



City of Keene  
*New Hampshire*

KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
June 4, 2020  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- May 21, 2020

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Public Hearing - Relating to the FY 20/21 Operating Budget

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

**C. COMMUNICATIONS**

1. Jan Manwaring/Pathways for Keene - Withdrawal of License Request - 4 on the 4th Roadrace
2. Councilors Williams, Filiault and Clark - Encouraging the Consideration of a Resolution Relating to Wearing Facemasks
3. Sarah Franklin/Concerned East Side Neighbors - Consideration of a Social Host Ordinance
4. Frederick B. Parsells - Urging the Council Not to Consider An Ordinance that Would Mandate the Wearing of a Facemask in Public
5. Councilor Remy - Requesting Use of the City Seal - Facemasks
6. Patrick Cannon/Eclipse Management Group - Construction on City Property
7. Petition - Reduction in Speed Limits to Mitigate Issues Resulting from Route 10 Sewer Work

**D. REPORTS - COUNCIL COMMITTEES**

1. Update – Accessibility Access at City Facilities (Recreation Center)
2. Recreation Summer Programs – Parks, Recreation & Facilities Director
3. Phased Restoration of Services – Keene Public Library – Library Director
4. Acceptance of Donation - Human Services
5. Gary Boes - Offer of Sale - 0 Old Gilsum Rd; Proposed Land Acquisition off Old Gilsum Road - Conservation Commission; and Land Acquisition - 0 Old Gilsum Road - Parks, Recreation Facilities Director
6. Transfer Funds From ESCO Project and Fire Station Replacement Project to the General Fund - Finance Director

**E. CITY MANAGER COMMENTS**

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

1. Proposed Amendments to the Rules of Order - Mayor Hansel

**G. REPORTS - BOARDS AND COMMISSIONS**

**H. REPORTS - MORE TIME**

1. Operating agreement with Monadnock Choppers LLC - Airport Director

**I. ORDINANCES FOR FIRST READING**

**J. ORDINANCES FOR SECOND READING**

1. Relating to No Parking Specific Streets – Summit Ridge Drive  
Ordinance O-2020-08
2. Relating to Class Allocation and Salary Schedule  
Ordinance O-2020-06

**K. RESOLUTIONS**

1. Relating to the Reallocation of Bond Proceeds Airport Terminal to Fuel Tanks  
Resolution R-2020-21
2. Relating to the Appropriation of Funds for the Airport Fuel Tanks; Relating to an Appropriation of Funds for Gilbo Avenue Infrastructure Improvements; Relating to the Appropriation of Funds for Flood Management; Relating to the Appropriation of Funds for Road Rehabilitation; Relating to an Appropriation of Funds Colony Court - Bloomer Swamp Main; Relating to the Appropriation of Funds for Municipal Building Improvements  
Resolution R-2020-05  
Resolution R-2020-06-A  
Resolution R-2020-07  
Resolution R-2020-08  
Resolution R-2020-09  
Resolution R-2020-11  
Resolution R-2020-12
3. Relating to an Appropriation - Salt Shed Replacement  
Resolution R-2020-16
4. Relating to the FY2020 Operating Budget  
Resolution R-2020-22-A

Non Public Session  
Adjournment

A regular meeting of the Keene City Council was held Thursday, May 21, 2020. The Honorable Mayor George S. Hansel called the meeting to order at 7:00 PM. Mayor Hansel read into the record the Emergency Order #12, issued by the Governor of the State of New Hampshire pursuant to Executive Order #2020-04. He continued the members of the City Council would be participating remotely. The Mayor asked that during the roll call for attendance, each Councilor identify their on-line presence and if there are others with them in the room. Roll called: Stephen L. Hooper, Michael J. Remy, Janis O. Manwaring, Michael Giacomo, Randy L. Filiault, Robert C. Williams, Philip M. Jones, Gladys Johnsen, Terry M. Clark, Raleigh C. Ormerod, Bettina A. Chadbourne, Catherine I. Workman, Mitchell H. Greenwald, Kate M. Bosley and Thomas F. Powers were present. A motion by Councilor Powers to accept the minutes from the May 7, 2020 regular meeting was duly seconded by Councilor Bosley. The motion passed on a roll call vote with 15 Councilors present and voting in favor. The Mayor led the Pledge of Allegiance.

#### ANNOUNCEMENTS – MAYOR

Mayor Hansel announced the Memorial Day parade has been canceled for this year. The Annual Firefighters Memorial Service scheduled for June 7, 2020 has been postponed due to the current Covid-19 Situation. The event will be re-scheduled and held the morning of the Fire Prevention Parade in October.

Mayor Hansel went on to set a Public Hearing on the 2020/2021 Operating Budget for June 4, 2020 at 7:00 PM.

Mayor Hansel held a moment of silence for the passing of former City Councilor and State Representative, Margaret (Peggy) Lynch.

#### PROCLAMATION – AMERICAN PUBLIC WORKS ASSOCIATION – THE RHYTHM OF PUBLIC WORKS

The Mayor read a proclamation recognizing Public Works professionals and naming the Friday, May 22, 2020 as Public Works Day in the City of Keene.

#### COMMUNICATION - PETITION – REDUCTION IN SPEED LIMITS TO MITIGATE ISSUES RESULTING FROM ROUTE 10 SEWER WORK

A petition was received from the residents of Winchester Street, Bergeron Avenue and Magnolia Way regarding the recent sewer work on Route 10 that has resulted in an uneven pavement. The petition was tabled until the next Council meeting to allow City staff an opportunity to determine the status of the road and gather some clarifying information.

#### COMMUNICATION – LORI SCHREIER – IN SUPPORT OF ORDINANCE O-2019-18-A AND THE 5G MORATORIUM

A communication was received from Lori Schreier, expressing her recommendation that the City Council support Ordinance O-2019-18-A. The communication was filed into the record.

**COMMUNICATION – COUNILOR GREENWALD – EXPANSION OF OUTDOOR DINING AND RETAIL SALES ON MAIN STREET**

A communication was received from Councilor Greenwald, requesting that the City Council consider the expansion of outdoor dining and retail sales on Main Street in an effort to support downtown businesses. The communication was referred to the City Manager’s Re-bound Task Force.

**COMMUNICATION – COUNCILOR BOSLEY – CONFLICT OF INTERST – OUTSIDE AGENCY FUNDING – SOUTHWESTERN COMMUNITY SERVICES**

A communication was received from Councilor Bosley, stating that she has a conflict of interest relative to Southwestern Community Services, and asking the Council to recuse her from voting on matters related to this entity. Councilor Bosley addressed her request. A motion by Councilor Powers to recuse Councilor Bosley from any matters related to Southwestern Community Services was duly seconded by Councilor Hooper. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

**MSFI REPORT – BACKGROUND PRESENTATION – AMMI BROWN TRAIL – PUBLIC WORKS DEPARTMENT; EDGAR HASTINGS/SUMMIT RIDGE ASSOCIATION – AMMI BROWN TRAIL ENTRANCE; DEBRA & MIKE HART – AMMI BROWN TRAIL ENTRANCE; NANCY SPORBORG – AMMI BROWN TRAIL ENTRANCE**

Municipal Services, Facilities and Inftrastructure Committee report read recommending several communications received relative to the Ammi Brown Trail and parking on the street in that area be filed as informational. The report further recommended that an Ordinance be submitted by staff that would institute no parking along Summit Ridge Drive. The City Clerk noted the Ordinance has been submitted for first reading and is on this evening’s agenda. The report was filed as informational.

**PLD REPORT – ASHLEY SHEEHAN/MODESTMAN BREWING – REQUEST TO SERVE ALCOHOL ON CITY PROPERTY**

Planning, Licenses and Development Committee report read recommending that Modestman Brewing be granted permission to serve alcoholic beverages in connection with their Sidewalk Café License, subject to the customary licensing requirements of the City Council, and compliance with the requirements of Sections 46-1191 through 46-1196 of the City Code. As part of the license conditions during and following the State of New Hampshire Emergency Declaration due to the Novel Coronavirus (COVID-19) and as amended, the Licensee shall:

- Maintain and monitor social distancing practices of at least six feet for customers and restaurant staff;
- Provide adequate space for patron seating and flow to maintain 6 foot social distancing practices;
- Use non-porous tables that can be easily disinfected;
- Discontinue the use of table items that cannot be cleaned and sanitized;

- Have access to and utilize hand sanitizer for use between customers;
- Disinfect customer surfaces between customers;
- Remain in strict compliance with the Seating Location Plan, which plan may be further altered or discontinued at the discretion of the City; and,
- Follow any other requirements that may be issued by the City and/or the State for health and safety of the restaurant staff and the public. This license shall expire on March 1, 2021.

During the Emergency Declaration issued by the Governor due to the Novel Coronavirus (COVID-19) crisis, or until such time thereafter as determined by the City in its sole discretion, the Licensee shall comply with the recommendations of the Federal Center for Disease Control, the State of New Hampshire (with specific reference to Executive Order #40, Exhibit C, subsection A), and the City of Keene with respect to the operation of a sidewalk café restaurant.

A motion by Councilor Bosley to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

#### PLD REPORT – REQUEST TO SIGN ON TO THE CLEAN ENERGY NEW HAMPSHIRE “COMMON SENSE NET METERING LETTER” – ENERGY AND CLIMATE COMMITTEE

Planning, Licenses and Development Committee report read recommending that the “Common Sense Net Metering Letter” shared by Clean Energy New Hampshire on May 5, 2020 be signed on behalf of the City of Keene in order to show support for expanding the net metering project cap size from 1 MW to 5 MW for political sub-divisions of the State and low-moderate income community solar projects. A motion by Councilor Bosley to carry out the intent of the report was duly seconded by Councilor Greenwald. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

#### FOP REPORT – ACCEPTANCE OF DONATIONS – FIRE DEPARTMENT, *and* FOP REPORT – ACCEPTANCE OF DONATION – FIRE DEPARTMENT

The Chair advised that the City Council would be considering the next two agenda items together. Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept two donations totaling \$700. A second Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to accept a donation of \$250. A motion by Councilor Powers to carry out the intent of the reports was duly seconded by Councilor Hooper. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

#### FOP REPORT – MUNICIPALITY SERVICES AGREEMENT WITH KEENE STATE COLLEGE – CITY MANAGER

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to negotiate and execute a municipal services agreement between the City of Keene and Keene State College to extend the term of the

agreement for one additional year. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

#### FOP REPORT – CITY LEASES – CITY MANAGER

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to abate an amount equal to one month of City lease payments (exclusive of taxes) commencing on May 1, 2020, for businesses leasing City property and conducting retail, restaurant, barber, transportation and hotel hospitality services and which have been negatively impacted by the current COVID19 emergency, with such abatement being conditional upon the business not having received rent assistance for the one month period from any other funding sources. Councilor Powers made a motion to carry out the intent of the report with an amended recommendation as follows: *that the City Manager be authorized to do all things necessary to abate an amount equal to one month of City lease payments (exclusive of taxes) commencing on May 1, 2020, for businesses leasing City property and conducting retail, restaurant, barber, transportation and hotel hospitality services and which have been negatively impacted by the current COVID19 emergency, with such abatement being conditional upon the business not having received rent assistance for the one month period from any other funding sources.* The motion was duly seconded by Councilor Hooper. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

#### MEMORANDUM - PUBLIC WORKS DIRECTOR/EMERGENCY MANAGEMENT DIRECTOR – GOVERNOR’S OFFICE FOR EMERGENCY RELIEF AND RECOVERY (GOFERR) FUNDS AUTHORIZATION *and* MEMORANDUM – FIRE CHIEF – STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM GRANT AWARD

A memorandum was received from Kurt Blomquist, Public Works Director/Emergency Management Director relative to a GOFERR Funds grant authorization. A second memorandum was received from Mark Howard, Fire Chief relative to a NH Department of Justice Coronavirus supplemental funding grant award. The Mayor recognized the City Manager for comment. Ms. Dragon stated that item 10 under City Manager Comments is a request for the City Council to suspend its Rules of Order to act on the acceptance of a time sensitive grant application that needs to be submitted to the State of NH by June 1, 2020. This grant application will allow the city to accept and expend for reimbursement of expenses we have incurred or will incur as a direct result of our response to Covid-19. The Governor’s Office of Emergency Relief and Recovery has allocated \$40,000,000 to reimburse local government for expenses associated with our response to this pandemic. The \$40,000,000 was broken into \$32,000,000 for municipalities and \$8,000,000 for counties. The municipal share was allocated based on our 2018 community population. The City was awarded \$552,034. We also have Deputy Fire Chief Jeff Chickering with us this evening as we will be asking for consideration of a second grant for the Fire Department, which was received. Because of the timeliness of the purchase of the equipment we have been awarded under this grant, we will be asking for suspension of the Rules of Order on this grant as well. This will allow the Fire Department to go ahead with the purchase of ventilators for the ambulance as well as the purchase of IV pumps that have been granted by the

State. The Mayor recognized Deputy Chief Chickering for a brief explanation. Deputy Chickering stated that on May 13, 2020 the New Hampshire Department of Justice notified the Keene Fire Department that we had been awarded \$84,130.01 for the purchase of IV pumps and respiratory ventilators for the city's three ambulances, and to cover the purchase of personal protective equipment, EMS disposables and cleaning supplies purchase in February and early March.

A motion by Councilor Powers to suspend the Rules of Order to act on the memorandum submitted by the Public Works Director/Emergency Management Director and the memorandum submitted by the Fire Chief was seconded by Councilor Hooper. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

A motion by Councilor Powers to authorize the City Manager to do all things necessary pursuant to RSA 21-P:43, to apply and accept a Governor's Office for Emergency Relief and Recovery (GOFERR) Grant from the State of New Hampshire in the amount up to \$552,034 subject to the terms and conditions of the Grant, and to any applicable rules and regulations of the agency providing the Grant; and further to authorize the City Manager to do all things necessary to expend the Grant fund in accordance with the terms, conditions and limitations of the Grant was seconded by Councilor Hooper. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

A motion by Councilor Powers that the City Manager be authorized to do all things necessary to accept a grant in the amount of \$84,130.01 from the State of New Hampshire Department of Justice Coronavirus Emergency Supplemental Funding Program (CESF) was seconded by Councilor Filiault. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

#### FOP REPORT – ABATING INTEREST CHARGED FOR LATE PAYMENTS OF PROPERTY TAXES – CITY ASSESSORS

Finance, Organization and Personnel Committee report read recommending that the City Council vote in support of the City Assessor abating any accrued interest resulting from late payments of the 2020 1st half property tax bills for up to three months from the date due. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

#### FOP REPORT – FILTER MEDIA REPLACEMENT AND UNDERDRAIN REPAIRS – PUBLIC WORKS DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to sole source purchase, for the time period required, equipment and services from WesTech Inc. for all equipment, parts, and services necessary to replace the filter media and repairs to the MicroFloc Trident TR 840A Filtration Units at the Water Treatment Facility. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Hooper. The motion passed on a roll call vote with 15 Councilors present and voting in favor.

## CITY MANAGER COMMENTS

The City Manager began by discussing the Main Street Relief Fund. The Governor has authorized the allocation of \$400 million in emergency funding from the CARES act to provide emergency financial relief to NH small for-profit businesses. This week we have been reaching out to all of our small businesses across the city to encourage them to submit a pre-application online with the state, on the Governor's Office for Emergency Relief and Recovery (GOFERR) website. There is only a short two-week window to do so, and this funding could be a huge relief to businesses looking to pay their mortgage, lease, bills, etc. She noted the deadline is May 29, 2020. The Manager continued that we have been personally following up with any business that we know have been considering permanent closure to ask them to consider seeking these funds to offset their expenses during this crisis in hopes that we can retain as many of our businesses as possible.

Ms. Dragon continued by explaining that restaurants, retail, and salons are all now providing services. Over the last couple of weeks, we have been working with restaurants to provide temporary licenses for expanded space for outside dining so that they would be ready to open this past Monday. John Rogers, our health officer visited every location that was requested and assisted them with creating a plan that would comply with the Governor's orders. Restaurants worked with their neighbors to make sure whatever plan we approved worked for them as well. The City Attorney worked quickly to get the new language in the temporary licenses that we needed. Public works reviewed any new locations. The City Clerk's office worked very quickly to process the licenses, which were then executed by the Manager. It was important for us to be flexible and responsive. The team really went out of their way to make all this happen in a short of amount of time. The City Manager continued that overall she believes the restaurants were very pleased with their expanded or new space. She went on to note that empty tables are closer than 6ft in some restaurant set ups like Luca's and Machina Arts because they are seating people at every other table to allow for time to clean and reset a table without waiting to seat the next party. She continued that she herself enjoyed outside dining last night and was very pleased by the systems restaurants have in place to comply with the Governor's opening guidelines and keep people safe. She encouraged citizens to bring their facemask and safely enjoy this beautiful weather.

Ms. Dragon went on to say if there is a restaurant, retailer, or service provider looking to do something similar all they need to do is give us a call. We have a bit more flexibility during this state of emergency to help them comply with the Governor's guidelines, keeping their customers safe, and help them get their business up and running again. We are working hard to support our local economy.

The City Manager went on to explain that in order to support the local economy, the city has created our own re-opening task force as of a couple weeks ago. The changes coming out of the Governor's office on a regular basis requires us to be nimble. Almost every press conference brings with it new rules and changes as to how we do business. Therefore, she requested help. Medard Kopczynski, our Economic Development Director has been leading and organizing this effort on the Manager's behalf. Rebecca Landry, Assistant City manager and IT Director and Dan Langille, City Assessor are also participating. They are joined by new President of MEDC



Art Roberts, Director of the Greater Keene Chamber of Commerce, Phil Suter, Shannon Hundley representing the Downtown Group (while Beth Wood is on leave), and Luca Paris representing restaurants. In addition, the Manager requested City Council participation and the Mayor selected Councilors Workman, Remy and Jones to round off the task force. The group will meet Tuesdays and Thursdays, and any member can add topics to the agenda. The Manager noted this not a public body or official committee. It is an administrative task force, which makes it much easier for all of us to freely and openly brainstorm ideas. We are also getting ideas from the community that she is discussing with this group. Ms. Dragon emphasized how grateful she is for their help. She continued that next week the task force has a long agenda, including some great ideas brought forward by Councilor Greenwald and depending on what comes from the Governor's office tomorrow the agenda could get even bigger. This group has been discussing trying a few 'out of the box' type things while we have some flexibility and lower traffic counts. One idea would involve shutting down Central Square on a Sunday once a month. Something of that magnitude would be brought to the City Council once the idea becomes more concrete and has been determined to be feasible. She encouraged the Council and the public to send along their crazy ideas and if they want to speak to the committee, to contact Mr. Kopczynski to get on the agenda.

The City Manager went on to discuss parking at the on-street meters on Main Street, noting it would continue to be complimentary until May 31, 2020 to allow for curbside pickup and other downtown business activities. The Time limit for these meters is currently 3 hours (with the exception of curbside spots, which is 15 minutes. Fees and time limits in the garages and lots have not changed and will continue to be enforced for the benefit of employees working in or near downtown. She added that she never thought she would say this...but was happy to report that she is once again beginning to get parking complaints! This pandemic has really illustrated the importance of all parts of our ecosystem. When Businesses are not open, our parking system (and parking fund) comes to a grinding halt. As businesses are re-opening and people are anxious to get out of their house and adjust to our new normal – traffic is increasing and on street parking is getting used. The importance for providing parking opportunities for all of our businesses is evident. June first we will begin charging for parking and enforcing time limits. We do however plan to leave the free 15 minute curbside pickup spots at designated as loading zones in place until restaurants are able to occupy at 100% capacity.

The Manager went on to provide an update relative to Parks and Recreation Summer programming. We are waiting for guidance from the Governor in regards to summer camps. Guidance is expected early June. She noted that Director Andy Bohannon and Library Director Marti Fisk would be giving informational presentations to the Municipal Services, Facilities and Infrastructure Committee in regards plans for opening the facility. As the Governor and State of New Hampshire work to re-open the State and increase activities, the City of Keene Parks and Recreation Department will be phasing in the opening of outdoor activities and playground facilities. The City is following the States Universal Guidelines, Guidelines for Attractions, Guidelines for State Parks and Outdoor Activities along with Guidelines for the Center for Disease Control (CDC). In keeping with the Governor's most recent announcements around recreation, today we made the decision to open the Wheelock Park Tennis Courts & horseshoe courts, Robin Hood Park tennis courts, Ellis Harrison Park tennis courts, Jonathan Daniels

School pickle ball courts and the skate park on Gilbo Avenue. The current guideline of no more than 10 people will be enforced.

The Manager continued that the Airport will be opening up their facility once again and The Flight Deck Restaurant currently plans to begin offering outdoor dining this weekend. The Police Department will begin offering fingerprinting services once again. Those seeking fingerprinting services will be required to wear a mask. The Police Department will also begin increasing proactive motor vehicle activity. NH has seen a spike in traffic fatalities, while we never stopped car stops, our level of enforcement has been below the same time period last year. We will begin posting NH DOT traffic details again and monitoring speed, DWI, distracted driving, and traffic control devices. A notice via Social Media will be posted Friday. Ms. Dragon continued that the Annual Firefighters Memorial Service Scheduled for June 7, 2020 has been postponed due to the current COVID-19 Situation. Both of our stations remain closed to the public and non-essential staff so we will not be able to conduct the service. The event will be re-scheduled and held the morning of our Fire Prevention Parade in October. The Police/Fire/Public works have been working with the SAU on an end of the year event, which will incorporate social distancing. She further noted that FEMA has announced that the 25% match required for purchases related to our response to COVID-19 will be eligible to be reimbursed by the GOEFRF funds coming through the State of NH.

The Manager went on to provide further updates. First noting the Park Avenue Construction timeline, which many have had questions on. We are expected to bid the project by July for construction in the Fall. She continued Eclipse Hockey has been working on a potential arrangement with Keene Ice to build 2 locker rooms and a bathroom facility to house Eclipse Hockey players. This would bring desperately needed revenue to the facility and bring people to our community, which would support our local economy. Since this is a city building, they will be seeking Council approval for the building alterations. Details will be brought to the City Council at the committee level. A presentation is planned before the Municipal Services, Facilities and Infrastructure Committee. If the Council supports the changes to the building, Keene ICE would then conduct an outreach campaign to the community and current users to seek their feedback. She went on to say the Community Development Department has brought on an intern for the summer to utilize our GIS technology to create a web map application for the Wall Dogs murals. She then provided an update on the Kingsbury property. As the City Council knows, the property owner completed his payment plan with the City. In addition, this week he paid his 2017 property taxes. She went on to note that the state has announced that a new Covid-19 testing site will open at the Keene State College athletic complex on Krif Road here in Keene. Anyone wishing to be tested should contact the state to schedule a test. We will post this information on the city website on the Covid-19 information page. Ms. Dragon added that she would like to see an antibody-testing site here in Keene. Right now, the closest site is an hour away in Concord. We need to encourage the state to bring one to the Monadnock region.

To finish off on a positive note The City Manager announced that Brianne Rafford-Varley, our Recreation program and Kaitlyn Nowlan, Recreation Coordinator recently completed the Academy for Youth Sports Administrators to earn the Certified Youth Sports Administrator credential. The Academy's primary goal is to provide youth sports administrators with a foundation, tools, and resources needed to positively impact the youth sports experience for all

children in their communities. Congratulations to Brianne & Kaitlyn on this outstanding achievement.

**MEMORANDUM – FINANCE DIRECTOR – TRANSFER FUNDS FROM ESCO PROJECT AND FIRE STATION REPLACEMENT TO THE GENERAL FUND**

A memorandum was received from Merri Howe, Finance Director requesting the transfer of funds in the amount of four thousand nine hundred four dollars and eight cents (\$4,904.08) from the ESCO Project (90236) and fifteen thousand ninety five dollars and ninety two cents (\$15,095.92) from the Fire Station Replacement Project (90220) to the FY 2021 General Fund Revenue Capital Project Account. The memorandum referred to the Finance, Organization and Personnel Committee.

**MEMORANDUM – ACM/COMMUNITY DEVELOPMENT DIRECTOR – RELATING TO ZONING MAP CHANGE – KRIF ROAD – INDUSTRIAL TO COMMERCE LIMITED**

A memorandum received from Rhett Lamb, ACM/Community Development Director, regarding a zoning map change for the parcels at 472 Winchester Street and 0 Krif Road from Industrial to Commerce Limited. The memorandum indicated that the Planning Board had found the Ordinance consistent with the community goals and the Comprehensive Master Plan. It was further recommended that a public hearing be scheduled. The Mayor filed the memorandum and set a Public Hearing for June 18, 2020 at 7:00 PM on Ordinance O-2020-04.

**MEMORANDUM – ACM/HUMAN RESOURCES DIRECTOR AND ORDINANCE O-2020-06: RELATING TO CLASS ALLOCATION AND SALARY SCHEDULE**

A memorandum was received from, Elizabeth Fox, ACM/Human Resources Director along with Ordinance O-2020-06. The memorandum recommended that Ordinance O-2020-06 be referred to the Finance, Organization and Personnel Committee for consideration. The memorandum was filed into the record. Ordinance O-2020-06 was referred to the Finance, Organization and Personnel Committee.

**MEMORANDUM – PUBLIC WORKS DIRECTOR/EMERGENCY MANAGEMENT DIRECTOR AND ORDINANCE O-2020-08: RELATING TO NO PARKING SPECIFIC STREETS – SUMMIT RIDGE DRIVE**

A memorandum was received from Kurt Blomquist, Public Works Director/Emergency Management Director along with Ordinance O-2020-08. The memorandum recommended that Ordinance O-2020-08 be referred to the Municipal Services, Facilities and Infrastructure Committee for consideration. The memorandum was filed into the record. Ordinance O-2020-08 was referred to the Municipal Services, Facilities and Infrastructure Committee.

**PLD REPORT AND ORDINANCE O-2020-18-A: RELATING TO SMALL WIRELESS FACILITY DEPLOYMENTS IN THE PUBLIC RIGHTS-OF-WAY**

Planning, Licenses and Development Committee report read recommending the adoption of Ordinance O-2020-18-A: Relating to Small Wireless Facility Deployments in the Public Rights-of-Way, but that the direction to the City Manager not to accept 5G applications until January 2, 2021 contained in its previous recommendation be deleted. Ordinance O-2020-18-A was read for the second time. A motion by Councilor Bosley to carry out the intent of the report was duly seconded by Councilor Greenwald. The Mayor clarified that a vote in favor of the Committee recommendation would move the Ordinance forward with no moratorium on 5G. Discussion followed. A motion by Councilor Clark to restore the language in the Committee recommendation that would place a moratorium on 5G applications until January 1, 2021 was duly seconded by Councilor Jones. On roll call vote, with 7 Councilors voting in favor the motion failed. Councilors Remy, Manwaring, Giacomo, Ormerod, Workman, Greenwald, Bosley, and Powers voted opposed. Relative to the original motion on the floor to carry out the intent of the Committee report, on roll call vote, with 8 Councilors voting in favor the motion passed. Councilors Hooper, Filiault, Williams, Jones, Johnsen, Clark and Chadbourne voted opposed. A motion by Councilor Bosley for the adoption of Ordinance O-2020-18-A was duly seconded by Councilor Greenwald. On roll call vote, with 15 Councilors present and voting in favor the motion passed. The Ordinance O-2020-18-A declared adopted.

FOP REPORT AND RESOLUTIONS: R-2020-14: RELATING TO THE ESTABLISHMENT OF A ROAD AND SIDEWALK INFRASTRUCTURE CAPITAL RESERVE; R-2020-17: RELATING TO THE ESTABLISHMENT OF AN EMERGENCY COMMUNICATION CAPITAL RESERVE; R-2020-18: RELATING TO THE ESTABLISHMENT OF A REAPPRAISAL CAPITAL RESERVE; R-2020-19: RELATING TO THE ESTABLISHMENT OF AN INFORMATION TECHNOLOGY SYSTEMS AND INFRASTRUCTURE CAPITAL RESERVE *and* FOP REPORT AND RESOLUTION: R-2020-15: RELATING TO AN APPROPRIATION TO THE ROAD AND SIDEWALK INFRASTRUCTURE CAPITAL RESERVE *and* FOP REPORT AND RESOLUTION: R-2020-20: RELATING TO THE ESTABLISHMENT OF A POLICE SPECIAL DETAIL REVOLVING FUND PURSUANT TO RSA 31:95-h FOR THE PURPOSE OF RECEIVING REVENUES AND EXPENDING FUNDS RELATIVE TO POLICE SPECIAL DETAILS

The Chair advised that the City Council would be considering the next several Committee recommendations and would be making one motion for the adoption of the specific Resolutions.

Finance, Organization and Personnel Committee report read recommending the adoption of Resolutions; R-2020-14, R-2020-17, R-2020-18, and R-2020-19. The report was filed as informational.

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2020-15. The report was filed as informational.

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2020-20. The report was filed as informational.

A motion by Councilor Powers for adoption of Resolution R-2020-14, Resolution R-2020-17, Resolution R-2020-18, Resolution R-2020-19, Resolution R-2020-15 and Resolution R-2020-20

was duly seconded by Councilor Hooper. On roll call vote, with 15 Councilors present and voting in favor the motion passed. Resolutions R-2020-14, R-2020-17, R-2020-18 and R-2020-19, R-2020-15 and R-2020-20 declared adopted.

**FOP REPORT AND RESOLUTION: R-2020-23: RELATING TO THE REALLOCATION OF BOND PROCEEDS FROM THE ROSE LANE WASTEWATER TREATMENT PLAN CLEANUP PROJECT (08094) TO THE WASTE WATER TREATMENT PLANT GENERATOR REPLACEMENT PROJECT**

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2020-23. The report was filed as informational. Resolution R-2020-23 was read for the second time. A motion by Councilor Powers for adoption of the Resolution was duly seconded by Councilor Hooper. On roll call vote, with 15 Councilors present and voting in favor the motion passed. Resolution R-2020-23 declared adopted.

**RESOLUTIONS R-2020-21: RELATING TO THE REALLOCATION OF BOND PROCEEDS FROM THE FY 2018 AIRPORT TERMINAL IMPROVEMENTS (90304) TO THE FY 2021 AIRPORT FUEL REMOVAL AND REPLACEMENT PROJECT; and R-2020-05: RELATING TO THE APPROPRIATION OF FUNDS FOR THE AIRPORT FUEL TANK PROJECT; R-2020-06: RELATING TO AN APPROPRIATION OF FUNDS FOR THE ARTS & CULTURE CORRIDOR; R-2020-07: RELATING TO THE APPROPRIATION OF FUNDS FOR FLOOD MANAGEMENT; R-2020-08: RELATING TO THE APPROPRIATION OF FUNDS FOR ROAD REHABILITATION; R-2020-09: RELATING TO AN APPROPRIATION OF FUNDS FOR THE SEWER IMPROVEMENTS (COLONY COURT – BLOOMER SWAMP MAIN) PROJECT; R-2020-11: RELATING TO THE APPROPRIATION OF FUNDS FOR THE MUNICIPAL BUILDING IMPROVEMENTS PROJECT; AND R-2020-12: RELATING TO THE APPROPRIATION OF FUNDS FOR THE POLICE DISPATCH CONSOLE PROJECT; and R-2020-16: RELATING TO AN APPROPRIATION – SALT SHED REPLACEMENT**

The Chair advised that the City Council would be considering the next several agenda items together. The following Resolutions were introduced and read by title only. Resolution R-2020-21: Relating to the Reallocation of Bond Proceeds from the FY 2018 Airport Terminal Improvements to the FY 2021 Airport Fuel Removal and Replacement Project. Resolutions R-2020-05: Relating to the Appropriation of Funds for the Airport Fuel Tank Project; Resolution R-2020-06: Relating to an Appropriation of funds for the Arts and Culture Corridor Project; Resolution R-2020-07 relating to the appropriation of Funds for the Flood Management Project; Resolution R-2020-08 Relating to the Appropriation of Funds for the Road Rehabilitation Project; Resolution R-2020-09: Relating to the Appropriation of Funds for the Sewer Improvements (Colony Court – Bloomer Swamp Main) Project; Resolution R-2020-11: Relating to the Appropriation of Funds for the Municipal Building Improvements Project; and Resolution R-2020-12 Relating to the Appropriation of funds for the Police Dispatch Console Project. Resolution R-2020-16: Relating to an Appropriation – Salt Shed Replacement. Resolutions R-2020-21, R-2020-5, R-2020-06, R-2020-07, R-2020-08, R-2020-09, R-2020-11, R-2020-12 and R-2020-16 were referred to the Finance, Organization and Personnel Committee.

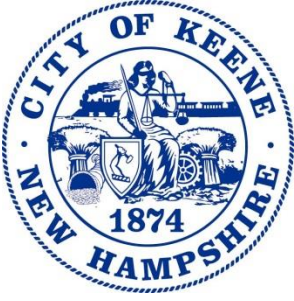
05/21/2020

As there was no further business, the Chair adjourned the meeting at 9:08 PM.

A true record, attest:

A handwritten signature in dark ink, appearing to read "Patricia C. Smith". The signature is written in a cursive, flowing style. The first name "Patricia" is written in a larger, more prominent script, followed by "C." and "Smith". The signature is positioned to the right of the text "A true record, attest:".

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-2020-22, which, at the time of the printing of this notice, would require that the sum of \$25,586,346 be raised by taxation during the current year which together with \$35,056,263 for estimated operating revenues aggregating \$60,642,609 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$3,708,591 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, 2020.

Due to the COVID-19 State of Emergency, the City Council will be holding this public hearing remotely. Members of the public will be able to access this public hearing through the following link: <https://us02web.zoom.us/j/89601648789>. To listen via telephone, call toll free 988-853-5257 and enter the meeting ID # 896 0164 8789. When the meeting is open for public comments, callers may press \*9 if interested in commenting or asking questions. The budget document is available on the City of Keene website at <http://www.ci.keene.nh.us/home> under the "Public Notices" section.

Hearing Date: June 4, 2020  
Hearing Time: 7:00 PM

Per order of the Mayor and Councilors of the City of Keene, this 7th day of May, two thousand and twenty.

Attest:   
City Clerk

**City of Keene  
FY 2020 - 2021 Operating Budget**

**RECOMMENDED STAFF CHANGES 5/28/20**

<u>Page</u>	<u>Department</u>	<u>Cost Center</u>	<u>Account #</u>	<u>Name</u>	<u>Manager Recommended</u>	<u>New Amount</u>	<u>Change Amount</u>	
<b>GENERAL FUND</b>								
28	Mayor & City Council	00001	62175	Other Services	\$9,571	\$0	(\$9,571)	NOVUS supplemental
33	Outside Agencies	00002	62157	Monadnock Humane Society	\$2,500	\$0	(\$2,500)	Agency withdrew request
76	Human Resources	00500	61704	Social Security	\$2,335	\$20,014	\$17,679	Clerical
217	P&R Facilities Admin	01200	61305	Administrative Personnel	\$72,663	\$48,328	(\$24,335)	Clerical
217	P&R Facilities Admin	01200	61307	Part Time Employees	\$33,041	\$34,569	\$1,528	Clerical
<b>TOTAL GENERAL FUND</b>							<b>(\$17,199)</b>	
<b>OTHER FUNDS</b>								
240	Sewer - Laboratory	08004	61304	General Personnel	\$126,820	\$86,643	(\$40,177)	Clerical
240	Sewer - Laboratory	08004	61303	Supervisory Personnel	\$0	\$40,177	\$40,177	Clerical
247	Water-Laboratory	05007	61304	General Personnel	\$75,265	\$35,088	(\$40,177)	Clerical
247	Water-Laboratory	05007	61303	Supervisory Personnel	\$0	\$40,177	\$40,177	Clerical
<b>TOTAL OTHER FUNDS</b>							<b>\$0</b>	
<b>TOTAL RECOMMENDED STAFF CHANGES</b>					<b>\$322,195</b>	<b>\$304,996</b>	<b>(\$17,199)</b>	





City of Keene, N.H.  
*Transmittal Form*

June 2, 2020

**TO:** Mayor and Keene City Council

**FROM:** Jan Manwaring/Pathways for Keene

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.1.

**SUBJECT:** Jan Manwaring/Pathways for Keene - Withdrawal of License Request - 4 on the 4th Roadrace

---

**COUNCIL ACTION:**

In City Council June 4, 2020.

Communication filed as informational.

**ATTACHMENTS:**

Description

Communication - Manwaring

**BACKGROUND:**

Due to COVID-19, Pathways for Keene is withdrawing their request for use of City property for their 4 on the 4th event.



VIBRANT • ACTIVE • COMMUNITY  
PATHWAYSFORKEENE.ORG  
P.O. BOX 1000, KEENE, NH 03425-1000  
June 2, 2020

To the Mayor and City Council,

Pathways for Keene Board of Directors met last night and decided to cancel this year's Annual 4 on the 4th Road Race on Saturday, July 4, 2020. This was a very difficult decision as this is our one fundraiser for the year. However, we recognize that safety of our runners and volunteers must come first.

We will be back in 2021 with our 19th Annual 4 on the 4th Road Race.

Thank you for your consideration.

Sincerely

Jan Manwaring  
Secretary, Board of Directors

In City Council June 4, 2020.

Communication filed as informational.

City Clerk



City of Keene, N.H.  
*Transmittal Form*

June 2, 2020

**TO:** Mayor and Keene City Council

**FROM:** Councilors Williams, Filiault and Clark

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.2.

**SUBJECT:** Councilors Williams, Filiault and Clark - Encouraging the Consideration of a Resolution Relating to Wearing Facemasks

---

**COUNCIL ACTION:**

In City Council June 4, 2020.

Referred to the Planning, Licenses and Development Committee.

**ATTACHMENTS:**

**Description**

Communication\_Williams, Filiault, Clark

**BACKGROUND:**

Councilors Williams, Filiault and Clark are requesting the Council consider a resolution that asks Keene citizens and visitors to wear protective face coverings in public settings where other social distancing measures cannot be followed.

2 June 2020

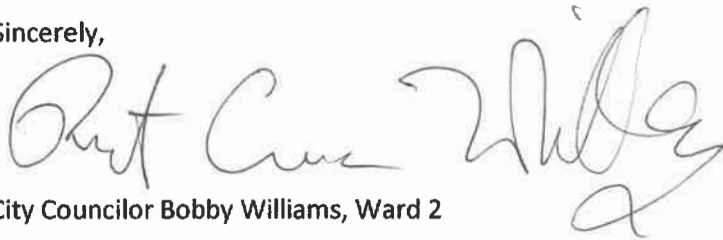
Bobby Williams  
66 North Lincoln Street  
Keene, New Hampshire 03431

Keene City Council  
3 Washington Street  
Keene, New Hampshire 03431

To the Honorable Mayor and City Council,

Though a proposed mask ordinance is off the table for now, it is clear that members of the public have a strong desire to provide their input on steps that the City can take to keep our people safe from a second wave of the coronavirus pandemic. We request that the topic of the coronavirus be discussed in a meeting of the Planning, Licensing, and Development Committee, which would provide the public with an opportunity to comment on this issue. Specifically, we request that the council consider a resolution that asks Keene citizens and visitors to wear protective face coverings in public settings where other social distancing measures cannot be followed

Sincerely,



City Councilor Bobby Williams, Ward 2



City Councilor Randy Filiault, At Large



City Councilor Terry Clark, Ward 3

In City Council June 4, 2020.  
Referred to the Planning, Licenses  
and Development Committee.



City Clerk



City of Keene, N.H.  
*Transmittal Form*

June 2, 2020

**TO:** Mayor and Keene City Council

**FROM:** Sarah Franklin on behalf of Concerned East Side Neighbors

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.3.

**SUBJECT:** Sarah Franklin/Concerned East Side Neighbors - Consideration of a Social Host Ordinance

---

**COUNCIL ACTION:**

In City Council June 4, 2020.

Referred to the Planning, Licenses and Development Committee.

**ATTACHMENTS:**

Description

Communication\_Franklin

**BACKGROUND:**

Representing the Concerned East Side Neighborhood, Sarah Franklin has submitted a letter urging the City Council to consider a social host ordinance. Details of a proposed ordinance are included with her communication.

**To: Keene City Council and Mayor Hansel**  
**From: Concerned East Side Neighbors**

June 1, 2020

Dear City Council members and all concerned,

We are a small group that have been meeting together for close to two years called the Concerned East Side Neighbors. As a result of extensive research, outreach and communication with the City of Keene, Keene State College, landlords, citizens and other stake holders, we think a Social Host Ordinance would benefit greatly the wellbeing of the community.

We ask that you, the City Council and Mayor of Keene, adopt a Social Host Ordinance that addresses the disruptive effect of ungoverned social gatherings which disturb the peaceful enjoyment of our homes and neighborhoods.

Attached is a basic working draft with definitions of terms.

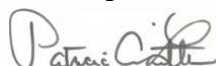
We appreciate deeply your attention, your time, and your concern.

Sincerely,



Sarah Franklin (Adams St.) and the Concerned East Side Neighbors:  
Martine Fiske (Adams Court)  
Michael Induni (Adams Street)  
Andy Oram (Main Street)  
Susan and Pete Moran (Myrtle Street)  
Jack and Nancy Weststrate (Gates Street)  
Timothy Zinn (Grove Street)

In City Council June 4, 2020.  
Referred to the Planning, Licenses  
and Development Committee.

  
City Clerk

**WORKING DRAFT**  
**Proposed Social Host Ordinance (SHO)**  
**Presented by the Concerned Eastside Neighbors, Keene NH**

*We are a group of neighbors who have experienced the harm, fear, and annoyance of large and unruly parties and their consequences. We have experienced noise at all hours of the night, urination on our property, garbage spewed on our lawns, vandalism and intimidation. Although the City of Keene Police Department responds quickly to our calls, we feel that the root of the problem has not been addressed. We are concerned for the safety of all people affected. Many other college communities have implemented a Social Host Ordinance. This tool has been embraced by and works well for the police departments in these college communities. We would like the City of Keene to consider adopting a Social Host Ordinance designed specifically for our community. Throughout the process of drafting such an Ordinance we wish to create a partnership with the City Of Keene, Keene State College, Landlords, Tenants, and Neighbors. Landlords would be encouraged to incorporate behavioral standards and ordinance information in their lease agreements.*

**A Social Host Ordinance** primarily holds hosts of gatherings responsible for their behavior and the behavior of their guests. It is initiated when behaviors of gatherings are defined as **Unruly Gatherings**.

**Unruly Gathering**: a party or gathering where alcohol and/or illegal substances are served or consumed and/or where any two or more of the following **Offensive Behaviors** occur by hosts or guests on the property where the gathering takes place. (Some communities use a defined number of people to help quantify a “gathering”.)

**Offensive Behaviors**: Any violation of state laws relating to the sale, service, possession or consumption of alcoholic beverages and/or illegal substances, assault, menacing, harassment, intimidation, disorderly conduct, noise disturbance, criminal mischief, public urination and defecation, indecent or obscene conduct or exposure, littering, parking violations, rioting, destruction of property, vandalism.

**Possible Consequences:**

**First offense**: Hosts are educated about the Social Host Ordinance and a fine is levied in accordance with the terms of the Social Host Ordinance supported by the enabling legislation of NH RSA 31:39 & NH RSA 47:17. It could be subjective or fixed based on the severity of the violation. Community service and/or restorative justice may be an alternative if deemed applicable. (Landlords are informed about all incidences and offenses and expected to assist in mitigating their tenant’s behavior.) (An appeal process would be included in the SHO)

**Second offense**: The hosts would be subject to progressive fines and/or community service as determined by the Social Host Ordinance and supporting legislation.

**Third and subsequent violations during a 12 month period:**

The hosts will be held responsible for the maximum fine in accordance with the terms of the Social Host Ordinance and supporting legislation. At this third stage the owner of the property may be fined if they have not been actively involved in addressing the issues with their tenants.

All suggestions above are open for discussion and subject to change. These examples are taken from existing Social Host Ordinances that have been implemented in other college communities.

Thank you,

Concerned East Side Neighbors



City of Keene, N.H.  
*Transmittal Form*

June 1, 2020

**TO:** Mayor and Keene City Council

**FROM:** Frederick B. Parsells

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.4.

**SUBJECT:** Frederick B. Parsells - Urging the Council Not to Consider An Ordinance that Would Mandate the Wearing of a Facemask in Public

---

**COUNCIL ACTION:**

In City Council June 4, 2020.  
Communication filed as informational.

**ATTACHMENTS:**

Description

Communication\_Parsells

**BACKGROUND:**

Fred Parsells is encouraging the City Council not to enact an ordinance that would mandate the wearing of a facemask in public. He refers to the pending litigation with the City of Nashua in his letter.



RECEIVED  
CITY OF KEENE

JUN 01 2020

OFFICE OF  
CITY CLERK

*Frederick B. Parsells*

**11 McKinley Street  
Keene, New Hampshire 03431**

May 29, 2020

Mayor and Council  
City of Keene  
Washington Street  
Keene, New Hampshire 03431

Dear Mayor and Council:

As it regards Councilor Filiault's desire to create an ordinance that would mandate the wearing of face masks in public in Keene, I would urge you as councilors, both individually and collectively, to wait for the results of the recently filed law suit against a similar, if not the same, ordinance recently passed by the City of Nashua. Nashua's enacted and Councilor Filiault's proposed ordinance may both have merit and be the morally correct thing to do, but the question now arises as to the legality of Nashua's ordinance.

I urge you to let the legal dust settle so Keene doesn't find itself being sued and forced to spend money to defend itself as is the case in Nashua.

Respectfully,

  
Frederick B. Parsells

i

In City Council June 4, 2020.

Communication filed as informational.



City Clerk



## External Communication *Transmittal Form*

June 2, 2020

**TO:** Mayor and Keene City Council

**FROM:** Councilor Michael Remy

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.5.

**SUBJECT:** Councilor Remy - Requesting Use of the City Seal - Facemasks

---

**COUNCIL ACTION:**

In City Council June 4, 2020.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Communication\_Remy

**BACKGROUND:**

Pursuant to Section 2-1.4 of the City Code, Councilor Remy is requesting the use of the City Seal for the purpose of imprinting the image on facemasks that could be worn by City Councilors, the Mayor and Charter Officers with the intent to show solidarity when they are interacting with the public.

In City Council June 4, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

*Patricia Costa*

**C I T Y O F K E E N E**

Michael Remy  
City Councilor, At-Large

June 2, 2020

To: Mayor and City Council

I am interested in purchasing a batch of face masks as a gift to the Council, Mayor and Charter Officers from a local business to show our unified support of wearing masks when in public and that, while we are all different and may not always agree on how we should do things, that at the end of the day we are all on the same team and all want the best for Keene. As part of this gift, I would like to include the City Seal on the mask, which is why I am submitting this letter today- to ask your permission.

I think that showing our solidarity through a matching mask that could be used while on City business (and only on City business) would both show our support of wearing masks in public and show us as a unified group. If we are all asked to return to the Council Chambers at some point while masks are still recommended, I think it would be nice to have these masks available.

This would be a personal donation with no funding from the City.

Thank you!



Michael Remy



City of Keene, N.H.  
*Transmittal Form*

June 1, 2020

**TO:** Mayor and Keene City Council

**FROM:** Patrick Cannon/Eclipse Management Group

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.6.

**SUBJECT:** Patrick Cannon/Eclipse Management Group - Construction on City Property

---

**COUNCIL ACTION:**

In City Council June 4, 2020.

Referred to the Municipal Services, Facilities and Infrastructure Committee.

**ATTACHMENTS:**

**Description**

Communication - Eclipse Management Group

**BACKGROUND:**

Eclipse Management Group is requesting to build, within the existing confines of the Keene Ice arena, facilities appropriate to accommodate 2 teams playing at the Tier III Juniors Level.

Eclipse Management Group

630 Warwick Rd.

Winchester, NH 03470

1 June 2020

To: Honorable Mayor George S. Hansel and the City Council of Keene, New Hampshire

From: Eclipse Management Group

RE: Informational Memo on Eclipse Management Group proposal for Keene Ice Arena

Eclipse Management Group (EMG) is working to bring an Eastern Hockey League (EHL) franchise to the City of Keene and would like to operate out of the Keene Ice Arena. We are proposing to build, within the existing confines of the arena, facilities appropriate to accommodate 2 teams playing at the Tier III Juniors level. One team will be an EHL team with a roster of about 30 players, and the other an EHL-Premier team (essentially a feeder program for the EHL team) also with about 30 players rostered. Both will be operating under the aegis of Eclipse Management Group. EMG will be responsible for all costs associated with the build-out.

To accommodate the 2 teams, the plan being submitted for your approval is as follows:

- Phase I (to be completed no later than 1 October 2020):
  - In the open space behind the bleachers, EMG will build 2 locker rooms, each approximately 46' 6" x 20 feet in size.
  - Rough-in stairwells at either end of the locker room space.
  - Preliminary construction for second level, entirely within the footprint of the new first level locker room spaces.
  - Begin work on bathroom on second level.
    - NOTE: as of now, USA Hockey is not allowing players to shower at rink facilities. Players will use existing bathrooms, and shower at their lodgings.
  - We will not be taking down any existing walls or altering the building footprint.
- Phase II (work to begin as soon as bathroom rough-in complete; to be completed no later than 6 November 2020):
  - Finish construction of bathroom/shower area.
  - Finish stairwells.
  - Move locker rooms to 2<sup>nd</sup> level; respective sizes will be reduced to approximately 35' 10" x 20' to accommodate the shared bathroom/shower space and still remain within the footprint of the existing 1<sup>st</sup> level.
    - Each locker room will have stalls for each player, stick racks, and storage for equipment. The shared bathroom will also include 6 shower heads and 2 high-capacity washers and dryers.

- The existing first level space will be converted to an office area for team staff, additional equipment storage, and a team physical training area.

Tim Sampson of Sampson Architects is finalizing the updated build-out design – the original proposal included additional storage and office space, but it has been reduced in scale and scope due to time and budget constraints. We expect to have the completed design by the end of next week. The anticipated cost for Phase I is \$120,000; Phase II is projected to be \$80,000, at the expense of Eclipse Management Group. All three contractors who are being considered have confirmed they are familiar with and will adhere to Payment & Performance Bond requirements. Those contractors are DEW Construction, Keene NH; GPI Construction, Brattleboro, VT; 3 G's LLC, Grimes IA.

We look forward to your feedback on our proposal, and very much appreciate the opportunity to explore making our home at the Keene Ice Arena!

Regards,



Patrick Cannon

CEO, Eclipse Management Group

207.239.7888 | [Patrick.cannon@eclipsehockey.com](mailto:Patrick.cannon@eclipsehockey.com)

In City Council June 4, 2020.

Referred to the Municipal Services,  
Facilities and Infrastructure Committee.



City Clerk



City of Keene, N.H.  
*Transmittal Form*

May 8, 2020

**TO:** Mayor and Keene City Council

**FROM:** Residents of Winchester Street, Bergeron Avenue and Magnolia Way

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.7.

**SUBJECT:** Petition - Reduction in Speed Limits to Mitigate Issues Resulting from Route 10 Sewer Work

---

**COUNCIL ACTION:**

In City Council June 4, 2020.

Petition that was tabled at the last regular meeting was taken off the table. Referred by the Mayor to City staff so they can help connect the petitioners with the appropriate people at the State level, as this is a State Highway.

In City Council May 21, 2020.

Petition tabled until the June 4, 2020 City Council Meeting to allow staff review.

**ATTACHMENTS:**

Description

Petition

**BACKGROUND:**

A petition has been received from several residents on Winchester Street, Bergeron Avenue and Magnolia Way. The petition describes recent sewer work on Route 10 that has resulted in an uneven pavement, which has caused issues for these residents. They are requesting a temporary reduction of the speed limit until the road is fixed and then a permanent reduction in the speed limit to mitigate safety issues for their children.

In City Council June 4, 2020.

Referred to City Staff to connect petitioners with the appropriate people at the State level, as this is a State Highway.

RECEIVED MAY - 7 2020

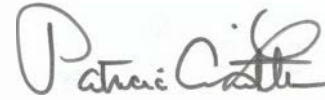
30 April 2020

  
City Clerk

In City Council May 21, 2020.

Petition tabled until the June 4, 2020 City Council Meeting to allow staff review.

Mayor Hansel & Keene City Counsel  
3 Washington Street  
Keene, NH 03431

  
City Clerk

Dear Mayor Hansel and Keene City Counsel,

On the weekend of April 11, 2020, sewer work was performed on Route 10 in Keene near the corner of Winchester Street and Bergeron Avenue. The work left a significant dip in the road that causes passing vehicles to create quakes, which shake nearby residences. On April 16, we worked with William (last name unknown), an engineer in the Department of Public Works, to have the hole leveled by the business that performed the work. The workers returned on April 17 and filled in the dip with more asphalt but the problem persists. When we spoke with William again on April 22, we were told that there is nothing more that can be done by the Business or by the DPW in the near future and that it could take up to a year for the problem to be mitigated. According to William, more freezing and thawing will need to occur before the edges of the hole can be routed out in order to match the adjacent asphalt.

Some of the issues we are experiencing include but are not limited to:

- Houses shaking significantly when vehicles pass
- Recent cracks in walls signifying probable foundation damage
- Items falling from walls
- An interior basement window fell out in one home, causing hundreds of dollars in damage
- Excessive Noise Pollution

Accordingly, we are requesting that the speed limit be lowered to 15 MPH and clearly posted between 497 Winchester Street and 537 Winchester Street until the road can be fixed.

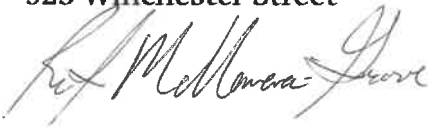
Additionally, once the road is fixed, we request that the speed limit be permanently lowered to 20 MPH and clearly posted to mitigate safety issues, namely danger to our children while playing and to our families while entering traffic on Route 10.



Please take these issues seriously, as they pose an imminent threat to the structural integrity of our homes and have a direct impact on our general wellbeing as residents of Keene.

Sincerely,

Rebecca McNamara-Grove  
523 Winchester Street



Nathan Grove  
523 Winchester Street



Allison Carey  
3 Bergeron Avenue



Jackie Stromgren  
7 Bergeron Avenue



Charl Lewis  
528 Winchester Street




Michael Ginsberg  
530 Winchester Street



Stephen Johnson  
530 Winchester St.



Rick Stromgren  
7 Bergeron Avenue



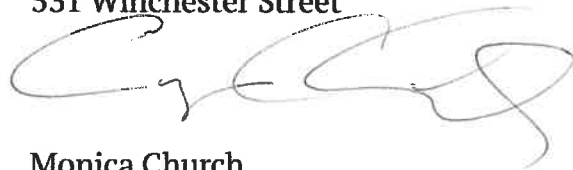
Becky Tinnin  
2 Magnolia Way



Larry Tinnin  
2 Magnolia Way



Casey Church  
531 Winchester Street



Monica Church  
531 Winchester Street



Lissette Ginsberg  
530 Winchester Street





City of Keene, N.H.  
*Transmittal Form*

May 27, 2020

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.1.

**SUBJECT:** Update – Accessibility Access at City Facilities (Recreation Center)

---

**COUNCIL ACTION:**

In City Council June 4, 2020.  
Report filed as informational.

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee accepted the presentation as informational.

**BACKGROUND:**

Chair Manwaring welcomed Andy Bohannon, the Director of Parks, Recreation & Facilities. Mr. Bohannon thanked Councilor Williams for coming to the Committee in January 2020 to question accessibility at City facilities and specifically the sidewalks leading to the Recreation Center. Since that meeting, Mr. Bohannon and Councilor Williams toured the facility to address the various issues brought forward. Specifically, the sidewalks leading from the street to the Recreation Center parking lot that stop abruptly without access into the parking lots. Similarly, the sidewalk from the back parking lot stops without access to the Recreation Center entrance. Mr. Bohannon explained that the Recreation Center was designed in 1986 and many building codes have changed in that time. In walking the property, Mr. Bohannon said he could see the perspective of someone needing the assistance of a curb cut into the parking lot or crossing between sidewalks.

Mr. Bohannon said that he worked with the Public Works Department to develop an estimate based on similar curb cut jobs around town, including recent work in front of Wheelock Park. He said that removing granite curbs and creating the proper American Disability Association (ADA) format would be expensive work and a larger project than possible without surpassing this fiscal year's operating budget, particularly with unanticipated Covid-19 responses. Therefore, he would like to begin addressing the Recreation Center issues individually, starting with the highest priorities, and then adding more projects to the next fiscal year's budget and the Capital Improvement Program (CIP). Mr. Bohannon said he is already working with various architects and design engineers on a Recreation Center project programmed in the CIP for fiscal year 2024 to determine whether some of this curb work can be accelerated as a part of those projects. Enhancing the sidewalks would improve the ADA scoring and accessibility of the Recreation Center campus.

With high projected election turnout in November 2020, Councilor Williams wanted to ensure the Recreation Center entrance is suitable. Mr. Bohannon said the curb at the Recreation Center entrance is short already and will be lowered for easy clearance in time for the election. Additionally in time for the election as part of a larger CIP project, he hopes to add ADA accessible automatic-open doors at the Recreation Center entrance,

updated ADA bathroom features, and improved walkways in the driveway area. Mr. Bohannon thanked the Committee for their patience as this matter was delayed due to Covid-19 response. He welcomed questions.

Councilor Williams thanked Mr. Bohannon for meeting with him to tour the facility in January and for his work developing this plan of action. Councilor Williams said he was disappointed that the accessibility improvements cannot move forward in good time, but acknowledged that no one expected Covid-19. Still, Councilor Williams said this is an important project because it relates to people's ability to access a public place on an equal basis and he said we are really falling flat there. He was pleased that the specific issue of flattening the curb at the Recreation Center entrance will be addressed and while he did not think it would be that expensive, he thought such a minor change would improve access. He wanted to know a timeframe for the remaining improvements to the campus and he wanted ideas of how to get that work funded. The Councilor recalled the CIP requirement that when working on a public building that is not fully ADA accessible, then 25% of the project funds must be directed to ADA facilities. He suggested that perhaps part of the upcoming CIP work would meet that standard, particularly for the planned work to a very old floor in the building. Councilor Williams stated that he understood the problems and challenges, but he was frustrated at the delay, and wanted to move forward no matter how long it takes.

Mr. Bohannon thanked Councilor Williams for his comments, which he appreciated. Mr. Bohannon said the floor replacement is out to bid for the third time and the city anticipated it would get a bid back this time after changing the project specifications. He said the floor would be replaced in time for the election. Mr. Bohannon would look at funding sources in the upcoming CIP with the Facilities Manager to begin planning how to address immediate needs for the November election.

The following motion was made by Vice Chair Giacomo, and seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee accepted the presentation as informational.



City of Keene, N.H.  
*Transmittal Form*

May 27, 2020

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.2.

**SUBJECT:** Recreation Summer Programs – Parks, Recreation & Facilities Director

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**COUNCIL ACTION:**

In City Council June 4, 2020.  
Report filed as informational.

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee accepted the presentation as informational.

**BACKGROUND:**

Chair Manwaring welcomed the Director of Parks, Recreation & Facilities, Andy Bohannon, to describe the plan for summer recreation programs in response to Covid-19. While still awaiting the Governor's guidance on when to open summer camps, Mr. Bohannon said all the plans he presented were in line with what that guidance was anticipated to be. Mr. Bohannon said that people keep the Department of Parks & Recreation in business. He went on to read the department's mission to, "provide the citizens of Keene with quality community services and amenities including a park and cemetery system, balanced environmental stewardship and diverse programming to inspire and support active lifestyles for all ages." He said that meeting Keene's Live-Work-Play mission has been challenging due to Covid-19, but his department has managed to keep trails and general park spaces open throughout the quarantine to provide opportunities for active lifestyles.

Mr. Bohannon provided an overview of the events that the Department of Parks & Recreation provides in a typical summer, which draw large crowds. Summer concerts, the Peanut Carnival, and the Keene International Festival are canceled for 2020 due to typical crowds of 75-200, 200-300, and near 1,000, respectively. All of these events exceed the Centers for Disease Control (CDC) guidelines for gatherings because of the inability to social distance.

Mr. Bohannon stated that it was a very difficult decision to close the Robin Hood and Wheelock pools for the 2020 season, but he and the City Manager decided it was necessary due to:

1. Staff recruitment challenges – despite \$325 incentives the City offered to pay for lifeguard certification, which can be a hurdle for high school students, no one local applied. All applications were from residents of Concord, Nashua, and Peterborough.
2. Inability to maintain clean facilities – Mr. Bohannon said that due to insufficient staff, it would be impossible to keep the bathrooms, handrails, and the rest of the facility clean enough to prevent the spread of Covid-19.
3. Inability to social distance – both in and out of the pools, Mr. Bohannon said it would be challenging to enforce social distancing without sufficient staff, especially because kids like to gather and socialize. Even

though chlorine would kill any virus that enters the water, he said that spit or droplets from a cough/sneeze could travel between people in the pool before reaching the water.

Because the pools will be closed for the summer, Mr. Bohannon said there is an opportunity to advance some CIP projects needed at the various pools programmed for later years.

Mr. Bohannon described revised operations at the skate park and the pickle ball, horseshoe, and tennis courts. He showed photos of courts with nets removed to limit the number of people using the court at once. The City has posted notices encouraging singles-only play unless they are a family member or living in the same household, limiting no more than 10 people in the fenced areas, encouraging keeping equipment clean/sanitized, and suggesting the use of masks and gloves. The posted notices also prohibit using the facilities if an individual exhibits any symptoms identified by the CDC or has been in contact with anyone exhibiting symptoms in the last 14 days, and discourage use by vulnerable individuals.

Mr. Bohannon explained new operations for the ball fields. All men and women's adult softball leagues have been canceled. The Governor cleared youth baseball to begin practice on June 1 with certain guidelines. Because the fields are not ready, the City is not allowing practices until June 15. Mr. Bohannon also did not think those leagues were ready mentally to begin enforcing State guidelines. As such, Mr. Bohannon will require written guidelines from each baseball league detailing how they will enforce State guidelines, such as no more than 10 people on the field. Additionally, the Governor has prohibited spectators at these practices, including parents, as well as formal games until July 6. Mr. Bohannon said that there are three leagues wanting to use the fields. The Greater Keene Youth Baseball and Softball Association, which includes participants from 12 surrounding towns and not just Keene. The Rebels Baseball is a defected group of the Cal Ripkin league. The Legion Post 4 Baseball is an alternate league of the Legion's canceled season based out of Nashua but wanting to practice for three weeks on Keene fields; they need a 90' diamond for play but could use Keene's 60' diamonds for practices.

Mr. Bohannon said that playgrounds remain closed per CDC guidelines because popular destinations can lead to large groups of people playing. He said it is important for people to realize that it is challenging to maintain a healthy environment on plastic playground structures and there are no guarantees of others' personal hygiene. There are posted notices of closure at all structures with CDC guidelines. Mr. Bohannon was appreciative that the public have largely abided, minus a few people using facilities at Robin Hood and Wheelock Parks on nice days, who left respectfully when asked. Playgrounds will remain closed until CDC guidelines change.

Mr. Bohannon explained how summer camps have been reprogrammed to accommodate social distancing. He said that over the last two months, he has worked with Recreation Programmer, Brianne Rafford-Varley, who he said did a wonderful job deciphering all guidelines to develop a program he thinks is very safe for attendees. Mr. Bohannon recalled that the Governor had not yet authorized opening summer camps. Still, Mr. Bohannon was involved with providing information to the Governor through the State association and he was confident that the program developed would meet any guidelines handed down by the Governor, the NH Department of Health & Human Services, CDC, National Recreation & Park Association, and the American Camp Association. Thus, by following all of these guidelines to a tee, Mr. Bohannon described Keene Parks & Recreation Summer Camp Covid-19 Style:

- Camp will only occur at Wheelock Park, not Robin Hood Park
- Small "pods" of 10 led by the same counselor will stay together the entire eight weeks
  - Siblings will be grouped together
  - No intermingling between groups
  - Each pod has its own set of materials and games, which will be sanitized daily
    - High priced materials shared between groups will be disinfected
- A specific cleaning staff will work nightly to ensure sanitation and there will be a lot of hand sanitizing
- Increased staffing levels, including otherwise lifeguard and playground staff, who have proven to be

good employees and know many of the kids already

- A significant increase from 15 to 25 staff to account for cleaning needs
- All leadership will be at one location to avoid traveling between facilities
- Trainings online and in-person for protocols such as daily drop-off/pick-up
- The department is already fully equipped with personal protective equipment for all summer camp staff and participants and there is an isolation location if anyone exhibits symptoms.

Mr. Bohannon said that the Recreation Center must meet State Guidelines for Activity before reopening, including no groups of 10 or more. Mr. Bohannon's target date to reopen is July 6. While closed, there has been ongoing maintenance including refinishing the gym floor earlier than planned and replacing the multipurpose room floor. He said that while closed, most Recreation Center custodians have been working in other City facilities and those staff would need to return on a regular basis upon reopening. The Recreation Center will not be available for additional rentals until September, when Project Share and current programs/rentals—taekwondo, exercise programs, morning gym rentals, and others—will restart.

Mr. Bohannon reminded Council and the public that the Department of Parks & Recreation social media provides a lot of information about various programs. He said that social distancing is challenging for children and so the summer camp staff will have a tall task but he thinks everything is in order for a successful year. He added that Ms. Rafford-Varley did a great job recruiting older camp staff, like tutors in the school system.

Chair Manwaring asked how many kids would be served at summer camp this year. Mr. Bohannon said that camp registration opened before Covid-19 and as always, it sold out quickly, with 150 registrants and a waiting list within three days. There have been some cancellations and refunds due to financial strain or a parent now working from home, for example. Still, the camp plans to serve 150 kids at three outdoor stations, with five groups of 10 kids at each station, for which Mr. Bohannon thinks a solid program was developed. Chair Manwaring asked how many participants are Keene residents. Mr. Bohannon said that 98% are Keene residents and he added that the first week of registration for any Parks & Recreation program is open only to Keene residents before opening to others.

Councilor Filiault said his biggest concern was enforcing a 10-person only and no parent attendance at the baseball fields. He asked who would enforce the State and CDC guidelines. Mr. Bohannon said that all baseball practices are in the evening and would be harder for City staff to enforce, which is why written guidelines from each league are required in advance, to which they can be held accountable. If the leagues do not enforce State and CDC guidelines, they will be shut down, so they are all trying to develop their own new practices. Councilor Filiault asked if Parks & Recreation staff would be driving through the fields nightly to ensure adherence to guidelines and Mr. Bohannon said he had no other choice in the immediate timeframe once opened.

Councilor Chadbourne noted that pools are one of the most popular and valued summer activities. She asked whether staff recruitment is a general issue or due to the extra cleaning needs. Mr. Bohannon said that six lifeguards responded to recruitment, a normal season has seven, and this year he wanted eight lifeguards due to extra duties. Mr. Bohannon said that lifeguard wages were increased over the last two years, with entry level earning \$9.50 and the opportunity to advance to \$11.25. Still, he said there is a nationwide challenge recruiting young people as lifeguards when they can make more money with perhaps easier positions in grocery stores, for example. Councilor Chadbourne asked if there is national discussion of long-term planning to help remedy this challenge. Mr. Bohannon said that a trend is rising in the south where retirees who were lifeguards as teens have returned to the physical condition to pass the test and have the time to do so again. He said it is important for young adults to recognize that once certified, lifeguarding is a job you can do for life. Councilor Chadbourne suggested collaborating with the Keene State College (KSC) Athletic Department to offer an incentive to students who work the municipal pools, even if the City must increase the wage. She said pools are important and many families rely on them for their summer plans. Mr. Bohannon agreed that KSC is ripe with

opportunities and Ms. Rafford-Varley has begun building a relationship with their swim team. Ms. Rafford-Varley replaced a 30-year employee; longevity is common for City employees, which is why Councilor Chadbourne said it is important to have transition plans for when many long-term City employees retire simultaneously.

Vice Chair Giacomo asked what pool projects are being moved up in the CIP. Mr. Bohannon said all the minor projects possible based on the budget. Annually, the Department of Parks, Recreation & Facilities allocates \$50,000 to park maintenance, which in 2020 was allotted to replacing the irrigation systems at Durling and O'Neil Fields. By pushing those irrigation projects, \$85,000 is now allotted to cement work around pool edges and painting buildings.

The following motion was made by Vice Chair Giacomo, and seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee accepted the presentation as informational.



City of Keene, N.H.  
*Transmittal Form*

May 27, 2020

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.3.

**SUBJECT:** Phased Restoration of Services – Keene Public Library – Library Director

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**COUNCIL ACTION:**

In City Council June 4, 2020.  
Report filed as informational.

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee accepted the presentation as informational.

**BACKGROUND:**

Chair Manwaring welcomed the Library Director, Marti Fiske, to describe the phased restoration of library services. The Library closed on March 14 and curbside service continued until March 27, when all in-person services ended and 10,000 items remained checked-out. During closure, staff worked from home and in the building to inventory and organize for pristine conditions when the public return. Online services have increased and the Library has purchased a lot of ebooks and audio books. The Library also added the Acorn online video service, through which more than 300 TV shows have streamed in the first month. All Library programming has been virtual via Zoom and will continue that way through the summer, from yoga classes, to book clubs, to film viewings, and more. The book drops are now open for returning materials, all of which are quarantined for four days before being checked back in, and there could be a lag on accounts due to this abundance of caution. The majority of furloughed staff returned and curbside service restarted the week of this meeting. Curbside services include staff-created educational kits, which are also quarantined upon return. Curbside services run Monday, Wednesday, Friday 10:00 AM – 4:00 PM and Tuesday, Thursday 12:00 PM – 7:00 PM. Service will continue until the State and City recommendations advise that groups of 50 or more are safe, because at least 20 staff are needed to serve the public when open. The Library Director will work with Code Enforcement Officers to determine how many people to allow in small spaces. She does not envision public inside the Library before July and she will consider curbside services long-term for the vulnerable population served, for whom the Library will continue working to enhance distance services. Remote printing services, for example, were installed the week of this meeting.

The Library will reopen to reduced hours, which have yet to be determined. When the library reopens, all furniture will be removed to limit congregation and unnecessary contact with surfaces. Single chairs and small tables might remain for short-term needs. All meeting rooms will remain closed until groups of at least 125 or more are considered safe. Staff wears masks in all public spaces and maintains social distance. Staff will clean service desks at least hourly. Disinfecting wipes will be available for computers, which will have sneeze guards and will be spaced appropriately, limited to four stations per adult computer room. All public materials such as



headphones and toys will remain unavailable. Ropes and other markers will be used for proper spacing in lines. The Library is working on a public policy for wearing masks in the building and a request to have disposable masks available to Library patrons would be presented to Finance, Organization & Personnel Committee at an upcoming meeting. Patrons would be discouraged from staying in the building longer than one hour.

Councilor Chadbourne recalled that more than one year ago, the City worked with Amanda Littleton and the Cheshire County Conservation District to establish a space at the Library for access to seeds and garden tools. She asked if those materials are available for curbside checkout. Ms. Fiske said yes and more than 350 households have requested and received seed packets by mail during the quarantine and tools would be available to checkout on May 28.

Councilor Williams was pleased with the curbside options but expressed concern that many vulnerable patrons might not yet be ready to come pick things up. He asked if there is any delivery program available. Ms. Fiske said that the Library has continued trying to provide outreach delivery to some homebound individuals. Councilor Chadbourne added that there are some volunteer groups, like the Cheshire Village Volunteers, that help the elderly with errands and might be available for this task. Ms. Fiske added that the Keene Young Professionals provide a similar service. Vice Chair Giacomo said that he helped to start the delivery group, whose service slowed with the Governor's stay-at-home orders. He said service would be increasing again and that Maggie Rice is coordinating deliveries, though grocery services are not available at this time.

The following motion was made by Vice Chair Giacomo, and seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee accepted the presentation as informational.



City of Keene, N.H.  
*Transmittal Form*

May 28, 2020

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.4.

**SUBJECT:** Acceptance of Donation - Human Services

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**COUNCIL ACTION:**

In City Council June 4, 2020.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager do all things necessary to accept a donation in the amount of \$100.00.

**BACKGROUND:**

Finance Director Merri Howe stated the donated money is from Joanne Fenton to be used for Personal & Household items for the clients of City of Keene Human Services.

Councilor Hooper made the following motion, which was seconded by Councilor Clark.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager do all things necessary to accept a donation in the amount of \$100.00.



City of Keene, N.H.  
*Transmittal Form*

May 28, 2020

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.5.

**SUBJECT:** Gary Boes - Offer of Sale - 0 Old Gilsum Rd; Proposed Land Acquisition off Old Gilsum Road - Conservation Commission; and Land Acquisition - 0 Old Gilsum Road - Parks, Recreation Facilities Director

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**COUNCIL ACTION:**

In City Council June 4, 2020.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting the communication from Gary Boes and the recommendation of the Conservation Commission as informational and to authorize the City Manager to do all things necessary to negotiate and execute the acquisition of property owned by Gary Boes, located on tax map # 218-004-000-000-000 consisting of approximately 0.89 acres in the Greater Goose Pond Forest utilizing the funds from the Land Use Change Tax Fund 90203.

**BACKGROUND:**

Parks Recreation and Facilities Andrew Bohannon addressed the Committee next and stated the proposed property is off Gilsum Road not visible from the public right of way and is adjacent to city property. The applicant would like the property to remain in conservation. The item has gone before the Conservation Commission where it was approved unanimously.

Mr. Bohannon called the committee's attention to a photo included in the committee packet for its reference.

Councilor Clark asked for explanation of zoning and development possibilities of the other properties along Gilsum Road. Mr. Bohannon stated this is currently a Class VI Road, has no vehicle access to this area, and cannot be developed – they are small wooded lots.

Councilor Hooper made the following motion, which was seconded by Councilor Clark.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting the communication from Gary Boes and the vote of the Conservation Commission as informational and moves to authorize the City Manager to do all things necessary to negotiate and execute the acquisition of property owned by Gary Boes, located on tax map # 218-004-000-000-000 consisting of approximately 0.89 acres in the Greater Goose Pond Forest utilizing the funds from the Land Use Change Tax Fund 90203.



City of Keene, N.H.  
*Transmittal Form*

May 28, 2020

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.6.

**SUBJECT:** Transfer Funds From ESCO Project and Fire Station Replacement Project to the General Fund  
- Finance Director

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**COUNCIL ACTION:**

In City Council June 4, 2020.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the transfer of funds in the amount of four thousand nine hundred four dollars and eight cents (\$4,904.08) from the ESCO Project (90236) and fifteen thousand ninety five dollars and ninety two cents (\$15,095.92) from the Fire Station Replacement Project (90220) to the FY 2021 General Fund Revenue Capital Project Account.

**BACKGROUND:**

Finance Director Merri Howe stated this item is in reference to transferring \$4,904.08 from the remaining balance in the ESCO Project along with \$15,095.92 from the Fire Station Replacement Project help fund for new lighting in the budget for the fire station. She noted in keeping with the emissions goal it is time to upgrade the existing lighting to LED lighting. The payback is supposed to be between three to five years.

Councilor Clark noted this fire station building is new and the city has been under the guidance for energy savings since around 2003 and asked how much more of this building is not sustainable and would need to be addressed in the future. The City Manager stated this building is about ten years old and the city has had to address a few issues with this building in the last few years. The Parks and Recreation Director has done a good job moving those projects into the capital plan and creating a more holistic plan for the fire station – this is another item of that plan. There are a few other items for the upcoming budget but beyond that, she was not sure. Councilor Clark stated the city when it is constructing new facilities, needs to be careful about adhering to city policies, particularly those surrounding sustainability.

Chair Powers asked when the ESCO Account is closed out whether the replacement account will also be closed out. Ms. Howe stated there would still be a small balance in that account.

Councilor Hooper made the following motion, which was seconded by Councilor Clark.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the transfer of funds in the amount of four thousand nine hundred four dollars and eight cents (\$4,904.08) from the ESCO Project (90236) and fifteen thousand ninety five dollars and ninety two cents (\$15,095.92) from the Fire Station Replacement

Project (90220) to the FY 2021 General Fund Revenue Capital Project Account.



City of Keene, N.H.  
*Transmittal Form*

May 29, 2020

**TO:** Mayor and Keene City Council

**FROM:** Mayor George S. Hansel

**ITEM:** F.1.

**SUBJECT:** Proposed Amendments to the Rules of Order - Mayor Hansel

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**COUNCIL ACTION:**

In City Council June 4, 2020.

Referred to the Planning, Licenses and Development Committee.

**RECOMMENDATION:**

Move to refer to the Planning, Licenses and Development Committee for their review and recommendation.

**ATTACHMENTS:**

Description

Amendments

**BACKGROUND:**

Under the City Council's Rules of Order, the Planning, Licenses and Development Committee is charged with the responsibility of considering amendments to the Rules. The following amendments initiated from discussions that started with former Mayor Kendall Lane and continued when I assumed office in January.

The amendments relate to the following sections: Section 15 "Voting and Conflicts of Interest", Section 17 "Motions", section 29 "Votes on Ordinances and Resolutions", Section 30 "Annual Appropriation" and Section 31 "Appropriation of Unbudgeted Funds." Although there are additional amendments that will be drafted over the next several weeks, it was decided to bring amendments forward in manageable groups for the Committee's consideration.

The amendments will require a 2/3 majority vote by the City Council.

**SECTION 15. VOTING AND CONFLICT OF INTEREST.** Every ~~member~~ **Councilor** present when a question is put shall vote thereon, except when the ~~member~~ **Councilor** has a conflict of interest in the matter as defined by Section 25, "Conflicts of Interest," of the Charter of the City of Keene. **A conflict of interest shall also include a fiduciary duty. A fiduciary duty shall be determined as an obligation to act on behalf of a third party in a capacity of trust or confidence, any breach of which could subject the Fiduciary to potential liability.** A conflict may exist when a Councilor's spouse, parent, child, or other member of the Councilor's immediate family has a conflict. A conflict shall also exist when a business or individual has a matter before the Council and a Councilor is employed by the business, or is otherwise a party in interest. If the conflict becomes known prior to a Council meeting, the Councilor shall file with the City Clerk the written particulars of the conflict of interest for inclusion on the Council agenda. If the conflict becomes known to a Councilor during a meeting, the Councilor should immediately disclose the particulars of the conflict of interest. The question of whether or not a conflict exists will then be decided by a majority vote of the Councilors present. **The Councilor who may have a conflict of interest shall not vote on the question of the existence of the conflict of interest.** When such a conflict is determined by the City Council to exist, the member having the conflict shall be prohibited from participating in the discussion and voting **on the matter**. Except at a duly noticed public hearing, or a public meeting, in which the public is allowed to speak, no Councilor having a conflict of interest may discuss the issue in which he or she has a conflict with any other Councilor in any other place or any other time. If a Councilor with a conflict of interest wishes to speak at a public hearing, or in a public meeting, the Councilor shall do so from the audience section of the meeting.

Any Councilor having reasonable grounds to believe that another Councilor has a conflict of interest may raise the issue on his or her own motion. **The Mayor shall also be subject to the Rule on conflict of interest notwithstanding whether or not the Mayor is entitled to vote on a matter. The question of whether or not a conflict of interest is subject to debate.** The question will then be decided **by the Council** as set forth above.

**SECTION 17. MOTIONS.** A long or complex motion shall be reduced to writing if the Chair so directs; or if any member of the Council requests it. When a main motion is under debate, the Mayor may receive the following subsidiary motions, which have their proper position in the order, taking precedence over the motions that rank below it and yielding to motions that rank above it.

Lay on the table	2nd required	Simple majority	Not debatable	Not amendable
Previous question	2nd required	2/3 majority	Not debatable	Not amendable
Limit or extend debate	2nd required	2/3 majority	Not debatable	Amendable
Postpone definitely	2nd required	Simple majority	Debatable	Amendable

Refer	2nd required	Simple majority	Debatable	Amendable
Amend	2nd required	Simple majority	Debatable	Not amendable
Postpone indefinitely	2nd required	Simple majority	Debatable	Not amendable
Main motion	2nd required	Simple majority	Debatable	Amendable

In addition to subsidiary motions, the Mayor may receive the following incidental and restoratory motions, which have no rank:

Recess	2nd required	Simple majority	Not debatable	Not amendable
Division of the question	2nd required	Simple majority	Not debatable	Amendable
Suspend Rules of Order	2nd required	2/3 majority	Not debatable	Not amendable
Take from the table	2nd required	Simple majority	Not debatable	Not amendable
Reconsider	2nd required	Simple majority	Debatable	Not amendable



Appeal from a decision of the Chair	2nd required	<b>2/3 Simple majority</b>	Debatable only between Mayor and the member making the appeal	Not amendable
Call from Committee	2nd required	Simple majority	Debatable	Not amendable
Point of Order	None	Ruling by the Chair	Not debatable	Not amendable

**SECTION 29. VOTES ON ORDINANCES OR RESOLUTIONS.** On passage of a Resolution calling for the appropriation of funds, or on the passage of any Ordinance, the vote shall be taken by roll call, **majority vote**, and entered in full upon the record. **A Resolution calling for the appropriation of funds through the issuance of a Bond shall require a 2/3 roll call vote of all members.** Every member shall be required to vote unless excused for conflict of interest by vote of the Council. The vote shall be for or against a pending Ordinance or Resolution and not on the report of the committee thereon.

**SECTION 30. ANNUAL APPROPRIATION.** If a Councilor wishes to make an amendment to the proposed **capital improvement budget or the** annual operating budget during the budget adoption process, the Councilor shall submit the text of the proposed amendment, including the line item(s) to be amended, to the City Clerk for inclusion on the Council agenda no later than 4:00 p.m. on the Tuesday prior to the Council meeting scheduled for the adoption of the **capital improvement budget or the** annual budget. After the annual appropriation has been passed, subsequent expenditures shall not be authorized for any purpose without special appropriation therefore by affirmative vote of a majority of City Council. In such case said subsequent expenditure creates a City debt the affirmative vote of two-thirds of City Council shall be required. All such votes shall be taken by roll call.

**SECTION 31. APPROPRIATION OF UNBUDGETED FUNDS.** After adoption of the budget, Resolutions calling for the appropriation of funds shall not be accepted by the City Clerk, unless accompanied by an explanation of the purpose of the appropriation and the funds to which it is to be charged. **A Resolution calling for the repurposing of previously appropriated Bond funds shall require a 2/3 roll call vote of all members.**



City of Keene, N.H.  
*Transmittal Form*

May 28, 2020

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** H.1.

**SUBJECT:** Operating agreement with Monadnock Choppers LLC - Airport Director

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**COUNCIL ACTION:**

In City Council June 4, 2020.  
More time granted.

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the Operating Agreement with Monadnock Choppers LLC, be put on more time.

**BACKGROUND:**

Airport Director David Hickling addressed the Committee and noted Monadnock Choppers is owned and operated by Kevin Provost. This business will provide helicopter flight training which is not a service currently offered at the airport. He noted this addition is in keeping with the Airport Master Plan and the desire of the Airport Marketing and Development Committee to grow business at the airport.

Mr. Hickling noted he is aware of the concerns raised by neighbors with respect to noise and stated he will let Mr. Provost address that issue. He stated there was also talk about bringing in some sort of restrictions with reference to hours of operation and noted there is already an operator who is operating without restriction and noted this could be looked at as being discriminatory under the grants the airport is offered. Mr. Hickling referred to language from Grant Assurance, which calls for the use of the airport for everyone without unjust discrimination and noted the FAA is very strict about providing a level playing field for all businesses. With that, he turned the presentation over to Kevin Provost.

Mr. Kevin Provost stated he is already providing helicopter training and to-date has not received any complaints. He noted he is a resident of Swanzey and plans to maintain the good neighbor status with the residents. He explained unlike with an airplane, a helicopter does not have to follow the route an airplane takes and hence he will be able to avoid residences. He further stated these are small piston helicopters (2 seats) and as far as decibels, they are much quieter.

Councilor Clark indicated the airport in the 1980 operated a helicopter school and asked whether anyone is aware of the circumstance surrounding their departure. Mr. Provost stated he has been working with CR Helicopters in Nashua and is familiar with that school – the reason for their short stay was due to the relationship the school had with its foreign national students, which Mr. Provost stated he does not see happening with his school; the departure of that school had less to do with the flight training operation.

Councilor Ormerod felt there seems to be an issue here where the interest of the residents and the due diligence formed by the city and airport committee are not in alignment. He stated he has had several complaints. He also note Mr. Provost has not had the opportunity to talk with the residents yet, and added the Airport Director does not have the history of where these complaints are coming from. The Councilor indicated until these issues are addressed he will not be able to vote in favor of this item.

Councilor Hooper stated he echoes what Councilor Ormerod says and felt the issues raised need to be settled in writing – consider the neighbors on Edgewood Avenue as well as accommodating this business. Until those issues are settled, he stated he would not be able to vote on this item tonight.

Councilor Remy stated he was in support of the continued use of the airport. He felt it was an asset to the city, and this type of use is meant for an airport. He stated he wanted to do all he can to mitigate the noise issue and asked what those steps might look like. He noted the airport pre-dates the residences and felt the residences chose to move next to an airport.

Ms. Chris Manning Grey of Edgewood Avenue addressed the committee next and stated noise is an issue during both day and night. She indicated she has spoken with residents who lived through the prior flight school and recalled their windows vibrating. She did not feel a helicopter school was the same as the flight instruction that was currently being offered at the airport. As a result, did not feel placing limitations would be discriminatory. Ms. Manning Grey stated she understands the financial need at the airport but felt noise mitigation was a much larger issue than a financial need.

Ms. Jessica Allen resident of Swanzy stated she is a pilot and has done her research. She referred to the various aircraft that operate out of the airport currently and noted the noise level can be as high as 89 decibels and the helicopters this school will be operating only operate at 76.8 decibels.

Councilor Ormerod stated what he understands from the recent testimony the operating levels of the helicopters are similar to the planes that exist now and should be treated the same, which would align with the FAA Guidelines. He stated he was however, interested in the noise, time and flight issues shared with the public and asked that a public hearing be scheduled, as this is a rather contentious issue.

Chair Powers asked for City Attorney's comment with reference to scheduling a public hearing. Attorney Mullins stated it would be unusual and added there is no statutory requirement to schedule a public hearing for an issue such as this. However, it is up to the Council regarding processes they want to put in place but cautioned the Council when something like this is put in place there is always the question about public notice and how that was acted upon, etc.

Chair Powers stated he understands what people are saying and agreed it is difficult to judge what exactly is going to happen with this use – this is a new business and difficult to quantify. He added this is an operating rights agreement and it is something that is handled administratively once the Manager is authorized to do so.

Ms. Manning Grey stated she understands a hearing is not required but felt many residents would see such a hearing as a sign of good faith. She asked that the city consider the impact of this use on the community.

Councilor Hooper stated he does not see anywhere in the lease a mention that training will happen in unoccupied areas. He asked whether it would be appropriate to add language which indicates the owner of the business will do all he can to avoid occupied areas – without mandating he do so. Attorney Mullins stated he would like to have a conversation with the Airport Director with reference to the grant obligations. What is being stated is subject to negotiation, how it is memorialized. He noted this operating agreement is drafted under FAA Guidelines as well as under City Code regulations.

The Attorney went on to say the recommendation is for the Manager to negotiate and execute and based on those negotiations he would have to discuss how those items could be memorialized but added he was not in a

position to answer those questions at this time.

Councilor Clark thanked Ms. Allen for her analysis of the decibel level and recalled living next to the airport when the prior flight school was in operation and hoped that type of aircraft is not what is being proposed here. Regardless of the distance, the noise permeated through the valley as well as the constant vibration. He felt more information was needed and agreed he wanted the airport and this business to succeed but also wanted to make sure quality of life of the residents are preserved.

The Manager requested that this item be placed on more time giving staff time to look into some of the questions raised tonight. It will also give the neighborhood the opportunity to bring forward their concerns – it does not necessarily have to be in a public hearing setting. She suggested perhaps asking those who logged in tonight to spread the word so they can participate the next time this item is brought before this committee.

Councilor Hooper made the following motion, which was seconded by Councilor Clark.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the Operating Agreement with Monadnock Choppers LLC, be put on more time.



City of Keene, N.H.  
*Transmittal Form*

May 27, 2020

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** J.1.

**SUBJECT:** Relating to No Parking Specific Streets – Summit Ridge Drive

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**COUNCIL ACTION:**

In City Council June 4, 2020.

Report filed as informational. Voted unanimously for the adoption of Ordinance O-2020-08.

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Ordinance O-2020-08.

**ATTACHMENTS:**

Description

Ordinance O-2020-08

**BACKGROUND:**

Chair Manwaring welcomed the Public Works Director, Kürt Blomquist, who followed-up on this matter presented to the Committee on May 13. Mr. Blomquist said that The Ammi Brown Road is a Class VI Road that is located in West Keene with an entrance off Summit Ridge Drive. Walkers, runners, and bicyclists have used this road for recreational activities for many years. Users of the road and associated trails park their vehicles around the entrance to the road resulting in vehicles turning around in private driveways, blocking lanes of Summit Ridge Drive, and other conflicts with the adjoining property owners. As part of the Cheshire Rail Trail Phase III multi-use trail construction project, Mr. Blomquist said that the Ammi Brown Road would be improved and reclassified as a Class A Trail. Along with the improvements to the Ammi Brown Road, a trailhead and parking area will be constructed within the City owned right-of-way at the intersection of Summit Ridge Drive and Summit Road. Signage will also be placed directing users of the trail system to this parking area. The Summit Ridge Condo Association and several property owners in the immediate area of the Ammi Brown Road access have requested that the City Council consider placing “No Parking” restrictions on both sides of Summit Ridge Road from the intersection of Skyline Drive to Summit Road. Mr. Blomquist said that they believe this restriction would reduce the parking related issues and encourage use of the new trailhead/parking area. Staff had anticipated requesting this No Parking restriction when the project was completed. At the May 13 meeting, the MSFI Committee heard the request from the Summit Ridge Condo Association and from several property owners and concurred with establishing the “No Parking” restriction.

Ordinance O-2020-08 establishes “No Parking” on Summit Ridge Drive from Skyline Drive to Summit Road. The Ordinance was first read at City Council on May 21 and was before this Committee for review and recommendation for final adoption.

The following motion was made by Vice Chair Giacomo, and seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Ordinance O-2020-08.



# CITY OF KEENE

Ordinance O-2020-08

Twenty

In the Year of Our Lord Two Thousand and .....

Relating to - No Parking - Specific Streets

AN ORDINANCE .....

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

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by adding the bolded *Italic* text to the following provisions of Article III, "Parking", of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows;

Article III, "Parking", Division 2, "Specific Streets", Section 94-93 "No Parking" by adding the following;

Sec. 94-93. No parking.

- (a) Specific streets. No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or a traffic control device, in any of the following places:

*Summit Ridge Drive, both sides, from the intersection of Skyline Drive to*

*Summit Road*

George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Municipal Services,  
Facilities and Infrastructure Committee.

City Clerk

A true copy;

Attest:

City Clerk



City of Keene, N.H.  
*Transmittal Form*

May 28, 2020

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** J.2.

**SUBJECT:** Relating to Class Allocation and Salary Schedule

---

**COUNCIL ACTION:**

In City Council June 4, 2020.

Report filed as informational. Voted unanimously for the adoption of Ordinance O-2020-06.

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of O-2020-06.

**ATTACHMENTS:**

Description

Ordinance O-2020-06

**BACKGROUND:**

Human Resources Director Beth Fox was the next to address the Committee. Ms. Fox stated she was before the committee regarding class allocations for about 100 positions in the city that are not unionized.

The city has about 300 full and part time employees of which about 2/3rds of part time employees are covered by one of the six collective bargaining unions (fire, police, public works and Keene city employees). This adjustment before the committee is for the non-bargaining group, one of the largest groups of employees. This adjustment aligns with the cost of living adjustment provided by collective bargaining agreements.

Ms. Fox then went over the schedules. The first one pertains to City Code Section 231, which pertains to the council appointed positions.

The second pertains to Section 61-141 – Call Fire Fighters – not part of the collective bargaining unit. This section has a 5% adjustment over the existing hourly rate and this is because it was inadvertently left out of the update last year.

The third pertains to Section 62-166 – currently the description say it pertains to Parks, Recreation and Facilities, Airport, Library, City Hall and probationary Public Works. Language is being corrected to delete the departments it no longer applies.

The fourth pertains to Section 62-191 and 62-192 – probationary Fire Fighters (full-time) and probationary police officers (not holding a NH Police Standards and Training Certification).



The fifth pertains to Section 62-194 - Administrative, Office, Technical and Management (85 positions) – from administrative assistants, Fire, Chief, Public Works Director.

Chair Powers asked what percentage of these changes are for full time and what percentage is part time. Ms. Fox answered 20-25% is part time and the rest are full time positions.

Councilor Hooper noted he saw 2.5% for union employees but did not see any percentage indicated for non-union employees and asked what that was. Ms. Fox stated this adjustment except for the call fire fighters is the same as the collective bargaining units of 2.5%. The Councilor asked whether there was any wiggle room for adjustment. Ms. Fox stated it was important to treat the city's workforce fairly across the organization. She added if schedules are adjusted at different rates, there is the risk of compression where supervisory and managerial positions are compensated at a rate that is lower than those they are supervising.

Councilor Hooper made the following motion, which was seconded by Councilor Clark.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of O-2020-06.



## CITY OF KEENE

O-2020-06


Twenty

In the Year of Our Lord Two Thousand and .....

AN ORDINANCE ..... Relating to Class Allocations and Salary Schedules

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192 "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule," effective July 1, 2020.

  
 \_\_\_\_\_  
 George S. Hansel, Mayor

In City Council May 21, 2020.

Referred to the Finance, Organization  
and Personnel Committee.
  
 City Clerk

A true copy;

Attest:

  
 City Clerk

**City Code Section 2-231**

**COUNCIL APPOINTMENTS  
ANNUAL SALARY SCHEDULE**

(effective July 1, 2020)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	90,232	111,698	134,087
<u>E</u>	94,292	116,724	140,121
<u>V</u>	98,535	121,977	146,426
<u>E</u>	102,969	127,466	153,015
<u>L</u>	107,603	133,202	159,901
	112,445	139,196	167,097

**City Code Section 62-141**

**CALL FIREFIGHTER  
HOURLY WAGE SCALE**

Non-bargaining unit  
(effective July 1, 2020)

<u>Grade</u>		<u>Step 1</u>
CF1	Non-certified Probationary Firefighter	\$ 10.50
CF2	Probationary Firefighter 1	\$ 13.65
CF3	Special services (Chaplin, Photographer & Aide)	\$ 14.70
CF4	Firefighter (Level 1)	\$ 15.75
CF5	Firefighter (Level 2)	\$ 18.90

## City Code Section 62-166

The hourly wage schedule for ~~parks, recreation facilities; airport; library; city hall; and~~ probationary public works employees is as follows:

### PROBATIONARY PUBLIC WORKS HOURLY WAGE SCHEDULE

Non-bargaining unit  
(effective July 1, 2020)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>GRADE</u>				
PPW 2	14.44	15.09	15.77	16.48
PPW 4	15.77	16.48	17.22	18.00
PPW 5	16.48	17.22	18.00	18.81
PPW 7	17.99	18.80	19.65	20.53
PPW 8	18.81	19.66	20.54	21.47
PPW 9	19.65	20.53	21.46	22.42
PPW 10	20.52	21.44	22.41	23.42
PPW 11	21.45	22.42	23.42	24.48
PPW 12	22.42	23.43	24.48	25.58

### CLASS ALLOCATION

<u>GRADE</u>	
PPW 2	Maintenance Aide I; Recycler I; Recycler II/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; Solid Waste Foreman; Maintenance Technician I
PPW 11	Water Meter Technician; Maintenance Electrician
PPW 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman

**City Code Section 62-191**

**PROBATIONARY FIREFIGHTER  
HOURLY WAGE SCHEDULE  
Non-bargaining unit  
(effective July 1, 2020)**

<u>GRADE</u>		<u>STEP 1</u>
F 1	Firefighter/EMT B	\$20.24
F 2	Firefighter/A-EMT	\$21.44
F 3	Firefighter/Medic	\$22.81

**City Code Section 62-192**

**PROBATIONARY POLICE OFFICER  
HOURLY WAGE SCHEDULE  
Non-bargaining unit  
(effective July 1, 2020)**

<u>GRADE</u>	<u>STEP</u>
P 1	\$24.44
P 2	\$25.54

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

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

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

Non-bargaining unit  
(effective July 1, 2020)

<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	35,807	37,418	39,102	40,862	42,701	44,623
S 5	37,418	39,102	40,862	42,701	44,623	46,631
S 6	39,102	40,862	42,701	44,623	46,631	48,729
S 7	40,862	42,701	44,623	46,631	48,729	50,922
S 8	42,701	44,623	46,631	48,729	50,922	53,213
S 9	44,623	46,631	48,729	50,922	53,213	55,608
S 10	46,631	48,729	50,922	53,213	55,608	58,110
S 11	48,729	50,922	53,213	55,608	58,110	60,725
S 12	50,922	53,213	55,608	58,110	60,725	63,458
S 13	53,213	55,608	58,110	60,725	63,458	66,314
S 14	55,608	58,110	60,725	63,458	66,314	69,298
S 15	58,110	60,725	63,458	66,314	69,298	72,416
S 16	60,725	63,458	66,314	69,298	72,416	75,675
S 17	63,458	66,314	69,298	72,416	75,675	79,080
S 18	66,314	69,298	72,416	75,675	79,080	82,639
S 19	69,298	72,416	75,675	79,080	82,639	86,358
S 20	72,416	75,675	79,080	82,639	86,358	90,244
S 21	75,675	79,080	82,639	86,358	90,244	94,305
S 22	79,080	82,639	86,358	90,244	94,305	98,549
S 23	82,639	86,358	90,244	94,305	98,549	102,984
S 24	86,358	90,244	94,305	98,549	102,984	107,618
S 25	90,244	94,305	98,549	102,984	107,618	112,461
S 26	94,305	98,549	102,984	107,618	112,461	117,522
S 27	98,549	102,984	107,618	112,461	117,522	122,810
S 28	102,984	107,618	112,461	117,522	122,810	128,336
S 29	107,618	112,461	117,522	122,810	128,336	134,111
S 30	112,461	117,522	122,810	128,336	134,111	140,146

**City Code Section 62-194**

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT**

(effective July 1, 2020)

<u>GRADE</u>	<u>CLASS ALLOCATION</u>
S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	NO POSITIONS ASSIGNED
S 11	Office Manager; Parking Services Technician
S 12	Librarian I; Planning Technician; Paralegal; Executive Secretary; Staff Accountant; Police Dispatch Supervisor; Fire Department Administrator
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; Technical Support Specialist; Assistant City Clerk; Parking Operations Manager
S 16	Planner; Laboratory Supervisor
S 17	Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; Treatment Plant Manager; Fleet Services Operations Manager; Senior Staff Accountant; Airport Maintenance & Operations Manager
S 18	Water & Sewer Superintendent; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager
S 19	Highway Superintendent; Fleet Services Superintendent; Operations Manager; Senior Planner
S 20	Systems Administrator; Purchasing & Contract Services Manager
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	NO POSITIONS ASSIGNED
S 24	City Engineer; Assistant Public Works Director/Division Head; Assistant IT Director; Database Administrator; Airport Director; Building/Health Official
S 25	Human Resources Director; Library Director; Assistant Finance Director/Assistant Treasurer; Police Captain; Deputy Fire Chief
S 26	Community Development Director; City Assessor; Parks, Recreation & Facilities Director
S 27	Finance Director/Treasurer; IT Director
S 28	Police Chief; Fire Chief; Public Works Director
S 29	NO POSITIONS ASSIGNED
S 30	NO POSITIONS ASSIGNED





City of Keene, N.H.  
*Transmittal Form*

May 28, 2020

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** K.1.

**SUBJECT:** Relating to the Reallocation of Bond Proceeds Airport Terminal to Fuel Tanks

---

**COUNCIL ACTION:**

In City Council June 4, 2020.

Report filed as informational. Voted unanimously for the adoption of Resolution R-2020-21.

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of R-2020-21.

**ATTACHMENTS:**

Description

Resolution R-2020-21

**BACKGROUND:**

Ms. Howe stated this Resolution is for the Reallocation of Bond Proceeds from the Airport Terminal project to the Fuel Tanks project in the amount of \$24.00 of unspent bond proceeds from the closed out airport terminal project. Included in the FY21 CIP, which was recently approved, is a project to replace the fuel tanks and this is scheduled for FY21. The remaining project will be funded through the sale of bonds.

Councilor Clark clarified in the future the city will not be privatizing these fuel tanks. The Manager answered in the negative.

Councilor Hooper made the following motion, which was seconded by Councilor Clark.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of R-2020-21.



# CITY OF KEENE

R-2020-21

Twenty

In the Year of Our Lord Two Thousand and .....  
Relating to the Reallocation of Bond Proceeds from the FY 2018 Airport  
A RESOLUTION ..... Terminal Improvements (90304) to the FY 2021 Airport Fuel Removal and  
Replacement Project.


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

That the sum of twenty-four dollars (\$24) of remaining bond proceeds be  
reallocated from the FY 2018 Airport Terminal Improvements Project (90304) to  
the FY 2021 Airport Fuel Removal and Replacement Project.

  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

A true copy;  
Attest:   
City Clerk

PASSED June 4, 2020



City of Keene, N.H.  
*Transmittal Form*

May 28, 2020

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** K.2.

**SUBJECT:** Relating to the Appropriation of Funds for the Airport Fuel Tanks; Relating to an Appropriation of Funds for Gilbo Avenue Infrastructure Improvements; Relating to the Appropriation of Funds for Flood Management; Relating to the Appropriation of Funds for Road Rehabilitation; Relating to an Appropriation of Funds Colony Court - Bloomer Swamp Main; Relating to the Appropriation of Funds for Municipal Building Improvements

---

**COUNCIL ACTION:**

In City Council June 4, 2020.

Report filed as informational. Voted unanimously for the adoption of Resolution R-2020-21.

Voted with 10 in favor and 5 opposed to table Resolution R-2020-06-A until further information is provided on the proposed Arts and Culture Corridor.

Voted unanimously for the adoption of Resolution R-2020-07.

Voted unanimously for the adoption of Resolution R-2020-08.

Voted unanimously for the adoption of Resolution R-2020-09.

Voted unanimously for the adoption of Resolution R-2020-11.

Voted unanimously for the adoption of Resolution R-2020-12.

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends amending R-2020-06 as suggested by staff.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Resolutions R-2020-05, R-2020-06-A, R-2020-07, R-2020-08, R-2020-09, R-2020-11 and R-2020-12.

**ATTACHMENTS:**

**Description**

Resolution R-2020-05

Resolution R-2020-06-A

Resolution R-2020-07

Resolution R-2020-08

Resolution R-2020-09

Resolution R-2020-11

Resolution R-2020-12

**BACKGROUND:**

The Finance Director stated these seven Resolutions relate to projects in the CIP approved in March. The Resolutions are for the Airport Fuel Tanks, Arts & Culture Corridor, Flood Management, Road Rehabilitation, Municipal Building Improvements, Police Dispatch Console and Sewer Improvements Colony Court Bloomer Swamp Main. These projects if approved will go out to bond in 2020.

Councilor Clark referred to R-2020-06 and asked if the city had any concrete plans. The Manager stated this is specifically for Gilbo Avenue Infrastructure work – for water, sewer, road and drainage. The reason it is entitled as the Arts and Culture Corridor is because these improvements were scheduled for later but have been moved up in anticipation of any project that might be coming forth for the Arts and Culture Corridor project on Gilbo Avenue.

With respect to the Arts and Culture Corridor project, the Manager stated she has seen a draft compiled by MEDC, which has not been finalized. Councilor Clark asked for the exact plan for the infrastructure work. Ms. Dragon stated in order to come up with an estimate for the capital plan, the city utilized in house engineering staff to replace the existing infrastructure – there is no designed plan yet.

Public Works Director Kurt Blomquist noted all items in the CIP are preliminary estimates. The utilities in this area are older and under capacity, so the City Engineer did some preliminary estimates to upgrade these utilities. The Arts Corridor is still in flux as to what the total scope would be and staff used the best scope at the time of the development of the CIP.

Attorney Mullins stated based on the discussion he would suggest amending the title for R-2020-06. He explained this becomes a Bond Resolution and the purpose statement of a Bond Resolution becomes very important. As this relates to the Gilbo Avenue Infrastructure Improvement project, he suggested it be titled as Gilbo Avenue Infrastructure Improvement Project and this phrase also be inserted in the body of the Resolution to replace the term Arts and Culture Corridor Project. Mr. Blomquist asked whether the term Project could be deleted, so it will be broad enough to cover the things that they need to do.

Councilor Remy made the following motion, which was seconded by Councilor Ormerod.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends amending R-2020-06 as suggested by staff.

Councilor Hooper made the following motion, which was seconded by Councilor Remy.

That the Finance, Organization and Personnel Committee recommend the adoption of R-2020-05, R-2020-06-A, R-2020-07, R-2020-08, R-2020-09, R-2020-11 and R-2020-12.

Councilor Clark asked R-2020-06-A be on a separate motion. Attorney Mullins stated it was alright to separate out the motions but noted when this item goes before Council next week each Resolution would need to be voted separately for Bond Counsel.

Councilor Clark stated he was concerned about the tax rate and even though the City's portion of the budget increase is lower than the school and county budget, he did not feel this was the time to spent  $\frac{3}{4}$  of a million dollars on a bond the city may or may not use. He stated he was not opposed to it but was looking at the

budgetary constraints the city was facing. It needs to be put off until there is a plan for expenditure. Chair Powers noted much of this has to do with the water and sewer rate and has no impact on the tax rate. The Manager agreed and added a large portion of this bond has to do with water and sewer and will not have an impact on the tax rate. She further stated in order to complete the Gilbo Avenue work, other work has been pushed out. By pushing this out the other project gets pushed back further. Councilor Clark reiterated what he had said previously.

Councilor Remy stated he has been looking at ways to save money in the budget but what is being discussed has to do with 60–130 year old storm water, wastewater and water infrastructure. He stated if this project was going to be moved out the other project mentioned by the Manager needs to be brought back in. Councilor Clark felt only a small portion of infrastructure would be impacted by postponing this project, as this area is just a large parking lot. Councilor Remy referred to Page 89 where the project is outlined and shows the infrastructure under the site and shows the buildings that will be impacted.

Ms. Dragon stated she needed to point out that the \$770,000 is the part coming from taxation and is not part of water and sewer. If this expenditure was eliminated \$15,400 will be eliminated from the operating budget if this bond authorization is not approved.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Resolutions R-2020-05, R-2020-06-A, R-2020-07, R-2020-08, R-2020-09, R-2020-11 and R-2020-12.



# CITY OF KEENE

R-2020-05

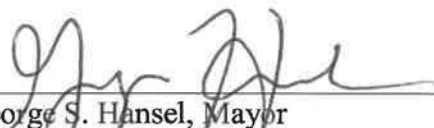
In the Year of Our Lord Two Thousand and .....Twenty.....

A RESOLUTION .....Relating to the Appropriation of Funds for the Airport Fuel Tanks  
.....Project.....

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

That the sum of five hundred and eight thousand (\$508,000) is hereby appropriated for the Airport Fuel Tanks Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred and eight thousand (\$508,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.


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

  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

PASSED June 4, 2020

A true copy;  
Attest:   
City Clerk



# CITY OF KEENE

R-2020-06-A

In the Year of Our Lord Two Thousand and .....Twenty.....

A RESOLUTION ..... Relating to the Appropriation of Funds for Gilbo Avenue  
Infrastructure .....

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

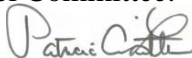
That the sum of seven hundred and seventy thousand (\$770,000) is hereby appropriated for Gilbo Avenue Infrastructure and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to seven hundred and seventy thousand (\$770,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

---

George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

In City Council June 4, 2020.  
Voted with 10 in favor and 5 opposed to  
table Resolution R-2020-06-A until further  
information is provided on the proposed  
Arts and Culture Corridor.

  
City Clerk

PASSED



# CITY OF KEENE

R-2020-07

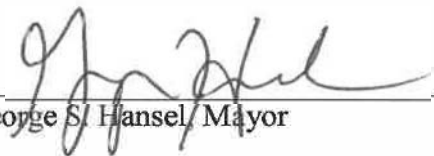
In the Year of Our Lord Two Thousand and .....Twenty.....

A RESOLUTION .....Relating to the Appropriation of Funds for the Flood Management  
Project.....

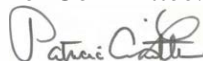
*Resolved by the City Council of the City of Keene, as follows:*

That the sum of seven hundred and thirty-three thousand (\$733,000) is hereby appropriated for the Flood Management Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to seven hundred and thirty-three thousand (\$733,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

A true copy;  
Attest:

City Clerk



PASSED June 4, 2020





# CITY OF KEENE

R-2020-08


In the Year of Our Lord Two Thousand and .....Twenty.....

A RESOLUTION .....Relating to the Appropriation of Funds for the Road Rehabilitation  
.....Project.....


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

That the sum of eight hundred and ninety-three thousand (\$893,000) is hereby appropriated for the Road Rehabilitation Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to eight hundred and ninety-three thousand (\$893,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

A true copy;  
Attest:  
City Clerk



PASSED June 4, 2020



# CITY OF KEENE

R-2020-09

In the Year of Our Lord Two Thousand and .....Twenty.....

A RESOLUTION .....Relating to the Appropriation of Funds for the Sewer  
Improvements (Colony Court - Bloomer Swamp Main) Project.....

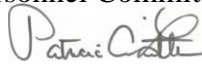
*Resolved by the City Council of the City of Keene, as follows:*


That the sum of one million, five hundred and thirteen thousand (\$1,513,000) is hereby appropriated for the Sewer Improvements (Colony Court – Bloomer Swamp Main) Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, five hundred and thirteen thousand (\$1,513,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

A true copy;  
Attest:   
City Clerk

PASSED

June 4, 2020



# CITY OF KEENE

R-2020-11

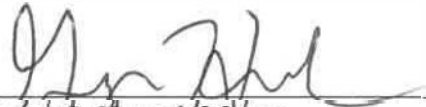
In the Year of Our Lord Two Thousand and .....Twenty.....

A RESOLUTION .....Relating to the Appropriation of Funds for the Municipal Building  
.....Improvements Project.....

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


That the sum of three hundred and ten thousand (\$310,000) is hereby appropriated for the Municipal Building Improvements Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three hundred and ten thousand (\$310,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

A true copy;  
Attest:   
City Clerk

PASSED June 4, 2020



# CITY OF KEENE

R-2020-12

In the Year of Our Lord Two Thousand and .....Twenty.....

A RESOLUTION .....Relating to the Appropriation of Funds for the Police Dispatch  
.....Console Project.....

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

That the sum of two hundred and thirty-five thousand (\$235,000) is hereby appropriated for the Police Dispatch Console Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred and thirty-five thousand (\$235,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

PASSED June 4, 2020  
A true copy;  
Attest:  
City Clerk





City of Keene, N.H.  
*Transmittal Form*

May 28, 2020

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** K.3.

**SUBJECT:** Relating to an Appropriation - Salt Shed Replacement

---

**COUNCIL ACTION:**

In City Council June 4, 2020.

Report filed as informational. Voted with 14 in favor and one opposed for the adoption Resolution R-2020-16.

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2020-16.

**ATTACHMENTS:**

Description

Resolution R-2020-16

**BACKGROUND:**

Ms. Howe stated R-2020-16 relates to the use of funds from the sale of city-owned property at 560 Main Street. These funds were used for the planning of new salt sheds; approximately \$250,000 was made available from the sale of the salt shed.

Chair Powers clarified normally these funds would have gone to surplus, however in this case net of sale is being used for the new salt sheds. Ms. Howe agreed.

Councilor Hooper made the following motion, which was seconded by Councilor Clark.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2020-16.



R-2020-16

# CITY OF KEENE

In the Year of Our Lord Two Thousand and <sup>Twenty</sup>.....

A RESOLUTION ..... Relating to the acceptance of proceeds from sale of property and use of funds for Salt Shed Replacement project.

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

That the City Manager be authorized to do all things necessary to accept two hundred forty nine thousand and eighty one dollars (\$249,081) from the sale of city owned property located at 560 Main Street and further the City Manager be authorized to do all things necessary to use these fund for the Salt Shed Replacement project.

  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

A true copy;  
Attest:

City Clerk



PASSED June 4, 2020



City of Keene, N.H.  
*Transmittal Form*

May 28, 2020

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** K.4.

**SUBJECT:** Relating to the FY2020 Operating Budget

---

**COUNCIL ACTION:**

In City Council June 4, 2020.  
Tabled until the next regular meeting.

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee moves to incorporate the financial changes into the 2020-2021 budget as noted.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2020-22-A.

**ATTACHMENTS:**

**Description**

Resolution R-2020-22-A

**BACKGROUND:**

Ms. Howe stated staff made some changes to correct certain clerical issues as well as items being moved out of the operating budget – they are as follows:

Page 28, Mayor & City Council - Cost Center 00001 Account 62175, Other Services originally \$9,571 was appropriated as a supplemental for NOVUS, this is being moved out and there will now be a decrease in the budget for (\$9,571).

Page 33, Outside Agencies - Cost Center 00002 Account 62157, Monadnock Humane Society, the Agency withdrew their request for \$2,500, there will now be a decrease in the budget for (\$2,500).

Page 76, Human Resources - Cost Center 00500 Account 61704 Social Security originally \$2,335 was appropriated; it was a clerical error so the amount was increased by \$17,679.

Page 217, Parks, Recreation and Facilities Administration - Cost Center 01200 61305 Administrative Personnel there is a decrease of (\$24,335) due to a clerical error.

Page 217, Parks, Recreation and Facilities Administration - Cost Center 01200 61307, Part Time Employees an increase of \$1,528 due to a clerical error.

Based on the above mentioned there is a decrease to the General Fund budget in the amount of (\$17,199).

There are four other corrections:

Page 240, Sewer - Laboratory, Cost Center 08004 Account 61304 General Personnel - Decrease of (\$40,177) – clerical error

Page 240, Sewer - Laboratory, Cost Center 08004 Account 61303 Supervisory - Increase of \$40,177 - clerical error

Page 247, Water- Laboratory, Cost Center 05007 Account 61304 General Personnel - Decrease of (\$40,177) – clerical error

Page 247 - Water - Laboratory, Cost Center 05007 Account 61303 Supervisory Personnel -Increase of \$40,177 – clerical error.

Net budget increase zero – reclassification of supervisory personnel originally budgeted.

Councilor Hooper made the following motion, which was seconded by Councilor Clark.

On 5-0 roll call vote, the Finance, Organization and Personnel Committee moves to incorporate the financial changes into the 2020-2021 budget as noted.

Councilor Hooper made the following motion, which was seconded by Councilor Clark.

That the Finance, Organization and Personnel Committee moves for the adoption of R-2020-22-A.

Councilor Ormerod addressed the committee and stated he shares the comments made regarding the tax burden. He went on to say he feels the tax burden could be reduced if the city moves to a higher equitable fee structure for sewer and water and if these rates are increased the city provide incentives for conservation. He went on to say the City does not have a trail or bike pass for outsiders using our trails – he hoped some vision could be brought in for equitable use.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2020-22-A.





# CITY OF KEENE

R-2020-06-A

In the Year of Our Lord Two Thousand and .....Twenty.....

A RESOLUTION ..... Relating to the Appropriation of Funds for Gilbo Avenue  
Infrastructure .....

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

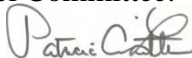
That the sum of seven hundred and seventy thousand (\$770,000) is hereby appropriated for Gilbo Avenue Infrastructure and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to seven hundred and seventy thousand (\$770,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

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

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George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

In City Council June 4, 2020.  
Voted with 10 in favor and 5 opposed to  
table Resolution R-2020-06-A until further  
information is provided on the proposed  
Arts and Culture Corridor.

  
City Clerk

PASSED