

A regular meeting of the Keene City Council was held on Thursday, December 5, 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, Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Jacob R. Favolise, Bryan J. Lake, Catherine I. Workman, Bettina A. Chadbourne, Mitchell H. Greenwald, & Thomas F. Powers were present. Councilor Haas led the Pledge of Allegiance.

#### MINUTES FROM PRECEDING MEETING

A motion by Councilor Greenwald to accept the minutes of the November 21, 2024, regular meeting as presented was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

#### ANNOUNCEMENTS

Mayor Kahn reminded the Council that the United Way campaign was still underway, and more progress could still be made. Mayor Kahn also announced that a Council Workshop on the Rules of Order would be held Tuesday, January 28, 2025, at 6:00 PM; the Mayor intended to use this as an educational opportunity on the Rules of Order and asked Councilors for any specific topics of interest they would like to focus on. The Mayor also reminded the Council that its holiday party would be hosted at the official campus residence of Keene State College President, Melinda Treadwell, with the Keene State College Cabinet present. Lastly, the Mayor notified the public that there were various open alternate positions on many City boards and committees. Anyone interested could submit applications on the City's website.

#### PUBLIC HEARING – ORDINANCE O-2023-16-C: RELATING TO PERMITTED USES IN THE DOWNTOWN CORE AND COMMERCE DISTRICTS – CHARITABLE GAMING

Mayor Kahn opened the public hearing at 7:05 PM and asked the City Clerk to read the public hearing notice. The Mayor welcomed Senior Planner, Mari Brunner, for an introduction on behalf of the Community Development Department.

Ms. Brunner explained that this Ordinance was before the Council for its third public hearing. She reviewed what had happened with this Ordinance since it was last before the City Council, which referred it back to the Joint Committee of the Planning Board and Planning, Licenses and Development Committee for another public workshop that occurred on October 15. During that workshop, the Planning Board made two changes to the Ordinance: (1) removed the requirement to provide electric vehicle parking spaces as a part of the use standards, and (2) amended the 250-foot distance requirement to include multi-family residential uses in addition to single-family. She added that at a very high level, this Ordinance would establish a use definition for Charitable Gaming Facilities specifically. The Ordinance also indicated where the use would be allowed within the City, in the Commerce District on parcels that are greater than 1.25 acres in size: land with frontage on West Street west of Island Street; Winchester Street south of Island Street and north of Cornwall Drive; Main Street south of NH Rt-101 and north of Silent Way; as well as Key Road, Ashbrook Road, and Kit Street. So, these properties are mostly along main corridors through the City or in plaza settings. She also listed the proposed distance

requirements: only one charitable gaming facility would be allowed per lot, and they could not be within 500 feet of each other; 250 feet from a place of worship, daycare center, or private or public school; 250 feet from a single family, two family, or multifamily property; and 250 feet from a residential zoning district. Also, the minimum size for the game area would be 10,000 square feet. Ms. Brunner said that the parking and traffic standards would require that the commercial loading zones or bus and truck loading and parking comply with other standards within the Zoning Ordinance for noise and screening. Lastly, she said the off-site parking requirement would be 0.75 parking spaces per gaming position, defined as one seat at an electronic gaming machine or gaming table.

Councilor Bosley pointed out that the Ordinance also contained a Main Street drive through component as well. Ms. Brunner agreed and said that portion of the Ordinance had not changed since it was originally introduced in October 2023. In Keene, drive throughs are treated as accessory uses. At this time, they were allowed in the Downtown Core—Main Street and Central Square—with a Special Exception. Ms. Brunner said this Ordinance would eliminate the ability for that accessory use in the Downtown Core.

Mayor Kahn opened the floor to public comments, and hearing none, the Mayor closed the Public Hearing at 7:11 PM except that written comments would be accepted up until 1:00 PM on Tuesday, December 10. This matter would be before the Planning, Licenses and Development Committee at their regular meeting on December 11. No further public comments would be accepted at that meeting.

A true record, attest:



City Clerk

#### PUBLIC HEARING – RESOLUTION R-2024-45: RELATING TO APPROVING A CDBG APPLICATION FOR KEENE’S HOUSING’S ROOSEVELT WEST APARTMENTS

The City Clerk read the Public Hearing notice. Mayor Kahn reviewed the hearing process because the Community Development Finance Authority (CDFA) has very specific protocols on how these public hearings are handled. The hearing notice identified three separate components: (1) the actual Community Development Block Grant (CDBG) application, (2) the Residential Anti-Displacement and Relocation Assistance Plan, and (3) the Housing and Community Development Plan. The Mayor would open and close each segment separately and upon closing the final hearing, would call forward Resolution R-2024-45 and ask for a Suspension of the Rules of Order to allow action upon the Resolution because it was time sensitive.

Mayor Kahn opened public hearing to address a proposed CDBG application at 7:15 PM and to recognize Jack Ahern, Associate Planner with Southwest Regional Planning Commission.

Mr. Ahern provided a brief overview of the CDBG program per Federal requirements before describing the specific application. CDBG funds are available to municipalities for economic development, public facilities, and housing rehabilitation projects that primarily benefit low- and moderate-income persons. The City of Keene is eligible to receive up to \$500,000 per year for public facility and housing rehabilitation, up to \$500,000 per year for economic development, up to \$750,000 for microenterprise technical assistance, and up to \$500,000 in emergency funds. Feasibility studies are available for up to \$25,000. Housing grant proposals may request an additional \$250,000 if they are providing permanent supportive housing and services totaling \$750,000. Mr. Ahern provided a handout describing the New Hampshire CDBG program eligible activities that included the area Housing & Urban Development (HUD) income limits to meet low- and moderate-income.

Mr. Ahern continued, describing the proposed application to the CDFA for the maximum \$750,000 to allow Keene Housing—on behalf of their affiliate Monadnock Affordable Housing Corporation—to construct new affordable housing on the former Roosevelt School property at 438 Washington Street. The Roosevelt School property had been recently acquired by Keene Housing for the purpose of developing 60 affordable housing units through a two-phase project. The former school building was undergoing renovations to be converted into 30 units as phase one of the development. This application was for funding to support phase two, the new construction of an additional 30 units on the property, which would total 60 when the project is complete. Keene Housing—in cooperation with its affiliate Monadnock Affordable Housing Corporation—sought to develop 30 units, consisting of 22 one-bedroom apartments and eight two-bedroom apartments. Additionally, three of the units would meet uniform federal accessibility standards. The apartments would be leased to low- and moderate-income households, and all residents would have rental subsidies.

Mayor Kahn welcomed Joshua Meehan from Keene Housing to address the project. Mr. Meehan said phase two would be similar to phase one in terms of the distribution of units. The primary difference between Roosevelt School East and West would be that West would be all new construction. They were seeking the same amount of CDBG funding, but the overall funding would be slightly different as phase one was 9% low-income tax credits and phase two would be 4% low-income tax credits. However, compared to phase one, Mr. Meehan said they had many other income sources. He added that Senator Shaheen had included \$2,000,000 in Community Development funds for Roosevelt School West if there is a Federal FY-25 budget and if not, he said Keene Housing had other ways to cover it. Mayor Kahn asked the status of the appropriation before Congress. Mr. Meehan replied that the challenge was that it was unknown whether there would be a FY-25 Federal budget or if the Congress would do something called a Continuing Resolution for the entire year. If that were to happen, the FY-24 funding levels would continue through FY-25 and the Federal government would operate without a FY-25 budget. It was unclear at this time.

Councilor Jones thought this was a great project and perfect timing. He asked if both phases would be in one request for proposals. Mr. Meehan said no, Keene Housing had come to the City previously for a CDBG for phase one for Roosevelt School East, which was underway at this

time, while Keene Housing was gathering these new funds for phase two for Roosevelt School West. The majority of the funds for the project would be equity generated through the Low-Income Housing Tax Credit program; in this case a 4% tax credit, which was bond financing approved by the NH Housing Finance Authority. They had also applied for funds through the Federal Home Loan Bank of Boston Affordable Housing Program.

Councilor Roberts asked what he called a tough question that he thought might make him a villain. He said the City went out of its way to help support the Hundred Nights shelter, but with the NH 211 program, the shelter was often filled with non-Keene residents. As a result, in 2023, the City had to expend an additional \$500,000 to house Keene residents in hotels. So, he asked if anyone could apply for the Roosevelt School residences just based on income. Mr. Meehan replied that Keene Housing had an existing waitlist of approximately 2,500 households. He said that when Roosevelt East opens, the whole waitlist would be notified, and families could choose to add it to the properties they had applied for. Mr. Meehan said that most on the waitlist are tied to Keene or an adjacent community, so the vast majority of people housed by Keene Housing have local roots. Councilor Roberts said he wanted to have something that would be supporting the local community. Mr. Meehan agreed that there is local preference on the Keene Housing waitlist, which he went on to say was defined by “Granite Staters.”

Councilor Favolise asked if Mr. Meehan would agree with the following statement: housing is the number one issue facing our City and similarly situated communities right now. Mr. Meehan said yes, but asking him that question was like asking the CEO of Ford if more people should have cars; he said the answer would be yes, absolutely. He noted that the majority of the 2,500 households on the waitlist could be tied to the Monadnock Region. He said it was quite clear nationally that housing was a crisis and it was impacting the people Keene Housing served as well as those that they unfortunately could not serve. He said most income groups needed more housing and this was the small part Keene Housing could do.

Councilor Haas asked how many units would be added in this phase and Mr. Meehan said 30. Councilor Haas asked the completion date and how the schedule was going. Mr. Meehan said the schedule was going well so far and the units must be filled by August 2026.

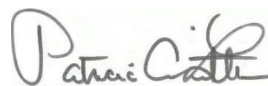
Councilor Williams asked the typical amount of time a family spends on the waitlist. Mr. Meehan said it depends on various factors such as whether they want to take the first available property or they need senior living. He noted they had the most demand for Stone Arch Senior Housing, with waits up to 7–9 years. A larger family, for example, might not wait as long. He said the vacancy rate was always under 2%. The wait for the mobile voucher program was always at least one year and could vary based on characteristics of the household, but people had a hard time finding places to rent.

Mayor Kahn asked what would happen without the Federal appropriation. Mr. Meehan said it would not impact this project, but it would affect Keene Housing’s ability to move on to the next projects and bring new units online, noting that they were trying to do so as aggressively and as reasonably as they could. So, Mayor Kahn said that this application remained relevant to this development’s start up and Mr. Meehan said yes.

12/05/2024

Mayor Kahn open the floor to public comments and questions about the proposed CDBG project, and hearing none, the Mayor closed the public hearing for the proposed Community Development Block Grant application at 7:30 PM.

A true record, attest:



City Clerk

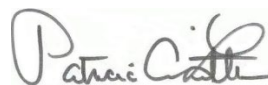
#### PUBLIC HEARING – RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Mayor Kahn opened the public hearing for discussion of the Residential Anti-Displacement and Relocation Assistance Plan at 7:30 PM and welcomed Jack Ahern, Associate Planner with Southwest Regional Planning Commission, to address the Residential Anti-Displacement and Relocation Assistance Plan.

Mr. Ahern explained that if any displacement takes place as a result of the proposed CDBG project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using funds must be found comparable housing or commercial space in a comparable neighborhood at a comparable price. Under the Certification section for the application, the City would certify that the Residential Anti-Displacement and Relocation Assistance Plan is in place and in the event that it is discovered that this specific project does displace persons or households, a Displacement Implementation Plan must be submitted to the Community Development Finance Authority (CDFA) prior to obligating or expending funds. Because of the nature of this project, Mr. Ahern said it was highly unlikely that any sort of relocation would be necessary. However, the CDFFA requirements still mandate that the City of Keene certify that it would require the subrecipient to comply with the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Mayor Kahn opened the floor to public comments and questions about the Residential Anti-Displacement and Relocation Assistance Plan, and hearing none, the Mayor closed the public hearing for the Anti-Displacement and Relocation Assistance Plan at 7:31 PM.

A true record, attest:



City Clerk

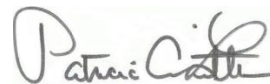
#### PUBLIC HEARING – HOUSING AND COMMUNITY DEVELOPMENT PLAN

Mayor Kahn opened the public hearing for discussion of the City's Housing and Community Development Plan (HCDP) at 7:31 PM and recognized Jack Ahern, Associate Planner with Southwest Regional Planning Commission.

Mr. Ahern explained that the HCDP is a document specific to the CDBG program and is composed of several key areas: downtown housing, economic development, and health and human services. Each section details the current conditions and proposed actions that would help alleviate need in the area. In relation to CDBG funds, the minimum adoption schedule is once every three years. This document was last adopted in November 2024. The HCDP has had substantial updates and Mr. Ahern requested that the Council re-adopt it. Most critically, it designated Monadnock Affordable Housing Corporation as a Community Based Development Organization (CBDO), which would enable them to use CDBG funds for new housing construction as opposed to only renovations of existing structures. Additionally, the CDBG Impact Area section of the HCDP had been removed; this section was specific to a scoring metric that was no longer used by the Community Development Finance Authority. Other updates had been made to ensure that the HCDP referenced the most recent and relevant plans, reports, and supplemental documents. Mr. Ahern said that the proposed Keene Housing project met the listed HCDP goal to have a variety of housing options available that are affordable, accessible, eco-efficient, and support a variety of lifestyles. He said the HCDP was updated because it had not been since the 1980s, it referenced older versions of the City's Master Plan, and did not include references to the newest Housing Needs Assessment. Those additions brought the new version up-to-date and provided the CBDO designation for using CDBG funds for new construction as opposed to rehab only.

Mayor Kahn opened the floor to public comment and questions about the Housing and Community Development Plan, and hearing none, the Mayor closed the public hearing at 7:34 PM.

A true record, attest:



City Clerk

#### RESOLUTION – RELATING TO APPROVING A CDBG APPLICATION FOR KEENE HOUSING'S ROOSEVELT WEST APARTMENTS

A motion by Councilor Greenwald to suspend Section 27 of the Rules of Order to act on Resolution R-2024-45 the same evening as the public hearing was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor. A motion by Councilor Greenwald to adopt Resolution R-2024-45 was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

NOMINATIONS – AIRPORT DEVELOPMENT AND MARKETING COMMITTEE, ASHUELOT RIVER PARK ADVISORY COMMITTEE, BUILDING BOARD OF APPEALS/HOUSING STANDARDS BOARD OF APPEAL, CONGREGATE LIVING AND SOCIAL SERVICES LICENSING BOARD, CONSERVATION COMMISSION, ENERGY AND CLIMATE COMMITTEE, HUMAN RIGHTS COMMITTEE, KEENE HOUSING,

PARTNER CITY COMMITTEE, PLANNING BOARD, TRUSTEES OF TRUST FUNDS/CEMETERY TRUSTEES

Mayor Kahn re-nominated the following individuals to serve on the respective City boards and committees:

To the Airport Development and Marketing Committee: Elizabeth Bendel, as a regular member, with a term to expire Dec. 31, 2027; Kristopher Radder, as an alternate member, with a term to expire Dec. 31, 2027; Nathan Jacobs, changing from a regular to an alternate member, with a term to expire Dec. 31, 2027. To the Ashuelot River Park Advisory Board: Arthur Winsor, changing from a regular to an alternate member, with a term to expire Dec. 31, 2027. To the Building Board of Appeals/Housing Standards Board of Appeal: Doug Brown, as a regular member, with a term to expire Dec. 31, 2027. To the Congregate Living and Social Services Licensing Board: Andrew Oram, as a regular member, with a term to expire to expire Dec. 31, 2027; Allison Welsh, as a regular member, with a term to expire to expire Dec. 31, 2027. To the Conservation Commission: Kenneth Bergman, changing from a regular to an alternate, with a term to expire Dec. 31, 2025; Thomas Haynes, as an alternate member, with a term to expire Dec. 31, 2027. To the Historic District Commission: David Bergeron, as an alternate member, with a term to expire Dec. 31, 2027. To the Human Rights Committee: Gina Burke, as a regular member, with a term to expire Dec. 31, 2027. To Keene Housing: Susan Shaw, as a regular member, with a term to expire Dec. 31, 2029. To the Partner City Committee: Eric Weisenberger, as a regular member, with a term to expire Dec. 31, 2027. To the Planning Board: Harold Farrington, as a regular member, with a term to expire Dec. 31, 2027. Trustees of Trust Funds: Martha Curtis, as a regular member, with a term to expire Dec. 31, 2027.

Mayor Kahn tabled the nominations until next regular meeting.

NOMINATIONS – BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE, ZONING BOARD OF ADJUSTMENT, ENERGY AND CLIMATE COMMITTEE, CONSERVATION COMMISSION, PARTNER CITY COMMITTEE

Mayor Kahn nominated the following individuals to serve on City boards and committees:

To the Bicycle Pedestrian Path Advisory Committee: Dwight Fisher, as a regular member, with term to expire Dec. 31, 2027. To the Building Board of Appeals/Housing Standards Board of Appeal: Stephen Tarbox, as an alternate member, with a term to expire Dec. 31, 2027. To the Conservation Commission: Robert Milliken, as a regular member, with term to expire Dec. 31, 2027; Gary Flaherty, as a regular member, with term to expire Dec. 31, 2027. To the Energy and Climate Committee: Maureen Nebensahl, as a regular member, with term to expire Dec. 31, 2027. To the Partner City Committee: Gerald Kuhn, as a regular member, with term to expire Dec. 31, 2027. To the Zoning Board of Adjustment: Tad Schrantz, as a regular member, with term to expire Dec. 31, 2027; Adam Burke, as an alternate member, with term to expire Dec. 31, 2027; Stephen Tarbox, as an alternate member, with term to expire Dec. 31, 2027.

Mayor Kahn tabled the nominations until next regular meeting.

COMMUNICATION – MAURA MCQUEENEY/HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES – REQUEST FOR NO PARKING ON EITHER SIDE OF THE ENTRANCE AT 312 MARLBORO STREET

A communication was received from Maura McQueeney on behalf of Home Healthcare, Hospice, and Community Services (HCS), requesting the designation of parking spaces on either side of its entrance at 312 Marlboro Street as “no parking” zones. Use of these spaces for parking creates an obstruction to the line of sight for vehicles coming and going from HCS. Due to their lengthy agenda on December 18, Mayor Kahn referred this to the Municipal Service, Facilities & Infrastructure Committee meeting of January 22, 2025.

COMMUNICATION – TIM PIPP/BEEZE TEES SCREEN PRINTING – PROPOSAL TO ADD THE NECESSARY INFRASTRUCTURE TO ACCOMMODATE BANNERS ACROSS MAIN STREET

A communication was received from Tim Pipp on behalf of Beeze Tees Screen Printing, requesting, that the Council consider the installation of tall poles that would accommodate an 18-foot banner that would stretch across Main Street, and which would support locally owned businesses and community events. Due to their lengthy agenda on December 18, Mayor Kahn referred this to the Municipal Service, Facilities & Infrastructure Committee meeting of January 22, 2025.

COMMUNICATION – COUNCILOR FILIAULT – PROPOSING THAT THE CITY COUNCIL CONSIDER A DELAY IN THE DOWNTOWN INFRASTRUCTURE PROJECT

A communication was received from Councilor Randy Filiault, requesting that the City Council consider delaying the downtown infrastructure project for at least one calendar year due to anticipated increases in property taxes combined with the potential for downshifting of costs from the State to local government. Mayor Kahn referred the communication to the Finance, Organization & Personnel Committee.

Councilor Filiault challenged the decision of the Mayor, seeking to have the communication referred to the Municipal Services, Facilities & Infrastructure Committee instead. Councilor Jones seconded.

Councilor Filiault explained that he understood the intent to send to FOP because of the financial implications but said that for the two years that this project had been discussed, it had been before the MSFI Committee, which had considered the finances. He said the MSFI Committee had not taken votes on every dollar value, but the whole project had been before it, and the Committee had asked many questions about grants. He said that the night before this Council meeting, the MSFI Committee heard the Rt-9/Sullivan Road project, which he said was being handled in-house, so he called it a financial decision and a road decision. So, he said that referring his communication to MSFI would not be breaking precedent, noting that there had been other times that financial matters had gone through Standing Committees other than FOP.



In the end, he said that it would be up to the FOP Committee to appropriate the funds or not, and the ultimate financial decisions would come back to the full Council. Councilor Filiault added that in two weeks, this whole project would be before the MSFI Committee, and many constituents—including many of the small, downtown business owners who asked him to write a communication like this—would be attending that meeting already to speak about the project. So, the Councilor felt it was an undue burden to expect those constituents to come to two separate meetings to voice their concerns. He said the Council should be making this as transparent and simple as possible for the constituents. He felt the MSFI Committee could discuss these financial issues without making that final vote while the constituents are already present.

Mayor Kahn stated that MSFI had done great work as the design review Committee, which was its purview. The Mayor noted that the City had faced delays on this project every time the consultants had described the financial impacts of year-over-year delays. He recalled that the City has applied for grants and loans to satisfy the funding for the project based on the existing timeline. The Mayor thought those were the real implications of Councilor Filiault's questions. The Mayor welcomed comments from staff.

Councilor Filiault raised a Point of Order as he did not believe staff could speak during this exchange but the City Attorney, Tom Mullins, reminded him that those Rules only applied to the Mayor and Council and the City Manager had the right to speak during a Council meeting.

The Deputy City Manager, Rebecca Landry, said that staff were looking forward to this going to the FOP meeting because the Public Works Director, Don Lussier, was preparing all the details on the potential grant implications for that meeting. Phone calls still had to be made, such as to the NH Revolving Loan Fund, for which the City had received word that it qualified for a significant percentage of the project to be forgiven—great news—but the City had to confirm if that would be true with a project delay. So, the Deputy City Manager said there was not sufficient time between the submission of the communication and the MSFI meeting to complete all of this. The Public Works Director was also looking into construction standards and construction indices to present to the FOP Committee when it gets to that point.

Councilor Filiault said he was not arguing the reasoning that the Deputy City Manager presented, noting that all of that would still be ultimately discussed by the FOP Committee even if his communication was referred to the MSFI Committee. He felt the project should remain discussed as a whole by the MSFI Committee as it had been for the previous two years.

Mayor Kahn thought the questions about the Revolving Loan Fund had been before the FOP Committee before.

On a roll call vote of 11–4, the ruling of the Mayor was sustained, and the communication was referred to the Finance, Organization and Personnel Committee. Councilors Filiault, Jones, Chadbourne, and Greenwald voted in the minority.

CITY MANAGER COMMENTS

The Deputy City Manager, Rebecca Landry, welcomed the new AV Assistant, Logan Hood, who would be helping with these meetings. Ms. Landry also invited the Council and Mayor to the employee holiday luncheon and annual employee recognition (years of service and other awards) on December 12 from 11:30 AM–1:30 PM in the Michael J. Blastos Community Room.

The Deputy City Manager also provided an update on parking bans. She recalled that this year, the City shifted to winter weather parking bans instead of having the on-street parking ban in place overnight from November–May. Ms. Landry provided a memo recapping how the City handled the first two storms of the season, which she summarized. On Thanksgiving Day, Public Works imposed the first winter weather parking ban, which was announced shortly before noon the Wednesday prior, and it became effective at 6:00 AM on Thursday. The first test of the new rules went reasonably well, and the notification process worked as anticipated. Ms. Landry said the City did everything it could possibly think of to get the word out about this ban: there was a mailing to thousands of residents (including renters, not just property owners), signage, a podcast, social media, a website banner, and e-mail. When the parking ban was lifted at 8:00 PM Thursday evening, the City identified an unexpected issue: if that text message had been sent at 7:59 PM, everything would have been great. However, the marketing platform the City used to send out text messages was very subscriber friendly and did not allow text messages between 8:00 PM and 8:00 AM—a regulatory issue. So, she said that would be an easy adjustment going forward and staff were already looking at alternative SMS messaging systems. This event only required salt, so she said it was not a big problem. The Deputy City Manager reported that there were 64 vehicles parked illegally in that first storm, mostly on Court Street and Washington Street. Keene Police distributed flyers to each car instead of tickets to remind the owners of the new rules and tell them how to receive notifications. The City would be requesting that the Police Department consider ticketing as a means to encourage cooperation going forward.

The Deputy City Manager reported on the second parking ban that was imposed just after 6:00 PM on December 4. She said compliance was a little better, with 39 vehicles parked illegally; she said the Police were helpful again, and thanked them for contacting owners, having vehicles moved, or ticketing if necessary. Ms. Landry said that Chelsea North, Parking Operations Manager, did a lot of research on other communities and found that this level of non-compliance with this type of parking ban is not uncommon. Ms. Landry said the illegally parked vehicles did not prevent Public Works from plowing any streets but said that unfortunately many areas were left with snow piles and slush in the parking stalls, which could freeze. So, the Deputy City Manager said that until residents are accustomed to the new rules, the City would not be able to achieve the same level of services as in the past, but that was the goal through slight adjustments over time.

The Deputy City Manager explained that there was a staff discussion about confusion around parking in paid/metered spots vs. unpaid/non-metered spots during these first two winter parking bans, which had not been considered before the rules changed. So, she said that during parking bans that extend beyond the former 1:00 AM–6:00 AM time frame in previous years, staff wanted to try setting an all-street parking ban for those hours for the upcoming storms to alleviate confusion and expand reasonable daytime parking options, while still allowing for snow

removal. While there had been confusion these first two times, Ms. Landry said staff were working internally to answer the other questions that arose, noting that this system allowed for more flexibility on a storm-by-storm basis. She said this was a common approach in other communities that used these storm related parking bans as opposed to seasonal bans that do not require any change to the City Code.

Councilor Haas asked how many cars were typically ticketed overnight during the previous on-street parking bans. Ms. Landry replied that it was not storm dependent, but she could follow-up with the Councilor, likely with an average report over a period of months. Councilor Haas said that that was not necessary. He said he intuitively wondered how 39 tickets overnight compared—as a success or failure to measure. The Deputy City Manager said the City was receiving about \$22,000 in ticket revenue per year from the on-street parking bans that were in place November–May.

Councilor Favolise stated that City Staff had done a really good job of doing everything they could in terms of messaging this. He noted that this was a pretty significant change and he recalled that all along, there was acknowledgement that there would be some hiccups. Councilor Favolise acknowledged both the Public Works Director’s and Ms. Landry’s recent efforts, and stated that he thought that City staff were doing the best they possibly could in this effort.

#### PB-PLD REPORT – ORDINANCE O-2024-19-A – RELATING TO BUILDING HEIGHT IN THE COMMERCE DISTRICT

A Joint Planning Board and Planning, Licenses & Development Committee report read, with the Planning Board finding that Ordinance O-2024-19-A is consistent with the Comprehensive Master Plan; and the Planning, Licenses & Development Committee recommending that the Mayor set a public hearing on Ordinance O-2024-19-A. Mayor Kahn filed the memorandum and set the public hearing for Thursday, January 2, 2025, at 7:00 PM.

#### PB-PLD REPORT – ORDINANCE O-2024-17-A – RELATING TO MINIMUM LOT SIZES IN THE HIGH DENSITY, MEDIUM DENSITY, AND DOWNTOWN TRANSITION DISTRICTS

A Joint Planning Board and Planning, Licenses & Development Committee report read, with the Planning Board finding that Ordinance O-2024-17-A is consistent with the Comprehensive Master Plan; and the Planning, Licenses & Development Committee recommending that the Mayor set a public hearing on Ordinance O-2024-17-A. Mayor Kahn filed the memorandum and set the public hearing for Thursday, January 16, 2025, at 7:00 PM.

#### ORDINANCE FOR FIRST READING – RELATING TO PERSONNEL – ORDINANCE O-2024-25

A memorandum was received from the HR Director/ACM, Elizabeth Fox, recommending that Ordinance O-2024-25 be referred to the Finance, Organization & Personnel Committee. Mayor Kahn referred Ordinance O-2024-25 to the Finance, Organization & Personnel Committee.

12/05/2024

RESOLUTION – IN APPRECIATION OF MICHAEL T. COX UPON HIS RETIREMENT –  
RESOLUTION R-2024-40

A memorandum was received from the HR Director/ACM, Beth Fox, recommending that the City Council adopt Resolution R-2024-40. Mayor Kahn filed the memorandum. A motion by Councilor Powers to adopt Resolution R-2024-40 with gratitude for Mr. Cox's 27.5 years of service to the City was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

RESOLUTION – IN APPRECIATION OF HARRY S. MCKELVEY UPON HIS  
RETIREMENT – RESOLUTION R-2024-41

A memorandum was received from the HR Director/ACM, Beth Fox, recommending that the City Council adopt Resolution R-2024-41. Mayor Kahn filed the memorandum. A motion by Councilor Powers to adopt Resolution R-2024-41 with gratitude for Mr. McKelvey's 37 years of service to the City was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

NON-PUBLIC SESSION


At 8:08 a.m., Councilor Greenwald moved to go into a non-public session to discuss the hiring of a person as a public employee under RSA 91-A:3 II (b). Councilor Bosley duly seconded the motion. The motion carried unanimously on a roll call vote, with 15 Councilors present and voting in favor. A brief recess was called. Discussion was limited to the subject matter.

Councilor Greenwald moved to keep this evening's personnel discussion non-public, as disclosure could adversely affect any person's reputation. Councilor Bosley duly seconded the motion. The motion carried unanimously on a roll call vote, with 15 Councilors present and voting in favor.

ADJOURNMENT

There being no further business, Mayor Kahn adjourned the meeting at 8:36 PM.

A true record, attest:



City Clerk