair will feature up to three food trucks, various craft vendors, and street performances. Sponsored by the Keene Downtown Group and supported by our dedicated volunteers, the event aims to enhance the food service options available during the weekend and to provide engaging, family-friendly entertainment.

We anticipate that the "Diagon Alley" street fair will draw hundreds of visitors to downtown Keene, contributing to the local economy and fostering community spirit. This themed event will offer a unique opportunity for vendors to sell Harry Potter-themed goods, which we believe will be a big hit among attendees of all ages.

Our goal is to establish this as an annual event that grows in popularity each year, thereby attracting more visitors and further supporting downtown businesses.

We hope that you will consider our request favorably and support this initiative, which promises to be a delightful addition to Keene's vibrant community events. Thank you for your time and consideration.

Sincerely,

  
Adam Berube  
Keene Downtown Group



ITEM #C.4.

## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Katie Carbonara and Dr. Julia Gibson  
**Through:** Patricia Little, City Clerk  
**Subject:** **Katie Carbonara and Dr. Julia Gibson - Resubmitting the Request that the Council Support a Resolution Calling for the Immediate Ceasefire in Gaza**

---

**Recommendation:**

**Attachments:**

1. Communication\_Keene Ceasefire Resolution Petition Signatures\_Redacted

**Background:**

Katie Carbonara is resubmitting her request that the City Council pass a Resolution that would 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.

June 4, 2024

To the Honorable Mayor and City Council,

We are submitting this letter in response to the actions of the Mayor and the majority of the City Council at the meeting on Thursday May 16th. Since the Council did not follow the usual procedure of sending our previous request to a committee to determine next steps, we have taken on the responsibility of drafting a Ceasefire Resolution for the Council and are submitting it in full here.

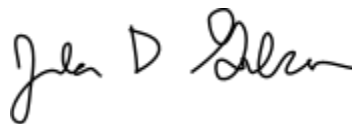
We have also included a petition signed by 63 residents of Keene and an additional 31 residents of Cheshire County who support the city passing a Ceasefire Resolution that demands an immediate ceasefire in Gaza by Israel, Hamas, and other Palestinian militant groups, the release of all hostages and political prisoners held by both sides, the provision of humanitarian aid to Gaza, and an end to all U.S. Military aid packages and arms distribution to Israel.

As Israel continues its genocidal violence, most recently with massacres on displaced people living in tents in “safe zones” in Rafah, it is more timely than ever for Keene to pass a Ceasefire Resolution. We request that this draft resolution be sent to the relevant committee with the urgency that this matter deserves.

Sincerely,



Katie Carbonara  
8 Newbury Lane  
Keene, NH 03431



Dr. Julia D. Gibson  
40 Central Square, Apt 1  
Keene, NH 03431



***City of Keene***  
***New Hampshire***

*In the year Two Thousand and Twenty Four*

**A Resolution**

“Calling on the President of the United States of America, Joseph R. Biden, United States Senators Jeanne Shaheen and Maggie Hassan, and United States Representative Ann Kuster, 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 U.S. Military aid packages and arms distribution to Israel.”

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

WHEREAS, the City Council recognizes that all human life is precious, regardless of race, religion, or nationality; and

WHEREAS, since the Hamas attacks of October 7, 2023, Israel has engaged in a disproportionate and indiscriminate military campaign against the people of Gaza which has killed over 40,000 Palestinians, 70% of whom are women and children; and

WHEREAS, the Israeli military’s campaign of bombardment, siege and invasion in Gaza has resulted in the displacement of more than 85% of Gaza’s 2.2 million inhabitants, destroyed more than 70% of homes, and severely damaged nearly every healthcare facility in Gaza; and

WHEREAS, the Israeli military’s campaign of bombardment, siege, and invasion in Gaza is funded in large part by U.S. taxes in the form of unconditional military aid packages; and

WHEREAS, through their federal tax dollars, Keene residents contribute an estimated \$334,000 per year to the Israeli military; and

WHEREAS, rendering Gaza uninhabitable likely amounts to “collective punishment” under Article 33 of the 4th Geneva Convention, and to “genocide” under the United Nations Convention on the Prevention and Punishment of the Crime of Genocide; and

WHEREAS, residents of the City of Keene refuse to be complicit in Israel’s campaign of destruction in Gaza; and

WHEREAS, the City of Keene's Federal representative delegation led by Jeanne Shaheen, Maggie Hassan and Ann Kuster, has failed to represent the urgent humanitarian and diplomatic interests of residents of the City of Keene, and the state of New Hampshire;

NOW, THEREFORE, be it resolved that the Keene City Council joins with representatives of other U.S. cities in calling on our President and our Federal representative delegation to demand an immediate and enduring ceasefire, the provision of life saving humanitarian aid in Gaza, the release of all hostages, detainees and political prisoners on both sides; and

BE IT FURTHER RESOLVED that the Keene City Council joins with representatives of other U.S. cities in calling on our President and our Federal representative delegation to demand an end to U.S. Military aid packages and all arms distribution to Israel; and

BE IT FURTHER RESOLVED that the Keene City Council shall establish a committee to identify, divest from and prevent business with all entities involved in the US-Israeli military industrial complex.



# Keene, NH Ceasefire Resolution

## Petition to Mayor Jay Kahn and the Keene City Council

We, the undersigned residents of Keene, support the passage of a Ceasefire Resolution by the Keene City Council that demands 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 U.S. Military aid packages and arms distribution to Israel.

	<b>Name</b>	<b>City</b>	<b>Ward</b>
1.	Heather Servant	Keene	1
2.	Lennon Williams	Keene	1
3.	Alice Whittemore	Keene	1
4.	Susan Hansmeier	Keene	1
5.	Leah Arnold	Keene	1
6.	Tom Carbonara	Keene	1
7.	Chloe Swett	Keene	1
8.	Mapiya Duran	Keene	1
9.	Rebecca Hayes	Keene	2
10.	Caroline Visceglie	Keene	2

11.	William Lamb	Keene	2
12.	Astara Zuorski	Keene	2
13.	Connor Johnston	Keene	2
14.	Damien Licata	Keene	2
15.	Ridab Alnabhan	Keene	2
16.	Fatima Alnabhan	Keene	2
17.	Julia Badders	Keene	2
18.	Holly Erwin	Keene	2
19.	Amy Kraemer	Keene	3
20.	Ali Power	Keene	3
21.	Lily Bond	Keene	3
22.	Victoria McIntosh	Keene	3
23.	Jenna Feld	Keene	3
24.	Abby Power	Keene	3
25.	Alicia Sponholz	Keene	3
26.	Molly Morrison	Keene	3

27.	Samantha Jacobs	Keene	3
28.	Remy Bedard	Keene	3
29.	Spencer Zamboni	Keene	3
30.	Karen Rent	Keene	4
31.	Mohammed Mahkari	Keene	4
32.	Julia Gibson	Keene	4
33.	Emma Whittemore	Keene	4
34.	Emma Nuzzo	Keene	4
35.	Lydia Leeman	Keene	4
36.	Madigan Keating	Keene	4
37.	Theresa Desilets	Keene	4
38.	Katherine Power	Keene	4
39.	Nicole Melanson	Keene	4
40.	Matt Williams	Keene	4
41.	Stephanie Fullmer-Smith	Keene	4
42.	Makenzie Campbell	Keene	5

43.	Maryam Gul	Keene	5
44.	Katie Carbonara	Keene	5
45.	Olivia Payne	Keene	5
46.	Margaret Thomas	Keene	5
47.	Keighley Urban	Keene	5
48.	Julia D'Antico	Keene	5
49.	Emma King-Clay	Keene	5
50.	Stephanie Ritchie	Keene	5
51.	Susan Carbonara	Keene	5
52.	Emily Daigle	Keene	5
53.	Paul Urban	Keene	5
54.	John Chavira	Keene	5
55.	Anne Tallon	Keene	
56.	Kadie Chidester	Keene	
57.	Greta Elbers	Keene	
58.	Aftab Ahmad	Keene	

- |     |                  |       |
|-----|------------------|-------|
| 59. | Fnu Sameen Aisha | Keene |
| 60. | Duresmeen Berki  | Keene |
| 61. | Matthew Williams | Keene |
| 62. | Jocelyn Pellerin | Keene |
| 63. | Ella Bogdonoff   | Keene |

We, the undersigned, are residents of Cheshire County. Many of us work, go to school, or send our children to school in Keene. Because of this, we wanted to share our support for the passage of a Ceasefire Resolution by the Keene City Council that demands 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 U.S. Military aid packages and arms distribution to Israel.

- |    | <b>Name</b>    | <b>City</b>  |
|----|----------------|--------------|
| 1. | Mira Michelson | Alstead      |
| 2. | Ronja Elliston | Alstead      |
| 3. | Greta Elbers   | Alstead      |
| 4. | Hannah Besser  | Chesterfield |
| 5. | Heidi Fales    | Chesterfield |

6. Madeline Waters Chesterfield
7. Dayna Locitzer Chesterfield
8. Meghan Hoppe Chesterfield
9. Kellianne Hamburg Gilsum
10. Sarah Flower Gilsum
11. Ashlee Discenzo-Knapp Hinsdale
12. Amaya Estell Jaffrey
13. Brean Farquharson Jaffrey
14. Abigail Mitchell Marlborough
15. Kirsten Farhm Marlborough
16. Erika Farhm Marlborough
17. Savannah Marcello Marlborough
18. Rheanne Bamforth Marlow
19. Nate Loomis Spofford
20. Jessica Bullock Surry
21. Mallory DuBois Surry

- |     |                    |              |
|-----|--------------------|--------------|
| 22. | Mallory Snide      | Swanzy       |
| 23. | Eli Basila         | Swanzy       |
| 24. | Jennifer Bakalar   | Troy         |
| 25. | Dez Desruisseau    | Troy         |
| 26. | Riley Mark         | Troy         |
| 27. | Sarah Cavanaugh    | Troy         |
| 28. | Nat Wood           | Walpole      |
| 29. | Julianna Dodson    | Westmoreland |
| 30. | Candace St. John   | Westmoreland |
| 31. | Margaux Van Houtte | Westmoreland |



ITEM #C.5.

## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Attorney Daniel S. Rich  
**Through:** Patricia Little, City Clerk  
**Subject:** **Attorney Daniel S. Rich/PretiFlaherty Beliveau & Pachois, PLLP - Requesting that the City Quitclaim Any Interest - Former Railroad Easement - 120 Emerald Street**

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### **Recommendation:**

### **Attachments:**

1. Communication\_PretiFlaherty

### **Background:**

120 Emerald Street, LLC currently owns the real property and improvements, commonly called the Arcadia Apartments, located at 120 Emerald Street. Upon reviewing the back title of their property, it was revealed that a former railroad easement shares a border with the main access to the apartment building. On behalf of 20 Emerald Street, LLC, Attorney Daniel Rich is requesting that the City quitclaim any interest that it has in this in exchange for a sidewalk easement along the City's existing right-of-way at the corner of Emerald Street and Ralston Street.



Daniel S. Rich  
drich@preti.com  
603.410.1539

May 30, 2024

**VIA OVERNIGHT MAIL TO:**

Keene City Council  
City of Keene, NH  
3 Washington Street  
Keene, NH 03431

**RE: Request for the City of Keene (the “City”) to quitclaim any interest it has in the Railroad Easement (as defined below) to 120 Emerald Street LLC**

Dear Council Members:

Our firm represents 120 Emerald Street LLC, a New Hampshire limited liability company (“120 Emerald Street”), which owns the real property and improvements, commonly referred to as the Arcadia Apartments, located at 120 Emerald Street, Keene, New Hampshire 03431 (the “Property”).

After conducting a substantive review of the back title for the Property, it is evident that the Property is subject to a right-of-way for the benefit of the Boston & Maine Corporation, or its successors and assigns, related to the use, construction and maintenance of a railroad side track as more particularly depicted on that certain plan entitled “Right-of-Way and Track Map, Connecticut River R.R. Co., Operated by the Boston and Maine R.R., Station 1108+80 to Station 1143+724” (the “Railroad Easement”). As you can see from an annotated copy of the Property’s as-built survey from 2019, a copy of which is enclosed with this letter, the Railroad Easement shares a border with the main access of the apartment building that is currently located on the Property.

Further diligence regarding the Railroad Easement has illustrated that: (i) pursuant to the terms of that certain Release Deed dated July 5, 1995, and recorded in the Cheshire County Registry of Deeds at Book 1530, Page 715, the Boston & Maine Corporation conveyed any and all rights it had in the Railroad Easement to the State of New Hampshire, Department of Transportation; and (ii) in connection therewith, the State of New Hampshire conveyed to the City of Keene, with quitclaim covenants, all of its right, title and interest in and to the Railroad Easement. See Quitclaim Deed recorded in the Cheshire County Registry of Deeds at Book 1259, Page 808. Therefore, title to the Railroad Easement is currently vested in the City of Keene.

Considering the history related to the Railroad Easement, coupled with the fact that the Railroad Easement technically runs through the middle of the Property, we are reaching out at this time – on behalf of 120 Emerald Street – to request that the City Council provide a quitclaim deed conveying all of the City of Keene’s interest in the Railroad Easement to 120 Emerald Street. In exchange for providing the requested quitclaim deed to 120 Emerald Street, and in connection with a recent request from the City Engineer, please note that 120 Emerald Street is willing to provide

PRETI FLAHERTY

May 30, 2024

Page 2

the City of Keene with a sidewalk easement (in customary form) along the City's existing right-of-way at the corner of Emerald Street and Ralston Street. We hope this request, and the exchange contemplated herein, is something that the City Council will favorably consider.

While it is certainly not our intention to rush the City Council, or its agents, please note that time is of the utmost importance with this request as 120 Emerald Street is presently in the process of seeking to sell the Property to an interested party and would like to resolve this title matter as soon as reasonably practicable so that parties can proceed to closing.

Should you have any questions or wish for our office to prepare any of the instruments contemplated herein (i.e., the City's quitclaim of its rights in the Railroad Easement or the grant of a sidewalk easement from 120 Emerald to the City), please do not hesitate to let us know. My direct office line is (603) 410-1539 and my email address is [drich@preti.com](mailto:drich@preti.com).

Thank you in advance for your time and attention to this matter.

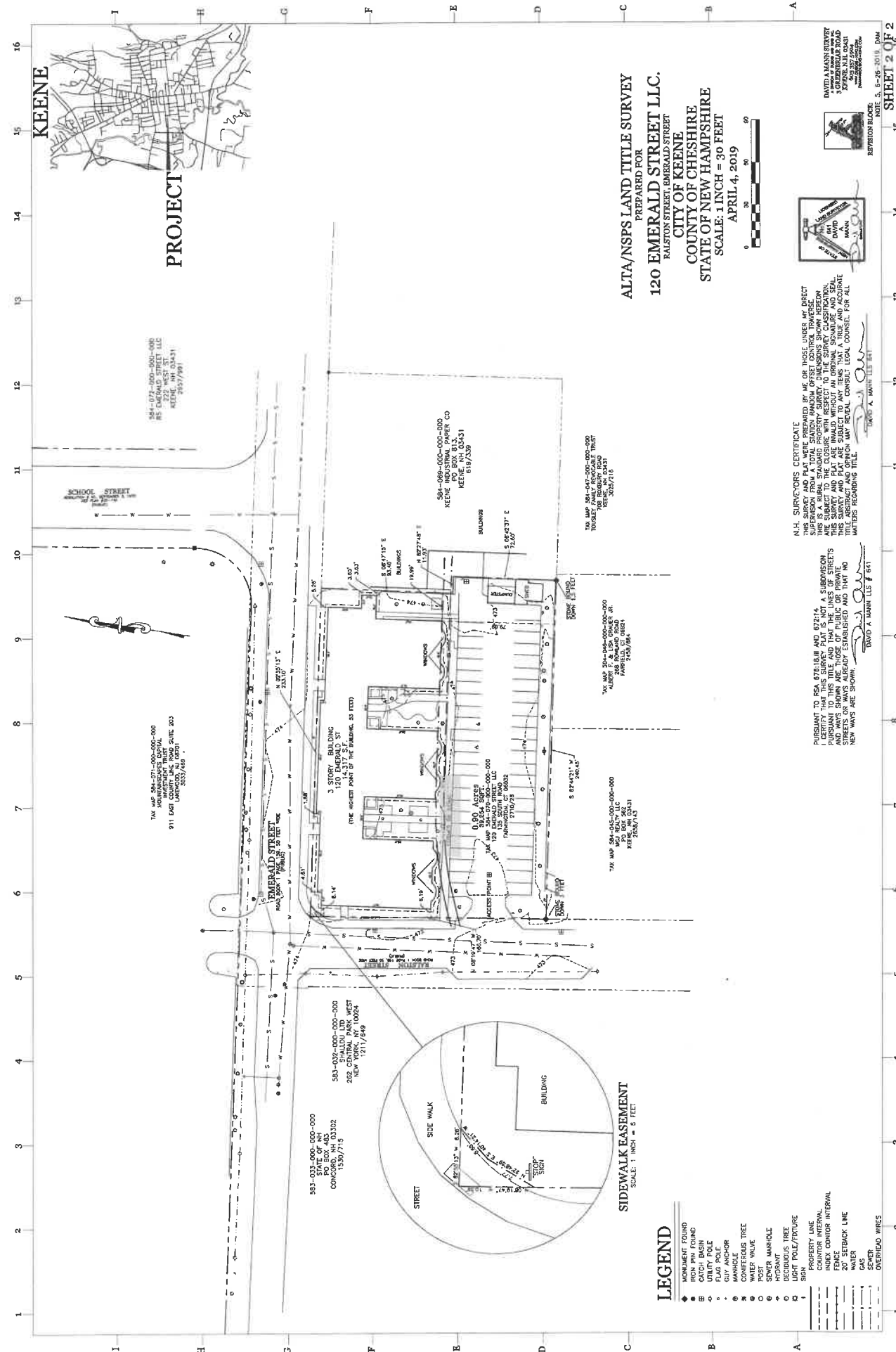
Sincerely,



Daniel S. Rich

Enclosures (as noted above)

CC:  
120 Emerald Street, LLC (via email correspondence)

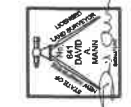


**PROJECT**

**KEENE**

ALTA/NSPS LAND TITLE SURVEY  
 PREPARED FOR  
**120 EMERALD STREET LLC.**  
 RALSTON STREET, EMERALD STREET  
 CITY OF KEENE  
 COUNTY OF CHEESHIRE  
 STATE OF NEW HAMPSHIRE  
 SCALE: 1 INCH = 30 FEET  
 APRIL 4, 2019

N.H. SURVEYORS CERTIFICATE  
 THIS SURVEY AND PLAN WERE PREPARED BY ME OR THOSE UNDER MY DIRECT SUPERVISION FROM A TOTAL STATION, RANDOM OFFSET CONTROL, TRANSIT, AND TOTAL STATION, AND I AM A LICENSED SURVEYOR IN THE STATE OF NEW HAMPSHIRE. THIS SURVEY AND PLAN ARE MADE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND I AM NOT PROVIDING ANY WARRANTY, EXPRESS OR IMPLIED, REGARDING THE ACCURACY OF THIS SURVEY AND PLAN. I AM NOT PROVIDING ANY LEGAL ADVICE OR OPINION. ANY REPEAL, CONSULT LEGAL COUNSEL FOR ALL MATTERS RELATING TO TITLE.  
 DAVID A. MANN, L.L.S. # 611



NOTE: S. 6-26-2018 (M) SHEET 2 OF 2

584-077-000-000-000  
 HIS EMBALMERS SURVEY LLC  
 1000 W. BOSTON STREET  
 KEENE, NH 03431  
 603/352/7981

584-080-000-000-000  
 KEENE INSISTENT PAPER CO  
 P.O. BOX 8133  
 KEENE, NH 03431  
 603/352/3239

700 MAP 584-045-000-000-000  
 1000 W. BOSTON STREET  
 KEENE, NH 03431  
 REC. 2020/7/16

700 MAP 29-045-000-000-000  
 ALBERT F. & LISA CRANE, JR.  
 PARRIS, CT 06461  
 430/384

700 MAP 584-045-000-000-000  
 1000 W. BOSTON STREET  
 KEENE, NH 03431  
 REC. 2020/7/16

700 MAP 584-071-000-000-000  
 HOWARD STREET CO  
 911 EAST COUNTY LINE ROAD, SUITE 203  
 LAFORGE, NH 03053  
 603/353/4259

583-033-000-000-000  
 STATE OF NH  
 COMCORD, NH 03302  
 1530/715

583-032-000-000-000  
 SHALLOO, LTD  
 250 W. WINDY HILL RD  
 NEWTON, NH 10002  
 121/649



**SIDEWALK EASEMENT**  
 SCALE: 1 INCH = 5 FEET

- LEGEND**
- ◆ UNKNOWN FOUND
  - IRON PIN FOUND
  - ⊕ CATCH BASIN
  - ⊖ UTILITY POLE
  - ⊙ GUY ANCHOR
  - ⊙ MANHOLE
  - ⊙ COMPRESSOR TREE
  - ⊙ VALVE
  - ⊙ POST
  - ⊙ SENER MARKER
  - ⊙ HYDRANT
  - ⊙ LIGHT POLE/STRUCTURE
  - ⊙ SIGN
- PROPERTY LINE  
 INDEX CENTER INTERVAL  
 FENCE  
 20' SETBACK LINE  
 CENTER LINE  
 CAS  
 SENER  
 OVERHEAD WIRES

RELEASE DEED

The BOSTON AND MAINE CORPORATION, a corporation duly organized and existing under the laws of the State of Delaware, with its principal place of business at Iron Horse Park, North Billerica, Massachusetts 01862 (the "Grantor"), for consideration paid to it by the State of New Hampshire, Department of Transportation, whose mailing address is Hazen Drive, P. O. Box 483, Concord, New Hampshire 03302-0483 (the "Grantee") hereby grants to the Grantee without any warranties or covenants of title whatsoever, all of the Grantor's right, title and interest in and to the following described premises (the "Premises"):

SEE "EXHIBIT A" ANNEXED HERETO AND  
MADE A PART HEREOF BY THIS REFERENCE

The Premises include any and all bridges, crossings, culverts, walls, buildings, ditches, trackage, except as hereinafter provided for, and other fixtures or improvements of any description located in, over, under or upon the Premises.

The Grantor excepts from this conveyance any and all rails and tie plates ("Trackage") located in whole or in part upon the Northern Railroad right-of-way described in "Exhibit A" hereof and this conveyance is subject to the right of the Grantor to enter said right-of-way from time to time and at any and all times up to December 31, 1995 for removal of the rails and up to May 11, 1996 for removal of tie plates, with such men, equipment and materials as, in the reasonable opinion of the Principal Engineering Officer of the Grantor, are necessary for the removal of said Trackage. If the Trackage is not removed from said right-of-way by the deadlines specified, then any remaining Trackage shall be deemed abandoned by the Grantor and shall then become the property of the Grantee.

The Premises are conveyed subject to all easements, restrictions, covenants, agreements or rights in others as may appear of record, or otherwise.

And for the consideration aforesaid, the NORTHERN RAILROAD hereby consents to the foregoing grant and joins herein to ratify and confirm the same so far as its interests may appear.

The requirement of deed stamps and the declaration of consideration do not apply to this transaction, pursuant to RSA 78-B:2 and RSA 78-B:10, III.

8X1530PG0716

IN WITNESS WHEREOF, the BOSTON AND MAINE CORPORATION and NORTHERN RAILROAD have each caused this Release Deed to be executed on their respective behalves, and their corporate seals to be hereto affixed by David A. Fink, President of each, thereunto duly authorized this 5th day of July, 1995.

BOSTON AND MAINE CORPORATION

Philip R. Mulvey, Jr.  
Witness

By: David A. Fink  
David A. Fink, President

NORTHERN RAILROAD

Philip R. Mulvey, Jr.  
Witness

By: David A. Fink  
David A. Fink, President

BK 1530 PG 0717

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

July 5, 1995

Then personally appeared the above-named David A. Fink, the President of the BOSTON AND MAINE CORPORATION and acknowledged the foregoing release deed to be his free act and deed and the free act and deed of said BOSTON AND MAINE CORPORATION, before me.

  
Notary Public  
My Commission Expires: 7/6/2001

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

July 5, 1995

Then personally appeared the above-named David A. Fink, the President of the NORTHEAST RAILROAD and acknowledged the foregoing release deed to be his free act and deed and the free act and deed of said NORTHEAST RAILROAD, before me.

  
Notary Public  
My Commission Expires: 7/6/2001

## EXHIBIT A

PROPERTY DESCRIPTION

Three certain strips or parcels of land (railroad right-of-way) located in New Hampshire and being portions of the railroad lines sometimes referred to as the "Ashuelot Branch", so-called, the "Cheshire Branch", so-called, and the "Northern Railroad", so-called, and being more particularly described as follows:

Ashuelot Branch

Beginning at approximately centerline engineering station ("CLE") 3+20 as shown on plans for federal valuation section V42.5 at map 1 in Hinsdale, New Hampshire;

Thence running in a generally northerly and easterly direction through said Hinsdale and continuing through the Towns of Winchester, Swansey and Keene, New Hampshire to the point of termination at CLE 1134+65 as shown on said valuation section V42.5 at map 22, all within Cheshire County, New Hampshire.

Said strip of land is the Ashuelot Branch, so-called, and includes the entire width of said portion of said rail line and any all appurtenances thereto and all fixtures attached or affixed thereon. Said strip of land runs generally in a northeasterly direction and is more particularly defined as shown outlined within heavy dashed lines (\_\_\_\_\_ ) as shown on federal valuation plans on file with the Chief Engineer of the Boston and Maine Corporation, Iron Horse Park, North Billerica, Massachusetts 01862 and the State of New Hampshire, Department of Transportation, Bureau of Railroads and Public Transportation, 91 Airport Road, P.O. Box 481, Concord, New Hampshire 03302-0481.

Cheshire Branch

Beginning at approximately CLE 569+58.5 as shown on plans for federal valuation section V19.1 at map 12 in Rindge, New Hampshire at the Massachusetts - New Hampshire state line;

Thence continuing in a generally northwesterly direction through Rindge and continuing through the Towns of Fitzwilliam, Troy, Marlboro, Swansey, Keene, Surry, Westmoreland and Walpole to the point of termination at CLE 2784+05 in said Walpole as shown on plans for federal valuation section V19.1 at map 54, all within Cheshire County, New Hampshire.

\* INCLUDING THE TOWNS OF HINSDALE, WINCHESTER, SWANSEY, RINDGE, FITZWILLIAM, TROY, MARLBORO, KEENE, SURRY, WESTMORELAND AND WALPOLE.

said strip of land is the "Cheshire Branch", so-called, and includes the entire width of said portion of said rail line and any and all appurtenances thereto and all fixtures attached or affixed thereon. Said strip of land runs generally in a northwesterly direction and is more particularly defined as shown outlined within heavy dashed lines (\_\_\_\_\_ ) as shown on federal valuation plans on file with the Chief Engineer of the Boston and Maine Corporation, Iron Horse Park, North Billerica, Massachusetts 01862 and the State of New Hampshire, Department of Transportation, Bureau of Railroads and Public Transportation, 91 Airport Road, P.O. Box 483, Concord, New Hampshire 03302-0483.

#### Northern Railroad

Beginning at approximately CLE 383+59.4 as shown on plans for federal valuation section V32.1 at map 8 in Bowcaven, New Hampshire;

Thence continuing in a generally northwesterly direction through said Bowcaven and the Towns of Franklin, Andover, Wilmont and Danbury to the Danbury/Grafton, New Hampshire town line at CLE 21.90+15.5 as depicted on federal valuation section V32.1 on map 42, all within the County of Merrimack, New Hampshire;

Thence continuing from said Danbury/Grafton town line through the Towns of Grafton, Orange, Canaan, Enfield and through Lebanon to the point of termination at CLE 3515+69 as shown on plans for federal valuation section V32.1 on map 68, all within the County of Grafton, New Hampshire.

Said strip of land is the "Northern Railroad", so-called, and extends for approximately 59.32 contiguous miles of rail line and includes the entire width of said portion of said rail line including all appurtenances thereto and all fixtures attached or affixed thereon. Said strip of land runs generally in a northwesterly direction and is more particularly defined as shown outlined within heavy dashed line (\_\_\_\_\_ ) as shown on federal valuation plans on file with the Chief Engineer of the Boston and Maine Corporation, Iron Horse Park, North Billerica, Massachusetts 01862 and the State of New Hampshire, Department of Transportation, Bureau of Railroads and Public Transportation, 91 Airport Road, P.O. Box 483, Concord, New Hampshire 03302-0483.



8K1530PG0720

BOSTON AND MAINE CORPORATION

Secretary's Certificate

I, John R. Madolny, being the duly elected and presently serving Secretary of Boston and Maine Corporation (the "Corporation") do hereby certify that the following vote was duly adopted by the Directors of the Corporation at a meeting of the Board of Directors held on May 25, 1995.

VOTED: That for a consideration of Two Million Nine Hundred Fifty Thousand Dollars (\$2,950,000.00) the Corporation sell, assign, transfer and convey to the State of New Hampshire through its Department of Transportation three certain segments of railroad lines known as the "Ashuelot Branch", so-called, situated between centerline engineering station ("CLE") 3+20 as shown on plans for valuation section 42.5 at map 1 in Hinsdale, New Hampshire and CLE 1134+65 as shown on plans for valuation section 42.5 at map 22 in Keene New Hampshire; the "Cheshire Branch", so-called, situated between CLE 569+56.5 as shown on plans for valuation section 39.1 at map 12 in Rindge, New Hampshire and CLE 2784+05 as shown on plans for valuation section 39.1 at map 54 in Walpole, New Hampshire; and the "Northern Railroad", so-called, situated between CLE 383+49.4 as shown on plans for valuation section 32.1 at map 8 in Boscawen, New Hampshire and CLE 3515+59 as shown on plans for valuation section 32.1 at map 68 in Lebanon, New Hampshire.

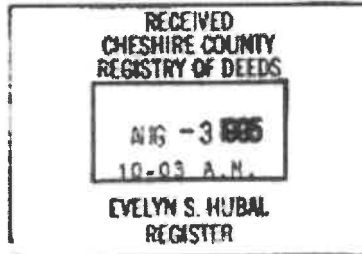
VOTED: That David A. Fink, President of the Corporation or Leonard A. Lucas, Vice President - Real Estate of the Corporation jointly or individually are hereby authorized, empowered and directed, on behalf of and in the name of the Corporation, to execute, seal and deliver such agreements of sale, deeds, certificates and other instruments as he or they shall deem necessary, appropriate or convenient to effect the transaction contemplated by the foregoing vote, and that all actions taken in furtherance of said transaction prior to the date hereof are hereby ratified, approved, confirmed and adopted in all respects.

BK 1530PG0721

I further certify that such vote has not been altered, amended or rescinded, and remains in full force and effect as of the date hereof.

WITNESS my hand and the seal of the Corporation as of this 13th day of June, 1995.

  
John R. Madolny, Secretary



010219

08 SEP -7 PM 3:10

*Handwritten signature*  
REC'D BY THE CLERK  
NEW HAMPSHIRE  
SEP 7 1988

*Handwritten signature*

*Handwritten signature*

**CHESHIRE COUNTY**

REGISTRY OF DEEDS  
KEENE, NEW HAMPSHIRE

SEP - 7 1988

Received at 3:10 o'clock PM

Recorded in Vol. 1259 Page 808

Attest *Handwritten signature* Registrar

(131)

*Handwritten signature*

①

*Handwritten initials*

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QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS that the State of New Hampshire, hereinafter referred to as "Grantor", for consideration paid, grants to the City of Keene, New Hampshire, with quitclaim covenants, all of its right, title and interest in and to those pieces or parcels of land situated in the City of Keene, Cheshire County, New Hampshire and bounded and described as follows:

- (a) All parcels shown on Boston and Maine Railroad Valuation Plan V39.1NH31 entitled "Right-of-Way and Track Map, Fitchburg R.R. Co.", dated June 30, 1914, between Station 1603+95 and Station 1623+20 thereon; and
- (b) All parcels shown on Boston and Maine Railroad Valuation Sheet Number V39.1NH S.L. 32, entitled "Station Map-Lands, Fitchburg R.R. Co.", dated June 30, 1914 between Stations 1623+20 and Station 1676+00 thereon; and
- (c) Those parcels shown on Boston and Maine Railroad Valuation Sheet Number V39.1NH33, entitled "Right-of-Way and Track Map, Fitchburg R.R. Co.", dated June 30, 1914 between Station 1676+00 and Station 1709+70, being the eastern boundary of Parcel No. 23; and
- (d) Those parcels shown on Boston and Maine Railroad Valuation Plan V42.5/SL22, entitled "Station Map-Lands, Connecticut River R.R. Co.", dated June 30, 1914, between approximately Station 1131+45, being the northeast boundary of Parcel No. 9, and Station 1143+72.4.

The Grantor also expressly releases any right or interest in the above-described properties created by statute under RSA 228:60-a, RSA 228:60-b, and RSA 228:60-c.

TO HAVE AND TO HOLD the above-described premises, with all the privileges and appurtenances thereto belonging, to the City of Keene, New Hampshire, its successors and assigns, to its own use and behoof forever.

IN WITNESS WHEREOF the said State of New Hampshire has caused these presence to be executed in its name, by the Commissioner of Transportation, thereunto duly authorized, this 23<sup>rd</sup> day of AUGUST, 1988.

THE STATE OF NEW HAMPSHIRE  
Department of Transportation

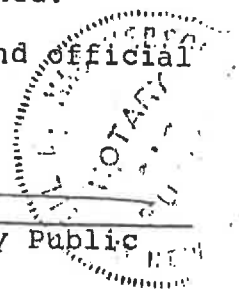
By: Wallace E. Stickney  
Wallace E. Stickney, Commissioner

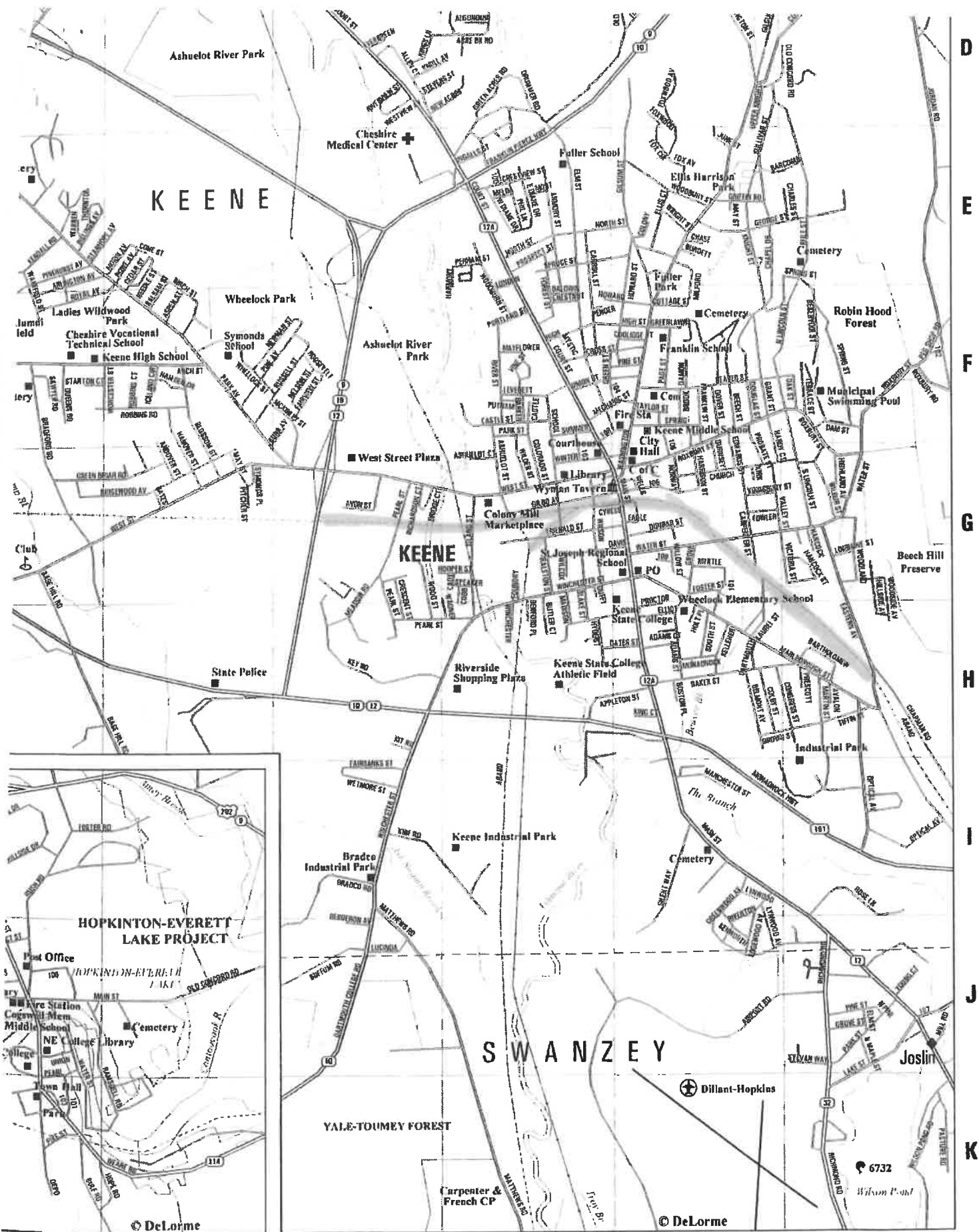
STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK, SS.

On this the 23<sup>rd</sup> day of August, 1988, before me, the undersigned officer, personally appeared WALLACE E. STICKNEY, Commissioner of the New Hampshire Department of Transportation, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he, being authorized to do so, has executed the same for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Neil D. MacPherson  
Justice of the Peace/Notary Public  
NEIL D. MacPHERSON, Notary Public  
My Commission Expires April 9, 1991





1" = 0.4 mi (0.6 km)

63

**STATE OF NEW HAMPSHIRE  
INTER-DEPARTMENT COMMUNICATION**

**From:** Louis A. Barker  
Railroad Planner

**Date:** October 17, 2011

**At:** Dept. of Transportation  
Bureau of Rail and Transit

**thru:** Christopher Morgan, Administrator, Bureau of Rail & Transit

**SUBJECT:** State-owned Ashuelot Branch Railroad Corridor, Keene  
Ownership

**TO:** Mike Pillsbury  
Deputy Commissioner

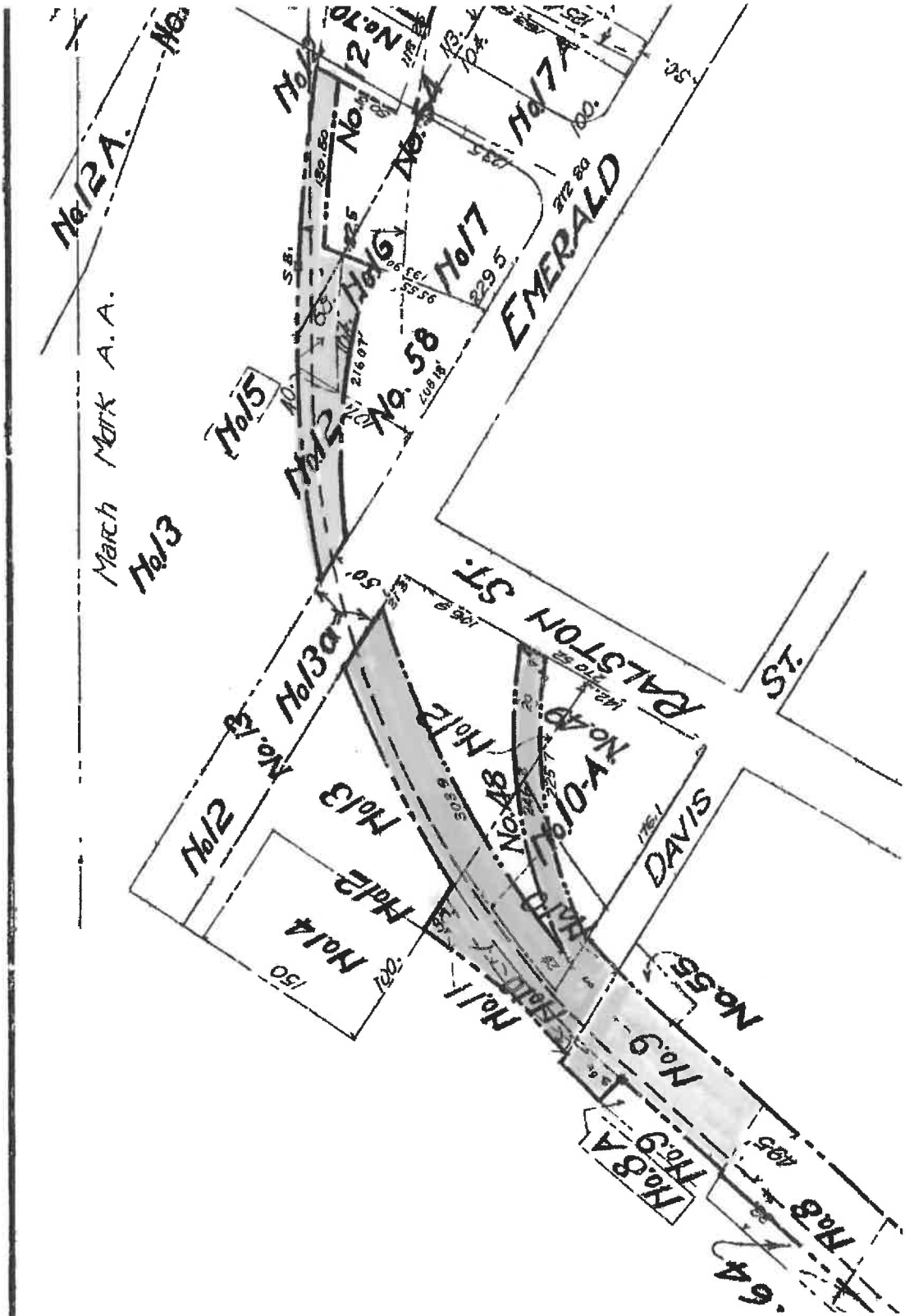
Please find attached a copy of the Quitclaim Deed dated August 23, 1988 from the State of New Hampshire, Grantor, to the City of Keene for segments of the State-owned Cheshire and Ashuelot Branch Railroad Corridors in Keene. Also, I have attached excerpts from the Ashuelot Branch Valuation Section 42.5/SL22, 42.5/22 and the City Tax Map.

In researching recent property request regarding railroad property I compared paragraph (d) to the valuation maps on file in the Bureau of Rail & Transit. It is my opinion that the State's ownership actually ends at what is known as Davis Street. This disagrees with what it shown the City of Keene tax maps therefore two property requests were referred by the City to this office.

Unless there are other steps necessary I request permission to inform the City of Keene of this finding and to redirect the property requests to the City of Keene as well.

Please review, comment and if acceptable I will prepare correspondence to the City of Keene and to the applicants.

Attachments



42.5 / 5222





# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.6.

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Attorney Thomas R. Hanna  
**Through:** Patricia Little, City Clerk  
**Subject:** **Attorney Thomas R. Hanna/BCM Environmental & Land Law, PLLC -  
Donation of Land at 0 Ashuelot Street - Compensatory Flood Storage**

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**Recommendation:**

**Attachments:**

1. Communication\_Hanna

**Background:**

Attorney Hanna representing JRR Properties, LLC noted that in July 2022, the City Council voted to accept the donation of 2.5 acres of a 3 acre parcel located at 0 Ashuelot Street, with the remaining acre donated to the Monadnock Conservancy as a location of their regional headquarters. The parcel proposed for development by the Conservancy is in the 100-year floodplain, requiring offsite compensatory flood storage. The only available location for the required compensatory storage is the 2.5 parcel gifted to the City. The petitioner requests conditional approval to locate the compensatory storage on a portion of the land that will be donated to the City.



VIA ELECTRONIC SUBMISSION

June 1, 2024

Keene City Council  
Attn: Patricia A. Little, City Clerk  
3 Washington Street  
Keene, NH 03431

**Re: Donation of Land at 0 Ashuelot Street to City of Keene for Use as a City Park**

Dear Mayor Kahn and City Councilors:

I represent JRR Properties, LLC (“JRR”), owner of the 3.5-acre parcel (“Subject Parcel”) at 0 Ashuelot Street (Tax Map 56, Lot 1), which is an undeveloped lot on the Ashuelot River. In July of 2022, the City Council voted to accept the donation of approximately ±2.5 acres of this parcel for use as a city park and authorized the City Manager to enter into a gift agreement with JRR. The agreement between the City and JRR was executed in February of this year and was recently amended to extend the timeframe for JRR to submit the subdivision application to the Planning Board.

JRR is donating the remaining ±1 acre of the Subject Parcel to the Monadnock Conservancy for the Conservancy’s regional headquarters. The majority of the Subject Parcel is in the 100-Year Floodplain. This means that the Conservancy’s proposed development, which includes a net-zero building and adjacent parking area, will require offsite compensatory flood storage. The City’s Floodplain Regulations permit compensatory storage to mitigate for any loss in flood storage capacity in the 100-Year Floodplain as a result of fill from development. The Conservancy’s engineer and design team have determined that the only location available for the required compensatory storage is on a portion of the adjacent ±2.5 acre of land that will be donated to the City.

The purpose of this letter is to request conditional approval from the City Council to allow the Monadnock Conservancy to locate the compensatory storage on a portion of the land that will be donated to the City. The approval sought from the City Council is conditional, because it is not yet possible to specify the exact size and location of the proposed offsite flood storage. This information cannot be finalized until a Floodplain Permit and Alteration of Terrain (AoT) Permit are obtained from FEMA and the NH Department of Environmental Services, respectively. We are, however, able to estimate the approximate size and location of this flood storage area. See the attached plan entitled “Concept Plan #2,” prepared by SVE Associates on March 19, 2024.

We have met with City staff to explain this situation, and we received an email, dated April 25, from Evan Clements indicating support. See copy of email attached. We have also been in

conversation with the City's Floodplain Manager, Michael Hagan, regarding the uses that are permitted in the compensatory flood storage area. He noted that the storage area would have to remain as open space and that any structures located in this area would need to be subtracted from the total calculation for compensated flood storage. If the City permits the Monadnock Conservancy to locate its required compensatory flood storage on the City-owned portion of the Subject Parcel, it is possible to expand this flood storage area in the future to accommodate the City's park development in the floodplain.

If the City Council approves the location of the flood compensation storage area on its donated land, I propose that such approval be conditioned on acceptance by the City Manager of the final determination of the location and size of the area and on acceptance of an easement from the City to the Monadnock Conservancy in a form and with language acceptable by the City Attorney.

I am available to answer questions regarding this request and will be present at the June 13, 2024 Finance, Organization and Personnel Committee meeting.

Sincerely,



Thomas R. Hanna  
(603) 352-1928  
hanna@nhlandlaw.com

cc: Thomas P. Mullins, Esq.  
Jessica Quinn, Manager of JRR Properties, LLC  
Ryan Owens, Executive Director of The Monadnock Conservancy  
Liza Sargent, P.E., SVE Associates

enc: "Concept Plan #2" Prepared by SVE Associates on March 19, 2024  
Email from Evan Clements, dated April 25, 2024



## Thomas Hanna

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**From:** Evan Clements <eclements@keenenh.gov>  
**Sent:** Thursday, April 25, 2024 11:12 AM  
**To:** Jesse Rounds; Liza Sargent  
**Cc:** Thomas Hanna  
**Subject:** RE: AOT-1940 Asheulot Street, Keene

Good morning Liza,

We have confirmed that the City is comfortable with the compensatory storage for the proposed development being on a portion of the lot to be donated. My understanding is that was part of the lot donation agreement, or at least understood by the City to be the case when the agreement was made.

In regard to the existing conditions plan for the proposed development, we consider the grass field to be the existing condition as that is the current state of the lot when the site plan application will be submitted.

Let me know if you have any questions.

Be well,

Evan

**From:** Jesse Rounds <jrounds@keenenh.gov>  
**Sent:** Monday, April 22, 2024 3:07 PM  
**To:** Liza Sargent <lsargent@sveassoc.com>; Evan Clements <eclements@keenenh.gov>  
**Cc:** Thomas Hanna <hanna@nhlandlaw.com>  
**Subject:** RE: AOT-1940 Asheulot Street, Keene

Thank you Liza. We'll review and get back to you.

Jesse



**Jesse Rounds**  
COMMUNITY DEVELOPMENT DIRECTOR  
City of Keene  
3 Washington Street  
Keene, NH 03431  
(603) 352-5440  
[KeeneNH.gov](http://KeeneNH.gov)

**From:** Liza Sargent <lsargent@sveassoc.com>  
**Sent:** Monday, April 22, 2024 2:16 PM  
**To:** Evan Clements <eclements@keenenh.gov>; Jesse Rounds <jrounds@keenenh.gov>  
**Cc:** Thomas Hanna <hanna@nhlandlaw.com>  
**Subject:** FW: AOT-1940 Asheulot Street, Keene

Evan,



ITEM #D.1.

## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** Charles Smith – Requesting an Opportunity to Speak Before the City Council about Tourism and Homelessness

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**Recommendation:**

**Attachments:**

None

**Background:**

City Manager Elizabeth Dragon stated that Charles Smith was in communication with the City Clerk's Office and asked to withdraw his letter. She continued that the MSFI Committee does not need to make a motion.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** **Oral Update – East Side Residents – Traffic Calming on East-side Keene Streets**

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**Recommendation:**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee accepted the east side Keene update as informational.

**Attachments:**

None

**Background:**

Don Lussier, City Engineer, stated that he is happy to report out on the petition from residents in the east Keene neighborhood for traffic calming and a speed study to look at their neighborhood and speed issues. He continued that in tonight's presentation he will address three separate issues. First is the petition the City received from the east Keene neighborhood a couple months ago. Second is a task in from the City Council to Public Works in 2019 that was left hanging after the pandemic started. Third, staff has had several requests for four-way stop signs in different locations, including a couple in east Keene.

Mr. Lussier continued that regarding the east Keene traffic study, over the last few months, staff has collected data from 11 locations throughout the east Keene neighborhood. Each location includes two data collection points, one in each direction on the roadway. The machine can only record data in one direction, so to collect at each site, they must put out two monitors to collect data in both directions. At each site, data was collected for two separate weeks. They collected data for four or five days with the display turned off, and then turned the display on and collected data for another four or five days. Those collections were set up to straddle the weekend. The machine's batteries do not last seven days, so there are between four to six days of data collection with each one. All told, there are 44 different data sets to look at. Staff selected locations where they thought they would find the fastest speeds. For example, on the side streets, they put the devices toward the center of the road, not near the intersections. On Roxbury St. and Water St., they moved them away from the bottom of the hill where curves and hills cause people to drive differently.

Mr. Lussier continued that tonight he will talk a lot about "the 85th percentile speed," which is the speed at which 85% of the drivers are traveling at or below. By definition, it means that 15% of drivers are going faster than the 85th percentile speed. The 85th percentile speed is what engineers

consider an indication of what a reasonable and prudent driver will be expected to do. The 85th percentile speed is like a “natural speed limit.” Without any signs or speed limits at all, that is the speed at which most people feel comfortable driving on a given roadway segment.

Mr. Lussier showed the first data set. He continued that each of the 11 locations has two columns. The left column is westbound traffic or northbound traffic, depending on the roadway and the orientation of the road. The right column in each pair is the opposite, eastbound or southbound traffic. For example, Eastern Ave. goes north/south. The blue column is the northbound 85th percentile speed with the display turned off. The orange column is the 85th percentile speed in the southbound direction with the display turned off. Eastern Ave. is currently posted at 25 mph.

Generally, what they see at all the data collection locations is the 85th percentile speed was at or only slightly above the posted speed limit. Eastern Ave was the highest recorded for the 85th percentile, which was 34.25 mph in the northbound direction and 31.5 mph in the southbound direction. He uses the averages of the north/south or east/west pairs. In the table, the 85th percentile speed for Eastern Ave is 32.9 mph, which is the average of 34.25 and 31.5 mph. That is slightly above the posted speed limit. Engineers would not look at this set of data and say there is a holistic, system-wide speed problem in this neighborhood.

Mr. Lussier continued that comparing this to the data with the display turned on, they see very little change. Intuitively, that makes sense. If a person is already driving at or below the posted speed limit, they are not going to drive any slower because a (display) reminds them of the speed they are driving. Each location has two pairs of data. The first pair on the left is the data with the display first off, and then on, in the westbound or northbound direction. The right two columns show the data with the display turned off and then on, in the other direction. The first column for Eastern Ave., for example, is the display turned off in the northbound direction. When the display is turned on, the 85th percentile speed drops a few tenths of a mile per hour. In the southbound direction, the speeds were recorded a little lower, and again, they dropped slightly when the display was turned on.

Mr. Lussier continued that Valley St. is a quirky outlier. When they turned the display on, the 85th percentile speed jumped up 4.6 mph. Maybe a reminder to people that they were driving slower than the speed limit caused them to speed up. On this low volume road, drivers already go well below the posted speed limit. Thus, he would not put a lot of stock into that.

Mr. Lussier continued that staff have done several different data collections on Eastern Ave. over the years, typically in response to complaints or requests from residents. The first two columns of data on the left were taken before the speed limit was changed in the fall of 2020. September 2020 was immediately before and because of a request to lower the speed limit. The data following the reduction in the speed limit does not really show any change in driver behavior. The speed did not change once the speed limit was lowered. That reflects what he was saying earlier about the 85th percentile speed sort of being a natural speed limit. If the reasonable, prudent driver feels comfortable on a given roadway going 32 mph, just putting up a sign that says “25 mph” will not change that. If they really are intent on dropping the speed from 32 mph to 25 mph, they will have to look at additional control measures, such as lane width reduction, curbing, and tree canopy to make the roadway feel more constrained. They could think about things like speed tables, which can be controversial, or a big enforcement effort, ticketing drivers going 26 mph. Barring that, people’s natural behavior will not change just because you put up a sign.

Mr. Lussier continued that to summarize the speed study, the data does not suggest there is a widespread speed concern in this neighborhood. However, they know there is a small number of vehicles going much faster than the speed limit. He is fond of saying “There is no engineering solution to human behavior.” That last 2 to 3% of outliers, the people who are intent on driving



(irresponsibly), are very hard to control. Reminding drivers of their actual speeds did not really change the behavior. Again, he thinks that is mostly because the majority of drivers are already driving the speed limit. Lastly, reducing the posted speed limit on Eastern Ave. did not actually change driver behavior either.

Chair Greenwald asked if they have any numbers on the 15% of drivers who are speeding. Mr. Lussier replied that the machines do not give a measurement of every vehicle that goes through. They have the maximum speed during each one-hour block, for each of the data sets. He looked at Eastern Ave. for all four data sets, and the maximum speeds recorded during those hours generally fluctuated between 46 and 52 mph. There were some outliers, maybe up into the 60s. A percentage of vehicles are going to drive like that, unfortunately, but they are outliers. Chair Greenwald replied that that sounds like an enforcement issue.

Mr. Lussier stated that next he will talk about the Council's request from 2019. In 2019, the Council directed the Public Works staff to develop a scope of work for a comprehensive neighborhood speed study, to look at in which neighborhoods and on which streets it would make sense to lower the speed limits. In January 2020, the "world went upside down," and this fell off staff's radar, until the east Keene petition came in. Based on the data they have collected in the east Keene neighborhood, and many other one-off speed studies staff have done over the past 6-8 years, they can say the results from the last few months are quite typical of what they find when they get speed complaints. The majority of people drive reasonably, and a small number of people drive much faster than the speed limit. It is hard for him to look at those trends and say it would be worthwhile for the City to spend a lot of time and money researching and doing these speed studies to look at this problem.

Mr. Lussier continued that said, they do have new tools that are available that were not available – or at least, not known to him – in 2019. That is in the form of so-called "big data." A few companies do this sort of data aggregation. They take data from GPS units in commercial vehicles and connected vehicles. A Tesla, for example, connects to the cloud when parked at night. They collect data about where someone was driving during the day and sell that data. If your phone has location-based services turned on, or you use the Waze app to navigate to your friend's house, (these companies) collect data about your driving habits and selling it to these third-party aggregators. Thus, City staff can get access to that data. The benefit would be that it gives staff access to every street in the city for any period of time. For example, they could look to see what the trends are in the winter months or the summer months, the trends during different times of day, and parse it in many different ways. They are able to collect, through these third-party sources, much more data than City staff could ever collect with their five sign panels.

Mr. Lussier continued that he does not have a quote, but he exchanged emails with the regional sales representative for Streetlight, one of the "big data" companies, and he suggested that a budgetary number for a city the size of Keene, depending on what data sets they would want access to, would be between \$5,000 and \$20,000 per year. That is something to consider. These companies do not just have access to data for vehicles, they have access to all land-based modes. They do not have data on air or sea travel, but they have data on train travel, bike, pedestrian, and transit. They aggregate all of it. Their algorithms can supposedly figure out if a person was riding a bike, walking, or in a vehicle. That would give them a solution to something he and Mr. Bohannon have talked a lot about having, good sidewalk count data, good trail counters, and that sort of thing. That would be great to have. He told the sales rep what the City's use case is, that they just wrapped up this three-month data collection effort in this neighborhood and are presenting the data. The sales rep, who is of course trying to make a sale, quickly emailed an analysis he did showing average speeds for some of the roads in the study area, graphically and on a map. It was impressive.

Mr. Lussier stated that last is four-way stops. He continued that over the last few months, staff has received requests for four-way stop signs at a few locations. This would include Roxbury St. at North and South Lincoln Streets, Water St. at Community Way and Grove St., as well as the Ralston St./Emerald St. plaza four-way intersection. Staff went through the analysis on those three locations. The City has adopted the NH Department of Transportation (NHDOT) standards for traffic control devices. The NHDOT standard has adopted the federal Manual on Uniform Traffic Control Devices (MUTCD) as their standard for traffic controls. The MUTCD provides “warrants,” which are criteria for evaluating four-way stop conditions. The first criterion is crash experience, specifically, more than five crashes in a 12-month period, or more than six in a 36-month period. The second criterion is sight distance that is “not adequate,” which the MUTCD does not give a number for. For a definition of “not adequate”, you would have to look at the Highway Design Manual. City Code is based on a 200-foot safe stopping sight distance. That essentially works out to what the Highway Design Manual safe stopping distance is for a 30-mph speed zone. The third criteria is interim control. For an intersection where you are planning to install a traffic signal, you could put in an all-way stop condition as an interim measure until that is installed. Obviously, that is not applicable here. The big (criterion) is traffic volumes. The threshold would be more than 300 vehicles per hour for a major street and 200 for a minor street.

Mr. Lussier continued that then, there are other factors to consider, such as conflicts during left turn movements, or an engineering study suggesting that the operation of the intersection would improve if everyone had to stop, or heavy bicycle/pedestrian volume. The MUTCD also says that the satisfaction of an all-way stop control warrant or warrants shall not itself require the installation of an all-way stop control at a non-signalized intersection. These criteria for evaluating are guidelines, but they do not mean that if one criterion is met you absolutely have to install a four-way stop. Conversely, it does not mean that if one criterion is not met they (cannot) do it. The City Council still has the discretion.

Mr. Lussier continued that people frequently ask what the harm would be in putting up a stop sign if a neighborhood wants it. It is a fair question. The engineering explanation and reasoning is that overuse of any traffic control system or sign, such as installing stop signs for speed control has disadvantages. That would not be an appropriate use of a stop sign. Overuse or misuse of any traffic control measure tends to diminish the effectiveness of that traffic control measure where you need it to work. They could put in a stop sign at every cross street on Roxbury St., but he can guarantee that people will not obey those stop signs. It would just encourage people to not obey stop signs where they really do need people to stop. That is why they do not want to install stop signs where they are not needed.

Mr. Lussier stated that regarding Roxbury St. at Lincoln St., going through the MUTCD’s criteria, the KPD reports two crashes at that intersection in a 42-month period ending in February. There is a sight distance greater than 200 feet. There is no need for interim control. It does meet the criterion regarding traffic volume, but only for the major street, not the minor street. Regarding the sight distance, the shrubbery on the south side of Roxbury St. was starting to encroach on the sidewalk, which did reduce the sight distance for northbound folks looking back toward downtown on Roxbury St. He put in a work order to have the highway staff trim that back. That will improve it. Generally, however, it still maintains a 200-foot sight distance. Staff does not recommend an all-way stop for this location.

Mr. Lussier continued that Water St. and Grove St. are interesting, in an engineering sense. There were seven crashes in the last 42 months. One was a serious motorcycle crash. Again, the criterion was met for the traffic volume on the major street, but not the minor street. The crash history makes it clear that something is not working correctly at this intersection, and staff does recommend a four-

way stop control here.

Mr. Lussier continued that Emerald St. and Ralston St. had one crash in 42 months, and has a sight distance greater than 200 feet. The traffic volume criterion was met for the minor street but not the major street. This intersection is unusual. He considers the major/through street to be Emerald St. on the east side and Ralston St. on the south side. Regardless, given the lack of crash history and the good sight distance, staff does not recommend a four-way stop here.

Councilor Filiault stated that one area that has always been a concern is Eastern Ave. He continued that as Mr. Lussier brought up, they looked at Eastern Ave. several years ago and reduced the speed limit, but as Mr. Lussier has shown, people are still driving at about 35 mph, which is almost on the 85th percentile. They are still exceeding it by 10 mph, which is excessive. Every time he visits relatives on Eastern Ave., even if it is just for 15 minutes, someone drives by at about 50 mph. Many people see Eastern Ave. as “the east side bypass.” They drive there to avoid downtown. Of all the intersections and streets they have talked about, he still thinks of Eastern Ave. as a priority where something needs to be done, because of the speed. When you add in the extra 15% of drivers going above the 85th percentile, they see a lot of excessive speed. Even if the average speed there is 30 or 35 mph, every 10th, 12th, or 15th car, in his opinion, is driving 45 or 50 mph, because it seems like a bypass. His concern is that when this downtown project starts, the traffic on Eastern Ave. will increase dramatically as people avoid the downtown project. The short-term solution needs to be enforcement. They need to slow the speed down on that street, before a fatal or major accident occurs. Long-term, it is for the Committee and Council to decide, with all of the city streets, but in the short-term, going through all of this, with the exception of the Water St. intersection that needs to be dealt with, they really need to jump on Eastern Ave. He knows the City has been short police officers for a while, but maybe installing radar there for a couple of days to get drivers’ attention is overdue. This presentation is a lot to take in and he will go over the data again and they can all try to come up with something. In the short-term, he thinks they need enforcement.

Councilor Workman stated that Mr. Lussier mentioned the “big data” companies and the cost ranging between \$5,000 and \$20,000. She asked if, in his conversations with them, the sales reps gave any indication of the different features between those costs. That is a big range. She asked if Mr. Lussier has an indication of which package or price range would meet the City’s needs. Mr. Lussier replied that they have not gotten into that level of detail. He continued that it was literally just an exchange of emails. He reached out to the company through its website and said he wanted to give the Council a ballpark estimate of what the service might cost. If that is something the MSFI Committee is interested in and wants staff to look into, he would be happy to meet with that vendor’s representative, talk through those details, and report back.

Councilor Tobin stated that she has a question about the software, too. She continued that it sounds like what has happened at this point is staff has run certain intersections through this criteria (from the MUTCD). She asked if there is the potential for, as data is being collected, that they would get a red flag indicating that there is an intersection they should look at.

Mr. Lussier replied that he does not know the answer to that question, but he assumes that they could have it search and trigger based on the volume metrics. He continued that it would not be able to trigger based on the crash reports, because it does not have that data set available. It might help with analyzing some of the criteria, mainly the volume, but not all of the criteria.

Councilor Tobin stated that Mr. Lussier mentioned the tree canopy being helpful in certain places and needing to cut the brush back in other places because it was impacting the sightline. She asked if that is specifically because it is at an intersection, or if there is another reason.

Mr. Lussier replied that generally, having a broader/longer sight distance tends to encourage drivers to drive faster. He continued that conversely, you want clean sight lines at intersections where there are conflict points. The tree canopy he mentioned would not have the intent of diminishing sight distances, but rather to make the road feel more restricted and closed in. It is sort of a hybrid of engineering and psychology.

Councilor Workman stated that to go back to Eastern Ave., she appreciates the data Mr. Lussier provided, especially with the slide with the four different bar graphs. She continued that if she remembers correctly, they also have an upcoming project at the rail trail. They were talking about possibly having a tabletop crossing there. Mr. Lussier replied that what was proposed, and approved by the Council, will be a rapidly flashing beacon, not a raised tabletop at that location. Councilor Workman replied that the tabletop option had been discussed, though. Mr. Lussier replied yes, but it was not the plan proposed and approved.

Councilor Workman stated that she agrees that once the construction starts they will probably see more traffic on Eastern Ave. as a result, similar to what they see right now on Ralston St. and Emerald St. because of the construction on Island St. She continued that she wants to point out that if there are more cars using Eastern Ave., the likelihood is for traffic to be slower, not faster. She recommends better lighting at the Ralston St. intersection. It is rather dark there. That might help with some of the traffic issues and concerns there.

Chair Greenwald thanked Mr. Lussier for his presentation. He continued that his observation is that most people are doing the right thing, and a few people are exceeding the speed limit, which would be easily remedied by some directed enforcement to pay attention to and pick out those few people who are really speeding.

Chair Greenwald asked Vicky Morton to speak.

Vicky Morton of 275 Water St. stated that she has a question and a comment. She asked if the data about the outliers includes days and times of the greatest violations of the speed limit.

Mr. Lussier replied that he tried to pull out a pattern of when those outlier speeds were happening. He continued that generally, it is during evening hours, but they found those outlier speeds anywhere from 3:00 PM to 2:00 AM. There was no clear pattern. He would love to be able to tell the KPD, for example, "Set an officer there at 10:00, because every night between 10:00 and 11:00 PM, you're going to catch somebody," but they just did not find that.

Ms. Morton stated that she is disappointed to hear about the recommendation for the four-way stop signs at Water St., Grove St., and Community Way. She continued that she thinks initially when Community Way became a formal street, there were four-way stop signs, and she thinks it was very dangerous. She thinks there were more accidents then than there are now. Her concern is the many schoolchildren who use that intersection. If people are not paying attention to their turn in a four-way stop, her concern is the children will be more in danger than they already are. Some of the children have difficulties crossing that intersection to get to Wheelock School.

Ms. Morton stated that if that is the end of the update, she has questions about other items (the neighborhood) has had ongoing, through their conversations. She thanked Mr. Lussier for the good presentation and continued that she was not surprised that the neighborhood does not have many speeders, but "when we have speeders, we really have speeders."

Ms. Morton continued that one of the things they first talked about was the conditions of the sidewalks on Church St. and Roxbury St. She continued that she attempted to find out when those

are scheduled to be replaced or upgraded, and they do not seem to have been moved sooner on the calendar. It seems that they are still far out. She wondered if the one particularly for Church St. had to do with any renovations that are going for the whole street, versus just improving the sidewalks. The conditions of the sidewalks on Roxbury St. and Church St. are still an issue. She hopes that the people from Stantec have in their presentation a piece about public toilets. Public toilets have been a huge issue with the neighborhood. She hopes they will be found in the final plan for the downtown redesign. Regarding the Pat Russell Park, the neighborhood asked for two things. First, a bike rack. There is no bike rack at the park.

Chair Greenwald asked Mr. Bohannon to respond. Mr. Bohannon stated that the bike rack will be installed after the holiday.

Ms. Morton continued that second is a much larger, more expensive piece – the lighting the neighborhood requested on the canal side of the park, where it is very dark. There are lights in Pat Russell Park, but they are on the street side, not the back side where the canal is. They also had asked for improved lighting at the intersection of the bike path and Water St. There is a light there, but it is very dim. They would like improved lighting there, to make that intersection safer. The neighborhood is very interested in what happens with the neighborhood parking project, how that coincides with renovations for downtown and Marlboro St., and the impact on the neighborhood of traffic around that, as well as the Roadway Safety Plan impact on east-side Keene.

Ms. Morton continued that the neighborhood has not heard any resolution to the parking/no parking in front of the South Lincoln School. In the fall, Councilor Roberts made a comment. He said that if they want to bring more people back to the east side Keene, they need to upgrade the quality of the apartment buildings. He spoke about previous Council conversations regarding a fund to help people buy and/or upgrade their properties. She wonders where that is. Hand in hand with that is an update on Code Enforcement and whether they have a more proactive approach in helping east Keene clean up the neighborhood.

The City Manager stated that regarding the program to upgrade properties in the east Keene neighborhoods, there is a program, called 21 in 21. She continued that it is in partnership with SCS. It was started a few years ago, and the City has done several projects in partnership with them, and it is still ongoing. Regarding Code Enforcement, they have made significant changes. They have brought on Rick Wood as the Fire Marshall. He now oversees the inspectors in both the Community Development Department and the Fire Department. This was done in an effort to bring unity to the two departments and provide clear direction. He has been looking at creating a long-term program, because it will be a long-term program, to address blight issues. Mr. Wood has only been on board for a short period of time. He will be making recommendations as he moves forward.

Chair Greenwald stated that regarding Code Enforcement, people need to make complaints. He continued that Code Enforcement should be out with their eyes open, but it takes complaints, and follow-up complaints, to motivate them. After that, it takes a call to City Councilors, to keep pushing them along. He has several pending complaints – on specific properties. There are several properties, such as one on Roxbury St., which he knows he will be calling in. He thinks it is a legal three-family home but is functioning as a seven-family unit. However, without a call, (Code Enforcement) is not going to move. He encourages any resident who is not comfortable (calling) to call him, and he will make the call. That keeps anonymity. He hopes that with these changes in Code Enforcement, things will improve.

Mr. Lussier stated that Ms. Morton's comments reminded him of something he neglected to mention. He continued that the Grove St./Water St./Community Way intersection has a flashing

beacon at the crosswalk that staff installed as part of the Water St. project. If the Committee opts and the Council adopts changing that to an all-way stop, staff would recommend removing that flashing beacon. They have had the practice and policy of using those at mid-block crossings where vehicles are not expecting to find pedestrians and they need to draw drivers' attention to that situation. He would recommend relocating that flashing beacon to the bike path. He knows that is not the lighting Ms. Morton was talking about at the crossing, but staff thinks that would be a good application at a midblock crossing on a through lane to draw drivers' attention to the fact that there is a trail crossing there.

Chair Greenwald asked if it is correct that staff's recommendation is to make that a four-way stop. Mr. Lussier replied yes. He continued that he was not aware that the intersection was previously a four-way stop. He is a little hesitant now. Having a Public Works Director with a 30-year history really came in handy, because he knew the historical context. Before they move forward, he would like to look at that history and understand why that was a four-way stop and why it was changed. Chair Greenwald asked if that could come back on the MSFI Committee's next agenda.

Chair Greenwald asked if there were further questions from the public. Hearing none, he asked for a motion.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee accepted the east side Keene update as informational.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Patricia Little, City Clerk  
**Through:**  
**Subject:** Warrant for Unlicensed Dogs - City Clerk

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**Recommendation:**

That the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, and that the City Clerk's office and the Keene Police Department be directed to issue civil forfeitures to those dog owners who have failed to license their dog by April 30, 2024.

**Attachments:**

1. Dog Warrant 2024 - NON-RENEWALS
2. Dog Warrant 2024 - NEW DOGS

**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 again presenting two authorization lists. The first is a list of owners who have not renewed their dog's license for this year. The list of non-renewed dogs includes approximately 366 dog owners, with 467 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 the City Clerk's Office is then 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 includes approximately 100 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 were sent to dog owners beginning in February, reminder postcards were sent to owners with no email address in April and automated phone calls were made to all owners remaining on the warrant list. The City Clerk's Office has issued 2,709 dog licenses for the 2024-2025 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.

DOG WARRANT 2024 - EXISTING NON-RENEWED DOGS

LicenseNo	License Exp	Dog Name	Breed	Color	Owners Name	Owners Address	Rabies Expires
23-2524	4/30/2024	MILA	PUGGLE	MULTI-COLOR	ABBOTT, MICHAEL	12 FINCH STREET	5/14/2026
23-1926	4/30/2024	CANDY	COLLIE	BLUE MERLE	ABEL, AMEE	341 CHAPMAN RD	5/22/2025
23-1928	4/30/2024	ROCKET RATSANE (ROCKY)	RAT TERRIER	BROWN	ABEL, AMEE	341 CHAPMAN RD	4/21/2024
23-2846	4/30/2024	ROBBIE	COLLIE	SABLE	ABEL, AMEE	341 CHAPMAN RD	7/9/2024
23-2294	4/30/2024	CARTER	GREAT PYRENEE	BROWN/WHITE	ALBERTINI, JODY	7 EMERALD ST #103	3/27/2026
23-2371	4/30/2024	OBI	GOLDENDOODLE	BLACK	ALDERFER, SARA	563 WEST ST	7/14/2025
23-2715	4/30/2024	CARMEL	TERRIER MIX	BLACK/WHITE	ALEXANDER, STEVE	115 BUTTERNUT DR	9/25/2025
23-2285	4/30/2024	REMI	MINIATURE DAC	BRINDLE	ALFANO, JEREMIAH	57 ELM ST	4/1/2024
23-1646	4/30/2024	JACQUI	JACK RUSSELL	MULTI-COLOR	ALLARD, LISA	15 SWEENEY RD	10/6/2025
23-1527	4/30/2024	OLLIE	DACHSHUND	MULTI-COLOR	ANDREWS, LAURA	46 HAMDEN DR	7/27/2023
23-1528	4/30/2024	HERSHEE	LABRADOR RETR	BLACK	ANDREWS, LAURA	46 HAMDEN DR	9/21/2025
23-1529	4/30/2024	TOFFEE	LABRADOR RETR	YELLOW	ANDREWS, LAURA	46 HAMDEN DR	9/21/2025
23-0236	4/30/2024	TUCKER	SAINT BERNARD	BROWN	ANDRUS, ETHAN	38 LIBERTY LANE	8/24/2023
23-3005	4/30/2024	FINLEY	HAVANESE MIX	BROWN/WHITE	ANGER, AMY	97 PAKO AVE	6/14/2024
23-0465	4/30/2024	RHEA	GERMAN SHEPHE	BLACK/TAN	ANYAN, JASON W	32 WEST SURRY RD	3/1/2025
23-2156	4/30/2024	PIPER	LABRADOR RETR	TAN/WHITE	ARCE, ALYSSA	82 MEADOW RD APT 10	10/5/2025
23-2812	4/30/2024	MOLLY	BERNESE MOUNT	MULTI-COLOR	ASH, MIA	323 PARK AVE	1/12/2024
23-0646	4/30/2024	BAXTER	AUSTRALIAN SH	BLACK/BROWN	AUG, JANET	335 COURT ST	8/23/2026
23-0504	4/30/2024	CUPCAKE	BLOODHOUND	MULTI-COLOR	AZIF, AMY	101 DOUGLASS ST	8/23/2025
23-1248	4/30/2024	SCRAPPY	AMER STAFFORD	BRINDLE	BAGSTER, TAMMY	40 BILLINGS AVE	5/10/2023
23-0370	4/30/2024	BRICK	AMERICAN BULL	BROWN	BANKS, RACHEL	21 BARKER ST	1/2/2025
23-0025	4/30/2024	JASMINE	MIXED BREED	BLACK/WHITE	BARBER, MARY	6 SURRY HILL DR	5/19/2024
23-1863	4/30/2024	DUDLEY	LABRADOR RETR	YELLOW	BARNES, MAUREEN	455 CHAPMAN RD	3/13/2027
23-2837	4/30/2024	SADIE	GOLDENDOODLE	MULTI-COLOR	BASSETT, THEO	43 CRESCENT ST	11/7/2024
23-1384	4/30/2024	BAXTER	LABRADOR RETR	GOLD	BEAUDRY, ADAM	11 BENT CT	7/20/2025
23-1385	4/30/2024	DAKOTA	AUSTRALIAN SH	MULTI-COLOR	BEAUDRY, ADAM	11 BENT CT	3/14/2027
23-0656	4/30/2024	BUTTERS	LABRADOR RETR	YELLOW	BEMIS, CHRISTINE	8 SULLIVAN ST	8/16/2023
23-2400	4/30/2024	BELLA	MINIATURE PIN	BLACK	BEMIS, KATELYN	27 FAIRBANKS ST	1/26/2024
23-2031	4/30/2024	BARNEY	CHIHUAHUA	RED	BENOIT, JANET	29 FINCH ST	5/4/2025
23-1410	4/30/2024	ODIN	DOBERMAN PINS	FAWN	BEST, KIMBERLY	3 MATTHEWS RD	5/31/2023
23-2983	4/30/2024	RUSTY	BRITTANY SPAN	RED/WHITE	BILLS, ARTHUR	126 ROXBURY ST #6	6/23/2024
23-3187	4/30/2024	BOATIE	LABRADOODLE	TAN	BIRCH, KATHLEEN	63 COTTAGE ST	8/1/2024



DOG WARRANT 2024 - EXISTING NON-RENEWED DOGS

23-1225	4/30/2024	MAPLE	COLLIE MIX	TAN/WHITE	BLAIS, KELSEY	115 ROXBURY ST APT 1	12/14/2025
23-2933	4/30/2024	LOKI	AUSTRALIAN SH	GRAY/WHITE	BLANCATO, LORI	21 STARLING ST	2/27/2026
23-2680	4/30/2024	MARTY	GOLDENDOODLE	GOLD	BLANCHARD, CHRISTINE	17A KINGSBURY ST	7/11/2024
23-2819	4/30/2024	ALBUS	LABRADOR RETR	MULTI-COLOR	BOND, ALEXANDRA	71 TIMBERLANE DRIVE	10/31/2025
23-2699	4/30/2024	MURPHIE	GOLDEN RETRIE	GOLD	BOSTWICK, HOLLIE	37 MORIN AVE	7/27/2025
23-2783	4/30/2024	NELLIE	LABRADOR RETR	BLACK	BOUDLE, NICOLE	18 FAIRVIEW ST	6/14/2026
23-2784	4/30/2024	VINNY	LABRADOR RETR	CHOCOLATE	BOUDLE, NICOLE	18 FAIRVIEW ST	6/1/2025
23-0761	4/30/2024	SAMMY	BOSTON TERRIE	BLACK/WHITE	BOURASSA, ARLINE	5 LIBERTY LN	6/16/2023
23-2774	4/30/2024	ARROW	LABRADOR RETR	BLACK	BOWEN, JAMES	31 WASHINGTON ST 129	8/30/2024
23-0651	4/30/2024	CHIP	AMER STAFFORD	BLACK/WHITE	BREWER, GRACE	26 LAURA LANE	4/22/2027
23-1531	4/30/2024	MUFFIN	GERMAN SHEPHE	TAN	BROOKER, CANDACE	10 SESAME ST	4/10/2026
23-2882	4/30/2024	BAILEY	LABRADOR RETR	BLACK	BROWN, ALICIA	47 HOOPER ST	9/18/2026
23-1088	4/30/2024	OSKAR	LABRADOODLE	CREAM	BROWN, BRITTANY J	34 ANDOVER ST	7/16/2026
23-2985	4/30/2024	DUNE	GREAT PYRENEE	TAN/WHITE	BROWN, RICHARD	43 SULLIVAN ST	8/6/2026
23-3112	4/30/2024	KODI	CORGI MIX	BLACK	BRUCE, KATHLEENE	279 PEARL ST	8/24/2026
23-3113	4/30/2024	BRIGHTON	AUSTRALIAN CA	UNKNOWN	BRUCE, KATHLEENE	279 PEARL ST	3/16/2026
23-1560	4/30/2024	BRUCE	BULLMASTIFF	UNKNOWN	BRYAN, CLARA	7 LEVERONI CT	11/14/2023
23-1295	4/30/2024	ROSIE	BEAGLE	MULTI-COLOR	BUCKLEY, BETH	24 HARMONY LANE APT 1	10/12/2023
23-2532	4/30/2024	THOR	MIXED BREED	MULTI-COLOR	BUNDRICK, STEVEN	211 ELM STREET	9/30/2023
23-2533	4/30/2024	LOKI	MIXED BREED	MULTI-COLOR	BUNDRICK, STEVEN	211 ELM STREET	9/30/2023
23-2651	4/30/2024	WINNIE	BASSET HOUND	MULTI-COLOR	BURKE, ADAM	249 PAKO AVE	6/9/2024
23-2652	4/30/2024	MARLEY	BOXER	BLACK	BURKE, ADAM	249 PAKO AVE	5/23/2026
23-2480	4/30/2024	GHOST	UNKNOWN	WHITE	BURNS, ADAM	43 LEVERETT ST	6/2/2026
23-1771	4/30/2024	MINNIE	CHIHUAHUA MIX	GINGER	BURNS, JODI	23 PARK AVE APT 2	10/18/2025
23-1772	4/30/2024	CAMEL	CHIHUAHUA MIX	TAN	BURNS, JODI	23 PARK AVE APT 2	2/13/2024
23-2462	4/30/2024	OTIS	LABRADOR RETR	YELLOW	BURROUGHS, THERESA	61 NIMS RD	12/29/2023
23-0480	4/30/2024	WINSTON	PUG MIX	BLACK	BUTLER, CURTIS	411 CHESTERFIELD RD	9/10/2023
23-1264	4/30/2024	PENNY	SPRINGER SPAN	MULTI-COLOR	BUYER, KIMBERLY	20 RED OAK DR	2/19/2024
23-2418	4/30/2024	STELLA	MIXED BREED	BLACK/BROWN	BYRNE, BILL	182 PEARL ST	7/30/2026
23-1924	4/30/2024	OLLIE	RAT TERRIER	BLACK	CALEBRO, INGRID	178 CARROLL STREET	8/29/2023
23-2729	4/30/2024	SCOOTER	DACHSHUND	RED	CALLAHAN, MATTHEW	97 SOUTH LINCOLN ST	9/28/2023
23-2154	4/30/2024	GIGI	LABRADOR RETR	BLACK/WHITE	CAMPBELL, ASHELEY	35 FOREST ST APT 1	1/24/2026
23-2155	4/30/2024	AMORA	TERRIER MIX	BROWN	CAMPBELL, ASHELEY	35 FOREST ST APT 1	1/24/2026

DOG WARRANT 2024 - EXISTING NON-RENEWED DOGS

23-1561	4/30/2024	LEXI	BERNESE MOUNT	MULTI-COLOR	CARBONE, NATE	463 ELM ST	2/19/2027
23-1562	4/30/2024	ROCCO	BERNESE MOUNT	MULTI-COLOR	CARBONE, NATE	463 ELM ST	2/9/2027
23-2935	4/30/2024	BAILEY	GOLDEN RETRIE	MULTI-COLOR	CAREY, MATT	338 WEST SURRY RD	4/11/2024
23-2902	4/30/2024	ELLA	LABRADOR RETR	BLACK	CARNEY, HAYDEN	18 NEWMAN ST	7/26/2024
23-0591	4/30/2024	NOVA	CANE CORSO	BRINDLE	CARR, KRISTIN NICOLE	379 WEST ST	5/20/2025
23-2091	4/30/2024	FERN	BORDER COLLIE	MULTI-COLOR	CARRERAS, ANGELA	19 SPEAKER ST	3/29/2025
23-2832	4/30/2024	TOBY	GOLDEN RETRIE	GOLD	CARROLL, DOUGLAS	350 PAKO AVE	8/3/2024
23-2833	4/30/2024	GUNNER	LABRADOR RETR	BLACK	CARROLL, DOUGLAS	350 PAKO AVE	6/1/2025
23-2600	4/30/2024	ROCKY	COCKER SPANIE	BLACK	CARTER, PAM	416 COURT ST 1	4/15/2024
23-1987	4/30/2024	NIKITA	GERMAN SHEPHE	BLACK	CASTINE, SANDY	31 PARK ST	9/23/2023
23-2342	4/30/2024	GALATTA	ITALIAN GREYH	BROWN/TAN	CHANDLER, SHELLY	104 CASTLE ST #1	8/10/2025
23-3041	4/30/2024	ZEBA	BEAGLE MIX	MULTI-COLOR	CIMINO, EVE	22 FAIRFIELD CT	8/22/2026
23-0181	4/30/2024	GRIFFIN	LABRADOR RETR	YELLOW	CLARK, JON	42 ARCH ST	6/20/2026
23-0253	4/30/2024	BEY	LABRADOR RETR	BRINDLE	CLARK, KIERSTIN	178A MARLBORO ST	3/18/2025
23-0254	4/30/2024	NELLIE	BASENJI	BROWN/WHITE	CLARK, KIERSTIN	178A MARLBORO ST	6/27/2026
23-2953	4/30/2024	VIOLET	TERRIER MIX	BLACK	CLAY, JESSICA	43 PAGE ST	5/26/2025
23-1594	4/30/2024	CAMAS	BORDER COLLIE	BLACK/WHITE	CLOUD, REBECCA	31 KELLEHER ST	8/14/2025
23-2922	4/30/2024	SAATCHI	LABRADOR RETR	BLACK	COHEN, PAUL	42 PORTLAND STREET	6/24/2026
23-3006	4/30/2024	LOLA	AMERICAN STAF	GRAY	COLE, SARAH	100 EMERALD ST APT204	8/12/2024
23-2388	4/30/2024	DAISY	LABRADOR RETR	BLACK	COLLINS, DEBRA	8 ARMORY ST	12/2/2025
23-1185	4/30/2024	BLACKBERRY	POMERANIAN	BLACK	CONKEY, ELIZABETH	176 HOWARD ST	6/11/2023
23-1186	4/30/2024	NOEL	MIXED BREED	BLACK/TAN	CONKEY, ELIZABETH	176 HOWARD ST	6/11/2023
23-2947	4/30/2024	CHARLOTTE	HAVANESE	BLACK/TAN	CONWAY, GILLIAN LAWRENCE	103 BEAVER ST	5/23/2025
23-1244	4/30/2024	BLUE	LABRADOR RETR	BLACK	COOK, ELIZABETH	24 WETMORE ST	12/16/2024
23-1245	4/30/2024	MILLER	LABRADOR RETR	BLACK	COOK, ELIZABETH	24 WETMORE ST	8/19/2024
23-1861	4/30/2024	ALLIE	LABRADOODLE	TAN	COOK, MEGHAN	45 EVANS LN	5/16/2025
23-1862	4/30/2024	JASMINE	BOXER MIX	MULTI-COLOR	COOK, MEGHAN	45 EVANS LN	1/3/2027
23-2733	4/30/2024	STUMPY	LABRADOR RETR	BLACK	COOK, NICOLE	140 EASTERN AVE	7/4/2024
23-2891	4/30/2024	BAILEY	JACK RUSSELL	MULTI-COLOR	COOKE, ANDREW	45 GREENWOOD AVE	12/6/2026
23-2427	4/30/2024	HENNESSY	PUG	BLACK	CORNWELL, RANDY	516 ELM ST	6/6/2024
23-2428	4/30/2024	JAMESON	PUG	FAWN	CORNWELL, RANDY	516 ELM ST	6/6/2024
23-1966	4/30/2024	STELLA	MIXED BREED	BRINDLE	COTE, HEATHER	693 WEST STREET	6/26/2026
23-1967	4/30/2024	MAYA	MIXED BREED	BROWN	COTE, HEATHER	693 WEST STREET	1/30/2027

DOG WARRANT 2024 - EXISTING NON-RENEWED DOGS

23-1293	4/30/2024	MAVERICK	LABRADOR RETR	CHOCOLATE	COTTER, KATHRYN	14 PHIL LN	2/29/2024
23-2201	4/30/2024	ARNIE	LABRADOR RETR	BLACK	COTTER, ZACHARY	224 PAKO AVE	1/31/2025
23-1494	4/30/2024	ZAILEY	CHIHUAHUA MIX	BLACK/WHITE	CRAVENS, JAMES	19 KINGS LN	7/6/2025
23-1495	4/30/2024	ARES	GERMAN SHEPHE	BLACK/TAN	CRAVENS, JAMES	19 KINGS LN	6/9/2025
23-2362	4/30/2024	AXL	TERRIER	BROWN	CRESSY, JEFF	347 COURT ST	5/3/2026
23-2745	4/30/2024	JUNO	MIXED BREED	BLACK/WHITE	CROWDER, TORRIE	21 HARRISON ST	4/28/2025
23-2672	4/30/2024	TOBIAS	CHIHUAHUA	BROWN	CRUZ, TIFFANY	27 IVY DR APT 211	6/14/2024
23-2216	4/30/2024	BLOSSOM	LABRADOR RETR	BLACK	CUNNINGHAM, JAY	2 AVALON PL	2/13/2026
23-2865	4/30/2024	MAIZY	GOLDEN RETRIE	GOLD	CURTIS, SCOTT	44 WILDER ST	11/18/2025
23-2184	4/30/2024	BIRDIE	MIXED BREED	BLACK/TAN	CUSTODIO, AMY	18 DALE DR	11/1/2025
23-1497	4/30/2024	ZORRO	SCHIPPERKE	BLACK	CYR, FERNAND	315 OLD WALPOLE RD	4/6/2025
23-2558	4/30/2024	SADIE	GOLDEN RETRIE	GOLD	CYR, JASON	18 SPRING ST	2/29/2024
23-2408	4/30/2024	ECHO	LABRADOR RETR	BLACK/TAN	DAIGLE, EMILY	22 SHADOW LN	6/30/2024
23-2827	4/30/2024	GEMMY	ANATOLIAN SHE	MULTI-COLOR	DAVIS, STEFFANY	34 DALE DR	1/14/2024
23-2598	4/30/2024	KATIE	MINIATURE POO	BLACK	DAY, GERRY	22 LEVERETT ST	9/11/2025
23-1610	4/30/2024	WILLOW	MIXED BREED	WHITE	DEROSE, TONY	21 MAY AVE	5/24/2025
23-2840	4/30/2024	BAXTER	BICHON FRISE	WHITE	DESROSIERS, JOANNE	179 GILSUM STREET	2/26/2026
23-1041	4/30/2024	SONJA	GERMAN SHEPHE	BLACK/WHITE	DEUTSAWE, BRANDE-JO	65 RULE ST	3/21/2026
23-1346	4/30/2024	KATIE	MIXED BREED	BLACK	DICEY, PAT	26 ROCKWOOD RD	3/22/2024
23-2527	4/30/2024	DIAMOND	TERRIER MIX	BRINDLE	DION, AMIE LEO	17 CENTER ST APT 2	5/24/2026
23-2273	4/30/2024	WINSTON	BOXER MIX	BROWN/WHITE	DIONNE, CANDI	61 OLD WALPOLE RD	9/16/2024
23-0455	4/30/2024	BELLA	DACHSHUND MIX	BRINDLE	DITRI, NORMA	2 SUGAR MAPLE LN	9/6/2025
23-3016	4/30/2024	JAGGER	LABRADOR RETR	BLACK	DITULLIO, ANTHONY	58 OLD WALPOLE RD	1/11/2024
23-3022	4/30/2024	LUCY	JACK RUSSELL	WHITE	DOERR, DAWN	12 UNION ST	5/23/2024
23-2943	4/30/2024	DYLAN	COCKER SPANIE	MULTI-COLOR	DUBRISKE, PAUL C	454 ELM ST	2/23/2024
23-2923	4/30/2024	OPAL	NEWFOUNDLAND	BROWN	DUNCAN, SHERYL	21 COOLIDGE ST 1	6/11/2026
23-2662	4/30/2024	BANJO	BULL TERRIER	MULTI-COLOR	DUNTON, SARAH	135 KENNEDY DR	5/17/2026
23-2781	4/30/2024	BEANZEE	DACHSHUND	GRAY	DURHAM-GOODWIN, BARB	15 SPARROW ST	9/22/2023
23-2997	4/30/2024	SHAMUS	CHIHUAHUA	BROWN	EDDY, KELLIE	63 EMERALD ST PMB467	1/12/2024
23-2998	4/30/2024	BABY GIRL	CHIHUAHUA	BROWN/WHITE	EDDY, KELLIE	63 EMERALD ST PMB467	4/16/2025
23-3159	4/30/2024	BOONE	GERMAN SHORTH	MULTI-COLOR	EDWARDS, EMILY	447 PARK AVE #15	10/19/2024
23-0291	4/30/2024	PATRICE EGAN	AMERICAN STAF	BLACK	EGAN, KAYTLYN	171 HOWARD ST	5/8/2023
23-2457	4/30/2024	GRACIE	BRITTANY SPAN	RED/WHITE	ELLSWORTH, CARL	19 EDGEWOOD AVE	1/3/2027

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24-2523	4/30/2024	ASTRA	AMER STAFFORD	TAN/WHITE	ELLSWORTH-OSANYA, PERIN	46 PINEHURST AVE	12/5/2026
23-1580	4/30/2024	AUTUMN	CATAHOULA	MULTI-COLOR	ERICKSON, STEPHANIE	71 WOODLAND AVE	8/1/2025
23-0592	4/30/2024	MABEL	LABRADOR RETR	BLACK	FENTON, KATIE	35 BRADFORD RD	11/14/2025
23-0593	4/30/2024	BENNY	CHIHUAHUA MIX	TAN	FENTON, KATIE	35 BRADFORD RD	1/21/2027
23-1496	4/30/2024	HARPER	GOLDEN RETRIE	BLACK	FISCHER, CARLIE	110 ARCH ST 13	2/20/2025
23-2869	4/30/2024	MONKEY	CHIHUAHUA	BLUE MERLE	FITZGERALD, JEAN	8 ORIOLE AVE	8/10/2025
23-1398	4/30/2024	MILLIE	YORKSHIRE TER	BLACK	FLANDERS, KIM	333 ELM ST	7/20/2025
23-2323	4/30/2024	DEXTER	CAIRN TERRIER	BRINDLE	FLETCHER, AMY	52 BEAVER ST APT. 2	5/11/2024
23-2324	4/30/2024	BIRDIE	MIXED BREED	BLACK	FLETCHER, AMY	52 BEAVER ST APT. 2	7/2/2024
23-2387	4/30/2024	MYA	JACK RUSSELL	BLACK	FLETCHER, BRYAN	106 NORTH ST	3/23/2025
23-1689	4/30/2024	HARLEY	FRENCH BULLDO	BRINDLE	FLETCHER, DONN	14 RUSSELL STREET	11/2/2023
23-1690	4/30/2024	HOOPER	FRENCH BULLDO	BRINDLE	FLETCHER, DONN	14 RUSSELL STREET	1/12/2026
23-2419	4/30/2024	TUCKER	LABRADOR RETR	BLACK	FLETCHER, WILMA	6 PHIL LN	7/27/2025
23-3170	4/30/2024	CONWAY	MIXED BREED	CHOCOLATE	FLOOD, PATRICK C	239 DARLING RD	5/25/2026
23-3171	4/30/2024	BAILEY	POINTER	MERLE	FLOOD, PATRICK C	239 DARLING RD	6/22/2024
23-2212	4/30/2024	GRONK	JACK RUSSELL	WHITE	FORD, CRYSTAL	114 GILSUM ST APT. 5	3/11/2025
23-2453	4/30/2024	DUNKIN	LABRADOR RETR	CHOCOLATE	FORGUES, JILL	792 COURT ST G	5/9/2026
23-2454	4/30/2024	BEN	LABRADOR RETR	BLACK	FORGUES, JILL	792 COURT ST G	5/9/2026
23-2977	4/30/2024	GIBBY	CHIHUAHUA MIX	TAN	FOSTER, ERIN	135 EASTERN AVE	10/9/2025
23-2844	4/30/2024	SADIE	YORKSHIRE TER	BLACK	FOSTER, RANDY	710 MAIN ST #11	2/7/2025
23-0094	4/30/2024	FANCY	CHIHUAHUA MIX	MULTI-COLOR	FOURNIER, JANE	38 COLONY CT	4/4/2024
23-1201	4/30/2024	ROLAND	YORKIEPOO	BLACK/TAN	FRIEDMAN, NICOLE	208 GILSUM ST	5/24/2025
23-2555	4/30/2024	LUCY	PLOTT HOUND M	BLACK/WHITE	GAGE, ALISSA A	204 ELM ST	11/21/2024
23-2556	4/30/2024	OLIVER	CATAHOULA	MERLE	GAGE, ALISSA A	204 ELM ST	12/12/2024
23-2825	4/30/2024	ZEUS	HUSKY MIX	MULTI-COLOR	GALLAGHER, KELLY	32 VICTORIA ST	8/3/2023
23-2724	4/30/2024	SIR OLIVER	RAT TERRIER	MULTI-COLOR	GALLAGHER, SHELLY	194 WYMAN ROAD	6/30/2024
23-2725	4/30/2024	MISS MYRTLE MAY	BOSTON TERRIE	BLACK/WHITE	GALLAGHER, SHELLY	194 WYMAN ROAD	6/13/2025
23-1651	4/30/2024	SADIE	MIXED BREED	BRINDLE	GARNETT, AMANDA	22 OLD WALPOLE RD	6/16/2025
23-1748	4/30/2024	DEWEY	SHIH TZU	BLACK/WHITE	GARRETT, SHAYLYN	43 HARDY CT	12/3/2026
23-1864	4/30/2024	COOPER	MIXED BREED	MULTI-COLOR	GEMPLER, MARK	376 ROXBURY ST	6/13/2025
23-1865	4/30/2024	NELLIE	MIXED BREED	MULTI-COLOR	GEMPLER, MARK	376 ROXBURY ST	4/11/2025
23-2920	4/30/2024	REMY	MIXED BREED	BROWN/WHITE	GERMANA, NICK	206 BAKER ST	9/28/2025
23-0097	4/30/2024	LUNA	LABRADOR RETR	BLACK	GIANFERRARI, MICHAEL	58 WILDER ST	8/13/2026

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23-1422	4/30/2024	LUKE DUKE	POINTER	WHITE	GIGUERE, SCOTT	90 MAYFLOWER DR	2/25/2026
23-2153	4/30/2024	LILLO	LABRADOR RETR	BLACK	GILBERT, EMILY	517 MARLBORO ST	10/1/2026
23-2873	4/30/2024	MOOSE	YORKSHIRE TER	BLACK/TAN	GILLARD, BILL	14 WESTVIEW AVE	2/10/2025
23-2797	4/30/2024	NUBBLE	MIXED BREED	BLACK/WHITE	GILROY, DOUGLAS	26 WILDER ST	9/15/2025
23-2282	4/30/2024	NELLIE	RHODESIAN RID	BROWN	GOLDBLATT, JOCELYN	406 COURT ST	10/25/2024
23-0906	4/30/2024	BRUNO	GERMAN SHEPHE	BLACK	GOODCHILD, DAVID	55 WOODBURY ST	8/15/2025
23-0907	4/30/2024	JOLIE	CHIHUAHUA	BROWN/WHITE	GOODCHILD, DAVID	55 WOODBURY ST	8/31/2025
23-2750	4/30/2024	MACEY	MIXED BREED	RED	GOODCHILD, DAVID	55 WOODBURY ST	2/17/2024
23-1121	4/30/2024	LEXI	MIXED BREED	SABLE	GOODCHILD, SUSAN	62 ELLIS CT	4/27/2023
23-2392	4/30/2024	BELLA	POMSKY	BLACK/WHITE	GORDON, NICOLE	34 WOODBURN ST APT 10	8/1/2025
23-2322	4/30/2024	LIMA	LABRADOR RETR	CHOCOLATE	GORGULU, LOGAN	17 UNION STREET #1	4/13/2024
23-2919	4/30/2024	LOTTIE	GOLDEN RETRIE	GOLD	GRABOWSKI, RILEY	404 WATER ST	6/7/2025
23-2880	4/30/2024	SUNSHINE	GOLDEN RETRIE	GOLD	GREEN, SYBIL	11 NELSON ST	8/24/2026
23-0499	4/30/2024	COOPER	GOLDEN RETRIE	YELLOW	GREENAWAY, BETH	300 SKYLINE DR	9/19/2026
23-0500	4/30/2024	OLLIE	GOLDEN RETRIE	GOLD	GREENAWAY, BETH	300 SKYLINE DR	6/1/2026
23-2871	4/30/2024	CHARLIE	GOLDEN RETRIE	GOLD	GREENWALD, JENNIFER	39 CONCORD HILL DR	10/11/2026
23-2872	4/30/2024	OLIVER	GOLDEN RETRIE	RED	GREENWALD, JENNIFER	39 CONCORD HILL DR	9/19/2025
23-3095	4/30/2024	JETHRO	LABRADOR RETR	BLACK	GROUT, LEANNE	36 NELSON ST	7/10/2024
23-2714	4/30/2024	ALBIE	GOLDENDOODLE	APRICOT	GUYETTE, MIKE	171 SOUTH LINCOLN ST	5/23/2024
23-1910	4/30/2024	PETUNIA	YORKSHIRE TER	BLACK/TAN	GYR, VICKI	58 COLORADO ST UNIT 1	1/17/2025
23-1911	4/30/2024	LOU	MASTIFF MIX	BROWN	GYR, VICKI	58 COLORADO ST UNIT 1	2/18/2027
23-2141	4/30/2024	COOPER	CHIHUAHUA	TAN	HACKLER, AUNALIESE	173 ROUTE 10	4/13/2026
23-2150	4/30/2024	LEXI	BOXER MIX	BLACK	HACKLER, GRACE	238 PAKO AVENUE	11/10/2023
23-0699	4/30/2024	CASPER	GOLDEN RETRIE	RED	HAGLAND, HUNTER	11 RULE ST	11/15/2026
23-1937	4/30/2024	OLIVER	DACHSHUND	BLACK/BROWN	HALL, ZACHARY	262 SKYLINE DR	4/26/2027
23-1938	4/30/2024	WINSTON	DACHSHUND (LO	DAPPLE	HALL, ZACHARY	262 SKYLINE DR	4/26/2027
23-1939	4/30/2024	RICHARD	DACHSHUND	BROWN/WHITE	HALL, ZACHARY	262 SKYLINE DR	4/28/2025
23-2178	4/30/2024	TANK	SHIH TZU	GRAY/WHITE	HALLOWELL, DONNA	6 ELCONA DR	5/18/2023
23-1107	4/30/2024	GEORGIE	YORKSHIRE TER	BLACK/TAN	HAMMER, EMILY	23 MEETINGHOUSE RD	1/20/2024
23-0828	4/30/2024	REX	HUSKY MIX	TAN	HARBART, WAYNE	176 ROXBURY ST APT 5	10/5/2025
23-1820	4/30/2024	GEORGE	UNKNOWN	BLACK/WHITE	HARSHBARGER, JEAN	334 PARK STREET	7/28/2025
23-1821	4/30/2024	BELLA	SHIH TZU	UNKNOWN	HARSHBARGER, JEAN	334 PARK STREET	9/6/2025
23-0697	4/30/2024	SNOOPY	TERRIER	BRINDLE	HASSAN, CHRIS	305 MARLBORO ST	12/13/2023

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23-2443	4/30/2024	PETEY	BEAGLE MIX	MULTI-COLOR	HASTINGS, MATTHEW	18 SCHULT ST	4/27/2024
23-2444	4/30/2024	GOLDIE	CORGI MIX	GOLD	HASTINGS, MATTHEW	18 SCHULT ST	11/2/2025
23-2495	4/30/2024	WALKER	HUSKY	GRAY/WHITE	HEALY, STEPHEN	625 QUEENS ROAD	7/15/2023
23-1290	4/30/2024	PERSEUS JAMES	PUG	FAWN	HENDRICKSON, DANIEL	191 KEY RD	1/17/2025
23-1291	4/30/2024	ABBY	PUG MIX	BRINDLE	HENDRICKSON, DANIEL	191 KEY RD	4/13/2025
23-2077	4/30/2024	GALLAGHER	GOLDENDOODLE	APRICOT	HENEGHAN, HELEN	110 EAST SURRY RD	5/8/2025
23-2523	4/30/2024	FINNEGAN	IRISH DOODLE	RED	HENEGHAN, HELEN	110 EAST SURRY RD	5/17/2026
23-2839	4/30/2024	POOTIE	JACK RUSSELL	WHITE	HERKENHAM, LILY	31 FRANKLIN ST APT 1	6/24/2025
23-3127	4/30/2024	KYLEE	MINIATURE PIN	BLACK/WHITE	HIGGINS, SUSAN	11 CHARLES STREET	8/20/2026
23-2749	4/30/2024	JASPER	CHIHUAHUA	UNKNOWN	HILOW, LISA	8 HARMONY LN APT 6	9/14/2023
23-0050	4/30/2024	BRUNO COURREGES	BICHON FRISE	WHITE	HIMMELBERG, FRAN	26 MOUNTAIN VIEW DR	1/27/2026
23-2550	4/30/2024	TINA	MIXED BREED	WHITE/BROWN	HOKE, DEANNA	18 VILLAGE DR APT 10	4/13/2026
23-0010	4/30/2024	IGGYPOP	MALTESE	WHITE	HOLT, KATHRYN	197 WATER ST 302	11/19/2026
23-2938	4/30/2024	BRUNO	AUSTRALIAN SH	MULTI-COLOR	HOULE, JESSICA	100 EMERALD ST APT 30	5/15/2027
23-2601	4/30/2024	TITUS	TERRIER	BLACK/WHITE	HOWARD, COLLEEN	61 WOODBURY ST	12/8/2024
23-2086	4/30/2024	MADISON	MIXED BREED	TAN	HOWARD, LAURA	61 WOODBURY ST	1/11/2027
23-2775	4/30/2024	HANNAH	HUSKY MIX	BEIGE	HUBBARD, JUANITA	84 SULLIVAN ST	4/7/2024
23-2389	4/30/2024	SCARLET	BOXER MIX	BLACK	HUDSON, JEN	27 AUTUMN HILL RD	5/6/2024
23-1823	4/30/2024	EMBER	BRITTANY SPAN	WHITE	HUGHES, BARBARA-ELLEN	63 EMERALD ST PMB 384	6/10/2023
23-2349	4/30/2024	AIKO	GERMAN SHEPHE	MULTI-COLOR	IRELAND, RACHEL	37 WOODBURN ST	11/27/2026
23-3111	4/30/2024	DELILAH	HUSKY MIX	BLACK/WHITE	JANSEN, JENNA	3 CENTRAL SQ UNIT 202	10/4/2024
23-0606	4/30/2024	HARRY	YORKIE MIX	MULTI-COLOR	JARDINE, STEPHANIE	18 WOODBURN ST #2	2/26/2026
23-3023	4/30/2024	ZEIGHLYN	BERNESE MOUNT	MULTI-COLOR	JAYNE-CHANDLER, JAMIE	229 MAIN ST	4/30/2024
23-0029	4/30/2024	OCHRE	GOLDENDOODLE	GOLD	JEFFERSON, TYLER J	710 MAIN ST #23	12/6/2023
23-0415	4/30/2024	TUCKER	LABRADOR RETR	YELLOW	JEFFERSON, TYLER J	710 MAIN ST #23	10/8/2026
23-2529	4/30/2024	CHARLIE	YORKIE MIX	BLACK	JEFFREYS, LINDA	67 WOODBURN ST	10/15/2026
23-2530	4/30/2024	DANNY	GOLDEN RETRIE	GOLD	JEFFREYS, LINDA	67 WOODBURN ST	6/24/2023
23-2531	4/30/2024	BAILEY	GOLDEN RETRIE	GOLD	JEFFREYS, LINDA	67 WOODBURN ST	5/29/2025
23-2249	4/30/2024	LOLA	AMERICAN BULL	BLACK/WHITE	JOHNSON, ASHLEY	37 SHADY LN	11/11/2024
23-2250	4/30/2024	AUSTIN	YORKSHIRE TER	CREAM	JOHNSON, ASHLEY	37 SHADY LN	11/15/2025
23-0929	4/30/2024	BRADY	GOLDEN RETRIE	GOLD	JOHNSON, JOHN	104 KENDALL RD	9/19/2025
23-3175	4/30/2024	DAISY	TERRIER MIX	BLACK/WHITE	JOHNSON, PETE	19 HOLT PL	9/12/2024
23-3176	4/30/2024	MAGGIE	AMER STAFFORD	BLACK/WHITE	JOHNSON, PETE	19 HOLT PL	9/12/2024

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23-0930	4/30/2024	GUNNER	GOLDEN RETRIE	GOLD	JOHNSON, RITA	104 KENDALL RD	9/19/2025
23-0129	4/30/2024	SAMANTHA	GOLDEN RETRIE	GOLD	JOHNSON, RYAN K	112 GEORGE ST	4/16/2023
23-0130	4/30/2024	SADIE	GOLDEN RETRIE	GOLD	JOHNSON, RYAN K	112 GEORGE ST	7/15/2025
23-1526	4/30/2024	TULA	MIXED BREED	MULTI-COLOR	JOHNSON, TERRANCE	110 ARCH ST UNIT42	10/18/2025
23-2868	4/30/2024	INDICA	POMERANIAN MI	BLACK/WHITE	JORDAN, CHRISTOPHER	101 SPRING ST	6/28/2024
23-2755	4/30/2024	RANGER	TERRIER MIX	BLUE	KELLNER-LIPPMAN, FRANCINE	34 BILLINGS AVE	5/17/2024
23-2756	4/30/2024	KANE	TERRIER MIX	BLONDE	KELLNER-LIPPMAN, FRANCINE	34 BILLINGS AVE	5/17/2024
23-0831	4/30/2024	CHICO	SPANIEL MIX	BLACK	KENT, SUSAN	34 STEARNS RD	5/5/2023
23-0989	4/30/2024	COVID	GREAT PYRENEE	BLACK/WHITE	KENYON, SHERRY	74 SULLIVAN ST	6/16/2024
23-2628	4/30/2024	KALVIN	POODLE	BLACK	KING, BETHANY	38 BLUE JAY CT	8/6/2024
23-1194	4/30/2024	AEDEN	SHELTIE	MULTI-COLOR	KINNEY, LINDA	50 SESAME ST	6/13/2024
23-1195	4/30/2024	WILLOW	DACHSHUND	RED	KINNEY, LINDA	50 SESAME ST	3/30/2025
23-1196	4/30/2024	BABY GIRL	GERMAN SHEPHE	TAN	KINNEY, LINDA	50 SESAME ST	5/31/2025
23-1197	4/30/2024	CULLEN	SHELTIE	MULTI-COLOR	KINNEY, LINDA	50 SESAME ST	6/13/2024
23-1198	4/30/2024	LILY	DACHSHUND	RED	KINNEY, LINDA	50 SESAME ST	6/22/2024
23-1840	4/30/2024	BEAR	TOY POODLE	BLACK	KRUSE, ANGELA	529 WASHINGTON ST	2/29/2024
23-0223	4/30/2024	PIPER	LABRADOR RETR	BLACK	KYSER, SAMANTHA	19 EVERGREEN AVE	10/3/2025
23-0224	4/30/2024	RUBY	BERNADOODLE	MULTI-COLOR	KYSER, SAMANTHA	19 EVERGREEN AVE	5/23/2026
23-2917	4/30/2024	TANK	BOXER	BLACK/WHITE	LACHANCE, CAMERON	5 WARD CIRCLE	10/17/2025
23-2546	4/30/2024	ARCHIE	ENGLISH BULLD	TAN/WHITE	LACLAIR, JENNY	50 HILLTOP DR	3/26/2026
23-2547	4/30/2024	ELLA	SHIH TZU	BROWN/WHITE	LACLAIR, JENNY	50 HILLTOP DR	8/21/2023
23-2548	4/30/2024	SAMMY	LABRADOR RETR	SILVER	LACLAIR, JENNY	50 HILLTOP DR	5/30/2026
23-3080	4/30/2024	GARCIA	SHIH TZU	BROWN/WHITE	LACLAIR, JENNY	50 HILLTOP DR	8/9/2026
23-2648	4/30/2024	ROMEO	HUSKY MIX	TAN/WHITE	LACAILLE, MARY	12 CHARLES ST	3/30/2027
23-3052	4/30/2024	MOLLY	LABRADOR RETR	BLACK	LAGASSE, RAY	805 ROXBURY RD	8/24/2025
23-3053	4/30/2024	CHARLIE	LABRADOR RETR	YELLOW	LAGASSE, RAY	805 ROXBURY RD	8/24/2025
23-2655	4/30/2024	WINNIE	GOLDENDOODLE	APRICOT	LAGORE, JENNICA	30 LYNWOOD AVE	1/31/2026
23-2656	4/30/2024	ENZO	GOLDENDOODLE	BLUE MERLE	LAGORE, JENNICA	30 LYNWOOD AVE	11/27/2026
23-2766	4/30/2024	PENNY	CATAHOULA	APRICOT	LANDIS, DANYA	433 ELM ST	7/28/2024
23-1278	4/30/2024	DANIEL BUD	MINIATURE POO	APRICOT	LANE, SCOTT	23 EVERGREEN AVE	10/11/2024
23-2479	4/30/2024	MALIBU	TERRIER MIX	BLACK/WHITE	LAPAN, ALYSSA	16 WILLOW ST APT 2	7/12/2023
23-2952	4/30/2024	POPTART	MIXED BREED	WHITE	LAPLANTE, JEREMY	10 MOUNTAIN VIEW CT	7/19/2025
23-3010	4/30/2024	TOBY	MIXED BREED	BROWN	LAUNEN, LOREN	11 INGALLS ST	9/1/2025

DOG WARRANT 2024 - EXISTING NON-RENEWED DOGS

23-0812	4/30/2024	TIVA	AUSTRALIAN RE	RED	LAWLOR, MATT	260 ROXBURY ST	5/26/2025
23-2047	4/30/2024	SAMSON	CHIHUAHUA MIX	BLACK/TAN	LAWRENCE, BRIANNA	76 WOODBURN ST	5/21/2024
23-2048	4/30/2024	REMINGTON	MIXED BREED	TAN	LAWRENCE, BRIANNA	76 WOODBURN ST	6/28/2024
23-2708	4/30/2024	BLUE	MINI AUSTRALI	BLUE	LEARY, KEVIN	27 MEETINGHOUSE RD	5/18/2026
23-2305	4/30/2024	SADIE	LABRADOODLE	BLACK	LEDOUX, JONATHAN	19 CLARK CIR	2/5/2024
23-2306	4/30/2024	ZOEY	PEKINGESE	FAWN	LEDOUX, JONATHAN	19 CLARK CIR	9/17/2023
23-3044	4/30/2024	GEORGE	PUG	FAWN	LENT, KYLAH	57 PARK AVE 1	12/13/2025
23-1183	4/30/2024	COCO	LABRADOR RETR	BLACK/TAN	LEROY, ZACK	30 HANOVER ST	8/12/2023
23-1184	4/30/2024	CHAMP	TERRIER	BLACK/WHITE	LEROY, ZACK	30 HANOVER ST	5/24/2023
23-0932	4/30/2024	RUTH	COCKAPOO	BLACK/WHITE	LEVICK, DEMELZA	158 ISLAND ST APT 2	1/17/2026
23-1678	4/30/2024	ZEBFREE	GOLDENDOODLE	BLACK	LINN, MOLLY	14 PINE AVE	3/26/2027
23-1736	4/30/2024	BOOTS	CHIHUAHUA MIX	BLACK/WHITE	LOCHER, MARGARET	555 1/2 WINCHESTER ST	10/5/2024
23-2960	4/30/2024	SHABBA	BULLDOG	BROWN/WHITE	LOMBARDI, AUTUMN	48 SUMMIT ST APT 6	4/14/2024
23-1892	4/30/2024	SURI	LABRADOR RETR	BLACK	LOWRY, JOHN	63 DARLING RD	12/12/2026
23-2946	4/30/2024	FRANKIE	MOUNTIAN CUR	BLACK/WHITE	LOWRY, JOHN	63 DARLING RD	6/14/2024
23-2146	4/30/2024	SCHATZI	MINIATURE SCH	MULTI-COLOR	LOY, EVA-LYNN	222 WEST ST APT.121	4/2/2026
23-2686	4/30/2024	WINNIE	DALMATION MIX	BEIGE	MACK, LAURA	21 PINE AVE	6/14/2026
23-3030	4/30/2024	ARCHIE	FRENCH BULLDO	LILAC	MACK, REBECCA	550 WASHINGTON ST	7/20/2024
23-2989	4/30/2024	KATIE ANN	COCKER SPANIE	BLACK/WHITE	MACKINNON, KIMBERLY	29 SCHULT ST	7/30/2026
23-1754	4/30/2024	NINA	ROTTWEILER	BLACK/BROWN	MADEJ, MARISSA	66 WOODBURN ST	12/20/2025
23-1632	4/30/2024	MILO	HUSKY	MULTI-COLOR	MAJOY, THERESA	143 S. LINCOLN ST	7/4/2025
23-2313	4/30/2024	PAJAMAS	OLD ENGLISH S	GRAY/WHITE	MANJONEY, COLLIN	120 ADAMS ST	10/1/2026
23-2471	4/30/2024	LAYLA	AUSTRALIAN SH	MULTI-COLOR	MARSHALL, DANIEL	138 CROSS ST APT 2B	8/2/2025
23-2767	4/30/2024	PEPPER	AUSTRALIAN SH	BROWN/WHITE	MAYNARD, JONAS	247 WEST SURRY RD	6/7/2026
23-2695	4/30/2024	DIXIE	POMERANIAN	CREAM	MCBREAIRTY, HEATHER	57 BRADFORD RD	6/24/2024
23-2696	4/30/2024	DOZER	POMERANIAN	BLACK	MCBREAIRTY, HEATHER	57 BRADFORD RD	6/15/2024
23-2697	4/30/2024	DIOR	AMER. STAFFOR	SILVER	MCBREAIRTY, HEATHER	57 BRADFORD RD	4/19/2025
23-2450	4/30/2024	LEVI	LABRADOR RETR	GRAY	MCKANE, TAMMY	20 RIDGEWOOD AVE	8/14/2023
23-2478	4/30/2024	SPARKLE STAR	RAT TERRIER	BLONDE	MCMILLAN, MOLLY	71 RIDGEWOOD AVE	3/13/2024
23-3153	4/30/2024	CALLIE	BOXER	BROWN	MEEKS, STACEY	705 MAIN ST	7/18/2026
23-3008	4/30/2024	MAGGIE	CORGI MIX	BLACK/WHITE	MEIKLEJOHN, THOMAS	19 EVANS C IR	4/15/2025
23-3009	4/30/2024	AILEY	COLLIE MIX	BLACK/WHITE	MEIKLEJOHN, THOMAS	19 EVANS C IR	4/15/2025
23-2591	4/30/2024	GRETA	YORKSHIRE TER	BLACK/BROWN	MERCIER, JILLIAN	107 WILBUR ST	3/29/2024



DOG WARRANT 2024 - EXISTING NON-RENEWED DOGS

23-2592	4/30/2024	HAZEL	CHIHUAHUA	BLACK	MERCIER, JILLIAN	107 WILBUR ST	3/29/2024
23-2593	4/30/2024	LUKE	BEAGLE	BLACK/TAN	MERCIER, JILLIAN	107 WILBUR ST	4/23/2024
23-2385	4/30/2024	IRIS	AMERICAN BULL	FAWN	MERMET, MATTHEW	238 BASE HILL RD	11/2/2025
23-0196	4/30/2024	MARDI	AUSTRALIAN SH	MULTI-COLOR	MIGNEAULT, LISA	5 STEARNS RD	8/30/2025
23-2993	4/30/2024	JACKSON	BOXER MIX	MULTI-COLOR	MILLAY, MEGHAN	138 ROXBURY ST APT 1	3/8/2024
23-3062	4/30/2024	SADIE	GERMAN SHEPHE	WHITE	MILLEDGE, MIRANDA	101 SPRING ST	7/17/2026
23-3094	4/30/2024	PARKER	MIXED BREED	BLACK	MINER, EMILY	60 DAVIS ST	7/12/2026
23-1781	4/30/2024	ASHBY	BRITTANY SPAN	APRICOT	MITCHEL, JOHN	6 HILLTOP DR	9/13/2024
23-2677	4/30/2024	JOHNNY B	MASTIFF MIX	BRINDLE	MONROE, KATIE	PO BOX 112	3/2/2024
23-1914	4/30/2024	NIKO	AMERICAN BULL	MULTI-COLOR	MOODY, AMBER	15 HARMONY LN	8/10/2025
23-2192	4/30/2024	DAISY	ENGLISH BULLD	BROWN/TAN	MOREL, MIKE	15 AUTUMN HILL RD	2/28/2024
23-2193	4/30/2024	MOXIE	ENGLISH BULLD	TAN/WHITE	MOREL, MIKE	15 AUTUMN HILL RD	2/28/2024
23-3085	4/30/2024	WILLOW	STANDARD POOD	BLACK	MORIN, SUZANNE & JOSEP	60 SKYLINE DR	2/26/2026
23-0476	4/30/2024	BELLA	PUGGLE	FAWN	MORTON, PIERRE	147 GILSUM ST	4/18/2025
23-2417	4/30/2024	SMITTY	LABRADOR RETR	CHOCOLATE	MURDOCK, SHELLEY	12 STARLING ST	8/27/2026
23-2678	4/30/2024	WALKER	BLUE TICK HOU	BLUE	MURDOCK, SHELLEY	12 STARLING ST	6/2/2026
23-3086	4/30/2024	OTTO	GERMAN SHORTH	MULTI-COLOR	MURDOCK, SHELLEY	12 STARLING ST	7/11/2026
23-1274	4/30/2024	OTIS	LABRADOR RETR	YELLOW	MURPHY, LISA M	55 ACREBROOK RD	5/4/2024
23-1275	4/30/2024	POPPY	DACHSHUND MIX	BROWN	MURPHY, LISA M	55 ACREBROOK RD	6/23/2025
23-2814	4/30/2024	FLOKI	AMER STAFFORD	TAN/WHITE	MURPHY, SCOTT E	23 MECHANIC ST APT 3	8/18/2025
23-2713	4/30/2024	MILO	PLOTT HOUND	BLACK/BROWN	NEELY, BOBBIE-JEAN	201 ROXBURY ST APT 2R	6/12/2024
23-1738	4/30/2024	DEACON	MIXED BREED	MULTI-COLOR	NELSON, CHERYL	5 CENTRAL SQ 600	6/2/2025
23-1593	4/30/2024	BUDDY	COON HOUND	BROWN/WHITE	NEWELL, JODI	32 LEVERETT ST	10/24/2025
23-2525	4/30/2024	RASCAL	SHIH TZU/POOD	MULTI-COLOR	NEWTON, NANCY	14 PINE AVE	4/6/2025
23-2526	4/30/2024	ANNIE	LABRADOR RETR	YELLOW	NEWTON, NANCY	14 PINE AVE	2/18/2027
23-1128	4/30/2024	SATIE	GERMAN SHEPHE	BLACK/TAN	NICKERSON, CHRIS	158 PAKO AVE	6/15/2026
23-3065	4/30/2024	ARMANI	CHIHUAHUA MIX	WHITE	NICKERSON, CHRIS	158 PAKO AVE	2/3/2024
23-3151	4/30/2024	SADIE	POMERANIAN MI	BLACK/WHITE	NICKERSON, CHRIS	158 PAKO AVE	10/16/2026
23-3152	4/30/2024	COACH	CHIHUAHUA MIX	BRINDLE	NICKERSON, CHRIS	158 PAKO AVE	10/16/2026
23-0065	4/30/2024	CHARLIE	GOLDEN RETRIE	GOLD	NOWILL, KRISTIN	70 KENDALL RD	1/15/2027
23-2164	4/30/2024	COOPER	GREAT DANE	BLUE MERLE	NOYES, SPENCER	134 ARCH ST	1/11/2025
23-2165	4/30/2024	QUINN	GREAT DANE	BRINDLE	NOYES, SPENCER	134 ARCH ST	2/7/2026
23-1854	4/30/2024	NIKO	SHEPHERD MIX	UNKNOWN	NUZZO, DIANE	329 PARK AVE	7/23/2023

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23-2913	4/30/2024	BLU	HOUND MIX	BLACK	OAKES, JULIE	4 IMPERIAL DR	2/1/2025
23-2914	4/30/2024	GIZELLE	COON HOUND	TAN	OAKES, JULIE	4 IMPERIAL DR	3/6/2025
23-0638	4/30/2024	WINSTON	SHEPHERD MIX	BROWN	O'BRYAN, JESSE	95 CROSS ST	4/22/2027
23-2630	4/30/2024	PHELPS	LABRADOR RETR	MULTI-COLOR	O'DONNELL, MICHAEL	18 RIVER ST	3/12/2027
23-0860	4/30/2024	ABIGAIL	MINI AUSTRALI	BLACK/WHITE	OLMSTEAD, ELSI A	9 ROXBURY CT	4/16/2025
23-2466	4/30/2024	ARTEMIS	MIXED BREED	BLACK/WHITE	ORAM, LEATRICE	390 MAIN ST	7/30/2026
23-2287	4/30/2024	LUCKY	JACK RUSSELL	BROWN/WHITE	OU, MEAGAN	390 WATER ST #1	5/24/2024
23-2288	4/30/2024	LULU	JACK RUSSELL	MULTI-COLOR	OU, MEAGAN	390 WATER ST #1	5/24/2024
23-1517	4/30/2024	FREYJA	SHIBA INU	RED	PAGE, DOWNEY	1 ANDERSON AVE	7/27/2023
23-1518	4/30/2024	TITUS	ENGLISH BULLD	RED/WHITE	PAGE, DOWNEY	1 ANDERSON AVE	7/27/2023
23-2096	4/30/2024	ZOE	IRISH SETTER	RED	PAPPAGEORGE, ANDREA	29 BEAVER ST APT 1	3/22/2027
23-2210	4/30/2024	HOOTIE	YORKIE MIX	BLACK	PAQUETTE, SALLY	428 COURT ST APT A	8/8/2023
23-2441	4/30/2024	DORY	CHIHUAHUA	BROWN/WHITE	PARENTEAU, RON	74 COLORADO ST	10/21/2024
23-2442	4/30/2024	AVA	CHINESE CREST	BUFF	PARENTEAU, RON	74 COLORADO ST	10/21/2024
23-3012	4/30/2024	BRUNO	LABRADOR RETR	BLACK/WHITE	PAUZE, KIMBERLY	PO BOX 51	2/1/2024
23-1812	4/30/2024	CASH	LABRADOR RETR	RED	PELCZARSKI, KATIE	343 ELM ST	1/29/2026
23-2316	4/30/2024	KODA	NORWEGIAN ELK	BLACK	PELLERIN, RUSSELL	257 PAKO AVE	6/7/2024
23-2157	4/30/2024	CHASE	BEAGLE MIX	TAN/WHITE	PELLICCIA, DONNA	82 MEADOW RD APT102	10/5/2025
23-2308	4/30/2024	BEAR	TERRIER MIX	BLACK/WHITE	PENCE, VALERIE	397 WASHINGTON STREET	5/16/2024
23-1523	4/30/2024	ELLA	LEONBERGER	MULTI-COLOR	PERKINS, LISA	649 COURT ST	5/11/2023
23-1524	4/30/2024	DAISY	GOLDEN RETRIE	GOLD	PERKINS, LISA	649 COURT ST	4/18/2023
23-1640	4/30/2024	CHAMPY	GERMAN SHEPHE	BLACK/TAN	PETERSEN, SARA	94 KENNEDY DRIVE	6/26/2023
23-2629	4/30/2024	CAMO	MIXED BREED	BRINDLE	PHOK, THALIA	33 PLEASANT ST	9/19/2025
23-2460	4/30/2024	HUDSON	HUSKY MIX	BROWN	PORTER, SHELBY	554 WASHINGTON ST	5/22/2026
23-0705	4/30/2024	BUDDHA	AMER STAFFORD	BRINDLE	POSNER, ISABEL L	38 SOUTH ST	9/18/2026
23-0299	4/30/2024	JAMBI	BOSTON TERRIE	BLACK/WHITE	POWELL, KATHLEEN	21 DARTMOUTH ST	6/30/2024
23-0219	4/30/2024	MISHKA	POMERANIAN	BROWN/WHITE	POWLEY, SHEILA	24 UNION ST B	12/20/2024
23-2307	4/30/2024	BELLA	CHIHUAHUA	MULTI-COLOR	PRATT, LISA	31 EDWARDS ST	8/17/2023
23-0366	4/30/2024	REZZY	GREYHOUND	BROWN	PREVOST, LEAH	9 MARSHALL ST	11/18/2024
23-2853	4/30/2024	ASTRO	LABRADOR RETR	BRINDLE	PREVOST, TROY	100 BUTTERNUT DR	7/19/2026
23-1957	4/30/2024	MY-LLO	TERRIER MIX	BRINDLE	PROMPLOY, PICHAYA	270 CHURCH ST	3/3/2025
23-0521	4/30/2024	HUXLEY	BULLDOG MIX	TAN/WHITE	PUNCH, HEATHER	63 EMERALD ST	7/26/2024
23-2660	4/30/2024	LILITH	GERMAN SHEPHE	SABLE	QUINTA, AMANDA	3 IMELDA AVE	6/29/2024

DOG WARRANT 2024 - EXISTING NON-RENEWED DOGS

23-2966	4/30/2024	OBSIDIAN	CHIHUAHUA MIX	BLACK	QUINTA, AMANDA M	3 IMELDA AVE	12/15/2023
23-1235	4/30/2024	APOLLO	POMERANIAN MI	RED/WHITE	RACINE, DANIELLE	343 WASHINGTON ST APT 1	12/19/2025
23-2549	4/30/2024	WINSTON	SPRINGER SPAN	BLACK/WHITE	REILLY, DAVID	48 ALLEN CT	3/2/2025
23-1087	4/30/2024	BRANDIE	HOUND MIX	BROWN	ROBERTSON, OWEN	488 ELM ST	1/14/2024
23-2431	4/30/2024	HUNTER	LABRADOR RETR	BLACK	ROSE, MICHELLE	237 BAKER ST	5/17/2024
23-3110	4/30/2024	ZADEN	HUSKY MIX	GOLD	ROWE, BRIANNA	131 BUTTERNUT DR	6/19/2025
23-2666	4/30/2024	TRIXI	BEAGLE	MULTI-COLOR	ROYCE, MICHAEL	32 CHARLES ST	4/16/2025
23-3078	4/30/2024	MAISY	MALTEPOO	BLONDE	RUEST, TRACI	238 BASE HILL RD	8/18/2026
23-2635	4/30/2024	GROVER	HOUND MIX	MULTI-COLOR	RUFF, DANA	44 AMERICAN AVENUE	4/8/2027
23-1904	4/30/2024	GINGER	ROTTWEILER	BLACK/TAN	RUNEZ, JULIE	261 CHAPMAN RD	8/3/2024
23-2930	4/30/2024	RUBY	AMER STAFFORD	BROWN/WHITE	RUSTEN, LUCAS	220 OLD WALPOLE RD	3/16/2024
23-2262	4/30/2024	COCOA	SHIH TZU MIX	BROWN/TAN	SAARI, JEFF	21 GREENWOOD AVE	4/10/2026
23-1493	4/30/2024	LEIA	BOXER MIX	MULTI-COLOR	SALEMA, BRANDY	217 DARLING RD	3/18/2027
23-0404	4/30/2024	MALLETT	GOLDEN RETRIE	GOLD	SCAPPACE, WILLIAM	90 ELM ST APT. 3A	3/12/2023
23-1412	4/30/2024	PEARL	BEAGLE MIX	BLACK/WHITE	SCHARF, JESSICA	24 PEARL ST 2R	6/29/2026
23-1888	4/30/2024	BONA	SHEPHERD MIX	TAN/WHITE	SCHOELZEL, TYSON	109 SCHOOL STREET	11/9/2024
23-2849	4/30/2024	LAYLA	GREAT PYRENEE	WHITE	SCULLY, SARAH	144 HIGH ST	8/19/2023
23-2850	4/30/2024	DAISY	GREAT DANE	WHITE	SCULLY, SARAH	144 HIGH ST	9/25/2026
23-2503	4/30/2024	LUNA	MIXED BREED	BLACK/WHITE	SEIFER, HILARY	20 BEECH ST	7/24/2025
23-2504	4/30/2024	OLLIE	BEAGLE MIX	BLACK/TAN	SEIFER, HILARY	20 BEECH ST	9/12/2024
23-2505	4/30/2024	CURBIE	SHIH TZU MIX	WHITE	SEIFER, HILARY	20 BEECH ST	3/5/2026
23-2435	4/30/2024	PRISCILLA	BOXER MIX	BRINDLE	SEVENE, KATHY	15 HOOPER ST	7/26/2025
23-1737	4/30/2024	VALOR	AMERICAN BULL	BLACK/WHITE	SHAW, SHELLEY	20 BILLINGS AVE	6/1/2024
23-2788	4/30/2024	LUCY	LABRADOR RETR	CHOCOLATE	SHEALY, MELISSA	37 PROBATE ST	8/15/2025
23-2789	4/30/2024	LOLA	LABRADOR RETR	SILVER	SHEALY, MELISSA	37 PROBATE ST	2/27/2024
23-1624	4/30/2024	MOLLY	GOLDEN RETRIE	GOLD	SHEARER, TERRY	42 EAST DIANE DR	4/20/2025
23-2801	4/30/2024	GIGI	PUG	BLACK	SHERMAN, WANDA	10 OLIVO RD	10/12/2024
23-2802	4/30/2024	GIZMO	PUG	BLACK	SHERMAN, WANDA	10 OLIVO RD	10/12/2024
23-2803	4/30/2024	ANGEL	PUG	BRINDLE	SHERMAN, WANDA	10 OLIVO RD	10/19/2025
23-3190	4/30/2024	MAGGIE	BOSTON TERRIE	BROWN/WHITE	SHERMAN, WANDA	10 OLIVO RD	11/15/2024
23-0607	4/30/2024	ASPEN	AUSTRALIAN CA	CREAM	SKIFFINGTON, LEORA	112 SPARROW ST	1/14/2024
23-2234	4/30/2024	ZEUS	PUGGLE	FAWN	SOMERS, GAIL	5 ORCHARD STREET	12/20/2026
23-2235	4/30/2024	BAILEY	BOSTON TERRIE	BLACK/WHITE	SOMERS, GAIL	5 ORCHARD STREET	1/18/2027

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23-2911	4/30/2024	ROCKO	TERRIER	MULTI-COLOR	SOUTHER, DAVID	82 MEADOW RD 127	7/26/2024
23-3021	4/30/2024	SCRUFFY	TERRIER MIX	BLACK/TAN	SOUZA, VANESSA	9 RICHARDSON CT	4/30/2026
23-2957	4/30/2024	RUBBLE	BULLDOG	BRINDLE	SPAIN, MIKE	145 GILBO AVE APT 206	6/22/2026
23-0861	4/30/2024	LEELU	CHIHUAHUA MIX	BRINDLE	SPENDLEY, FRANK K	8 ORCHARD ST	5/2/2025
23-0862	4/30/2024	MATILDA	AMERICAN STAF	BROWN/WHITE	SPENDLEY, FRANK K	8 ORCHARD ST	9/13/2025
23-1872	4/30/2024	AELA	MIXED BREED	BRINDLE	SQUIRES, TAMMI	30 CRESCENT ST	5/11/2024
23-2200	4/30/2024	LUCY	BEAGLE MIX	TAN/WHITE	STAHL, NICOLE	16 HARMONY LANE #2	3/9/2026
23-2688	4/30/2024	KASH	CHIHUAHUA MIX	BLACK	STATON, NICOLE	74 MEADOW RD APT 9	5/2/2026
23-1202	4/30/2024	RYDER	GERMAN SHORTH	BROWN/WHITE	STEBBINS, MARTY	157 DARLING RD	3/12/2027
23-2986	4/30/2024	AOIFE	TERRIER	BLACK/WHITE	STEPHENS, CHERI	18 ACREBROOK ROAD	8/9/2024
23-2987	4/30/2024	STORY	MALTESE	WHITE	STEPHENS, CHERI	18 ACREBROOK ROAD	9/6/2024
23-2883	4/30/2024	XENA	DOBERMAN PINS	RED	STEVENS, LUCAS	188 GILSUM ST APT. 2	7/24/2026
23-2884	4/30/2024	ROME	DOBERMAN PINS	FAWN	STEVENS, LUCAS	188 GILSUM ST APT. 2	7/24/2026
23-3177	4/30/2024	WENDAL	MALTESE MIX	WHITE	STIMPERT, DAN	165 JORDAN RD	11/24/2026
23-1280	4/30/2024	SHILOH	LABRADOR RETR	YELLOW	STINSON, BRANDON	141 GEORGE ST	2/22/2024
23-2461	4/30/2024	TY	PUGGLE	RED	STOCKWELL, DEBBIE	143 BASE HILL ROAD	12/30/2024
23-2826	4/30/2024	CHLOE	MINIATURE POO	CHOCOLATE	STRAW, SARAH	100 EASTERN AVE	5/4/2025
23-1247	4/30/2024	ROXY	MOUNTAIN CUR	UNKNOWN	STREET, BRANDY	123 GEORGE ST 2	1/3/2027
23-2743	4/30/2024	BRUNO	TERRIER MIX	BROWN	SULLY, KARLA	78 NIMS RD	6/21/2026
23-2744	4/30/2024	PIO	AUSTRALIAN SH	BLUE MERLE	SULLY, KARLA	78 NIMS RD	4/30/2024
23-2821	4/30/2024	LUNA BEAR	TERRIER MIX	FAWN	SUPERIOR, KIRA	20 SCHULT ST	9/19/2023
23-2705	4/30/2024	HONEY	AMERICAN STAF	BLACK	SWEENEY, MARYBETH	186 NORTH STREET	9/28/2024
23-2377	4/30/2024	BEAU	BEAGLE	MULTI-COLOR	TALBOT, DON	73 DOUGLAS ST	7/13/2023
23-2397	4/30/2024	PEPPER	GOLDENDOODLE	BLACK	TARGETT, KATHERINE	86 CHAPMAN RD	6/26/2025
23-2575	4/30/2024	CAPRI	BULLDOG MIX	TAN/WHITE	TARVER, MELISSA	257 WASHINGTON ST APT 3	8/10/2023
23-0548	4/30/2024	ZUZU-MELI	LABRADOODLE	APRICOT	TASOULAS, GEORGIA	617 WEST ST	12/4/2025
23-1383	4/30/2024	ELLIE	HOUND MIX	BROWN/WHITE	TAYLOR, ASHLEY	21 SUMMER ST APT#1	4/19/2027
23-2626	4/30/2024	BASTIAN	LABRADOR RETR	BLACK	TCHARKOVASKI, SERGII	47 DAVIS ST APT 5	1/24/2026
23-0583	4/30/2024	COSMO	HAVANESE	WHITE	TENT, STEPHANIE	55 SUMMIT RIDGE DR	6/15/2026
23-3024	4/30/2024	PEARL	CORGI	RED	TERHAR, CERA	92 COURT ST	5/15/2024
23-3025	4/30/2024	SOOKIE	CATAHOULA MIX	BLACK/WHITE	TERHAR, CERA	92 COURT ST	6/1/2025
23-1061	4/30/2024	FRANK	LABRADOR RETR	YELLOW	THIEME, CAROLE	143 LIBERTY LANE	6/1/2025
23-2619	4/30/2024	BODIE	GOLDENDOODLE	APRICOT	THOMPSON, SHANNON	72 LEE ST UNIT C	1/10/2026

DOG WARRANT 2024 - EXISTING NON-RENEWED DOGS

23-2863	4/30/2024	OLLIE	BOSTON TERRIE	BLACK/WHITE	THORNBLAD, VERNON	116 ELM ST	8/10/2026
23-0468	4/30/2024	MICAH	COLLIE MIX	GOLD	TILTON, JOYCE	120 BEAVER ST	5/4/2025
23-1427	4/30/2024	CURRY	SHIH TZU	BROWN/WHITE	TIMMER, JEFF	24 KNOLL AVE	5/2/2027
23-2723	4/30/2024	SASSY	CHIHUAHUA	MULTI-COLOR	TISDALE, DEBRA	54 HANOVER ST	3/21/2024
23-2843	4/30/2024	ADDIE	BOSTON TERRIE	BRINDLE	TISDALE, DEBRA	54 HANOVER ST	6/22/2026
23-2135	4/30/2024	SADIE	GOLDEN RETRIE	BLACK	TONG, JOANNE	71 FELT RD	4/5/2024
23-2881	4/30/2024	RUGER	LABRADOR RETR	GRAY/WHITE	TREMBLAY, LOUIS F	321 ELM STREET	7/23/2026
23-2354	4/30/2024	ZEUS	MICRO BULLY	GRAY/WHITE	TUTTLE, ALISHA	379 WEST ST	12/1/2023
23-3042	4/30/2024	MILO	AUSTRALIAN SH	BLUE MERLE	URQUHART, ADAM	164 ROXBURY ST APT 6	5/24/2026
23-0581	4/30/2024	QUINN	MINIATURE POO	BROWN	VALDIVIA, JUDY	99 TERRACE ST	10/20/2025
23-0582	4/30/2024	HARLEY	MINIATURE POO	BLACK/WHITE	VALDIVIA, JUDY	99 TERRACE ST	1/23/2025
23-2540	4/30/2024	NALU	COCKAPOO	TAN	VAN SAUN, MELISSA	37 BELLEVUE ST	3/30/2025
23-0319	4/30/2024	TEDDIE	GOLDEN RETRIE	GOLD	VANWEZEL, BOB	573 WEST STREET	4/11/2026
23-2225	4/30/2024	ROSCOE	BOXER MIX	BRINDLE	VARGAS, KARYNA	55 MARTIN STREET	12/15/2023
23-0340	4/30/2024	GWEN	CORGI MIX	BLACK	VOUDREN, STEPHANIE	173 KENNEDY DR	6/24/2023
23-2312	4/30/2024	RUBY	LABRADOR RETR	BLACK	WALKER, CHRIS	41 AVON ST	4/4/2024
23-3045	4/30/2024	OONA	LABRADOR RETR	BLACK	WALKER, CHRIS	41 AVON ST	6/27/2025
23-2463	4/30/2024	MAGGIE BELLA	MALTESE	WHITE	WALKER, JOHN	230 SKYLINE DR	5/26/2026
23-2464	4/30/2024	NICHOLAS	MALTESE MIX	WHITE	WALKER, JOHN	230 SKYLINE DR	6/6/2025
23-0662	4/30/2024	SADIE	CHIHUAHUA MIX	TAN/WHITE	WATKINS, CAITLIN	109 WINCHESTER ST #6	5/25/2026
23-0663	4/30/2024	LUCY	CHIHUAHUA	BLACK/WHITE	WATKINS, CAITLIN	109 WINCHESTER ST #6	5/25/2026
23-1641	4/30/2024	STEVIE	LABRADOR RETR	BLACK	WATSON, JEIDAN	30 VICTORIA ST APT 5	2/9/2024
23-2230	4/30/2024	KARMA	LABRADOR RETR	BLACK	WEINRIEB, PAM	13 BALSAM ST	2/7/2026
23-1390	4/30/2024	TAKKO	GOLDEN RETRIE	BRINDLE	WHIPPIE, LAURIE	352 PEARL ST	1/19/2025
23-0362	4/30/2024	RUBY	MIXED BREED	TAN	WHITHAM, RYLAN	108 GREENWOOD AVE	3/29/2027
23-0026	4/30/2024	DAISY	GERMAN SHEPHE	RED	WILBUR, WALKER	737 MARLBORO RD	12/27/2023
23-1974	4/30/2024	PEANUT	CHIHUAHUA MIX	TAN	WILDER, ALISON	106 ARCH ST	4/3/2025
23-1975	4/30/2024	PEPPER	DACHSHUND MIX	BLACK	WILDER, ALISON	106 ARCH ST	8/24/2026
23-2893	4/30/2024	NESSA	MALTESE	WHITE	WILDOVE, MARTHA	22 STARLING ST	7/24/2026
23-1649	4/30/2024	DARWIN	CHIHUAHUA MIX	BLACK/TAN	WILKS, MELISSA	27 MINERVA LN	5/18/2027
23-1544	4/30/2024	LEXI	CATAHOULA	BLACK	WOOD, ELIZABETH	15 TROWBRIDGE RD	5/25/2026
23-0304	4/30/2024	BUDDY	LABRADOR RETR	CHOCOLATE	WOOD, TOM	54 BEECH ST	8/19/2023
23-2098	4/30/2024	JOSIE	GERMAN SHORTH	BLACK/WHITE	WRIGHT, ALISON	18 FOSTER ST	10/20/2023

DOG WARRANT 2024 - EXISTING NON-RENEWED DOGS

23-2100	4/30/2024	OZZY	GERMAN SHORTH	BLACK/WHITE	WRIGHT, ALISON	18 FOSTER ST	12/12/2023
23-1058	4/30/2024	PIPPA	YORKIEPOO	BLACK	YARDLEY, CHRISTIE	15 BANK ST	4/5/2027
23-2537	4/30/2024	MAGGIE	YORKIE MIX	BLACK/BROWN	YARDLEY, CHRISTIE	15 BANK ST	4/6/2024
23-2896	4/30/2024	CLEO	MIXED BREED	BRINDLE	YELL, TANYA	83 SPRUCE ST	7/26/2024
23-2650	4/30/2024	BAM BAM	GOLDEN RETRIE	CREAM	YUSISHEN, RYAN	222 WEST ST A304	12/14/2025
23-0666	4/30/2024	ROSIE	GERMAN SHEPHE	BLACK/TAN	ZINN, SARAH, J	43 GROVE ST	4/3/2025

DOG WARRANT 2024 - NEW DOGS

LicenseNo	License Exp	Dog Name	Breed	Color	Owners Name	Owners Address	Rabies Expires
VET-2032	4/30/2024	DAISY	BORDER COLLIE	BROWN/WHITE	ADAMS, ANDREW	344 ELM ST	6/12/2024
VET-2175	4/30/2024	FINNEGAN	BLUE HEELER	BLUE MERLE	ADAMS, ANDREW	344 ELM ST	10/16/2026
VET-2326	4/30/2024	BLUE	AUSTRALIAN SH	BLUE MERLE	ANBER, DERSIS	23 SHERIDAN AVE	1/18/2025
VET-2096	4/30/2024	TAJ	SHAR PEI MIX	GOLD	ASHER, RYANNE	41 RUSSELL ST	7/10/2026
VET-2172	4/30/2024	BIRDIE MAY	LABRADOR RETR	YELLOW	BARRETTE, HEIDI	14 FOREST STREET	9/11/2024
VET-2137	4/30/2024	SUNSHINE (SUNNY)	MIXED BREED	BRINDLE	BARRY, JAIME	60 ARCH ST	8/24/2024
VET-2153	4/30/2024	ARROW	GERMAN SHEPHE	BROWN	BAUDLER, JULIE	16 MIDDLE ST APT 1	9/8/2026
VET-1991	4/30/2024	REMY	POMERANIAN MI	RED	BEAUDRY, JENNIFER	11 BENT CT	5/23/2027
VET-2098	4/30/2024	DASJ	CHIHUAHUA MIX	TAN	BEAULIEU, JORDAN	70 MECHANIC ST	6/18/2026
VET-2138	4/30/2024	DUTCHESS	WEIMARANER MI	UNKNOWN	BENISHIN, KAITLYN	50 SUMMIT RD APT 6	8/29/2026
VET-2395	4/30/2024	ZEPPELIN	BULLDOG MIX	MULTI-COLOR	BERNTSEN, ALICIA	142 HASTINGS AVE	4/14/2027
VET-2105	4/30/2024	OLLY	BEAGLE	MULTI-COLOR	BERROUARD, ANDREW J	90 CARPENTER ST	5/21/2026
VET-2063	4/30/2024	WINNIE	SHEEPDOG MIX	BLACK/WHITE	BERRY, JAZMYNE	222 WEST ST A203	7/7/2026
VET-2270	4/30/2024	SIMBA	ROTTWEILER	BLACK/TAN	BILODEAU, RUSSELL	20 ELLIS CT	1/5/2027
VET-1982	4/30/2024	TATOR	LABRADOR RETR	YELLOW	BLACK, BRANDON	236 WEST SURRY RD	4/8/2027
VET-2087	4/30/2024	WINNIE	TERRIER	BLACK	BONFIGLIO, JEN	4 LUCINDA TER	7/31/2024
VET-2088	4/30/2024	LUCY	TERRIER	BROWN	BONFIGLIO, JEN	4 LUCINDA TER	7/16/2024
VET-2001	4/30/2024	LITTLEMAN	CHIHUAHUA	TAN	BOUFFORD, FRED A	445 ROXBURY ST	4/11/2027
VET-2139	4/30/2024	DUNE	GERMAN SHEPHE	TAN/WHITE	BROWN, CHRISTOPHER	43 SULLIVAN ST	8/6/2026
VET-2192	4/30/2024	BROOKE	GERMAN SHEPHE	BLACK	BROWN, CHRISTOPHER	43 SULLIVAN ST	9/11/2024
VET-2152	4/30/2024	MOSLEY	LABRADOR RETR	YELLOW	CAVALLERO, DANIEL	341 COURT ST	8/1/2026
VET-2059	4/30/2024	ROSIE	LABRADOR RETR	BLACK	CHANDLER, GREGORY	37 WRIGHT ST	7/9/2024
VET-2184	4/30/2024	ARCHIE	AMER STAFFORD	BLACK/WHITE	CLARK, ISABELLE	18 APPLETON ST	10/1/2024
VET-2046	4/30/2024	GRIFFIN	LABRADOODLE	YELLOW	CLARK, JONATHAN	42 ARCH ST	6/20/2026
VET-2371	4/30/2024	REEF	TERRIER MIX	BROWN/WHITE	COOPER, SAM	46 EDWARDS ST	2/20/2027
VET-2045	4/30/2024	DUKE	LABRADOR RETR	WHITE	CROCHET, WIL	19 MECHANIC STREET	6/21/2026
VET-2058	4/30/2024	TIPPER	PLOTT HOUND M	BRINDLE	CULLEN, PAUL	556 WASHINGTON ST	7/6/2024
VET-2223	4/30/2024	ROSIE	GOLDENDOODLE	GOLD	DALEY, IDA	177 PARK AVE	11/10/2024
VET-2129	4/30/2024	FRANKIE	DACHSHUND MIX	BLACK/BROWN	DANLES, SARAH	52 SUMMIT RD APT 1	9/14/2026
VET-1951	4/30/2024	MUFFIN	MIXED BREED	BLACK/WHITE	DAVIS, RICHARD	47 BAKER ST	4/21/2024
VET-2034	4/30/2024	ROSIE	LABRADOR RETR	RED	DROGUE, JARED	64 WOODLAND AVE	6/5/2024
VET-2097	4/30/2024	TITO	GERMAN SHEPHE	BLACK/TAN	DUPUIS, MONTANA	20 GIFFIN ST	6/15/2026

DOG WARRANT 2024 - NEW DOGS

VET-2228	4/30/2024	RIVER	LABRADOR RETR	BLACK	ELLIS, TY	24 VERNON ST	10/4/2024
VET-1984	4/30/2024	CALLIE	LABRADOR RETR	FAWN	ETZWEILER, ALLISON	74 ROBBINS RD	4/12/2026
VET-2044	4/30/2024	FINNLEY	LABRADOR RETR	BLACK	FENTON, DONOVAN	32 SALISBURY RD	6/21/2026
VET-2071	4/30/2024	MABEL	MINI GOLDENDO	GOLD	FORD, AMY	6 WOODBURN ST	7/26/2026
VET-2141	4/30/2024	SASHA	LABRADOR RETR	BLACK	FRIEDMAN, BEN	17 SUGAR MAPLE LN	8/17/2024
VET-2106	4/30/2024	PEACHES	AMERICAN BULL	BROWN	GALLACHER, ELIZABETH	90 CARPENTER ST	4/15/2027
VET-2372	4/30/2024	MARA	LABRADOR RETR	BLACK/WHITE	GERMAIN, COLIN	222 WEST ST 225	2/19/2025
VET-1924	4/30/2024	BUDDY	DACHSHUND	RED	GRANT, CHRISTINE	39 NORTH LINCOLN ST	12/29/2025
VET-2286	4/30/2024	RAMONA	MIXED BREED	BROWN	GREEN, ELEANOR	158 ISLAND ST	1/15/2027
VET-1923	4/30/2024	BAILEE	BOXER MIX	BRINDLE	GUYETTE, NIKKOLE	64 SPRING STREET APT 2	11/18/2025
VET-2255	4/30/2024	RAFA	PUG MIX	FAWN	HENDERSON, BARBARA	7 STARLIGHT DR	12/4/2026
VET-2092	4/30/2024	VERA	HUSKY MIX	RED/WHITE	HOF, JESSICA	21 HANCOCK STREET	7/18/2026
VET-2238	4/30/2024	SAMMY	LABRADOR RETR	BLACK	JACKSON, CATHERINE	31 NORTH LINCOLN ST	11/13/2026
VET-2345	4/30/2024	ONYX	GERMAN SHEPHE	BLACK	JEWELL, DYLAN	30 HART PLACE	2/26/2025
VET-2269	4/30/2024	PORK CHOP (SCOOPY)	SHAR PEI MIX	TAN	KELLEY, JADE	74 SULLIVAN ST	12/6/2024
VET-2051	4/30/2024	BENSON	MINI AUSTRALI	MULTI-COLOR	KIRITSY, GRIFFIN	41 BENT CT	6/26/2026
VET-2074	4/30/2024	BRADY	LABRADOR RETR	GOLD	KRESS, JOHANNA	25 ROCKWOOD RD	7/27/2026
VET-2280	4/30/2024	TEDDY	YORKIEPOO	BRINDLE	KRUSE, ANGELA	529 WASHINGTON ST	12/4/2024
VET-2383	4/30/2024	ELLIE	TERRIER MIX	GRAY/WHITE	LAKE, ANDREA	239 OLD WALPOLE RD	1/25/2027
VET-2248	4/30/2024	ANNA	TERRIER MIX	BROWN	LAUNEN, LOREN	11 INGALLS ST	11/29/2026
VET-2011	4/30/2024	RANGER	STAFFORDSHIRE		LIPPMAN, FRANCINE	34 BILLINGS AVE	5/17/2024
VET-2025	4/30/2024	KANE	STAFFORDSHIRE		LIPPMAN, FRANCINE	34 BILLINGS AVE	5/17/2024
VET-2308	4/30/2024	JADE	HUSKY	MULTI-COLOR	LORENZ, ALEX	77 SPRING ST	1/31/2027
VET-2338	4/30/2024	WILLY	MIXED BREED	TAN/WHITE	LUCAS, JOANNE	19 OLIVO RD	2/20/2025
VET-2366	4/30/2024	NOVA	MINI AUSTRALI	UNKNOWN	LUCIER, AJAY	60 CEDAR STREET	2/6/1957
VET-2215	4/30/2024	MAIZEY	GOLDEN RETRIE	GOLD	MACKSOUD, KATHRYN	31 ASHUELOT ST	10/30/2024
VET-1901	4/30/2024	THEO	SHEPHERD MIX	TAN	MAGUIRE, MICHELLE	50 SUMMIT RD APT 5	3/26/2024
VET-2207	4/30/2024	MOXIE	POMERANIAN	MULTI-COLOR	MAGUIRE, VICKY	14 WORCESTER ST	10/9/2026
VET-2208	4/30/2024	CHARLIE	LABRADOR RETR	BLACK	MARTIN, GWEN	11 ELM ST	10/8/2026
VET-2303	4/30/2024	JUNIOR	AMER STAFFORD	GRAY/WHITE	MCCARTHY, CHARLEEN	29 ELM ST	1/10/2025
VET-1900	4/30/2024	BETSY	JACK RUSSELL	BLACK/WHITE	MCDUGAL, MARY	35 DARTMOUTH ST	3/19/2027
VET-2413	4/30/2024	BEIRA	GOLDEN RETRIE	BLACK	MCDUGAL, MARY	35 DARTMOUTH ST	3/19/2027
VET-1976	4/30/2024	SAMMY	GERMAN SHEPHE	SABLE	MCINTOSH, VICTORIA	118 DARLING RD	4/16/2024



DOG WARRANT 2024 - NEW DOGS

VET-2350	4/30/2024	DOOM	TERRIER MIX	GRAY	MELE, DOMINIQUE	30 EDWARDS ST	2/6/2025
VET-2234	4/30/2024	JAX	TERRIER	BLACK/WHITE	MELENDY, CRYSTAL	20 ELLIS COURT	11/27/2024
VET-2346	4/30/2024	THOR	HUSKY	TAN/WHITE	MERCANDETTI, JEN	11 COBB ST	3/7/2025
VET-2132	4/30/2024	RYDER	SHIH TZU	WHITE	METIVIER, MAUREEN	98 RIDGEWOOD AVE	8/30/2024
VET-2162	4/30/2024	REESEE	CORGI	RED/WHITE	MEYER, KYLE	3 ALIBER PL	10/3/2026
VET-1995	4/30/2024	MILO	ANATOLIAN SHE	BLUE MERLE	MIGNEAULT, ERIKA	11 JAMES HILL DR	5/23/2024
VET-2004	4/30/2024	BOGEY	GREAT DANE	BLACK/WHITE	MILLER, SONDR	22 RULE ST	5/21/2024
VET-1997	4/30/2024	CASTOR	AUSTRALIAN SH	MULTI-COLOR	MITCHELL, KRISTINE	3 STEVEN ST	5/25/2024
VET-1999	4/30/2024	POLLUX	AUSTRALIAN SH	BLUE MERLE	MITCHELL, KRISTINE	3 STEVEN ST	5/25/2024
VET-2111	4/30/2024	GIZMO	SHIH TZU	BROWN/WHITE	MITCHELL, RUBY	423 WINCHESTER ST	8/10/2024
VET-2145	4/30/2024	COCO	AKITA	UNKNOWN	MOORE, ALICIA	6 GREEN ST APT 2	8/22/2024
VET-1921	4/30/2024	MOLLY	BEAGLE MIX	BLONDE	MOORE, MACKENZIE	10 EVANS CIRCLE	12/1/2025
VET-2317	4/30/2024	SCRAPPY	DACHSHUND MIX	BLACK/WHITE	MORTON, PIERRE	147 GILSUM ST	1/25/2025
VET-2146	4/30/2024	NUGGET	SHIH TZU/POOD	UNKNOWN	MOTUZAS, MARY	70 WOODBURN ST APT B	8/20/2024
VET-1653	4/30/2024	BUTTERS	SHIH TZU	GOLD	MURPHY, AMY	114 LIBERTY LN	9/22/2026
VET-2217	4/30/2024	ZEB	POINTER MIX	BLACK	O'BRIEN, CRYSTAL	43 WOODBURY ST	10/5/2026
VET-2056	4/30/2024	FRANKIE	AMER STAFFORD	BROWN/WHITE	OCHOA, DAVID	46 ROCKWOOD RD	6/22/2024
VET-2259	4/30/2024	KYLO	WELSH CORGI (	ORANGE/WHITE	PELTIER, NICHOLAS	6 WOODBURN ST	12/27/2024
VET-2103	4/30/2024	LUDO	MIXED BREED	BROWN	PRINDLE, JASON	66 BEECH ST	5/3/2026
VET-2251	4/30/2024	KAI	MIXED BREED	WHITE	PROMBLOY, BANK	40 ALLEN CT	11/9/2024
VET-1980	4/30/2024	LAYLA	SHIH TZU	BLACK/WHITE	RHOADES, MEGHAN	30 COTTAGE ST	4/18/2027
VET-1922	4/30/2024	TYR	AUSTRALIAN SH	RED	ROGERS, LINDSAY	99 ISLAND ST FLR 1	12/5/2025
VET-2274	4/30/2024	TOBY	AMER STAFFORD	BLACK	ROOF, RYAN	27 PROBATE ST	10/30/2026
VET-1966	4/30/2024	J. J.	MIXED BREED	UNKNOWN	SCULLY, SARAH	144 HIGH ST	12/15/2023
VET-2252	4/30/2024	SASHA	MINI AUSTRALI	BLUE MERLE	SEBERT, MATT	190 ELM ST	11/15/2026
VET-2007	4/30/2024	BRADY	CORGI MIX	TAN	SEWARD, RACHEL	70 CEDAR ST	6/9/2026
VET-2297	4/30/2024	ASTRO	MIXED BREED	TAN	SHAFFER, WILLIAM	54 HIGHLAND AVE	12/10/2024
VET-1893	4/30/2024	MUSTACHIO	HAVANESE MIX	BLACK	SKIFFINGTON, LAYNEE	112 SPARROW ST	3/29/2024
VET-2150	4/30/2024	BELLA	LABRADOR RETR	BLONDE	SMART, JOSHUA	80 SPARROW ST	8/23/2026
VET-2236	4/30/2024	VAN MORRISON	MINIATURE DAC	BLACK/TAN	SMITH, KELLIE	37 HIGH ST	11/30/204
VET-2331	4/30/2024	RUGER	LABRADOR RETR	CHOCOLATE	SMITH, MAGAN	387 ELM ST	1/11/2027
VET-2078	4/30/2024	HERSHEL	BERNADOODLE	BROWN/WHITE	SMITH, STEPHANIE	592 WEST ST	7/9/2024
VET-2311	4/30/2024	HARLEY	AMER STAFFORD	BLACK/BROWN	SOLOMON, KAYLEIGH	123 GILSUM ST	11/12/2026

DOG WARRANT 2024 - NEW DOGS

VET-2006	4/30/2024	ZOLA	MIXED BREED	MULTI-COLOR	STRONG, AMY	4 NELSON ST	6/7/2026
VET-2019	4/30/2024	LUCY	LABRADOODLE	GOLDEN	THOMPSON, BRIANNA	153 PAKO AVE	5/1/2024
VET-2135	4/30/2024	BEAR	GERMAN SHEPHE	BLACK/BROWN	TIDWELL, DANIELLE	28 CARROLL ST	8/27/2024
VET-2165	4/30/2024	DONNIE	BOXER MIX	MULTI-COLOR	VILLACRES, REGINA	70 TIMBERLANE DR	9/28/2026
VET-2343	4/30/2024	JAX	AMER STAFFORD	TAN/WHITE	WHITE, JUDY	333 CHAPMAN RD	2/15/2025
VET-1958	4/30/2024	BELLA	COON HOUND	UNKNOWN	WILKS, PAUL	27 MINERVA LN	1/19/2027
VET-2030	4/30/2024	MARIO	SHEPHERD MIX	BLACK/TAN	WILSON, JOSEPH	210 BEAVER ST #1	6/12/2026
VET-2047	4/30/2024	SHYLO	MIXED BREED	BLACK	WUNSCHHEL, RYAN	2 IMPERIAL DR	6/18/2026



# CITY OF KEENE NEW HAMPSHIRE

ITEM #G.1.

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Mayor Jay Kahn  
**Through:** Patricia Little, City Clerk  
**Subject:** **Resignation of Steve Bianco from Keene Housing**

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**Council Action:**

**Recommendation:**

To accept the resignation of Steve Bianco from Keene Housing.

**Attachments:**

1. Communication\_Bianco\_Redacted

**Background:**

Mr. Bianco submitted his resignation from Keene Housing. He has been a member since January 2022.

Begin forwarded message:

**From:** Stephen M Bianco [REDACTED]  
**Subject:** My resignation  
**Date:** April 23, 2024 at 8:26:34 AM EDT  
**To:** [REDACTED]

Good Morning,

Please accept this email as my formal resignation from the board of directors of Keene Housing effective after the May board meeting.

Thank you.

**Stephen M. Bianco** | SVP & Sr. Commercial Lender  
Savings Bank of Walpole | 84 Marlboro Street | Keene | NH | 03431  
Office: 603.355.1676 | Fax: 603.357.8858 | Cell: 603.715.0974 | [www.walpolebank.com](http://www.walpolebank.com)



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# CITY OF KEENE NEW HAMPSHIRE

ITEM #1.1.

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Elizabeth Dragon, City Manager  
**Through:**  
**Subject:** **Relating to the City of Keene Organizational Chart  
Ordinance O-2024-10**

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**Recommendation:**

That Ordinance O-2024-10 be referred to the Finance, Organization and Personnel Committee for review and a recommendation back to the full City Council.

**Attachments:**

1. O-2024-10 - Organizational Chart
2. Organizational Chart\_FINAL\_EFF\_Jun\_2024

**Background:**

This ordinance updates the City's Organizational Chart to incorporate the two Deputy City Manager positions, removes references to the Assistant City Manager role, and removes "Facilities" from the Parks and Recreation Department. The Ordinance further acknowledges the recent disbanding of the Agricultural Commission.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to the City of Keene Organizational Chart

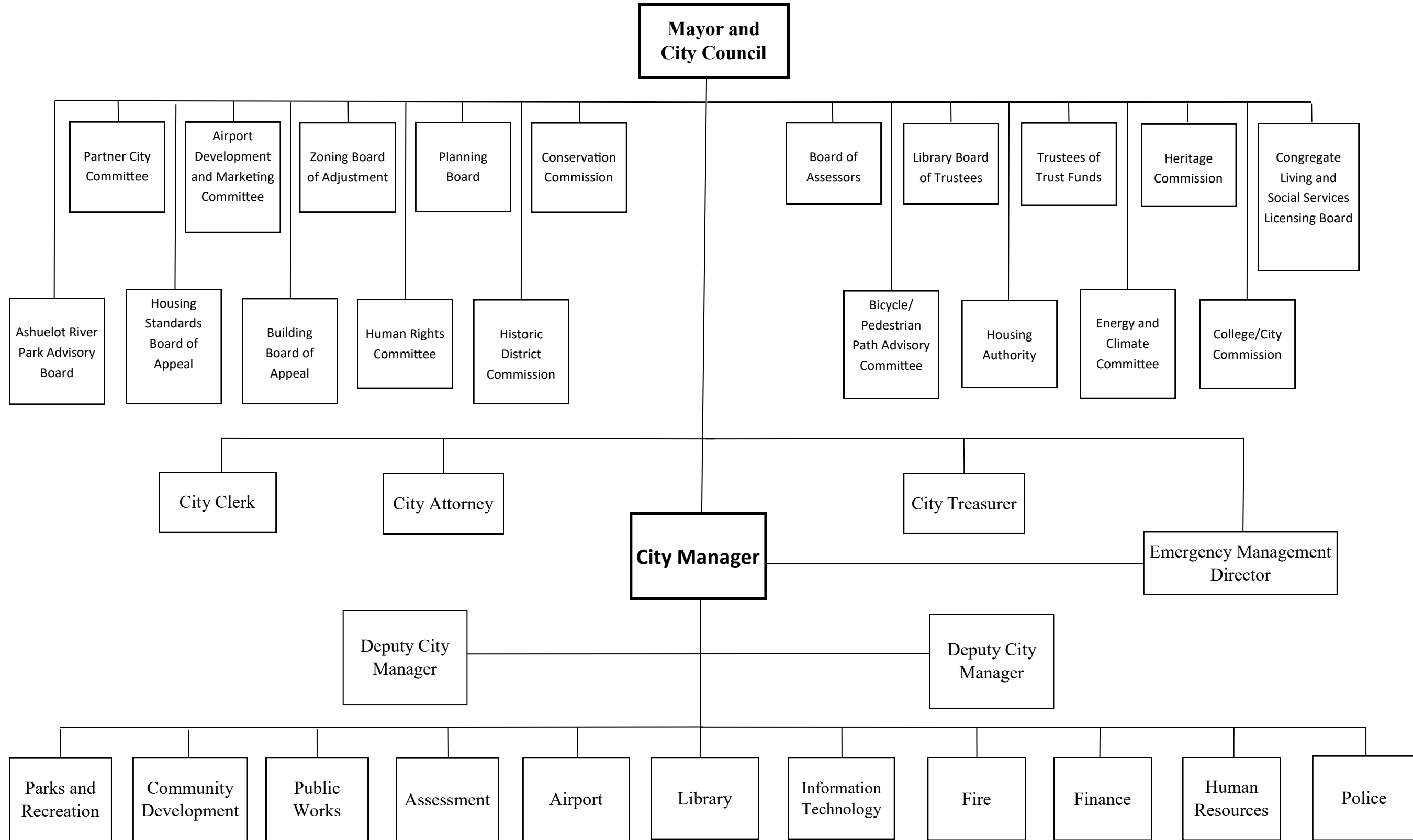
***Be it ordained by the City Council of the City of Keene, as follows:***

That the Ordinances of the City of Keene, as amended, are hereby further amended by replacing the organizational chart contained within Section 2-111, "Functions and Powers" of Chapter 2, "Administration" of Article III, "Charter Officers" of Division 2, "City Manager" with the attached organizational chart.

---

Jay V. Kahn, Mayor

# City of Keene Organizational Chart





# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **Relating to Class Allocations and Salary Schedules  
Ordinance O-2024-08**

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**Recommendation:**

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2024-08.

**Attachments:**

1. O-2024-08 Class Allocation & Salary Schedules\_referral

**Background:**

Asst. City Manager/HR Director Beth Fox addressed the committee next regarding an update to the city's salary ordinance that applies to non-union and probationary employees within the organization. The ordinance this year reflects a 3% cost of living adjustment which adjustment is provided for within the operating budget. She noted this adjustment is similar to adjustments that are provided in collective bargaining agreements.

The first section of the ordinance refers to the 3% cost of living adjustment. The next section in the addresses call firefighters which also includes a 3% adjustment.

Ms. Fox noted across the probationary schedules there are more significant adjustments. In order to position the city more competitively in this labor market, the city has increased its starting rates for AFSCME by shortening their current schedule, which is a three step schedule, to a one step schedule. This adjustment makes these rates within a comparison framework for those that are similar to employees in the KCE Bargaining Units.

For probationary firefighters, the city has added a premium increase from 3% to 5% - recognizing the value medic certified personnel, whether they hold only a medical license or a firefighter medic license, brings to the city as a starting employee. Those starting rates are increased more dramatically between 7% to almost 9%.

The Police Department is also seeing an adjustment to their entry rate. That adjustment is almost 10%. Ms. Fox reminded the committee that staff has been before the committee a number of times this year talking about the need to fill positions in the Police Department and staff feels that



adjustment was appropriate within the current labor situation.

The two final pages of the ordinance refers to the salary ordinance that applies to about 85 non-union personnel in the organization and the salary job titles within that group. The Parks and Rec Department had talked about the addition of two Recreational Specialist positions and there is provision made for that migration from part time status to full time status, adding a job title to the schedule.

There is also a reclassification for the Fire Department Administrator. There are some additional duties assigned to this individual, particularly in the area of grant support.

Staff is also recommending a reclassification by one grade of the Mapping Technician position to be GIS Coordinator. His influence in the organization is really a coordination across the organization.

Ms. Fox referred to a typographic error: the word "Property" was left off for the title of "Appraiser".

The final change in the job title list is the addition of the job title of Deputy City Clerk, which relates to the succession plan discussed earlier within the Clerk's office.

Chair Powers asked about the Utilities Treatment Operator position. Ms. Fox stated an adjustment was made in December 2023 when the title was moved around. At that time she neglected to strike out the old title. This is currently not a position in the system and is being proposed to be deleted.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2024-08.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-four

AN ORDINANCE Relating to Class Allocations and Salary Schedules

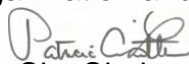
***Be it ordained by the City Council of the City of Keene, as follows:***

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, Office, Technical and Management – 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, 2024.

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Jay V. Kahn, Mayor

In City Council May 16, 2024.  
Referred to the Finance,  
Organization and Personnel Committee.

  
City Clerk

**City Code Section 2-231**

**COUNCIL APPOINTMENTS  
ANNUAL SALARY SCHEDULE**

(effective July 1, 2024)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	99,595	123,288	148,000
<u>E</u>	104,077	128,836	154,660
<u>V</u>	108,760	134,634	161,620
<u>E</u>	113,654	140,693	168,893
<u>L</u>	118,768	147,024	176,493
	124,113	153,640	184,435

**City Code Section 62-141**

**CALL FIREFIGHTER  
HOURLY WAGE SCALE**

Non-bargaining unit  
(effective July 1, 2024)

<u>GRADE</u>		<u>STEP 1</u>
CF1	Non-certified Probationary Firefighter	\$ 11.59
CF2	Probationary Firefighter (Level 1)	\$ 15.07
CF3	Probationary Firefighter (Level 2)	\$ 16.77
CF4	Firefighter (Level 1)	\$ 17.39
CF5	Firefighter (Level 2)	\$ 20.87
CF6	Special services (Chaplain, Photographer & Aide)	\$ 16.22

## 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, 2024)

<u>GRADE</u>	<u>STEP 1</u>
PPW 2	\$17.57
PPW 4	\$19.20
PPW 5	\$20.06
PPW 7	\$21.49
PPW 8	\$22.89
PPW 9	\$23.92
PPW 10	\$25.00
PPW 11	\$26.11
PPW 12	\$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; 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; <b>Transfer Station Solid Waste</b> Foreman; Maintenance Technician I; Lead Mechanic
PPW 11	Water Meter Technician; Maintenance Electrician
PPW 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman; <b>Senior Utility Operator</b>

**City Code Section 62-191**

**PROBATIONARY FIREFIGHTER  
HOURLY WAGE SCHEDULE  
Non-bargaining unit  
(effective July 1, 2024)**

<u>GRADE</u>		<u>STEP 1</u>
PF 1	Firefighter/EMT B	\$22.44
PF 2	Firefighter/A-EMT	\$24.13
PF 3	Firefighter/Medic	\$26.25
PF 4	Paramedic Only	\$25.00

**City Code Section 62-192**

**PROBATIONARY POLICE OFFICER  
HOURLY WAGE SCHEDULE  
Non-bargaining unit  
(effective July 1, 2024)**

<u>GRADE</u>		<u>STEP 1</u>
PP 1		\$30.28

**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, 2024)

<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	39,525	41,304	43,163	45,105	47,135	49,256
S 5	41,304	43,163	45,105	47,135	49,256	51,473
S 6	43,163	45,105	47,135	49,256	51,473	53,789
S 7	45,105	47,135	49,256	51,473	53,789	56,210
S 8	47,135	49,256	51,473	53,789	56,210	58,739
S 9	49,256	51,473	53,789	56,210	58,739	61,382
S 10	51,473	53,789	56,210	58,739	61,382	64,144
S 11	53,789	56,210	58,739	61,382	64,144	67,030
S 12	56,210	58,739	61,382	64,144	67,030	70,046
S 13	58,739	61,382	64,144	67,030	70,046	73,198
S 14	61,382	64,144	67,030	70,046	73,198	76,492
S 15	64,144	67,030	70,046	73,198	76,492	79,934
S 16	67,030	70,046	73,198	76,492	79,934	83,531
S 17	70,046	73,198	76,492	79,934	83,531	87,290
S 18	73,198	76,492	79,934	83,531	87,290	91,218
S 19	76,492	79,934	83,531	87,290	91,218	95,323
S 20	79,934	83,531	87,290	91,218	95,323	99,613
S 21	83,531	87,290	91,218	95,323	99,613	104,096
S 22	87,290	91,218	95,323	99,613	104,096	108,780
S 23	91,218	95,323	99,613	104,096	108,780	113,675
S 24	95,323	99,613	104,096	108,780	113,675	118,790
S 25	99,613	104,096	108,780	113,675	118,790	124,136
S 26	104,096	108,780	113,675	118,790	124,136	129,722
S 27	108,780	113,675	118,790	124,136	129,722	135,559
S 28	113,675	118,790	124,136	129,722	135,559	141,659
S 29	118,790	124,136	129,722	135,559	141,659	148,034
S 30	124,136	129,722	135,559	141,659	148,034	154,696
S 31	129,722	135,559	141,659	148,034	154,696	161,657
S 32	135,559	141,659	148,034	154,696	161,657	168,932

City Code Section 62-194

ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT

(effective July 1, 2024)

- 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, **Recreation Specialist**
- S 11 Office Manager; Parking Services Technician
- S 12 Librarian I; Planning Technician; Executive Secretary; Staff Accountant;  
~~Fire Department Administrator~~; Purchasing Specialist; Human Resource Specialist
- S 13 NO POSITIONS ASSIGNED
- S 14 NO POSITIONS ASSIGNED
- S 15 Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant;  
Youth Services Manager; ~~Mapping Technician~~; Engineering Technician; Assistant City Clerk;  
Senior Paralegal; Police Dispatch Supervisor; Social Worker; **Fire Department Administrator**
- S 16 Planner; Laboratory Supervisor; **GIS Coordinator**
- S 17 **Property** Appraiser; Recreation Programmer; Librarian III; Airport Maintenance & Operations Manager;  
IT Systems Specialist; Parking Operations Manager; Recreation Facilities Manager
- S 18 Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector;  
Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager;  
Treatment Plant Manager; **Deputy City Clerk**
- S 19 Transportation/Stormwater Operations Manager; ~~Utilities Treatment Operations/Plant Manager~~;  
Senior Planner; Recreation Manager; Fleet Services Manager, Accounting & Fund Manager;  
Infrastructure Project Manager
- S 20 Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney;  
Water/Sewer Operations Manager
- S 21 NO POSITIONS ASSIGNED
- S 22 NO POSITIONS ASSIGNED
- S 23 NO POSITIONS ASSIGNED
- S 24 City Engineer; Database Administrator; Building/Health Official
- S 25 Assistant Finance Director/Assistant Treasurer; Assistant Public Works Director/Division Head;  
Airport Director
- S 26 City Assessor; Police Captain; Human Resources Director; Library Director; Deputy Fire Chief;  
Parks & Recreation Director
- S 27 IT Director; Community Development Director
- S 28 Finance Director/Treasurer
- S 29 Police Chief; Fire Chief; Public Works Director
- S 30 NO POSITIONS ASSIGNED
- S 31 Deputy City Manager
- S 32 NO POSITIONS ASSIGNED





# CITY OF KEENE NEW HAMPSHIRE

ITEM #K.1.

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Elizabeth Fox, ACM/Human Resources Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **In Appreciation of Michael J. Abbott Upon His Retirement  
Resolution R-2024-22**

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**Recommendation:**

Recommend the adoption of Resolution R-2024-22: In Appreciation of Michael J. Abbott Upon His Retirement.

**Attachments:**

1. R-2024-22 - Abbott Retirement

**Background:**

Captain Abbott retired from the Keene Fire Department effective May 31, 2024, with 31 years of service.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Four

A RESOLUTION In Appreciation of Michael J. Abbott Upon His Retirement

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

WHEREAS: Michael J. Abbott began his career with the City of Keene as a Call Firefighter with the Washington Hook and Ladder Company effective 1 October 1993, was hired as a full-time Firefighter/Emergency Medical Technician 13 May 1996, was appointed Acting Fire Lieutenant 7 December 2004, then promoted to regular Fire Lieutenant 14 March 2005, was appointed Acting Captain from 29 November 2015 through 9 January 2016 and again 14 June 2016, was promoted to regular Fire Captain 20 November 2016 which evolved to Fire Captain/Paramedic 4 February 2019; and

WHEREAS: Whether ensuring the highest level of emergency medical service or managing a multi-alarm fire scene, Mike is a highly-skilled professional who consistently proved himself a valuable Incident Commander and Paramedic—quick and thorough to assess priorities and to organize and execute a plan, to make sound decisions that ensure desirable outcomes to mitigate any situation safely and effectively, to delegate effectively with concise communication, to determine when to expand already optimized resources and agencies, all while maintaining an exceptionally calm demeanor; and

WHEREAS: Easily rising to the occasion at each new demand—whether assigned project or promotion—he consistently found time to complete all that was asked of him without reminder, giving each new challenge his prompt and attentive detail, seeming not to need any learning curve and serving as a role model for future Captains—ensuring 100% readiness of personnel, station, vehicles, and equipment are ready for the day's activities, and taking care of any issues immediately; and

WHEREAS: With his natural ability to lead, Mike ran a tight shift, holding himself to higher standards and expecting the same from others, identifying and dealing with difficult situations to prevent their getting out of hand, focusing his energy and support on his staff to maintain a healthy team-oriented environment, and disseminating information diligently—thus earning respect and trust from the newest team member to that with the longest tenure; and

WHEREAS: With the desire to learn and to better both himself and the department, Mike made training a priority for himself and his Shift members, earning his Associate's Degree in Fire Science and becoming a Fire Instructor through the New Hampshire Fire Academy to improve the knowledge of his shift members by regularly initiating some type of training with his team, arranging cost-efficient department-wide trainings required to meet national and state requirements for various certifications, conducting remedial training after any deficiency might be identified during a call, and conducting in-service tours to educate crew on target hazards and geography of the community; and

WHEREAS: With the abilities to analyze and interpret information, to voice opinions objectively and to remain focused on the bigger picture, he was highly trusted with both personal and critical information, was used as a sounding board for ideas and was fully trusted for his judgment and work ethic as he helped implement changes to improve the organization, overcoming any hurdle faced to make things happen; and

WHEREAS: Mike has contributed above and beyond at various times during his tenure by developing solutions implemented as part of the City's COVID-19 procedures, creating the EMS supply ordering system, acquiring many "cutting edge" medical devices, managing Fire's building maintenance program, improving HazMat Team trailers to streamline their overall operations, improving the Station 2 ventilation system, managing successful hiring and promotional processes, purchasing a manlift to improve safety when deploying emergency equipment, and earning a 2005 Employee Achievement Award; and

WHEREAS: Mike retired 31 May 2024 with over 31 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Michael J. Abbott for his dedication to the City of Keene and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Mike in appreciation of his years of service to the City of Keene and the greater Monadnock community.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #K.2.

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Elizabeth Fox, ACM/Human Resources Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **In Appreciation of Aaron F. Cooper Upon His Retirement  
Resolution R-2024-23**

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**Recommendation:**

Recommend the adoption of Resolution R-2024-23: In Appreciation of Aaron F. Cooper Upon His Retirement.

**Attachments:**

1. R-2024-23 Cooper Retirement

**Background:**

Lieutenant Cooper retired from the Keene Fire Department effective May 31, 2024, with 24 years of service.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Four

A RESOLUTION In Appreciation of Aaron F. Cooper Upon His Retirement

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

WHEREAS: Aaron F. Cooper began his career with the Keene Fire Department's Deluge Hose Company as Call Firefighter 1 June 2000, was hired as full-time Firefighter/Advanced Emergency Medical Technician 5 November 2001, was appointed Acting Fire Lieutenant from 14 February 2016 through 21 March 2016 and again starting 19 June 2016, was promoted to Training Officer 24 July 2016, and transitioned to Fire Lieutenant - Operations as of 15 January 2017; and

WHEREAS: A seasoned veteran in this extremely busy fire department—very knowledgeable and well-rounded in all aspects of firefighting, technical rescue, emergency medical services, and hazardous materials handling—he is valued for his integrity, motivation to perform his best, composure during the worst circumstances, adaptation as situations changed, reinvention of himself after challenges to become a stronger person, humility, reliability, and routine anticipation of the Incident Commander's needs so that action could be initiated immediately; and

WHEREAS: A real leader, Aaron has offered patients and other customers his kindness, courtesy, and empathy; has worked toward having a top performing team; regularly has offered constructive input and creative solutions both operationally and administratively; and has served as a medium for communication and respect between firefighters and officers, understanding both sides of the aisle; and

WHEREAS: Aaron is appreciated for his easy grasp of new concepts and techniques, regularly offering constructive input and solutions to concerns, frequently identifying needs and developing solutions before they are recognized, regularly contributing to department projects for the improvement of operations—often being the first to begin new undertakings, being prompt in researching any safety issue, drafting Standard Operating Guidelines, being a strong advocate for balancing shift member and department needs, and working very hard to break down the stigma around mental health in this field; and

WHEREAS: As a proponent of operational readiness, he is very driven to improve the knowledge, skills and abilities of not only himself, but also his Shift members and the department as a whole through training and experience, which steered him to frequently initiate or design training for them; to analyze every situation, good or bad, to learn from it; and to share his findings with others so all can improve and succeed; to let those reporting to him lead when appropriate to help them grow; to mentoring newer firefighters; and to pursuing his Associate's Degree in Fire Science; and

WHEREAS: Among his other contributions, he served on department committees related to EMS, safety, wellness, staffing, hazmat response, truck acquisition, Station 2 rehabilitation, alerting and training; functioned as an Equipment Technician; worked with City's GIS/Mapping Technician to complete updated maps; contributed to the Health Insurance Review Committee; and was recognized with a *CPR Save* award from Cheshire Medical Center and with a *Class II Medal of Valor* and a *Unit Citation* from the New Hampshire Fire and EMS Committee of Merit; and cofounded Project Mayday; and

WHEREAS: Aaron retired 31 May 2024 with 24 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Aaron F. Cooper for his dedication to the City of Keene and wishes him the very best for his retirement; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Aaron in appreciation of his years of service to the City of Keene and the greater Monadnock community.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 6, 2024

**To:** Mayor and Keene City Council

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

**Through:**

**Subject:** **Relating to the Community Development Block Grant Program - Citizen Participation and Grievance Procedure Resolution R-2024-24**

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**Recommendation:**

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-24.

**Attachments:**

1. Resolution R-2024-24\_referral

**Background:**

Mr. Jack Ahern of Southwest Regional Planning Commission stated he was before the committee with a request for the city to create a Citizen Participation and Grievance Procedure which would be part of the city's housing and development plan. This is a plan that guides the city's decision on whether to act as fiscal sponsoring grantee for community development block grant projects. This formalizes the procedures that are already used that involve public notice, public hearing and taking public comments on CDBG projects. The grievance procedure outlines a plan for citizens to file complaints on CDBG projects the city is acting as fiscal sponsors on.

Chair Powers clarified this is something that has been done in the past, but the language is now being updated. Ms. Dragon agreed and added the grievance procedure is a new addition to the plan.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-24.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the adoption of a Citizen Participation Plan and Grievance Procedures for Community Development Block Grant funded projects.

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

WHEREAS, the U.S. Department of Housing and Urban Development has established a Community Development Block Grant Program which is administered within the State of New Hampshire by the Community Development Finance Authority; and

WHEREAS, the City of Keene participates in the Community Development Block Grant Program as grantee and fiscal sponsor; and

WHEREAS, all municipalities receiving Community Development Block Grant funds from the State of New Hampshire must adhere to the Citizen Participation Requirements set forth in the State’s Citizen Participation Plan and adopt it as a component of their Housing and Community Development Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council adopt the Citizen Participation Plan as a component of the Housing and Community Development Plan; and that the Council adopt the Grievance Procedures as a component of the Housing and Community Development Plan, as each may be amended from time to time.

In City Council May 16, 2024.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

\_\_\_\_\_  
Jay V. Kahn, Mayor

## **CITIZEN PARTICIPATION PLAN**

The City of Keene will seek to engage its citizens in implementing housing and community activities funded by the Community Development Block Grant. Its citizen participation efforts will be consistent with the State of New Hampshire's citizen participation plan. Specifically, the City of Keene will adhere to the following steps to engage its citizens:

- 1) Publishing a statement of proposed activities for any application proposed to be submitted by the City of Keene so that affected citizens have an opportunity to submit comments on the proposed activities.
- 2) Provide adequate notices, specifically to persons of low- and moderate-income as well as the general public, for all public hearings to discuss proposed or approved CDBG applications. Such notices will include a statement of proposed activities or how to obtain such a statement. At least ten days prior to any hearing, the notices will be published in a daily newspaper of general circulation in the municipality; AND posted as a printed legal notice in at least three other public places.
- 3) Hold two or more public hearings on the proposed application at times and locations convenient to potential beneficiaries, accessible to persons with physical disabilities, and that meet the needs of non-English speaking residents, if appropriate, to obtain citizens' views before adoption of a resolution or similar action by the local governing body authorizing the submission of the application. At least one public hearing will be held prior to submitting any CDBG application and another during the course of all approved projects.
- 4) Provide at public hearings information concerning the amount of funds available for proposed community development activities and the range of activities within the project.
- 5) Provide at public hearings information concerning the amount of funds that will benefit persons of low- and moderate-income.
- 6) Provide at public hearings information about potential program income and the Program Income Reuse plan, if program income is anticipated.
- 7) Furnish citizens with the plans made to minimize the displacement of persons and to assist persons actually displaced as a result of grant activities, if displacement is anticipated.
- 8) Provide technical assistance to groups representing persons of low- and moderate-income requesting such assistance in developing proposals.
- 9) Provide citizens with reasonable notice of substantial changes proposed in the use of grant funds and providing opportunity for public comment.
- 10) Any modifications or amendments to the project will be made in accordance with the same procedures required in points (1) through (3) above for the preparation and submission of a statement of proposed activities.

Any complaints or grievances received by the City of Keene will be addressed through the City's CDBG complaint and grievance procedures. These procedures require that citizens receive a response to any complaint within 15 working days of its receipt.

Signature: \_\_\_\_\_

Printed Name of Municipal Official: \_\_\_\_\_

Title: \_\_\_\_\_

Date Adopted: \_\_\_\_\_



## CDBG Grievance Procedures

### Applicability

The City of Keene has adopted an administrative grievance procedure providing for prompt and equitable resolution of complaints alleging actions prohibited by the Department of Housing and Urban Development's (HUD) Community Development Block Grant and related federal requirements. Complaints addressed through this Grievance Procedure may consist of any of the following:

- discrimination prohibited by civil rights, fair housing, or disability related concerns (other than employment);
- failure to adhere to the citizen participation plan (public process) in developing an application/project or modifying activities funded by CDBG;
- violation of contract and procurement laws and regulations related to the use of CDBG funds;
- failure to adhere to any program requirements such as the Uniform Relocation Assistance Act and related laws or Davis-Bacon and related acts;
- any program decision impacting the eligibility or nature of assistance provided by or rejected for CDBG funding.

### Procedures

Complaints should be addressed to: Andrew Bohannon, City of Keene, Deputy City Manager at 3 Washington Street, Keene, NH 03431, abohannon@keenenh.gov or 603-357-9804, who has been designated to coordinate grievance and program compliance efforts. This person serves as the Grievance Officer, who should notify the City Manager who serves as Authorized Official (AO) of the City of Keene.

1. A complaint should be filed in writing, or verbally if the complainant is unable to prepare the complaint in writing, and should contain the name and address of the person filing it, and briefly describe the complaint and/or any alleged violations.
2. A complaint should be filed within 60 calendar days after the complainant becomes aware of the alleged violation or aggrieved action. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation is to be conducted impartially and confidentially by the Grievance Officer. These procedures allow for informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. Any complaint should be addressed within 15 working days after receiving the complaint and should be resolved within 30 working days. The Grievance Officer should issue a written determination as to the validity of the complaint and description of resolution, if any, shall be

issued by the Grievance Officer and a copy forwarded to the complainant no later than the 15 working days after its filing.

5. The Grievance Officer shall maintain the files and records of the City of Keene relating to any complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 60 calendar days to the Grievance Officer, seeking reconsideration by the Authorized Official (AO) of the City of Keene. The AO shall issue a written determination to either reconfirm the original decision or issue a new determination and resolution within 15 working days of receiving the request for reconsideration.
7. The complainant, if not satisfied with the reconsideration, can seek a final appeal by notifying the Grievance Officer. Final appeals should be addressed, in writing, to the New Hampshire Community Development Finance Authority (CDFA). The appeal should include a copy of all correspondence that has taken place to date. The appeal should identify the problem and the desired solution. CDFA will investigate the complaint and respond, in writing, in a timely manner. All involved parties will be copied.
8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with other state or federal agencies. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
9. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the City of Keene complies with all CDFa and HUD requirements.

Duly adopted at the regular meeting of the Keene City Council on \_\_\_\_\_, 2024.

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Authorized Official: Elizabeth Dragon, City Manager



# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 6, 2024

**To:** Mayor and Keene City Council

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

**Through:**

**Subject:** **Relating to the Appropriation of Funds for the FY 2024-2025 Bond Issues: City Hall Structural Repairs; Lower Winchester Street; Stormwater Resiliency Program; Lower Winchester Street Sewer Utilities; Martell Court Bypass; WWTP HVAC Replacement; WWTF Service Water System Upgrade; Lower Winchester St Water Utilities; Water Distribution Improvements**  
**Resolution R-2024-10**  
**Resolution R-2024-11**  
**Resolution R-2024-12**  
**Resolution R-2024-13**  
**Resolution R-2024-14**  
**Resolution R-2024-15**  
**Resolution R-2024-16**  
**Resolution R-2024-17**  
**Resolution R-2024-18**

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**Recommendation:**

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-10.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-11

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-12

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-13.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-14.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-15.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of

Resolution R-2024-16.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-17.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-18.

**Attachments:**

1. R-2024-10 City Hall Structural Repair Bond FY25\_referral
2. R-2024-11 Lower Winchester Street Bond FY25\_Referral
3. R-2024-12 Stormwater Resiliency Program Bond FY25\_referral
4. R-2024-13 Lower Winchester St Sewer Bond FY25\_Referral
5. R-2024-14 Martell Court ByPass Bond FY25\_referral
6. R-2024-15 WWTP HVAC Replacement Bond FY25\_referral
7. R-2024-16 WWTP Service Water System Upgrade Bond FY25\_referral
8. R-2024-17 Lower Winchester St Water Utilities Bond FY25\_Referral
9. R-2024-18 Water Distribution Improvements Bond\_Referral

**Background:**

Finance Director Merri Howe stated there are nine bonds before the committee tonight and these are the bonds that will be funding capital projects approved in March.

R-2024-10: City Hall Structural Repairs – General Fund bond for \$1,258,000

R-2024-11: Lower Winchester Street - General Fund bond for \$805,000

R-2024-12: Stormwater Resiliency Program - General Fund bond for \$3,550,000

Total for General Fund Bonds are \$5,613,000.

The next few bonds are for Sewer Projects:

R-2024-13: Lower Winchester Street Sewer Utilities – Bond for \$418,000

R-2024-14: Martell Court Bypass - Bond for \$3,420,000

R-2024-15: WWTP HVAC Replacement - Bond for \$327,000

R-2024-16: WWTF Service Water System Upgrade - Bond for \$262,000

The total for the sewer fund is \$4,427,000

The next two bonds are for Water Projects:

Resolution R-2024-17: Lower Winchester St Water Utilities - Bond for \$1,004,000

Resolution R-2024-18: Water Distribution Improvements - Bond for \$1,307,000

The total for the sewer fund is \$2,311,000

All bonds collectively are \$12,351,000.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-10.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-11

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-12

Councilor Chadbourne made the following motion, which was seconded by Councilor Roberts.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-13.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-14.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-15.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-16.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-17.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-18.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for the City Hall Structural Repairs

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

That the sum of one million two hundred fifty-eight thousand dollars (\$1,258,000) is hereby appropriated for City Hall Structural Repairs, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million two hundred fifty-eight thousand dollars (\$1,258,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council May 17, 2024.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for Lower Winchester Street

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

That the sum of eight hundred five thousand dollars (\$805,000) is hereby appropriated for Lower Winchester Street, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to eight hundred five thousand dollars (\$805,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council May 17, 2024.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

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 three million five hundred fifty thousand dollars (\$3,550,000) is hereby appropriated for the Stormwater Resiliency Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three million five hundred fifty thousand dollars (\$3,550,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council May 17, 2024.  
Referred to the Finance, Organization and  
Personnel Committee.

City Clerk





# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for Lower Winchester Street Sewer Utilities

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

That the sum of four hundred eighteen thousand dollars (\$418,000) is hereby appropriated for Lower Winchester Street Sewer Utilities, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to four hundred eighteen thousand dollars (\$418,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council May 17, 2024.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for the Martell Court Bypass

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

That the sum of three million four hundred twenty thousand dollars (\$3,420,000) is hereby appropriated for the Martell Court Bypass, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three million four hundred twenty thousand dollars (\$3,420,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council May 17, 2024.  
Referred to the Finance, Organization and  
Personnel Committee.

City Clerk



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for WWTP HVAC Replacement

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

That the sum of three hundred twenty-seven thousand dollars (\$327,000) is hereby appropriated for WWTP HVAC Replacement, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three hundred twenty-seven thousand dollars (\$327,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council May 17, 2024.  
Referred to the Finance, Organization and  
Personnel Committee.

City Clerk



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for WWTP Service Water System Upgrade

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

That the sum of two hundred sixty-two thousand dollars (\$262,000) is hereby appropriated for WWTP Service Water System Upgrade, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred sixty-two thousand dollars (\$262,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council May 17, 2024.  
Referred to the Finance, Organization and  
Personnel Committee.

City Clerk



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for Lower Winchester Street Water Utilities

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

That the sum of one million four thousand dollars (\$1,004,000) is hereby appropriated for Lower Winchester Street Water Utilities, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million four thousand dollars (\$1,004,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council May 17, 2024.  
Referred to the Finance, Organization and  
Personnel Committee.

City Clerk



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for Water Distribution Improvements

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

That the sum of one million three hundred seven thousand dollars (\$1,307,000) is hereby appropriated for Water Distribution Improvements, 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 seven thousand dollars (\$1,307,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council May 17, 2024.  
Referred to the Finance, Organization and  
Personnel Committee.

City Clerk



# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 6, 2024  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **Relating to the 2024/2025 Fiscal Year Operating Budget  
Resolution R-2024-20-A**

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**Recommendation:**

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of the fiscal operating budget Resolution R-2024-20-A, as amended.

**Attachments:**

1. R-2024-20 -A FOP VERSION\_ relating to the 2024-2025 fiscal year budget
2. R-2024-20-A FOP VERSON\_FY2025 Operating Budget

**Background:**

Councilor Chadbourne referred to Outside Agencies, Page 42 – CASA. There was a department request for \$5,000 but the recommendation is for \$4,000. The Councilor stated she would like to increase the amount back to the requested amount of \$5,000. She noted this money goes toward training volunteers and felt it was critical work that these volunteers do, and it is not much that they are asking for. She added this is to help children who are incredibly vulnerable.

Councilor Chadbourne made a motion to amend the budget for Outside Agencies Line Item 521430 – to change the amount from \$4,000 to \$5,000. The motion was seconded by Councilor Roberts.

Councilor Robert stated this is going to be a difficult decision as everyone has valid stories and unfilled needs. However, there is a process that everyone must go through and while he would support this request it will be an isolated case on his part. The Councilor referred to the committee that reviews all outside agency requests and the process they follow. He went on to say the reason he is going to support this request is because of the insight he has received serving on the school board and the number of homeless children the city has due to negative behavior on the part of the parents.

Councilor Lake stated he agrees with everything that has been said and indicated that CASA does good work and extended his appreciation to them. However, felt the committee has some tough choices to make. While CASA does great work, they have been given raises the previous two years prior and felt the funding being approved for this year makes sense and he will be voting against the amendment. The Councilor added he, however, does understand why the motion was made.

Councilor Chadbourne stated she has sat on the review committee in the past and has seen Councilors come forward thereafter and make amendments far more significant than \$1,000. She noted that the Community Kitchen was given \$25,000 more even after having gone through the whole process. She felt \$1,000 was not a very significant amount and shows a commitment on the city's part to honor the work that CASA does.

Chair Powers felt \$1,000 was a huge benefit to the city for the work CASA does with youth in the community. This is an established program that is working well.

On a 3-1 vote, the Finance, Organization and Personnel Committee amended the budget for Outside Agencies Line Item 521430 – to change the amount from \$4,000 to \$5,000. Councilor Lake voted in opposition.

The Manager addressed the committee next. She indicated the first change is to reduce the budget in several departments, in both the General Fund and the other funds, such as Solid Waste Parking, Sewer, Water and the Equipment Fund to reflect the lower electric price that has been discussed in the past. It changes the bottom line by \$94,393 and is broken down as follows: Solid Waste \$4,417, Parking Fund \$1,546, Sewer Fund, \$46,738, Water Fund, \$29,953 Equipment Fund \$1,361, for a total of \$84,015 and then the General Fund is the \$94,393.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee amended the FY25 budget to reduce the amount of \$94,393 for the reduction in projected electricity cost due to a change in provider vendor in the General Fund operating budget and that the following other fund budgets be reduced as follows: Solid Waste Fund \$4,417, Parking Fund 1,546, Sewer Fund, \$46,738, Water Fund, \$29,953, and Equipment Fund \$1,361.00, for a total of \$84,015 in reduction to these funds.

The Manager addressed the next item; Adjust the Compensated Absences Fund for FY25 budget to add \$100,000 to account number 48000000-513040. She noted this is the scrivener's error the Finance Director discussed. It does not change the bottom line, but the expense line needs to be added.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee amended the Compensated Absences Fund for the FY25 budget to add \$100,000 to 48000000-513040 Wages Full-Time due to a scrivener's error in order to balance the Compensated Absences budget.

The Manager addressed the next change: To move \$7,000 currently assigned for the Council's tablets to the City Clerk's personnel budget line for additional succession planning. The Manager stated this was not an easy calculation to do and it is not very straightforward. She indicated when the wages and personnel budgeting are changed it adjusts the system automatically. If it is a full-time employee it would adjust benefits as well. The Manager stated they took the simpler route and moved it to the Clerk's elected officials line for elections and the Clerk could use it for coverage. There was a discussion about the City Clerk needing additional time for coverage in preparation for her retirement. This would eliminate the \$7,000 for the chrome books and add \$6,701.00 to the City Clerk's wage lines.

Councilor Chadbourne asked what the backup plan is if one of these chrome books fail. The Manager stated the funds would be taken from the IT budget - Equipment Fund Replacement line. She added chrome books are not currently in that fund; in the past, they have been funded by cable



franchise dollars, but it is being moved to the PC Replacement Fund in the future.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee amended the FY24 budget to remove \$7,000 from Account 0100000--527110 – Mayor and City Council Equipment Minor for the replacement of the City Council chrome books and utilize up to \$7,000 to increase the City Clerk’s personnel budget for additional succession planning.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee amended the FY25 budget to add \$6,701 to the following personnel budget lines in the City Clerk’s personnel budget for additional succession planning from the amount removed from the Mayor and City Council Equipment Computer Minor Account 0100000-527110 to be allocated as follows:

- Account 2000000-513040 Wages, Full Time, \$4,715
- Account 2000000-517010 Health Insurance, \$942
- Account 2000000-517020 Dental Insurance \$39
- Account 2000000-517030 Retirement Contribution \$638
- Account 2000000-517040 Social Security \$360.00
- Account 2000000-517050 Workers Compensation \$7.00

The Finance Director stated after the adjustments the bottom line for the operating budget is now \$52,428,200.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of the fiscal operating budget Resolution R-2024-20-A, as amended.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

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A RESOLUTION Relating to the 2024/2025 fiscal year budget

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

That the sum of \$29,723,294 be raised by taxation during the current year which together with \$43,665,195 for estimated operating revenues aggregating \$73,388,489 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,788,812 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, 2024, as attached hereto and made a part thereof.

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Jay V. Kahn, Mayor

**R-2024-20-A - 2024/2025 Annual Operating Budget**

<b>General Fund Revenue &amp; Other Financing Sources:</b>	<b>Adopted</b>	<b>General Fund Appropriations:</b>	<b>Adopted</b>
Property Tax Revenue	\$29,723,294	Elected & Appointed Officials	\$2,844,210
Use of Surplus	2,340,946	Capital Projects	7,480,839
Other Taxes	1,133,000	Administrative Services	6,617,202
Tax Increment Financing	1,086,549	Community Services	23,714,089
Licenses, Permits & Fees	4,367,892	Municipal Development Services	7,948,825
Intergovernmental	3,664,454	Debt Service	3,823,035
Charges for Services	2,621,597		
Fines & Forfeits	68,310		
Miscellaneous	2,048,450		
Other Financing Sources	5,373,708		
<b>NET GENERAL FUND OPERATING REVENUES</b>	<b>\$52,428,200</b>	<b>NET GENERAL FUND OPERATING APPROPRIATIONS</b>	<b>\$52,428,200</b>
<b>TOTAL PARKING FUND REVENUES</b>	<b>\$1,170,986</b>	<b>TOTAL PARKING FUND APPROPRIATIONS</b>	<b>\$1,170,986</b>
<b>TOTAL PC REPLACEMENT FUND REVENUES</b>	<b>\$140,900</b>	<b>TOTAL PC REPLACEMENT FUND APPROPRIATIONS</b>	<b>\$140,900</b>
<b>TOTAL SOLID WASTE FUND REVENUES</b>	<b>\$5,673,872</b>	<b>TOTAL SOLID WASTE FUND APPROPRIATIONS</b>	<b>\$5,673,872</b>
<b>TOTAL SEWER FUND REVENUES</b>	<b>\$6,149,063</b>	<b>TOTAL SEWER FUND APPROPRIATIONS</b>	<b>\$6,149,063</b>
<b>TOTAL WATER FUND REVENUES</b>	<b>\$4,782,030</b>	<b>TOTAL WATER FUND APPROPRIATIONS</b>	<b>\$4,782,030</b>
<b>TOTAL EQUIPMENT FUND REVENUES</b>	<b>\$2,943,438</b>	<b>TOTAL EQUIPMENT FUND APPROPRIATIONS</b>	<b>\$2,943,438</b>
<b>TOTAL COMPENSATED ABSENCE FUND REVENUES</b>	<b>\$100,000</b>	<b>TOTAL COMPENSATED ABSENCE FUND APPROPRIATIONS</b>	<b>\$100,000</b>
<b>TOTAL OPERATING REVENUES - ALL FUNDS</b>	<b>\$73,388,489</b>	<b>TOTAL OPERATING APPROPRIATIONS - ALL FUNDS</b>	<b>\$73,388,489</b>
<b>CAPITAL:</b>			
PARKING FUND CAPITAL FUNDING	\$215,700	PARKING FUND CAPITAL APPROPRIATIONS	\$215,700
SOLID WASTE FUND CAPITAL FUNDING	\$497,500	SOLID WASTE FUND CAPITAL APPROPRIATIONS	\$497,500
SEWER FUND CAPITAL FUNDING	\$2,485,100	SEWER FUND CAPITAL APPROPRIATIONS	\$2,485,100
WATER FUND CAPITAL FUNDING	\$1,066,400	WATER FUND CAPITAL APPROPRIATIONS	\$1,066,400
EQUIPMENT FUND CAPITAL FUNDING	\$1,524,112	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,524,112
<b>TOTAL CAPITAL FUNDING - OTHER FUNDS</b>	<b>\$5,788,812</b>	<b>TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS</b>	<b>\$5,788,812</b>