



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
July 18, 2024
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- June 20, 2024 Minutes

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Retirement Proclamation - Medard Kopczynski
2. Community Recognition- Alan Rumrill, Historical Society of Cheshire County

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations - Heritage Commission and Historic District Commission

C. COMMUNICATIONS

1. Jon Loveland, PE - Downtown Infrastructure Project
2. Jim Coppo/Jimmy Tempesta - Request to Discharge Fireworks - First Responder Appreciation Community Day - August 18, 2024

D. REPORTS - COUNCIL COMMITTEES

1. The Elm City Rotary, the Keene Rotary, and the Monadnock Interfaith Project - Requesting Permission to Erect a Peace Pole in Central Square
2. Neighborhood Parking Project – Walker Consultants
3. Electric Vehicle Infrastructure Plan
4. Project Update – Roadway Safety Action Plan

5. Customer Service Opportunities for Community Development and Fire Prevention
6. Downtown Infrastructure Project
7. Invest NH - Demolition of Former Roosevelt School
8. Acceptance of a Donation to the Heberton Fund
9. Acceptance of Donation to Fund Makerspace Interns
10. Request to Address Issues of Transparency, the Impact of Homelessness, and Issues Relating to Freedom of Speech, and Political Signage

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. Notice of Retirement - City Clerk

G. REPORTS - BOARDS AND COMMISSIONS

1. Planning Board Nomination of Michael Conway to Southwest Region Planning Commission
2. Request to Acquire Property Located at 0 Washington St. Extension for Conservation Purposes
3. Resignation of Dawn Thomas Smith from the Partner City Committee
4. Relating to Charitable Gaming Facilities - Ordinance O-2023-16-B

H. REPORTS - MORE TIME

I. ORDINANCES FOR FIRST READING

1. Relating to Class Allocation and Salary Schedule
Ordinance O-2024-12
2. Relating to the City Attorney Functions and Powers
Ordinance O-2024-13

J. ORDINANCES FOR SECOND READING

1. Relating to the Installation of Stop Signs on Water Street
Ordinance O-2024-11

K. RESOLUTIONS

1. In Appreciation of Todd M. Tardiff Upon His Retirement
Resolution R-2024-26

2. In Appreciation of Helen K. Mattson Upon Her Retirement
Resolution R-2024-27
3. In Appreciation of Justin H. Putzel Upon His Retirement
Resolution R-2024-28

NON PUBLIC SESSION

ADJOURNMENT

A regular meeting of the Keene City Council was held on Thursday, June 20, 2024. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:02 PM. Roll called: Kate M. Bosley, Laura E. Tobin, Michael J. Remy, Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Jacob R. Favolise, Bryan J. Lake, Bettina A. Chadbourne, Catherine I. Workman, Thomas F. Powers, & Mitchell H. Greenwald were present. Councilor Powers led the Pledge of Allegiance.

MINUTES FROM PRECEDING MEETING

A motion by Councilor Greenwald to adopt the June 6, 2024, minutes as presented was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

ANNOUNCEMENTS

First, Mayor Kahn congratulated the Human Rights Committee for its successful Juneteenth celebrations that occurred between June 14–19. He said the events were wonderful and they engaged a lot of people.. In particular, the Mayor commended the leadership of Councilor Catherine Workman; the Monadnock Diversity, Equity, Inclusion, & Belonging Committee; and the Chair of the Human Rights Committee, Sophia Cunha-Vasconcelos.

Next, Mayor Kahn thanked City staff for the successful ribbon cutting at the Dog Park on the same day as this meeting. Deputy City Manager, Andy Bohannon, noted that the Dog Park was a long time coming and was successful because of significant community contributions and grant writing. He encouraged all to visit the Dog Park at Wheelock Park. He congratulated all involved with making this a reality.

Mayor Kahn also shared Council updates. The Municipal Services, Facilities, & Infrastructure (MSFI) Committee will make its final recommendation on the downtown project at their meeting on June 26. The final vote by the City Council on this project is anticipated at the July 18 regular meeting. The July 4 regular City Council meeting is canceled. The Planning, Licenses, & Development (PLD) Committee meeting for the following week is rescheduled on July 24 at 5:30 PM. That PLD meeting agenda will include the City Council's Rules of Order, so other Councilors are encouraged to attend. As such, the MSFI Committee meeting on July 24 will shift its start time to 7:00 PM. Mayor Kahn also reminded the Council of important dates for its summer vacation, with cancelation of the Council meetings on August 15 and September 5. The Council Standing Committee meetings on August 7–8 and August 21–22 will also be canceled. The Committees will start meeting again on September 11–12. The Council will start meeting again on September 19.

Lastly, the Mayor reported on Community Night led by City staff at 350 Marlboro Street on June 18. Vehicles managed by Fleet Services were present all departments were present to discuss their programs that were on display. Mayor Kahn appreciated the community's participation and the staff's time.

PROCLAMATION – PATHWAYS FOR KEENE

Mayor Kahn welcomed Sarah Green, President of Pathways for Keene, and Councilor Jones to receive a proclamation recognizing Pathways for Keene's 30th anniversary, honoring its remarkable achievements and lasting legacy, and celebrating the organization's remarkable achievements that are invaluable to the Keene community. He wished them well for the 4 on the

4th Race. Councilor Jones and Mayor Kahn also recognized Chuck Redfern’s 30-year commitment to Pathways for Keene, always working to support the organization’s efforts.

PROCLAMATION – CELTICS

In light of the Boston Celtics celebration on June 21, Mayor Kahn welcomed Keene State College’s men’s head Basketball Coach, Steve Enright, and presented him with a Proclamation declaring the City of Keene’s congratulations to the members and coaches of the 2024 Boston Celtics on their outstanding achievement, acknowledging their contributions to the sport of basketball. The Mayor encouraged all citizens of Keene and the greater Monadnock Region to join him in saluting the Celtics for their well-deserved championship title.

PRESENTATION – VISION KEENE 20-FORWARD – FUTURE IQ SOLUTIONS

Mayor Kahn welcomed Community Development Director, Jesse Rounds, and Master Plan update project consultant, David Beurle, of Future IQ. This 18-month project began in February 2024 and the consultants had led multiple public engagement efforts to date, including a think tank and visioning sessions.

Mr. Beurle discussed this very important community effort. He thought the project was evolving into a larger conversation about where Keene fits into the future; how will Keene navigate its way through a series of external trends shaping this community. A Master Plan Steering Committee was appointed and had been helpful in these conversations and determining the community’s vision for the future. Those conclusions will be drawn at a “future summit” in October 2024, after which the project focus will transition to the technical aspects of the Master Plan that will allow for achieving the community’s future vision. What is shaping the future? What is the community’s appetite for change? The community could have a lofty vision, for example, but the realities of implementation would result in tradeoffs. All along, the goal had been to bring as many unique voices and perspectives as possible into this open and transparent process. He directed anyone interested to the project website, www.KeeneMasterPlan.com, where all project materials are available.

Mr. Beurle continued, explaining that the first project survey had concluded with 650 respondents, which was higher than the 2010 Master Plan update’s survey. Additionally, there was a think tank event with 60 participants who devoted two half days to engaging in an in-depth consideration of Keene’s future; he thought a good cross section of the community was represented. The first phase of visioning sessions would be underway through September. The week of this meeting, approximately 120 people had participated in visioning sessions. Mr. Beurle acknowledged that these numbers of participants were not high compared to Keene’s population, but he thought of this project phase as building momentum as more and more people were learning about the engagement opportunities. Multiple mechanisms were used to reach community members.

Mr. Beurle concluded by stating that Keene is a unique and extraordinary community. In listening to community members, he said some understood why a Master Plan update was needed and some were concerned about future challenges of affordability, housing stocks, young people leaving, and jobs in the future. The project was presented to the community as an opportunity for people to consider the community’s major concern and to create a vision for the future that gives people a guiding light. He thanked the Council for the opportunity to be a part of this.

Mayor Kahn asked how the handout with the synopsis of the visioning sessions would be shared with the community. Mr. Beurle said that in the centerfold, there is a large colored box about the think tank process, which identified the big themes shaping Keene's future. The consultants were trying to understand the community's evolution and development trajectory. Often, great communities like Keene are tempted to stay the same because it is familiar and comfortable, but the consultants were trying to explore the City's challenges to find a way to collaborate and adapt in the future. The consultants were trying to determine whether the community wants a steady and cautious approach to the future or to seize the moment. The project still had a long way to go, and Mr. Beurle did not want to preempt any of that data by speculating, but he thought the community understood the significance of the challenges it will face. How will Keene maintain its vibrancy, prosperity, and relevance? Will people be comfortable with the changes needed to do so? What will the implications be? The Master Plan Steering Committee's recommendations would ultimately come to the City Council for a final vote.

Councilor Madison acknowledged the hard work of the Community Development Department in this effort, including a lot of attention to the visioning sessions. That said, he felt he would be negligent in his duties as a Councilor if he did not express his frustration that all four community meetings were held during the normal workday hours, limiting those who could participate. While he knew it could be hard to schedule evening meetings within the City's meeting structure, he was not comfortable cutting out a significant portion of Keene's population and economy. So, in future rounds of the Master Plan update, Councilor Madison requested more attention to accommodating those unavailable between 9:00 AM–5:00 PM. Mr. Rounds agreed that scheduling evening meetings had been a challenge to date. Still, throughout the coming months, City staff would be leading visioning sessions with any groups in the community that want to participate, with much greater flexibility on the times available for these meetings—daytime, evening, or weekends. Reaching as many in the community as possible is the primary goal. Mr. Beurle agreed and added that they were also exploring how to incorporate virtual options for engagement; not only is the time of day a challenge, but transportation is as well.

Councilor Jones said he was fortunate to be the one Councilor who participated in choosing this project's consulting services, and at the time he stressed the importance of engagement and outreach. To date, he felt the consultants and staff had done an outstanding job reaching out to the various community demographics and civic organizations, like the Senior Center. He thought the efforts to broaden outreach would be successful over the coming months. Mr. Beurle added that patience in a process like this is essential because it takes time to reach the broad community; any group that wants to participate will be accommodated and those interactions should lead to more recommendations about who else to engage in the process.

Mayor Kahn thanked Mr. Beurle and Mr. Rounds, and he encouraged the community to participate in this effort.

CONFIRMATION – KEENE HOUSING

Mayor Kahn nominated Amy Lehr to serve as a regular member of Keene Housing, with a term to expire December 31, 2026. A motion by Councilor Greenwald to confirm the nomination was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

NOMINATIONS – HERITAGE COMMISSION AND HISTORIC DISTRICT COMMISSION

Mayor Kahn nominated Rose Carey and Louise Zerba to serve as regular members of the Heritage Commission, with terms to expire December 31, 2026. Mayor Kahn also nominated Louis Zerba to serve as a regular member of the Historic District Commission, with a term to expire December 31, 2026.

COMMUNICATION – CHARLES SMITH – REQUEST TO ADDRESS ISSUES OF TRANSPARENCY AND THE IMPACT OF HOMELESSNESS

A communication was received from Charles Smith, requesting to address the Council on two items: issues of transparency with local government and the impact of homelessness. Mayor Kahn referred the communication to the Finance, Organization, and Personnel Committee.

PLD REPORT – KEENE DOWNTOWN GROUP – REQUEST TO USE CITY PROPERTY – WIZARDING WEEK

A Planning, Licenses, and Development Committee report read, unanimously recommending that the Keene Downtown Group be granted a license to use downtown City property on Central Square and Railroad Square, from Wednesday, July 24 through Sunday, July 28, 2024 to host Wizarding Week festivities, as well as permission for the closure of a portion of Church Street on Saturday, July 27, 2024 to host a “Daigon Alley” event as part of Wizarding Week, conditional upon the following:

- The signing of a standard revocable license and indemnification agreement;
- That the petitioner provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000;
- That the Petitioner agrees to absorb the cost of any City services provided to the event, and agrees to remit said payment within 30-days of the date of invoicing;
- That the July 27th event on Church Street will be held from 10:00 AM to 8:00 PM with the times for set up and clean up to be established with City staff;
- That the timeframes for use of Central Square and Railroad Square be coordinated with City staff; • The submittal of signed letters of permission from any private property owners for the use of their property; and
- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws; and compliance with any recommendations of City staff.

A motion by Councilor Jones to carry out the intent of the Committee report was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

PLD REPORT – MADAM SHERRI’S LOUNGE – REQUEST TO SERVE ALCOHOL ON CITY ROW – ADJACENT TO RAILROAD SQUARE

A Planning, Licenses, and Development Committee report read, unanimously recommending that Madam Sherri’s Lounge be permitted to place tables and chairs on the grassed-in area immediately east of the Railroad Square pavers for the serving of food and alcohol to patrons seated in the café area Monday through Wednesday from 4:00 PM to 9:30 PM, and Thursday through Sunday, Noon to 9:30 PM. This license is also subject to the following conditions: subject to the customary licensing requirements of the City Council; compliance with the

requirements of Chapter 46 of the City Code of Ordinances; compliance with the City of Keene Sidewalk Café Guidelines issued by staff; that the area encumbered shall not extend beyond the easterly most entrance to the building; that a buffer of at least one-foot be maintained from the edge of the multiuse trail pavement to the fence/enclosure structure; that the tables and chairs be removed when Railroad Square is utilized by any community event licensed by the City of Keene or any event scheduled through the Parks and Recreation Department; that no materials, gravels, or any other alterations to the site may be made without prior approval from staff; and that the property be maintained and returned to its original state at the expiration of the license with staff reviewing the condition of the area at the end of the season to determine any needed maintenance. This license shall expire on March 1, 2025.

A motion by Councilor Jones to carry out the intent of the Committee report was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

PLD REPORT – KIWANIS CLUB OF KEENE – REQUEST TO USE CITY PROPERTY – TREE LIGHTING CEREMONY

A Planning, Licenses, and Development Committee report read, unanimously recommending that the Keene Kiwanis Club be granted permission to use downtown City rights-of-way on Friday, November 29, 2024, to conduct the annual Tree Lighting Festival conditional upon the following:

- The furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured;
- The signing of a standard revocable license and indemnification agreement;
- That the Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated to the event, and agrees to remit said payment within 30-days of the date of invoicing;
- That the agreed upon footprint and layout for the event shall encumber Central Square, including the traveled portion of the road requiring the following road closures: Central Square, West Street at Central Square, Roxbury Street from west of the Hannah Grimes Parking lot to Central Square, Washington Street from Vernon Street to Central Square, and Court Street from Winter Street to Central Square;
- That the actual event will be held from 5:00 PM to 8:00 PM with the times for set up and clean up to be established with City staff;
- That free parking be granted under the provisions of the free parking policy for the following: use of spaces with dates, times and locations to be determined in coordination with the Parking Division for volunteer parking during pre-event set-up and post-event break-down activities, and spaces within the event footprint on the day of the event; and
- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws; and compliance with any recommendations of City staff.

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

Councilor Jones listed some other things that the Kiwanis Club does for the community. Mayor Kahn added that the tree lighting ceremony is not just a ceremony, but an event that lights the community during the darkest nights of the year and he appreciates all of their annual work.

The motion to carry out the intent of the Committee report carried unanimously with 15 Councilors present and voting in favor.

PLD REPORT – WARRANT FOR UNLICENSED DOGS

A Planning, Licenses, and Development Committee report read, unanimously recommending that the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, to direct the City Clerk’s Office and the Keene Police Department to issue a civil forfeiture to those dog owners who have failed to license their dog by April 30, 2024. A motion by Councilor Jones to carry out the intent of the Committee report was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT – ATTORNEY DANIEL S. RICH/PRETIFLAHERTY BELIVEAU & PACHOIS, PLLP – REQUESTING THAT THE CITY QUITCLAIM ANY INTEREST – FORMER RAILROAD EASEMENT – 120 EMERALD STREET

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to negotiate and to execute a release deed of the City’s interest in real property, aka a railroad easement, impacting the property at 120 Emerald Street more particularly depicted on a certain plan entitled Right of way and Track map Connecticut River RR Company operated by the Boston and Maine Railroad Station 1108 + 80 to Station 1143 + 724 and being a portion of the property interest conveyed to the City in the quitclaim deed recorded at the Cheshire County Registry of Deeds, Book 1259 Page 0808 and further to authorize the City Manager to negotiate and to accept a sidewalk easement in a form acceptable to the City Engineer and the City Attorney. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT – ENGINEERING SERVICES – 3 MILLION GALLON WATER STORAGE TANK REPAIR PROJECT

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to negotiate and execute a contract with Weston & Sampson, Inc. for engineering services for the 3-million-gallon water storage tank repair project for an amount not to exceed \$127,550.00. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT – AID GRANT FUNDING – SLUDGE PUMP REPLACEMENT PROJECT

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to execute, accept, and expend a State Aid Grant Funds from the New Hampshire Department of Environmental Services for the Sludge Pump Replacement Project. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT – SALE OF CITY PROPERTY – MAP 552 LOT 035, 270 BEAVER STREET

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City sell 270 Beaver Street, Map 552 Lot 035 through a sealed bid process and authorize the

City Manager to negotiate and execute the sale with the chosen bidder. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

Councilor Williams noted that this property is one block away from his home and he had a particular interest in the invasive species on the lot. Adjacent to this property, is what the Councilor called one of the worst pieces of Keene infrastructure—a broken down set of stairs from Terrace Street to Beaver Street, which is a primary way people access the eastside neighborhoods and Robin Hood Park. The stairs are completely inaccessible in the winter and mostly washed out in the summer. So, he hoped these issues would be incorporated in the sale of this property; he thought the sale price might be better if the City dedicated some resources to fixing those stairs. It would be very important to the neighborhood. The City Manager said she was happy to look into it this and develop a plan once she determines ownership of the stairs. Councilor Bosley said her recollection was that the stairs were being addressed as a part of the Robin Hood Park project, with funds dedicated to park access. The City Manager would report back to the Council. The motion to carry out the intent of the Committee report carried unanimously with 15 Councilors present and voting in favor.

CITY MANAGER COMMENTS

First, the City Manager reported on Community Night, which was the first since Covid. As such, she worried there would be low participation, but she was pleasantly surprised at the momentum and participation despite the hot weather. The Fire Department had a new fan apparatus to mist cold water for people to cool off, which attendees enjoyed. The event was coordinated by the Personnel Advisory Board, which is comprised of representatives from across the organization that are elected and meet regularly. HR Director, Beth Fox, was the primary coordinator. There was a lot of City equipment, and vehicles present for people to look at. All food was provided by donation, and the ice cream was donated by some of the City's unions. The City Manager thanked all involved.

Next, the City Manager reported on parking issues during the Juneteenth events on June 19. There was confusion during the event about whether parking was free, as many thought it was a Federal holiday. Juneteenth was not yet a holiday in the City Code of Ordinances. The City Manager spoke with the Mayor and her plan was to review this as a part of the overall compensation and pay study when she intends to consider holiday schedules. In the meantime, parking users were frustrated, and she thought some backlash at the Parking Office was unfounded, given that the parking staff do the best they can and had worked hard to improve their public image and relationship with the community. The stickers on the parking meters do state that holidays are exempt, and an old reference to this was found on the City website. So, for a variety of reasons, the City Manager stated she would be voiding the parking tickets issued for expired meter time. The tickets for staying at the same meter for longer than two hours would not be voided as that rule exists even on holidays. Next, she would bring forward an Ordinance adding June 19 as a free parking day to avoid this confusion in the future.

ACCEPTANCE OF DONATIONS

A memorandum read from the Finance Director/Treasurer, Merri Howe, recommending accepting the following donations in the amount of \$850 for Community Night and authorizing the City Manager to use each donation in the manner specified by the donor:

- C&S: \$250

- City of Keene Employees Local 6288 AFT-AFL-CIO: \$50
- AFSCME Cheshire County Employee Local 2973: \$100
- Keene Police Department Supervisors: \$100
- Keene Police Officers Association: \$250
- Walmart Gift Card: \$100

Mayor Kahn thanked the above donors and noted that goods and services were also provided by: IAFF 3265, Hannaford, Markem-Imaje, and PC Connection.

A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

ACCEPTANCE OF DONATION – 9/11 MEMORIAL BENCH

A memorandum was read from the Finance Director/Treasurer, Merri Howe, recommending authorizing the City Manager to do all things necessary to accept a donation of a 9/11 Memorial Bench from Boy Scout Wade Plaskiweicz to be installed at Station 2 on Hastings Avenue. A motion by Councilor Powers to carry out the intent of the report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

RESIGNATION OF SUSAN D’EGIDIO FROM THE HERITAGE COMMISSION

A memorandum read from Evan Clements, Planner, recommending that the City Council accept the resignation of Susan D’Egidio from the Heritage Commission. A motion by Councilor Greenwald to accept the resignation with regret and appreciation of her 14 years of service was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

RESIGNATION OF DAVID WEIGLE FROM THE ZONING BOARD OF ADJUSTMENT

A memorandum read from Corinne Marcou, Administrative Assistant, recommending that the City Council accept the resignation of David Weigle from the Zoning Board of Adjustment. A motion by Councilor Greenwald to accept the resignation with regret and appreciation was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

MORE TIME – ATTORNEY THOMAS R. HANNA/BCM ENVIRONMENTAL & LAND LAW, PLLC – DONATION OF LAND AT 0 ASHUELOT STREET – COMPENSATORY FLOOD STORAGE

A Planning, Licenses, and Development Committee report read, unanimously recommending that the request for 0 Ashuelot Street Compensatory Storage be placed on more time for the City to review the request, and the consequences of it. Mayor Kahn granted more time.

ORDINANCE FOR FIRST READNIG – AN ORDINANCE RELATING TO THE INSTALLATION OF STOP SIGNS ON WATER STREET – ORDINANCE O-2024-11

A memorandum read from Don Lussier, Public Works Director, recommending that Ordinance O-2024-11 be referred to the Municipal Services, Facilities, and Infrastructure Committee for deliberation and a recommendation back to the City Council. Mayor Kahn referred Ordinance O-2024-11 to the Municipal Services, Facilities, and Infrastructure Committee.

ORDINANCE FOR SECOND READING – RELATING TO SIDEWALK CAFÉ
ENFORCEMENT MEASURES ORDINANCE – O-2024-06-B

A Planning, Licenses, and Development Committee report read, unanimously recommending the adoption of Ordinance O-2024-06-B. Mayor Kahn filed the report.

The City Clerk, Patty Little, pointed out a Scrivener’s error relative to an amendment by the PLD Committee for the “A” version of this Ordinance. On page 58 of this meeting’s agenda packet, on the top line, “November” should be stricken. This led to a “B” version of the Ordinance for the vote.

A motion by Councilor Jones to adopt Ordinance O-2024-06-B was duly seconded by Councilor Bosley.

The City Manager, Elizabeth Dragon, noted an adjustment that would allow her to grant two 10-day extensions at once (20 days) if the weather will permit to eliminate extra administrative burden of continuously notifying the license holders. Still, the City reserves the ability to pull furniture and end an extension if an issue arises. She also noted that she was organizing a meeting between the Liquor Commissioner and the City’s Sidewalk Café License holders so they can ask questions and understand exactly what is expected of them. She also offered to invite the Liquor Commissioner to a PLD meeting with a goal of better communication moving forward.

Councilor Jones noted that “10 days” was mentioned twice in the Ordinance and he asked which the City Manager was referring to. The City Manager replied that she was not suggesting changing the language, but that she was interpreting the language to mean that she could approve two 10-day extensions together, depending on the weather outlook. Mayor Kahn thanked the Clerks and City Manager for working on this.

The motion to adopt Ordinance O-2024-06-B carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

ORDINANCE FOR SECOND READING – RELATING TO THE CITY OF KEENE
ORGANIZATIONAL CHART – ORDINANCE O-2024-10

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of Ordinance O-2024-10. Mayor Kahn filed the report. A motion by Councilor Powers to adopt Ordinance O-2024-10 was duly seconded by Councilor Remy.

Councilor Jones asked whether—based on this chart—the Treasurer is an employee of the Council. Mayor Kahn said that was technically correct, but the Council recognizes that oversight of the Treasurer was delegated to the City Manager. The City Clerk, Patty Little, said it was combined when the Finance Director also became the Treasurer. Since Charter changes must go before voters, it might be good to update at some point, but at this time, the Mayor did not think it was urgent based on how those functions emerged.

Along with these changes, Councilor Haas asked to have the Agricultural Commission removed from the City website to keep it clean and up to date. Mayor Kahn agreed and said that would occur once officially disbanded by the FOP Committee and City Council, in addition to many other membership issues the FOP Committee would review.

Councilor Favolise asked about the status of the College-City Commission. Mayor Kahn said it had not been active since 2021 and the City was consulting with Keene State College President,

Melinda Treadwell, about a reformation. He recalled that the College-City Commission was formed many years ago when there were contentions between college students and surrounding homeowners, which led to better cooperation. Those issues had largely resolved over time, lessening the need for ongoing meetings. Still, Mayor Kahn agreed that it was time to revisit and redefine that Committee's purpose in the future.

Mayor Kahn also noted that the Deputy City Manager, Andy Bohannon, submitted a memorandum addressing questions from the FOP meeting about facilities management.

The motion to adopt Ordinance O-2024-10 carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

RESOLUTIONS – RESCISSION OF RESOLUTIONS RELATING TO SPECIAL EQUIPMENT PURCHASE STANDARDIZATION – RESOLUTION R-2010-33, RESOLUTION R-2010-34, RESOLUTION R-2010-35, & RESOLUTION R-2010-39

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Council rescind Resolutions R-2010-33, R-2010-34, R-2010-35, and R-2010-39 relating to special equipment purchase standardization. Mayor Kahn filed the report.

A motion by Councilor Powers to rescind Resolution R-2010-33 was duly seconded by Councilor Remy.

Councilor Remy recalled that one reason for this was to ensure the City does not have redundant equipment to maintain. He said another resolution would come forward once the City has a new standard, but he learned that this impacts how the City could shop the market.

Councilor Jones asked if this would take away the City's ability to go through buy-in groups (e.g., Houston Galveston Municipal Buy-In Group). The City Manager said no, that ability would remain.

The motion to rescind Resolution R-2010-33 carried unanimously with 15 Councilors present and voting in favor.

A motion by Councilor Powers to rescind Resolution R-2010-34 was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

A motion by Councilor Powers to rescind Resolution R-2010-35 was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

A motion by Councilor Powers to rescind Resolution R-2010-39 was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

IN APPRECIATION OF MEDARD K. KOPCZYNSKI UPON HIS RETIREMENT – RESOLUTION R-2024-25

A memorandum read from the HR Director, Elizabeth Fox, recommending adopting Resolution R-2024-25. A motion by Councilor Powers to adopt Resolution R-2024-25 with appreciation for Mr. Koczynski's 24 years of service was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

TABLED ITEM – RELATING TO THE 2024/2025 FISCAL YEAR OPERATING BUDGET – RESOLUTION R-2024-20-A

Mayor Kahn called this item forward that was tabled at the June 6, 2024, meeting. The City Clerk, Patty Little, read Resolution R-2024-20-A into the record. No Councilors submitted written notice of their intent to make an amendment to the proposed Operating Budget pursuant to Section 30 of the Rules of Order.

A motion by Councilor Powers to adopt Resolution R-2024-20-A was duly seconded by Councilor Remy. A motion by Councilor Powers to amend the Resolution to create Resolution R-2024-20-B was duly seconded by Councilor Remy.

Councilor Powers explained that in the final preparation for this meeting, a few errors were discovered, but they did not change the bottom-line figures in the budget:

- In the General Fund Facilities Maintenance Camera System (account number 65316200-523450), Councilor Favolise noticed a \$9,000 discrepancy between the departmental request and the City Manager’s budget. The correct total is \$1,750.00 *not* \$10,750.00.
- When the City went to bid for electricity, there were some savings, resulting in the following amendments:
 - \$1,402.00 increase to the Sewer Fund – Electricity account number 32140100-525030
 - \$11,103.00 increase to Electricity account number 32200079-525030
 - \$34,134.00 increase to Electricity account number 32300083-525030 (due to the solar array, the Sewer Fund will not benefit from the lower rates as originally anticipated)
 - \$26,016.00 increase in the Water Fund – Electricity account number 34240200-525030
 - \$3,937.00 increase in Electricity account number 34300084-525030 due to the hydro turbine (the Water Fund does not benefit from the lower rates).

The City Manager, Elizabeth Dragon, thanked Councilor Favolise for catching the General Fund typo. Regarding the Water and Sewer Funds, she said too much was taken out of them for electricity. When going through the FOP budget process, the City was also going through a request for bids for electricity for all City accounts. When the bids came in, they were substantially lower, so the City dropped its rate from just over \$0.14 to just over \$0.09. Additionally, the Finance Department allocated the savings across all electricity accounts by prorating. The Wastewater Treatment Plant is on the solar array and will not see the same benefit from this contract change. The turbines in place also make a difference in how much savings the City could have in both Water and Sewer Funds. So, these amendments were to move a portion of this money back to those accounts. The overall adjustment was still a substantial savings of over \$102,000 with the new contract. The General Fund had the majority of the decrease before the smaller funds, like Solid Waste. The Equipment Fund had some additional minor decreases as well. Mayor Kahn reiterated that there was no impact to the budget’s bottom line.

The motion to amend and create Resolution R-2024-20-B carried unanimously with 15 Councilors present and voting in favor. The City Clerk read Resolution R-2024-20-B into the record.

Councilor Filiault thanked Councilor Powers and the FOP Committee for their hard work. He said it was a very lean budget and still the taxes were too high. He said it would only change if Keene and all NH residents start holding elected officials of the State of NH—including the Governor—accountable. He said the City could stop hiring staff in all departments but even that would not change the situation until something changes in Concord. He said the City's position taking in the homeless from across the State was one example, as was the pension/retirement from the NH Retirement System and the Rooms and Meals Tax. The schools are also continually underfunded. The tax rate in Keene and other communities was unsustainable and he reiterated that it would not change until leadership in Concord changes. The motion to adopt Resolution R-2024-20-B carried unanimously. Mayor Kahn thanked the City Manager, the FOP Committee, and the Finance Department for executing a successful budget.

TABLED ITEM – RELATING TO CLASS ALLOCATIONS AND SALARY SCHEDULES
ORDINANCE O-2024-08

Mayor Kahn called this item forward that was tabled at the June 6, 2024, meeting.

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of Ordinance O-2024-08. A motion by Councilor Powers to adopt Ordinance O-2024-08 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

TABLED ITEMS – RELATING TO THE APPROPRIATION OF FUNDS FOR THE FY 2024–
2025 BOND ISSUES: CITY HALL STRUCTURAL REPAIRS – RESOLUTION R-2024-10;
LOWER WINCHESTER STREET – RESOLUTION R-2024-11; STORMWATER
RESILIENCY PROGRAM – RESOLUTION R-2024-12; LOWER WINCHESTER STREET
SEWER UTILITIES – RESOLUTION R-2024-13; MARTELL COURT BYPASS –
RESOLUTION R-2024-14; WWTP HVAC REPLACEMENT – RESOLUTION R-2024-15;
WWTF SERVICE WATER SYSTEM UPGRADE – RESOLUTION R-2024-16; LOWER
WINCHESTER ST WATER UTILITIES – RESOLUTION R-2024-17; WATER
DISTRIBUTION IMPROVEMENTS – RESOLUTION R-2024-18

Mayor Kahn called these items forward that were tabled at the June 6, 2024, meeting.

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-10. A motion by Councilor Powers to adopt Resolution O-2024-10 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-11. A motion by Councilor Powers to adopt Resolution O-2024-11 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-12. A motion by Councilor Powers to adopt Resolution O-2024-12 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-13. A motion by Councilor Powers to adopt Resolution O-2024-

13 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-14. A motion by Councilor Powers to adopt Resolution O-2024-14 was duly seconded by Councilor Remy.

Mayor Kahn noted that on page 89 of this meeting's agenda packet the sum of the bonding from all of these motions was listed.

The motion to adopt Resolution R-2024-14 carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-15. A motion by Councilor Powers to adopt Resolution O-2024-15 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-16. A motion by Councilor Powers to adopt Resolution O-2024-16 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-17. A motion by Councilor Powers to adopt Resolution O-2024-17 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-18. A motion by Councilor Powers to adopt Resolution O-2024-18 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

NON-PUBLIC SESSION

A motion by Councilor Greenwald to go into a non-public session to discuss the hiring of any employee as a public employee under NHRSA 91-A:3, II (b) was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor. The non-public session began at 9:01 PM.

PERSONNEL – CHARTER OFFICER RECRUITMENT

The Mayor opened the discussion by reminding the Council that in February, the City Attorney had informed the Council of his retirement by the end of 2024. He continued that with only two more meetings before August, it was time to start talking about the recruitment process. Steps in the recruitment process would typically include the appointment of a committee, a review of the job description, advertisements, and interviews with selected candidates. The Mayor noted he was hopeful that an appointment could be made in October. This would give some time for any necessary relocation to the area and still provide an overlap of several months. The Mayor stated that the Human Resources Director, Beth Fox, would support the process.

06/20/2024

Beth Fox offered various timelines for the Council to consider that would take advantage of the July 18th City Council meeting and the July 25th Finance, Organization, and Personnel Committee meeting. She suggested that the City Attorney update the job description before any other steps.

The Councilors discussed what should and should not be public discussions as part of the process to ensure compliance with NHRSA 91-A: 3 II (b). The Council was split about this topic and referred to the last City Manager recruitment process as a potential model. The City Clerk clarified that the Council could decide whether to seal the minutes after reconvening in public session.

At 9:44 PM, the Council concluded the discussion and returned to the public session.

A true record, attest: 
City Clerk

ADJOURNMENT FOR COLLECTIVE BARGAINING

Mayor Kahn adjourned the meeting at 9:44 PM for collective bargaining and reconvened in public session at 9:48 PM

KEENE CITY EMPLOYEES AND AFSCME BARGAINING UNIT

A motion by Councilor Greenwald to authorize the City Manager to do all things necessary to negotiate and execute a Memorandum of Understanding modifying the executed collective bargaining agreement with Keene City employees, ATF Local #6288, ATF-NH, AFL-CIO related to the cost of living adjustment provided bargaining unit employees for FY 25 and vacation accrual methodology with an effective date to be determined and that the City Manager be authorized to do all things necessary to negotiate and execute a Memorandum of Understanding modifying the executed collective bargaining agreement with AFSME Council #93, Local 2973 related to the cost-of-living adjustment provided bargaining unit employees with an effective date to be determined was duly seconded by Councilor Bosley.

Having no further business, the Mayor adjourned the meeting.

A true record, attest: 
City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Mayor Jay V. Kahn
Through:
Subject: Confirmations - Heritage Commission and Historic District Commission

Council Action:

In City Council July 18, 2024.
Voted unanimously to confirm the nominations.

In City Council June 20, 2024.
Nominations tabled until the next regular meeting.

Recommendation:

I hereby recommend the following individuals to serve on the designated Board or Commission:

Heritage Commission

Rose Carey, slot 3 Term to expire Dec. 31, 2026
206 Washington Street

Louise Zerba, slot 6 Term to expire Dec. 31, 2026
340 Parko Avenue

Historic District Commission

Louise Zerba, Heritage Commission, slot 4 Term to expire Dec. 31, 2026

Attachments:

None

Background:



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Jon Loveland
Through: Patricia Little, City Clerk
Subject: Jon Loveland, PE - Downtown Infrastructure Project

Council Action:
In City Council July 18, 2024.
Communication filed as informational.

Recommendation:

Attachments:

1. Jon Loveland Letter - Downtown Infrastructure Project 071224_Redacted
2. Loveland Letter to Keene City Council 021623_Redacted
3. Jon Loveland Letter to Keene City Council 010523_Redacted
4. RAISE Budget - FINAL - 2024-02-28
5. RAISE Grant application package
6. RAISE 2024 Fact Sheets

Background:

In this communication, Mr. Loveland shared some information and expressed his critical opinion of the project budget.

Friday, July 12, 2024

Hon. Jay Kahn
Mayor
3 Washington St.
Keene, NH 03431

cc: Mitchell H. Greenwald, Chair, Municipal Services, Facilities & Infrastructure Committee
Kate M. Bosley, Chair, Planning, Licenses and Development Committee
Thomas F. Powers, Chair, Finance, Organization and Personnel Committee
Andrew M. Madison, Member, Downtown Infrastructure Project Steering Committee
Randy L. Filiault, Member, Downtown Infrastructure Project Steering Committee
Elizabeth A. Dragon, City Manager

via Electronic Mail

RE: Downtown Keene Infrastructure Project

Dear Mayor, Members of the Keene City Council, and City Manager:

I am writing you again in hopes that the new Mayor will introduce some transparency and professionalism to this process surrounding the public engagement, project scope and cost development, and ultimate approval of a project that will have profound fiduciary and commercial impacts to Downtown Keene.

I was appalled as I observed the truly extraordinary and tortuous, gerrymandered process employed to approve this project in its current form, and the terribly flawed rationale (seeking a large if ill-suited and poorly developed grant subsidy proposal) used to justify approval of the project in its current state of understanding and development.

The RAISE project budget and submittal (see attached documentation), which I believe was developed and submitted to USDOT with no public review and concurrence on size and composition, stated the project now totals \$20.9M. Of this, the cost of the buried (“utility”) infrastructure project was given as \$3.74M (18%), with the following components: 1) \$1.86M for Water Infrastructure, 2) \$1.54M for Sanitary Sewer Infrastructure, and 3) \$0.34M for Utility Design. The balance, \$17.2M (82%), including the surface improvements (“streetscape”) and ALL of the traffic control, PM/CM, and contingency was part of the total the USDOT was asked to subsidize. Had the City been awarded this grant, the City would have been committed to a project of this size and to Federal oversight and auditing. This oversight would have caused a significant problem for the City. What is unequivocal is what was submitted to the Federal government in writing.

Mind you, the City was seeking \$13.7M in subsidy from USDOT for approximately 1600 feet of very unique, risky, “multi-modal” bike paths. The two other projects in NH that were successfully awarded RAISE grants were asking approximately \$1.5M for approximately 2+ MILES of bike paths and utility improvements (see attached documentation, the “Seacoast Greenway Hampton Marsh Trail” and the “Access, Restoration, Development and Safety (CARDS) Initiative”).

I believe the budget presented to USDOT is exactly backwards and is a major reason this project, as presented by the City, did not secure a grant. The buried infrastructure component of this project should represent the 80-85% fraction of the overall cost, and the surface improvements should be relatively inexpensive and quick. This fact would have been readily apparent to the Mayor and Council had two separate conceptual projects, schedules, and cost estimates been developed and compared. They are completely different from duration, schedule, construction sequence, and traffic control perspectives. I am on record as having stated that this project will cost more than was being presented to the citizens and ratepayers of Keene, starting in 2022, and based on the current work, I maintain that this project will still cost more than is being presented.

I have good reasons for my confidence that project cost increases will have little to do with commodity and labor cost increases (as has been advanced as an explanation to the citizens of Keene) and I do not believe this is the reason why the project cost grew exponentially from \$7M in mid-2022 to \$21M in 2024. The Federal Reserve Producer Price Index (PPI) - Specialty Index for Construction Materials has actually decreased from June 2022 (349.8) to July 2024 (332.64, significant digits from: <https://fred.stlouisfed.org/series/WPUSI012011>). Likewise, construction labor costs have not increased by this magnitude over this time frame (Federal Reserve Employment Cost Index for Construction Labor, with a 8.3% increase: <https://fred.stlouisfed.org/series/ECICONWAG>). Local variances cannot account for these cost disparities, but cost estimating methods, scope presentation and significant scope “creep” can. I suggest that City staff present a detailed cost breakdown of the project as presented in 2022 versus 2024 that will explain this disparity and use detailed quantities and unit costs.

The reasons that the citizens and ratepayers in Keene can be virtually assured of genuine cost increases with this project as currently conceived include:

- Unknown, undiscovered, or changed subsurface conditions in a historic district,
- Method of contractor procurement (contract type) and construction management, both leading to significant change orders,
- Contractor competency for this size project, these types of conditions and ability to accelerate,
- Adequacy of traffic control planning and execution, and
- High probability of delay, including extended overhead costs.

Furthermore, the continued inclusion of dedicated bicycles lanes in the current project (ostensibly to prove to USDOT there is a hypothetical “multi-model” transportation need in the City) remains terribly flawed, both from a technical standpoint and a cost/benefit standpoint (as elucidated above now with USDOT “comps”).

- 1) **No scientific Bicycle Study of merit has been conducted.** The City does not have the daily, diurnal, weekly, monthly, quarterly, seasonal, or annual data of actual cyclist use in Downtown Keene, desired use in Downtown Keene, or any projection of future use in Downtown Keene. Other than an “optical” or political desire to have dedicated bicycle lanes in the design, there is no demonstrated need for the dedicated bicycles lanes, or a value analysis justifying the dedication of space those lanes would require.
- 2) **No Safety Study of merit has been conducted.** Moving the bike lanes from the street to a reservation of space currently dedicated to pedestrians only converts the risks from a

potential low risk of bicycle-vehicle collision(s) to a much higher risk of bicycle-pedestrian collision(s). I would not assume the outcome of a collision with a pedestrian is any better than the risk of a collision with a low-speed parked vehicle backing out of a parking space. But the probability of a very large increase in the number of collisions is likely. Surely once adequate data is collected an assessment of bicyclist-pedestrian risk could be determined (pedestrian density and use, cyclist density and risk, magnitude, and liability of any collision outcome). Every occupant of a vehicle (potentially multiple) who parks a vehicle and seeks to access a business or a residence would have to cross these bike lanes. Every pedestrian who seeks to cross Main Street or Central Square must now confront a protected cyclist travelling at high speed. Any attempt to limit the speed of the cyclist and control the cyclist to mitigate collision risk with a pedestrian limits the very utility of the protected bicycle lanes to the point of infeasibility.

- 3) **No Commercial Impact Study of merit has been conducted.** The real estate impacted by any change in Downtown Keene is easily the most important change and potential impact in the entire City. How does the City know that given a perfectly circumscribed space, devoting this space to cyclists has a net benefit over the current use, or versus an expanded use for pedestrians, or an expanded use for parking? As it has now been demonstrated to the City Manager and staff, cost/benefit matters.....it matters at a local level, a state level, and a Federal level, and this needs to be considered by the City.
- 4) **No current Traffic Impact Study has been conducted.** Such concerns (wait times, emissions from idled cars waiting in a “queue”), were initially cited as a core concern of the residents of the City and a driver for changes. Given the changes proposed, what information has been provided to the citizens of Keene that the current design does not negatively exacerbate or degrade traffic conditions? My assessment of narrowed sidewalks, narrowed parking spaces, and narrowed vehicular lanes suggest that traffic conditions and wait times will be negatively impacted and significantly increased. This impact could be ameliorated by the removal of the dedicated bike lanes.
- 5) **No Rate Study has been conducted.** While the current project cost of \$21M has been put forth, and while the RAISE grant was not obtained (which was predictable), the ratepayers in Keene are now confronted with approving this \$21M project with no known impact on their rates. Many external funding sources and sources of subsidy have been proposed, but none have been finalized, so the rate or cost impact is also unknown. It remains a mystery to me why overall costs and rate impacts have not been presented to the citizens of Keene at the same time as project alternatives, that while seemingly feasible, have not included true ratepayer impacts. At this point in time, the citizens of Keene have absolutely no basis for deciding what is truly feasible if all costs and impacts are considered.

The dedicated bicycle lanes should be removed from the design and the sidewalks widened or parking restored. For the newer members of the City Council (including the Mayor), if you review the original, de-novo comments by the public (comments that are not replicated by a very small number of vocal, special interest advocates at multiple public engagement sessions,

find that the vast majority of issues vocalized by this larger sample of citizen feedback demonstrate that the vast majority of issues/comments would be addressed by:

- WIDER sidewalks,
- Raised sidewalks,
- Deployment of new traffic volume and signal technology, and timing sequences,
- Greater signage,
- Lighted and blinking signs and Rectangular Rapid Flashing Beacons (RRFBs, <https://highways.dot.gov/safety/proven-safety-countermeasures/rectangular-rapid-flashing-beacons-rrfb>).

Finally, the City must investigate alternative procurement techniques to provide greater cost certainty and earlier contractor involvement and pursue national or regional contractors who have the capability to both properly execute this project and expedite its completion. The premium would be well worth it. You will find you are in for significant changes once a contractor is secured and actively engaged.

Sincerely,



Jonathan P. Loveland, PE
Irvine, CA

[Redacted]
[Redacted]

Cc:

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Kbosley@keeenh.gov
Tpowers@keeenh.gov
Amadison@keeenh.gov
Rfiliault@keeenh.gov
Edragon@keeenh.gov

Encl:

City of Keene RAISE budget submittal
(<https://keeenh.gov/sites/default/files/Pubworks/Downtown/documents/RAISE%20Budget%20-%20FINAL%20-%202024-02-28.pdf>)

USDOT RAISE project awards for NH
(<https://www.transportation.gov/grants/raise/raise-2024-award-fact-sheets>)

Thursday, February 16, 2023

Hon. George S. Hansel
Mayor
3 Washington St.
Keene, NH 03431

cc: Mitchell H. Greenwald, Chair, Municipal Services, Facilities & Infrastructure Committee
Kate M. Bosley, Chair, Planning, Licenses and Development Committee
Thomas F. Powers, Chair, Finance, Organization and Personnel Committee
Andrew M. Madison, Member, Downtown Infrastructure Project Steering Committee
Randy L. Filiault, Member, Downtown Infrastructure Project Steering Committee
Elizabeth A. Dragon, City Manager

via Electronic Mail

Dear Mayor, Members of the Keene City Council, and City Manager:

I am writing to you again as I remain genuinely concerned about some elements of the Downtown Re-Design Study and fear several potentially disastrous outcomes to the overall Downtown aesthetic. My concerns include very real deleterious impacts to traffic, diverse access, and business viability may result if the Alternative recommended by the Ad-Hoc Committee is approved and implemented.

I am encouraged that about the same time as I submitted my last letter to you for your review that the project website was substantially updated and appears to have been continuously updated since that time with a great deal more project information. However, there are some rather conspicuous absences or gaps in the publicly available information in terms of study design, traffic study design, source(s) of data, model use and analysis, rationale in the context of study design for the recommended Alternative selection and reporting of the full results of any of these activities.

The first public release and presentation of the current consultant-obtained traffic data to the Ad Hoc Committee was on 8/16/22 (Slide 18). The same data was presented graphically to the Committee on 9/28/22 (Slide 7). Traffic analysis graphical results were presented to the Committee on 11/15/22 (Slide 21). If that selected data and analysis was ready to be presented in a public document for Committee analysis and decision-making as far back as 3-6 months ago, it is not clear why in Jan/Feb of 2022 the full balance of all traffic data, methods and analysis is not also publicly available.

An area of additional concern is the effort to obtain historical traffic data and analysis and incorporate into the current study. If this has been done, I can find no reference or use of any historical information or data, even though this element has a budget and was included in the consultant proposal and scope of services (Data Collection Inventory (Task 1 - \$37,000) and Traffic Analysis (Task 4 - \$40,000). It has been related to me by a former City Councilperson (and world-class engineer) that when the City previously evaluated and implemented the existing

traffic circles, that they also evaluated converting the current Central Square (which has a total area of approximately 50,000 square feet) to a signal-less traffic circle and found such a conversion infeasible. I am also told that despite the relatively large area when using Central Square in its entirety, such a traffic circle would have needed to be the dual, in-series, type of traffic circle to function properly. I do not have any other anecdotal or written evidence, but given what I have learned about traffic circles and their sizing, this representation and analysis strikes me as being correct. Of greater concern is why there is no reference or incorporation of all of the prior work the City has done regarding traffic circles in the current analysis.

Moreover, it appears that the current traffic analysis is based on a recent “snapshot” of limited traffic data that was collected on the heels of an economy that was still recovering from Covid-19. What is concerning is that there is a large volume of traffic data available from NHDOT regarding the traffic volumes and associated timing in and around Central Square (<https://www.nh.gov/dot/org/operations/traffic/tvr/detailsheets/keene/index.htm>).

I have attached to this letter examples of this data, and I find several elements of this attached data relevant:

- That average daily volumes are remarkably consistent over a 15-year period (1998-2013),
- NHDOT reports peak hour volumes, and I can find no reference or use of this metric in the information available from the City,
- Both the average daily and peak hour volumes appear significantly higher than those reported in the current study.

The reason I say that the information presented to the City and then by City to the citizens of Keene is likely incomplete is that there are some very typical and customary elements to a planning or feasibility study that are not found in the information on the City’s website, in this case relating to the traffic study and analysis. These elements may include:

1. A basis of design,
2. Precedents of implementation and comparison of design criteria,
3. Model input parameters,
4. Sources of data and assumptions related to model input parameters,
5. Ranges of model input parameters,
6. Robustness or precision of model input parameters,
7. A weighting of importance of input parameters,
8. A sensitivity analysis of model outputs related to assessing these ranges of input parameters,
9. An explanation of the multi-variate permutations of sensitivity analyses,
10. A failure-mode analysis of the model,
11. Instances or examples of model validation and observed variations.

As a partial example of such an analysis I have attached a presentation of a traffic circle/mini roundabout analysis conducted by another large domestic US engineering consulting firm for a city in Texas (<https://www.nctcog.org/getmedia/57bdd772-1d6b-4d1f-a344-94ab249ec392/2019PWR-MiniRAB-FINAL.pdf>). In this presentation on Slide 8, you will find

criteria for a “mini” roundabout. Some of these design criteria or appropriate site selection criteria include:

- Daily entering volumes will not exceed 15,000 vehicles per day,
- Hourly entering volumes will not exceed 1,600 vehicles per day,
- Residential areas,
- Rural areas, traffic calming measure (slow speed),
- Low truck volume – 3% or less.

Additional information can be found in this National Cooperative Highway Research Program report - <https://nacto.org/docs/usdg/nchrprpt672.pdf>.

There is a real possibility that the traffic analysis that the City is relying on to justify the selection of the recommended Alternative is flawed. Several of the criteria listed above are simply not found in any of the publicly available information from the City. A review of these criteria and any set of data for the City of Keene, whether the current consultant data or any historical data, suggest that a 5-leg, mini-roundabout replacement for Central Square in the Downtown area ***is not feasible***, regardless of any model output. It is likely that the modeling effort simply has not considered some real-world scenarios that would reduce the capacity of the mini-roundabout to levels that render the concept ***not feasible***.

From a risk perspective, I believe it is more likely than not that any and all of the current redesign options presented ***will harm downtown businesses, degrade traffic conditions, reduce access, and negatively impact the aesthetic nature of Downtown Keene.***

Finally, it is simply erroneous to think that multi-modal transportation will increase at the expense of passenger vehicle traffic in a low-density rural town or even needs to increase as the USA and the World address climate change. What is needed and what is happening around the country is a transition to electric and hydrogen-powered vehicles powered by green energy. Witness the recent State Of The Union address by President Biden where he noted his administration is supporting the construction of 500,000 electric vehicle charging stations across the country (<https://www.whitehouse.gov/briefing-room/speeches-remarks/2023/02/07/remarks-of-president-joe-biden-state-of-the-union-address-as-prepared-for-delivery/>). The proposed changes to Downtown Keene will produce negligible sustainability improvements. Attached to this letter is a report by the Brookings Institution that identifies some of the major contributions to carbon footprint. If the City wishes to make an investment and spend money to mitigate climate change and improve sustainability then I suggest they review this report for other initiatives (for instance subsidize the replacement of wood and oil-fired heating systems), install green energy charging/fueling stations and expand parking in the Downtown area.

Sincerely,



Jonathan P. Loveland, PE
Irvine, CA

[REDACTED]
[REDACTED]

Cc:

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Tuesday, January 3, 2023

Hon. George S. Hansel
Mayor
3 Washington St.
Keene, NH 03431

cc: Mitchell H. Greenwald, Chair, Municipal Services, Facilities & Infrastructure Committee
Kate M. Bosley, Chair, Planning, Licenses and Development Committee
Thomas F. Powers, Chair, Finance, Organization and Personnel Committee
Andrew M. Madison, Member, Downtown Infrastructure Project Steering Committee
Randy L. Filiault, Member, Downtown Infrastructure Project Steering Committee
Elizabeth A. Dragon, City Manager

via Electronic Mail

Dear Mayor, Members of the Keene City Council/Committee Chairs, and City Manager:

My name is Jonathan Loveland, PE, and I am a former longtime resident of Keene, having grown up in the City, attended Symonds Elementary and the Middle School, graduated KHS, and lived there during the summers I attended university at Worcester Polytechnic Institute (WPI). I am a licensed Professional Engineer (Civil), now with over 30 years of experience. I have planned, designed, and/or constructed over a dozen major infrastructure projects and as a consulting engineer, participated in hundreds of planning efforts and conceptual designs. Recently, I was a key player (VP for the owner) in all phases of a \$1.02 billion P3 project to provide a 50+ MGD water treatment facility, a project that also included approximately 10 miles of new, buried large diameter (54") pipe. Most recently, I was the Global Practice Leader for Alternative Water Supply with Black & Veatch.

Keene NH is not Concord NH, nor Norwood MA, nor Cambridge MA. The downtown Keene area is unique, historical, and is literally the beating heart of the City with its own "arteries" (roads) and "organs" (buildings, institutions, and businesses) that impose their own immutable consequences. Keene has long depended on, and until now, has succeeded in maintaining a thriving business community downtown, thus avoiding the economic decline and the "boarded up" nature of so many other small towns across the county. What appears to work elsewhere in complex, esoteric projects may be completely unapplicable to Keene NH.

Upon recently reading the Sentinel article (Hunter Oberst, Dec. 29, 2022, which I receive daily via e-mail) on your Downtown Infrastructure Project and reviewing all of the publicly available information on the City website, I can tell you that any activity other than the proposed buried infrastructure project and the minor surface improvements that typically accompany such a project is significantly premature and therefore possibly disastrously misguided. I see all the hallmarks of a politicized process and a rush to judgement that is completely unnecessary and unfair to the tax-paying citizens of Keene.

Your consulting engineer, Stantec, is a firm of the highest quality, representing the old “white-shoe” firm of Montgomery Watson, and their \$570,000 proposal and scope of services (<https://www.publicpurchase.com/con/keene,nh/pub/search>) is very typical in terms of tasks to be performed and level of detail. On the basis of their proposal and their proposed staff, I can see why they were selected. For instance, the proposal budget for Task 7 – Public Outreach and Interaction of over \$165,000 appears adequate as the single largest line item in the budget, and there are explicit tasks for Data Collection Inventory (Task 1 - \$37,000) and Traffic Analysis (Task 4 - \$40,000).

However, based on the outcomes represented by the materials on the project website, I wonder if Stantec and their staff, as relative strangers to Keene, have had adequate time and budget, adequate guidance from the City, and adequate input from all the relevant stakeholder groups in the City. My concerns after review are: 1) the data available and methods used to analyze the alternatives, 2) the processes employed to incorporate priorities and select outcomes, and 3) the risks and evaluation of risks in their totality for such dramatic changes in the aesthetic nature and function of Downtown Keene.

It appears that changes are being proposed for the sake of change and a political desire to appear “current” or “forward-thinking” compared to other ostensibly similar cities. There appears to be an assumption that more “green,” “open,” or “community” space is needed, even though the selected alternative would add only 14,000 square feet, an area that is smaller than existing spaces downtown and with no estimate of utilization of existing spaces or indeed the proposed space. There appears to be an assumption that dedicated bike lanes are needed, even though there is no data or study presented showing the volume and time-of-use of the existing, shared bike lanes. There appears to be an assumption that saving at most 10 or 20 seconds in traffic delays during the commuting rush hour (Mr. Oberst correctly described this would “shave” time) by adding a “mini” traffic circle and closing off the head of the square is worth the sacrifice and impact to the existing property owners on Central Square and perhaps the entire Downtown area.

Incidentally, I used to live in West Keene (Trowbridge Rd) and Downtown (Summer St) and biked everywhere in the City and I remain an avid cyclist with both road and mountain bikes. I used to work at the old Friendly’s and the old Henry David’s, my father’s office was very close to Downtown on Washington Street, and I was an active member of the UCC Youth Group and am an Eagle Scout with the venerable Troop 302. Given all those activities and jobs, I do not remember once riding through Central Square and up or down Main Street to arrive at those locations. The simple fact is that bicycle traffic through Downtown is minimal because there are plenty of options to avoid Downtown if you are riding a bicycle, unless you want to reach a business Downtown, in which case a rider is willing to accept some delay for just 2-3 blocks. And I would welcome the cycling stakeholders to conduct a scientific study and provide the data if they believe their rightful prerogatives and interests are sufficient to justify wholesale changes to Downtown.

I say assumption above because the methods used to select alternatives consists of a simple and unexplained (is it weighted or prioritized or are all elements shown equal?) ranking system of 1, 2, or 3 little black circles (this is arbitrary, but a differentiation scale of 5 or 10 is also common), with little explanation to either the existing conditions or the “do-nothing” alternative. Do these

circles represent the consultant's opinion, the City's opinion, some joint opinion, or the public's opinion? I also ask because the selected alternative appears to be ranked #3 out of 4 of those limited options considered, which I expected to also consider a "technology-only" alternative and an alternative to convert the entire Central Square area to a signal-free traffic circle.

Regarding the traffic analysis, while I am not a subject matter expert in this particular area, I am skeptical for two qualitative reasons. One, the size of this "mini" traffic circle is at best $\frac{1}{2}$ to $\frac{1}{4}$ the areal size of any other traffic circle in the City, is proposed to be a single lane, and is in a critical, high-traffic volume location. And all drivers, much less those who have been educated in road design, know that when you decrease lane or median width or any other roadside appurtenance encroaches on a driver, you slow down and become more conservative in your decision making. It would be helpful if the City released any technical report, including modeling assumptions, which addresses the bare figures available on the project website, because I doubt too many readers who are not trained scientists or engineers know what a "box-and-whisker" plot represents. All of these issues would benefit from a release of the Stantec authored reports containing these descriptions of means and methods and the details of their analysis.

Regarding public outreach and the "polling" presented, the only two sets of facts I see from a City of over 20,000 in population are a single set of questions where no question/response got more than 30 votes and a public hearing at the Colonial Theater where there was a total of 85 responses with only 41 persons in attendance voting. This level of public participation means the information the City is acting on cannot represent all the stakeholders impacted nor the general population in Keene. Furthermore, it is not clear the rationale behind who was appointed to the "ad-hoc" committee "steering" this project, but it appears this committee has no representatives directly impacted by these design choices. The Stantec contract/scope of work references a "PPP" or Public Participation Plan, and it would be useful to make this plan available to the public.

A well-designed poll that accurately captures public and stakeholder sentiment is very difficult to compile and requires both subject-matter experts as well as political and social scientists and professionals. For instance, the questions that appear to have been asked are singular, in that they don't ask what a preference is in conjunction with a consequence (a "closed-ended" question - <https://www.pewresearch.org/our-methods/u-s-surveys/writing-survey-questions/>). Of course a poll will reflect a lot of "nice things to have" if cost and impact are disregarded or in this case, apparently not even asked. For instance, a meaningful question to ask might have been "Are you in favor of dedicated bike lanes at the expense of traffic lanes (or parking spaces, or trees, or greenspace, or mobility-limited access).

The Stantec proposal speaks to methods of public outreach including focus groups and a stakeholder database, but the City website does not indicate how these methods were employed. In addition, even if employed, to what extent was advertising using direct mail, local print and TV venues, or even posted notices used to communicate and attract public participation? The numbers historically involved in the planning process and the level of public outrage post-recommendation of an alternative suggest not enough of these activities were performed.

Finally, the evaluation by Stantec seems to include issues that are best left to the Keene public at-large and their elected officials. Included in their ranking matrix are the issues of “Define/Expand Connection to Downtown District” and “Strengthen Image and Character, Including Arts and History” with choices/selections ostensibly coming from Stantec that significantly influence the outcome. These rankings give rise to the concern that not all issues should be equally weighted, as some issues may be significantly more important than imposing multimodal transportation changes or upgrading the walking environment absent implementing the RRFB’s and other possible passive control technologies referenced in the Stantec proposal. Issues of sentiment are typically not the purview of consultants without significant public input, so apparently this outcome reflects those preferences of the steering committee managing Stantec or a lack of time and budget to conduct this critical task properly. This is also an area where a professional “facilitator” is typically used who has no other role or allegiance on the project.

The November 15th Steering Committee Minutes (https://keenenh.gov/sites/default/files/2022-12/2022_11_15_AHDIP_Minutes_Adopted.pdf) make clear that there has been a “rush to judgement”, with the City Manager wanting to narrow the options simply because the Stantec budget is limited. In addition, the Mayor actually suggested a City Councilor go survey his constituency instead of the paid consultant hired for this purpose.

There is a simple solution to the deficiencies identified above. Conduct the subsurface infrastructure improvements required and obtain the benefits of any “low-hanging-fruit” in terms of the restoration (undergrounding utilities, new sidewalks, improve curb and gutter, drains, stormwater management, etc.) and continue to study the potential surface modifications to the existing streets. There is a marginal cost penalty in waiting to make any impactful surface modifications compared to the cost of the buried infrastructure work.

The City could conduct demonstrations of any of the proposed changes by blocking off any street or street section under evaluation for a period of time and actively monitoring the impacts, or by temporarily installing “K-Rail” or other temporary traffic control measures (<https://dot.ca.gov/programs/construction/construction-manual/section-4-12-temporary-traffic-control#4-1202B>) and testing and demonstrating the “mini” traffic circle on a real-world (not model) basis. Finally, a project of this magnitude would benefit from the appointment of an independent, 3rd-party, expert review panel composed of all needed competencies to ensure the integrity of the outcomes.

There is a great deal in the existing infrastructure project that the City and Stantec can trumpet and should obtain major credit for. Most cities across the USA defer their buried infrastructure replacement until the consequences cost far more than the remedy. Replacing the Downtown buried infrastructure will provide security and reliability for the next 100 years, and prevent water loss (leaks and ruptures, a resource issue), degradations in water quality (corrosion and residual loss, a public health issue), and the risk of contamination (sewage pipe leaks and rupture, an environmental protection issue). The elected officials and managers at the City should be satisfied with this accomplishment and continue to study any significant change to the character of the Downtown area.

Sincerely,

A handwritten signature in black ink that reads "Jonathan Loveland". The signature is written in a cursive style.

Jonathan P. Loveland, PE
Irvine, CA

[REDACTED]
[REDACTED]

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CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Jim Coppo/Jimmy Tempesta
Through: Patricia Little, City Clerk
Subject: **Jim Coppo/Jimmy Tempesta - Request to Discharge Fireworks - First Responder Appreciation Community Day - August 18, 2024**

Council Action:

In City Council July 18, 2024.

Referred to the Planning, Licenses and Development Committee.

Recommendation:

Attachments:

1. Communication_Coppo

Background:

Mr. Coppo and Mr. Tempesta request a license to discharge fireworks at Alumni Field as part of the First Responder Appreciation Community Day held on August 18, 2024.

July 15, 2024

City of Keene
Honorable Mayor & City Council
3 Washington St
Keene, NH 03431

To: Honorable Mayor Jay Kahn & City Council

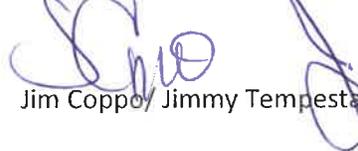
Please let this letter serve as our request and seek permission to include a fireworks display at our very unique, the First Responder Appreciation Community Day, event on August 18th at Alumni Field. This event will be open to the public, will have Police, Firefighters, Ambulance personnel, Dispatchers along with dignitaries and guest speakers. This event will be an extension to our 'Blue Line Appreciation' event we host at the restaurant.

The day will be filled with family fun, have all area equipment on display and meet and greets with the hero's, in addition to demonstrations by City, State and County departments.

I have attached a set of fliers for out to see. The fireworks display will be a music themed special First Responder colored show for 10 minute slot at the completion of the City Fire vs Police game.

The show will be done by Atlas Pyrovision Entertainment, the same company that does Swampbat games. They will use the same location as the always do.

Hope to see you all at the event,



Jim Coppo/ Jimmy Tempesta

BLUE LINE APPRECIATION & TEMPESTA'S RESTAURANT

PRESENTS

FIRST RESPONDER APPRECIATION COMMUNITY DAY

AUGUST 18TH. 2024

ALUMNI FIELD, KEENE, NH



SOFTBALL GAMES

- FITZWILLIAM POLICE CRUISE EVENT
- TOUCH A TRUCK EVENT – POLICE, FIRE, AMBULANCE, NH FISH & GAME
- POLICE VS. FIRE – GUNS VS. HOSES, SOFTBALL GAMES
- HOME RUN DERBY
- NHSP MOTORCYCLE DEMONSTRATION
- POLICE K9 DEMONSTRATIONS – SEARCH, APPREHEND, AND COMFORT DOG
- FOOD TENT BY TEMPESTA'S RESTAURANT
- AXE THROWING/FACE PAINTING/BALLOON ART/FOAM FRENZY
- GUEST SPEAKERS/DIGNITARIES, AND 1ST PITCHES
- SPECIAL MUSIC THEMED FIREWORK SHOW
- LOCAL VENDORS
- STEVE PRO AND THE BOOM BOX BAND
- NH DRUM & BAGPIPE MAJOR DAVE MYER
- COPSICLE TRAILER



Visit us on Facebook @ First Responder Community Day

FIRE FIGHTERS Vs. **POLICE** Softball Double Header/HomeRun Derby
Gates Open 10 am, Events start at 11 am

ALL PROCEEDS TO BENEFIT MONADNOCK REGION CHILD ADVOCACY CENTER

BLUE LINE APPRECIATION & TEMPESTA'S RESTAURANT

PRESENTS/HOST

2024 FIRST RESPONDERS COMMUNITY APPRECIATION DAY AUGUST 18TH AT ALUMNI FIELD

2024 FIRST RESPONDER COMMUNITY DAY SCHEDULE OF EVENTS

- 10:00AM Gates Open
- 11:00AM
 - Fitzwilliam Police Association Cruise Event
Cars / Trucks / Motorcycles
 - Police-Fire-Ambulance equipment displays
 - Steve Pro & The Boom Box Band on stage
- 1:45PM NH Police Drum & Bagpipe Major Dave Myer
- 2:00PM County Throw Down – Hoses vs. Guns /
Police vs. Fire Softball Game
- 3:20PM Demonstrations; K9 Teams & Motorcycle Demo
- 4:30PM Home Run Derby / Police vs. Fire
- 6:30PM City Police vs. City Fire – Ultimate Showdown
Softball Game
- 8:30PM Firework Show – First Responder themed

Meet & Greet the Local Hero's/Dignitaries & Guest Speakers
Welcomes & Thank You's

Admission \$5 / Under 12 Free
Proceeds to benefit CHILDREN'S ADVOCACY CENTER

Food Tent will be open the entire event.
Schedule subject to changes and modifications.

HAPPENINGS

- FITZWILLIAM POLICE CRUISE EVENT
- TOUCH A TRUCK EVENT – POLICE, FIRE, AMBULANCE,
NH FISH & GAME
- POLICE VS. FIRE – GUNS VS. HOSES, SOFTBALL GAMES
- HOME RUN DERBY
- NHSP MOTORCYCLE DEMONSTRATION
- POLICE K9 DEMONSTRATIONS – SEARCH, APPREHEND,
AND COMFORT DOG
- FOOD TENT BY TEMPESTA'S RESTAURANT
- AXE THROWING/FACE PAINTING/BALLOON ART/FOAM
FRENZY
- GUEST SPEAKERS/DIGNITARIES, AND 1ST PITCHES
- SPECIAL MUSIC THEMED FIREWORK SHOW
- LOCAL VENDORS
- STEVE PRO AND THE BOOM BOX BAND
- AND MORE!

STAY UP-TO-DATE WITH EVENTS/HAPPENS – LIKE US ON FACEBOOK
FIRST RESPONDER COMMUNITY DAY



Supporting Blue Line Appreciation Community Day



Free admission for show cars

Fitzwilliam Police Association Cruise Event



Sunday August 18th starting at 11am
(gates open at 10am)

KHS Alumni Field

77 Arch St Keene, NH 03431

Cars - Food - Raffles

* Proceeds benefit scholarships for high school seniors

Contact 603-585-6565 or chief@fitzpolice.us



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.1.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: The Elm City Rotary, the Keene Rotary, and the Monadnock Interfaith Project - Requesting Permission to Erect a Peace Pole in Central Square

Council Action:

In City Council July 18, 2024.

Voted unanimously to carry out the intent of the report with the understanding that the conceptual design will be brought back before the Municipal Services, Facilities and Infrastructure Committee.

Recommendation:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the City Council direct the City Manager to work with the petitioners to incorporate elements of the proposed peace pole into a new fountain design for the common.

Attachments:

None

Background:

Chair Greenwald asked who was here to speak to the request from the Elm City Rotary, the Keene Rotary, and the Monadnock Interfaith Project (MIP).

Carl Jacobs of 81 Wyman Rd. stated that the three groups are interested in having a public monument dedicated to peace in Central Square. He continued that they have had conversations with a number of people, and people from the groups supporting it will briefly speak tonight. They understand that the process to get something put on Central Square is the public art process, so they have tried to put their proposal into that format. They chose a particular location on Central Square in their proposal. Part of the process is a consultation with City staff. Andy Bohannon worked with them. There might be some other options, which he would prefer Mr. Bohannon speak to. The groups' intent is to have a peace monument on Central Square. He knows that tonight the Committee will be talking about some other things and they understand their particular request might have to be folded into some longer projects, which the three groups think it can be.

Chair Greenwald asked to hear from Deputy City Manager Andrew Bohannon.

Mr. Bohannon thanked Mr. Jacobs for bringing this forward. He continued that he and (Mr. Jacobs) met and talked. Given the timeline of the construction of the downtown revitalization project including

Central Square, there was some discussion about the fountain, and potentially the possibility of mixing these two proposals together and working through public art to create some type of peace fountain. Representatives from the three groups were open to that idea, and to working with some artists to continue that conversation. They are bringing the conversation back to the Committee in hopes that the Committee accepts this direction and that they can move forward.

Chair Greenwald stated that one of the points that came up during the design process for the downtown project was that the “pile of rocks” that currently exist as a fountain could be improved upon, in terms of the artistic value and historical value. He thought it was a great combination of solving two issues. They would like to have something more historic, as well as a representation of peace, as Mr. Jacobs and the groups have brought forward. He thinks this is likely to be a great solution. Designing art will be a process, but at least there is time for it.

Chair Greenwald asked if Mr. Bohannon had anything else to add. Mr. Bohannon replied no, Chair Greenwald summarized it well. Chair Greenwald asked if Mr. Jacobs wanted to respond.

Mr. Jacobs stated that he wants to make clear that whatever ultimately is put there (in Central Square), the Rotary Clubs’ and the MIP’s interest is in the peace monument part of it. He continued that if some renovation to the fountain is needed, the Rotary Clubs and MIP did not come in prepared to address that. They understand that someone else, maybe the City, would take that on. They need a little more discussion to find out what they are really talking about. The Rotary Clubs and the MIP are focused on the peace monument.

Chair Greenwald replied that he understands. He asked if anyone else from one of the three groups wants to speak.

Tom Julius of 3 Tannery Rd., Gilsum, stated that he chairs the MIP. He continued that it is an honor to be here with this team of civic leaders in support of placing a peace monument in Central Square. The MIP has Christians, Jews, Buddhists, Muslims, Hindus, Bahá’í, and wholehearted individuals unaffiliated with a particular spiritual tradition, all with the common belief in caring for others and that through positive, collective action, they can make more good things happen. A peace monument in Central Square placed in proximity to the existing statue commemorating the bravery of the military will be a powerful symbol that ultimately, for all of us, (represents) peace as the outcome they strive for. Tonight, the MIP wants to convey that the clergy, faith leaders, and local citizens of MIP are ready to work with this team and the City to place a message of peace as a permanent part of the public landscape. He thanks them for taking this on in a serious way.

Cameron Tease of 21 Grant St. stated that he is a Rotary Club of Keene member and the immediate past president. He continued that the Rotary connection with this project proposal is strong. Also here tonight is Phil Wyzik, president of Elm City Rotary Club. The two clubs work in coordination on a number of things. Regarding local projects, the Elm City Rotary Club is the backbone of the Clarence DeMar Marathon, with the proceeds going to sneakers for kids, the Community Kitchen, and various things. The local projects of the Rotary Club of Keene include Jane’s Kids, which provides clothing for elementary students before they start school each fall. The Keene and Elm City Rotary Clubs sponsor the Interact Clubs at Keene High School and Monadnock High School. Thirty students from the two clubs went to Puerto Rico in February and worked on a project refurbishing abandoned schools as community centers. The Rotary Club of Keene is involved internationally with the Rotary Club of Einbeck (Germany), regarding relief for Ukrainian refugees.

Mr. Tease continued that Rotary International, since its inception, has spent more than \$4 billion on life-changing, sustainable projects such as eradicating polio and providing scholarships to seven Rotary Peace Centers located around the world. Rotary has deep roots, locally and internationally, in

terms of world peace. The proposal for the peace monument is very timely. They believe that peace poles are powerful catalysts that bring communities together. The monument displays the message, "May peace prevail on Earth," and usually includes that phrase in additional languages meaningful to the host site. It is an international message of peace with over 250,000 peace monuments or poles found in every country in the world. The Rotary Club of Keene and Elm City Rotary support a peace monument on Central Square as an affirmation of peace by the people of Keene and as a way to inspire unity among people of all cultures, ethnicities, and backgrounds.

Phil Wyzik of 15 Base Hill Rd. stated that as he is listening to his colleagues, it strikes him that he hopes the idea of peace lands in the heart of everyone in the Keene community. He continued that he hopes it is a value they all share. He looks forward to the day when his grandson, in school here in Keene, can come with his class to Central Square and have the teacher talk about peace. Not only about international conflicts that result in war, but peace here at home, peace with each other, peace in our hearts, peace that makes the world go round. He supports this idea and hopes the Committee brings this to the Council for full consideration.

Chair Greenwald asked for public comment. Hearing none, he asked for comment from the Committee.

Councilor Workman thanked the petitioners for bringing this idea forward. She continued that as a member of the Human Rights Committee and chair of the Monadnock Diversity, Equity, Inclusion, and Belonging Coalition (MDEIB), she can definitely get behind and support this initiative. She looks forward to seeing the concept fleshed out with the fountain a little more. She thinks that might be a great idea.

Councilor Tobin stated that in addition to what Councilor Workman said, she wants to thank the individuals that brought this idea forward. She continued that when people come to the Committee with an idea saying it is something they want to support and are willing to invest in, it says a lot. She appreciates it.

Chair Greenwald stated that furthermore, he wants to thank the Deputy City Manager and the consultants for coming up with this great idea to make the fountain actually meaningful. He continued that the fountain (having meaning) instead of being just rocks spewing water is very important to him. He knows the installation of the existing fountain was meaningful to others.

Councilor Favolise made the following motion, which was seconded by Councilor Workman.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the City Council direct the City Manager to work with the petitioners to incorporate elements of the proposed peace pole into a new fountain design for the common.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.2.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: **Neighborhood Parking Project – Walker Consultants**

Council Action:

**In City Council July 18, 2024.
Report filed as informational.**

Recommendation:

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

Attachments:

None

Background:

Chair Greenwald asked to hear from Community Development Department staff.

Mari Brunner, Senior Planner, introduced Greg Strangeways from Walker Consultants. She continued that to give a quick recap of where this project came from, the Committee saw a presentation about this project back in January, but the genesis of it came out of the housing needs assessment report that was completed in June of 2023. One recommendation was to look at parking, which some of the conversations the parking consultants had with the community highlighted as a barrier. Thus, staff went after another Invest NH grant and received it for regulatory development. The grant that funded this project is specifically to develop regulations that will help increase housing supply. They will hear Mr. Strangeways talk about the results of this project and its key recommendations, but they should keep in mind that it is all geared toward the goal of increasing housing supply.

Mr. Strangeways stated that when they presented to the MSFI Committee in January, that was the beginning of the project, and now they are near the end of it. He continued that they have a draft report and draft recommendations. Given tonight's crowded agenda, he will not go through all of them, but will hit some of the highlights. The team is still finalizing the (report and recommendations), so there is still time for the Committee to give feedback tonight or within the next week to 10 days.

Mr. Strangeways continued that as Ms. Brunner mentioned, this is grant funded, coming out of the housing needs assessment. The study area is not downtown, but the neighborhoods that are adjacent to downtown where it is already zoned for more density than exists today. These are the

likely areas for more housing. They are not talking about sudden, explosive development, but about allowing more housing over time. Here and everywhere, providing off street parking can be a barrier to that because it takes a lot of space and money, so if there is a way to reduce the need for off-street parking specifically. This project focused on enabling more on-street parking to reduce the need for off-street parking. The team did some outreach. There are a couple of Ordinances he will ask if the Committee has any feedback on. The team had an online survey and an open house early in the project. They were at the Community Night event last week, and at the ice rink and the Public Works Department area. Their technical advisory committee includes City staff from Police, Fire, Public Works, and Community Development.

Mr. Strangeways continued that the team heard that today, most people do not need on-street parking, so they did not give the team much feedback on what is out there today. Most houses have driveways that can hold multiple cars, even if people have visitors. However, for the few people who really do need to use on-street parking overnight due to not having parking where they live, the winter parking ban is a major inconvenience. One of the team's major recommendations is to switch the overnight winter parking ban to an emergency weather ban. There is a draft Ordinance for that, which City staff is reviewing, including the City Attorney's Office. He believes it will come to the MSFI Committee. The idea would be to (ban parking overnight) only when there is inclement weather and the City declares an emergency. It sounds like there is already momentum for the City to do this. This enables more use of on-street parking, especially if it becomes more formalized. Many neighborhoods have informal on-street parking, where people park half in the street and half on the grass just to keep out of the way. If the City is going to formalize more on-street parking, to be able to use it year round, except for the few days a year when there are real snow or ice events, it would help.

Mr. Strangeways stated that he wants to stop to get feedback on the Ordinance the team is drafting. He continued that they are balancing not being too prescriptive about it, but making sure there is enough in there that people would know who has the authority to declare this emergency, and how much notice would be given. They do not want to get into the details of how the City would tell people, but it would be multiple methods, which could change over time as the City finds out what works. In drafting this Ordinance, the team looked at peers that use this kind of system, such as Portsmouth, NH and some municipalities in Colorado. He asked what the Committee wants to see in this Ordinance and what their general recommendations are.

Chair Greenwald asked if there is an overnight parking ban downtown in the summer. Mr. Strangeways replied that he believes there is, but the team did not focus on that as much, since the study area was not in the downtown. Chair Greenwald replied that he would like to draw that into the conversation.

Councilor Favolise stated that he has a question. He asked, regarding when people are not able to park on the street due to the winter parking ban, if the team got a sense of which lots people are using or where they are parking instead. Mr. Strangeways replied that he remembers one person at one of the meetings who said they have to move their car three times in 24 hours to make it work, because there are alternating nights in the lots, and there were places they could park during the day, then overnight, and then they had to move the car again. It is a small percentage of people at this point (who need overnight on-street parking), but that could grow again if there is more housing in these areas. For those few people, it is a major inconvenience. Again, the team focused on these specific neighborhoods, but he thinks Chair Greenwald is right that there may be many more people affected by the downtown parking ban.

Chair Greenwald stated that he thinks many of the regulations go back to when Keene State College (KSC) had over 5,000 students and they were parking anywhere they could park. Mr. Strangeways

agreed and it could be like that again someday.

Mr. Strangeways stated that the team is working on another Ordinance to update the residential parking permit program. He continued that to the point about KSC, the residential parking permit program is essentially dormant. It has not really been needed, partially due to the reduced enrollment at KSC. The idea is that if there will be more on-street parking, there might be more of a need in the future for a residential parking permit program to make sure that residents can get parking near their house and not have to compete with others from outside the area. Typically, the competition happens more during the day from an institution like KSC or commuters coming into the area for work.

Mr. Strangeways continued that again, the team is looking at peers while drafting this Ordinance, which would be about how to establish the City's own zone triggers that might get the City to study it and decide if a zone is appropriate, what the boundaries would be, and how exactly the permit program would work. He asked if the Committee wants to give feedback on this. Chair Greenwald replied that he can continue with the presentation.

Mr. Strangeways stated that a couple weeks ago, the team presented to the Joint Planning Board/Planning, Licenses, and Development Committee about this. He continued that they have some zoning requirements. The team commends the City for reducing some of the parking requirements in the last three or four years. They know there are some statewide changes that could affect this, and it might work well with the team's recommendation to have specific reduced requirements for senior housing and affordable housing. The data shows those have lower parking demand than other types of housing, which makes sense, as fewer people or households would have cars. The team has some specific recommendations about adding that to the Zoning Ordinances.

Mr. Strangeways continued that something else Walker Consultants often recommends is to adjust the multifamily minimum parking requirements where the City feels they need them. He knows the City has eliminated them in the downtown core, but the team recommends they do it by bedroom. The size of the unit matters. It makes sense that the bigger the unit is, the more bedrooms there are, and the more people and cars there are. They have suggestions about further refinements to the minimum parking requirements.

Mr. Strangeways continued that part of the team's recommendations are about demand, to think about not only the parking supply, but to reduce demand as they can. The Planning Board already has the capability to require certain things whenever there is new development, but the team wants to confirm that that is a good thing, whether it is infrastructure for bike lanes and bike racks or a transit stop. The team's recommendations include updating the transit service if possible. It has limited hours. It might be possible to shift the service to on demand. That type of service, called "micro transit," has come a long way and is easier. The report also has lighting recommendations. He knows it is not easy, but maybe when they are re-doing a road, they could install lighting as there are a few places that could use it. That could help make it possible for people to park further away or possibly walk or bike where they might not otherwise. They also recommend sidewalks and crosswalks, and they encourage employers to incentivize things that help manage the parking demand.

Mr. Strangeways continued that overall, they found that in the study area, all of the new parking for the new housing that is projected over the next 10 years could be on-street parking. That probably will not happen. Some streets would need to become one way. However, there is a significant supply there that could help at least reduce the need for off-street parking. The report has a recommended guide, based on the length and width of the street. In addition, if the City adds more on-street parking, they might need to extend the hours in the areas of enforcement of that. They

would need to plan and budget for that. Parking should be self-sustaining, as it already is for the City. Even as they expand it, they want to keep in mind that the revenues should cover, at the very least, the added operating expense.

Mr. Strangeways continued that the Technical Advisory Committee is reviewing all of the recommendations. People can go to (keenenh.gov/parking-services) to give feedback. Again, the team is still finalizing the recommendations, if the MSFI Committee members have feedback now or think of feedback soon after the meeting.

Councilor Favolise stated that he knows the team did not focus on the downtown core, but a recent City Council discussion resulted in a study moving forward about a downtown parking structure. He asked if a large parking structure, if built, could potentially absorb some of the demand.

Mr. Strangeways replied certainly in that area. He continued that he thinks that regarding the team's study area, a parking structure could help with parking when there are snow events and people need to move their cars off the streets. That is what many peer municipalities do, offer people parking in municipal garages and lots. For the neighborhoods the team was looking at, obviously the downtown garage would be a little far for people to walk to, but a parking structure certainly could help support housing close to the proposed structure.

Chair Greenwald asked if there was any further comment from the Committee or the public. Hearing none, he asked for a motion.

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

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



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.3.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: Electric Vehicle Infrastructure Plan

Council Action:

In City Council July 18, 2024.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends accepting the report as informational, and that the City Manager be authorized to do all things necessary to identify and apply for grants to help the City implement the report's recommendations.

Attachments:

None

Background:

Chair Greenwald asked to hear from Public Works Director Don Lussier.

Mr. Lussier introduced Steven Clarke from Anser Advisory, attending the meeting remotely. He continued that staff asked Anser Advisory to prepare an Electric Vehicle (EV) Infrastructure Plan. The reason why is because Public Works realized they needed some direction and guidance. There has been a lot of focus in the last year or two on electric vehicles and the coming electric fleet, and manufacturers declaring that they are not going to be making gas-powered vehicles at some point in the future. They realized Public Works would need to play a role in providing charging infrastructure for the public, and they wanted to look at what this meant for the City's own fleet of vehicles. They asked Mr. Clarke and his team to give the City some guidance on questions such as what type of chargers the City needs to provide for the public to support this electrification, how many, and where they should be. Again, also looking at the City's fleet and what makes sense for them to look at electric vehicle replacements for.

Mr. Lussier continued that his mantra to Mr. Clarke and his team has been, "This is really just focused on the near-term." This industry is changing so quickly that they did not want to try to project 20 years into the future. He asked Mr. Clarke to focus on what the City needs to do to get through the next three to five years. When Mr. Clarke was looking at the fleet, specifically, they asked him to base the analysis on what makes economic sense for the City. They did not ask him to advance climate adaptation goals, or be at the forefront of municipal fleet electrification. They wanted to know what made economic sense, for the City to convert to electric moving forward. If the Council wants

the Public Works Department to be more aggressive in pursuing more aspirational goals with the fleet, they can look at that, but that is not the analysis and recommendations that Mr. Clarke will be giving them tonight.

Mr. Lussier continued that the motion in front of the Committee is really just a check of the City Council's temperature. He continued that it does not obligate any funds. Staff just wants to know if they are heading in the right direction, and if so, they will go out and start looking for grant opportunities. There is a lot of money available right now for electric vehicles and charging infrastructure. They want feedback from the Council before they start putting staff resources into trying to chase those grants. Currently, one is open for applications, due in August. That would likely fit well with the recommendations from Mr. Clarke.

Steven Clarke stated that he is Vice President of Clean Mobility at Anser Advisory. He continued that he is excited to walk the Committee through the work Anser Advisory has recently completed with the City with regard to an Electric Vehicle Infrastructure Plan. It has been great to work with the City staff to help prepare Keene for the coming surge in electric vehicles, as well as providing direction for the City's near-term investment in fleet electrification and public charging.

Mr. Clarke continued that Anser Advisory is nationwide and provides advisory services to clients as they head down the pathway of decarbonization, energy efficiency, sustainability, and electric vehicles. The purpose of the Electric Vehicle Infrastructure Plan was to first understand Keene's previous directives related to electric vehicles, what has been said before, and how they can continue the work within the plan. It also provides direction for Keene's investment in fleet electrification and public charging in the next 3 to 5 years. As Mr. Lussier mentioned, it is important to focus on the near-term actions that Keene can take to help advance the City's EV readiness and prepare for the surge in EV ownership and use amongst those who live, work, and travel through Keene. Probably most importantly, the plan provides the City with EV charging project concepts, with layouts and pricing, which are crucial to applying for the funding currently available related to EV charging. With those project concepts in hand, Keene can better position itself to apply for available grant funding.

Mr. Clarke continued that in looking at the project background and in reviewing the material, it became evident that Keene is a leader in planning for the reduction of greenhouse gas emissions. Keene has been thinking about this for a long time and taking considerable steps to plan a decarbonized future. From this review, the team found direct support for the projects proposed by the Electric Vehicle Infrastructure Plan, from the desire to transition the fleet of gas and diesel vehicles to low or no emission vehicles, to a desire to evaluate converting the police fleet to electric. Keene has already thought long and hard about how to meet greenhouse gas emission reduction targets. The Electric Vehicle Infrastructure Plan, therefore, is set up well to help Keene realize some of those goals.

Mr. Clarke continued that tonight's presentation will talk about stakeholder and community engagement, municipal fleet electrification, public charging on City-owned property, public parking facilities, potential funding sources to reduce the City's capital expenditures, best practices for the City to implement, and recommended next steps.

Mr. Clarke continued that they designed stakeholder and public engagement strategies to gauge public sentiment with regard to EV chargers. While the team was in town evaluating potential charger sites, they held a listening session breakfast for Keene's Energy and Climate Committee and the Monadnock Sustainability Hub to provide initial feedback on EV ownership in Keene. The team was happy to hear about a number of EV-related activities happening, but all agreed that further public education was needed to overcome some of the not-so-glamorous notions about EVs. There was also conversation about improving the permitting process to make it easier for private

developers to install public facing EV chargers and more clarity was sought regarding parking regulations when EV charging.

Mr. Clarke continued that using Keene's existing Flashvote survey platform, the team reached out to residents to gauge their willingness to see Keene invest in EV infrastructure and where they would like to see chargers around town. As examples of responses, 41% of respondents were in favor of converting City vehicles to EVs, but only if there was a lower total cost of ownership. Seventy-five percent of respondents said the best place for public charging would be in downtown parking lots, and 61% said that in order to reduce barriers to EV charging, the City should make it easy or easier for private entities to install EV charging to meet public needs. This is an important distinction he wants to make sure is clear. The public charging network can be owned by public or private entities who provide charging for EV drivers. Knowing Keene's EV charging needs will be met by a mix of public and private investment, this points to a strategic role for Keene to invest in EV charging to fill gaps where privately owned public charging network providers want to install.

Mr. Clarke continued that the last survey they conducted was designed to capture feedback from out-of-town folks as well as Keene residents to see if those who might consider using an EV to commute to Keene had different opinions. Those results were similar to results they collected before, in that 47% of respondents said they would like to see more EV chargers in Keene before considering purchasing an EV. They also ranked the downtown lots and Parks & Rec as the best spots for charging.

Mr. Clarke stated that Anser Advisory analyzed Keene's own fleet of vehicles and how electrification over time might look. It is important to note that Anser Advisory followed the guidance and public opinion on how to plan for fleet electrification and that it should be based primarily on economics. The conversion plan was designed to maximize savings to the City by purchasing and operating EVs where it made financial sense, and continuing to purchase and operate combustion engine vehicles where an EV conversion did not make financial sense. This means that in the short term, the City should predominantly purchase hybrids, and some EVs were possible for vehicles in need of replacement, trying to find full EVs for police vehicles as soon as suitable replacements are found. Medium-term, Keene should look at converting light duty trucks and vans to full battery electric vehicles, and in the long-term, convert the remaining sedans, SUVs, and heavy-duty pickups to the lowest emission vehicle that exists. Following a plan like this, Anser Advisory predicts significant savings, versus the business as usual case, estimating about \$2.5 million in operational savings over 20 years. He knows that is longer than the timeframe of their recommendations, but it says that Keene's investments now in EVs and EV infrastructure will pay off over time as they convert their fleet. Just as important, by converting their vehicles, they reduce their greenhouse gas emissions over those 20 years by almost 10,500 tons of CO₂. Thus, there is an environmental benefit to this as well.

Mr. Clarke continued that based on this conversion strategy, they then looked at how many EV chargers would be needed at City facilities to support a conversion to an EV fleet. Public Works and Parks & Rec will need the first chargers, followed by City Hall and Fleet Services. He showed mock-ups that are part of their larger deliverable. He continued that they show different kinds of chargers at each of the different services and where they might go.

Mr. Clarke continued that going back to public EV charging infrastructure, they used the work the City had done to find how many total chargers would be needed across Keene in the near- to mid-term future. On the low end of that estimate, assuming there is a high level of EV charging done at people's residences, Keene would need about 60 level two and five DC fast chargers by the end of 2028. On the high end, which assumes there a low level of EV charging at people's residences, that number grows to 185 level two and 23 DC fast chargers. It is important to note that the City of Keene

does not, and probably should not own all these chargers, but it is the City's role to fill those gaps in public charging infrastructure with the chargers on the City's own land. To that end, the team evaluated 16 potential public charging sites, scoring them according to criteria they developed in conjunction with Mr. Lussier and his team. The top scoring sites were the Commercial St. lot and Parks & Rec, followed by Gilbo St. and Wheelock Park. For the top two sites, they performed a preliminary site layout and cost estimate to assist Keene in applying for grant funding. It is important to note that the Commercial St. charging hub is an expansion of the chargers that are there now. The Parks & Rec layout has four spots for public charging and one spot dedicated for Fleet charging.

Mr. Clarke continued that they looked at potential funding sources that Keene could consider to help offset or defer the upfront costs of EV charging around the city. These include federal grants and tax credits, as well as "Charging-as-a-service" agreements, whereby upfront project costs are paid back over time on a per kilowatt hour basis to the ultimate owner of the stations. It is similar to how a solar PPA works, but for EV charging. Keene is not eligible as a public entity to apply for National Electric Vehicle Infrastructure (NEVI) funding, but it is important nevertheless, because private developers will probably be leveraging this federal funding to bring additional public DC fast chargers to the alternative fuel corridors in the Keene area. He does not know if they have already done that. It is something to keep an eye on.

Mr. Clarke continued that regarding best practices, through Anser Advisory's public outreach and research as part of this project, they recommended things that could help Keene better facilitate private development of public EV charging infrastructure. These are everything from developing a scoring rubric to help developers understand how the City is evaluating EV charging locations; to working with the local electric utility, Eversource, to develop a guide to EV charging installation; to standardizing the permit and review process; and more. Many of these actions can easily be completed and advertised to the private sector to pique their interest in helping install public EV charging infrastructure in Keene.

Mr. Clarke continued that the team has learned from all of this that Keene has public support to offer public charging and to electrify their City fleet if done in a fiscally responsible way. There are cost and CO2 emission savings to be had by strategically converting the City's fleet of vehicles to hybrids and fully electric vehicles over the next 20 years. Together with the private sector, Keene should play a role in offering public charging on City land, especially to fill gaps where private developers may not necessarily install EV charging, such as near multi-family homes. Regarding priority sites for EV charging, for the fleet they are looking at Public Works and Fleet Services, City Hall, and Parks & Rec. For public charging, they recommend an expansion of the Commercial St. lot's charging hub, and Parks & Rec. External funding is available to help offset costs and there are a number of low to medium effort best practices the City can implement to support the private development of public chargers.

Mr. Clarke continued that finally, the next steps. Keene should use Anser Advisory's layouts and budgetary estimates to apply for grant funding. It sounds like Mr. Lussier is already doing that, which is excellent. Other next steps include using local champions and partners, such as the utility, to educate the public about EVs, and looking at the current permitting process for EV chargers and folding in best practices possible. From the City perspective, the next steps are monitoring current EV product offerings and looking for those suitable vehicle replacements, especially for first responder vehicles, then conducting a pilot by buying one or two vehicles, letting City staff drive them, and collecting feedback on the vehicles and charging to inform future purchases.

Chair Greenwald asked Mr. Lussier who the point of contact is in the City. Mr. Lussier asked if he means for this specific plan, or going forward. Chair Greenwald replied for going forward, if a

property owner wants to get involved with this. Mr. Lussier replied that it would depend on what the specifics of the project are. He continued that if a property owner is looking to install EV charging on their property, the point of contact would be the Community Development Department. They would go through a building permit process for that installation.

Chair Greenwald asked if the Community Development Department is the point of contact for information. Mr. Lussier replied yes, if the project is on private property. He continued that if an EV charging company wanted to propose putting in a couple of DC fast chargers in a City parking lot, they could contact the Public Works Department. It depends on who and what the project is.

Councilor Favolise stated that he is always happy to look at the City's regulation and permitting processes to see if they can cut some red tape and support private development of anything, but in this case, EV chargers. He continued that he has bit of concern with two pieces of this. First, the installation of chargers potentially downtown. His question is to what extent the existing chargers downtown are being used, because one of the commitments they have been making through the Downtown Infrastructure Project conversations is to not lose any parking downtown. In his view, tying up spots for EV charging if the demand is not there has the effect of taking away parking. The other piece is that he does not dispute the 20-year cost savings estimate, but his support for investing in the electrification of the City's fleet would be 100% contingent on almost 100% grant funding for that. They are asking the taxpayers to support many investments up front right now. They just passed a budget that increased property taxes. The Committee will vote tonight on moving the Downtown Infrastructure Project forward, which is an investment for the taxpayers. Thus, a cost savings over 20 years with an increased investment up front seems like a harder sell. If grant funding is available, which he knows City staff will go after, that is great, but if this will result in an increased burden on the taxpayer, then he is more skeptical.

Chair Greenwald asked if Committee members had more questions. Hearing none, he asked if members of the public had any questions.

Mayor Jay Kahn of 135 Darling Rd. stated that the State has interest in this as well. He continued that placing an EV charging idea beyond just the City, so that it reaches highways and allows for interstate travel is a good idea. He is not sure if that will be with the Southwest Regional Planning Commission, but the City's efforts need to pair up with some larger vision that allows for that interstate travel.

Chair Greenwald asked if there were further comments. Hearing none, he thanked Mr. Clarke for the report, and encouraged everyone to read it in full. He asked for a motion.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends accepting the report as informational, and that the City Manager be authorized to do all things necessary to identify and apply for grants to help the City implement the report's recommendations.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.4.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: **Project Update – Roadway Safety Action Plan**

Council Action:

**In City Council July 18, 2024.
Report filed as informational.**

Recommendation:

On a vote of 5 – 0, the Municipal Services, Facilities, and Infrastructure Committee recommends accepting the presentation on the Roadway Safety Action Plan project as informational.

Attachments:

None

Background:

Chair Greenwald asked to hear from the Public Works Director. Mr. Lussier stated that he will turn it over to the Infrastructure Project Manager and his consultant.

Brett Rusnock, Infrastructure Project Manager, introduced Frank Koczalka, Project Manager from VHB. He continued that they are happy to be here tonight to provide an update about the City's progress on the Roadway Safety Action Plan. In 2022, the City applied for a federal grant through the Safe Streets for All (SS4A) program. This new, five-year program from 2022 to 2026 was developed through the bipartisan infrastructure law. Its goal is to eliminate or seriously reduce fatalities and serious injuries on roadway networks. The City's grant application was successful. They have a total of \$350,000 from the federal government for this work, and the City is providing a 20% match for a total grant amount of \$437,000. Tonight, he will give the Committee a brief update on the progress so far, and Mr. Koczalka will go into the details of how they have done that so far.

Mr. Koczalka stated that this exciting program puts safety at the forefront for the community. He continued that with the SS4A program, when they talk about streets, they do not mean just the roadway itself. Rather, it is from right-of-way to right-of-way. They are talking about the roadway itself with the vehicles and bike lanes, but also the sidewalks, pedestrians, and all vulnerable users. They want to be inclusive and look out for everyone; this is not just about vehicles, as it was in the past. The SS4A's foundation is safe road users, including pedestrians, bicyclists, motorists, and safe vehicles. They look at it from a holistic standpoint, meaning to have safe vehicles, safe speeds on the road, and safe roads. That means looking at whether there are roads that are

promoting speed or promoting dangerous situations, and looking at post-crash care. There will always be accidents. The federal government used to always say the goal was to have zero accidents, but they realize people make mistakes and there is no way to have zero accidents. They changed it so the goal now is to make everything safer. For example, roundabouts slow people down at intersections, to reduce fatalities and serious injuries.

Mr. Koczalka continued that the graphic in the PowerPoint shows the different components of the program. The inner circle is the “safe system approach,” and then there are five components on the outside. On the exterior are what is “unacceptable” – any deaths or serious injuries. It talks about how humans make mistakes. This is the framework and all of the components work together. It is not about any one piece. He will go through each component of the SS4A program to give the Committee an overview of where in the action plan it is and how it will be developed.

Mr. Koczalka stated that VHB gets crash data from the Department of Safety and the NH Department of Transportation (NHDOT). He continued that they know where accidents happen. They have a graphic called a “heat map.” Areas shown in yellow are where most of the accidents are, and areas in which accidents are sparser are shown in purple or blue. One would think that downtown, where there is a lot of traffic, would be where some crashes are. It is every type of crash, not just motor vehicle to motor vehicle, but also pedestrians and bicyclists. That is the framework for what they know; it is reactive. Now, they need to take a proactive approach and see where the locations are in the city that have similar characteristics to where the accidents are occurring, and whether they can make those locations safer, and whether they can make the locations that they know have accidents safer.

He continued that the next thing they did with the data analysis is what they call a “high injury network.” They look at all the roads in the city, municipally owned and State owned. They identified 15 segments of roadway that have a higher percentage of accidents than the rest of the roads. Main St., as one would assume, and there are some outliers toward the north and to the west. It does not mean the team only looks at those. They are looking at everything, but these stand out because of the number of accidents that occurred. The program has to have equity and look for everyone. Thus, they also need to focus on Keene’s disadvantaged communities, shown on the graphic in gray. This program is for everyone, regardless of who you are, where you are going, or where you are from. They look to see where in Keene there are people or families with lower incomes, families with no cars, and older populations. Those types of communities usually have a higher percentage of accidents. The team looks at and analyzes that. When they collect all this data, they focus on making sure they are focusing on disadvantaged communities and these types of situations, to make it better for everyone.

Mr. Koczalka stated that regarding the project’s goal and objectives, they worked with a steering committee that the City pulled together, a diverse group. The steering committee came up with the project’s goal. VHB did not propose it, but they helped facilitate. The goal is to reduce the number of fatalities and serious injuries by 50% by 2035, working towards zero by 2045. The plan will have objectives of addressing the fatalities and serious injuries, using the Safe System Approach to transportation in Keene, focusing on that and showing how that works, but also engaging with partners and the community itself. It is not just the City; everyone is in this together. It is about fostering a culture of safety.

Mr. Koczalka stated that regarding the crashes, they have a ton of comprehensive data, but the data only tells certain things. It tells what has happened. They need to do a stakeholder engagement. The team worked with the City to develop a website to give information about the SS4A program, and they included a 14-question survey for the public. He gives Keene a lot of credit, because the team had 532 responses to the survey, and generally, they are lucky if they get 200

responses. People (in Keene) really engaged with the questions. On maps people could put pins on for certain things, there were over 1,100 pins. The team had a substantial amount of information from the public to use, but they did not stop there. The steering committee met monthly, as did the technical advisory committee with City staff. It is important for them to get information, because consultants, even if they live in the area, do not know everything. They need the feedback. They listened to stakeholders through seven meetings, including neighborhood meetings on the east and west side, meetings (with) the BPPAC, SAU 29, folks from higher education, and major employers. Tonight is the first time they are in front of the MSFI Committee, and they will return when they are farther along with the plan.

Mr. Koczalka stated that now that they have all of this information from stakeholders and the crash data, they need to look at strategies and countermeasures. He continued that the question is what they can do out there. The Federal Highway Administration has a toolbox of what they can do, and the team will look at other sources and develop strategies. They will determine which locations to look at, and develop recommendations based on these strategies.

He continued that a graphic shows the map with 528 dots, each representing a survey response. Many responses were from people downtown, but the survey reached people outside of downtown. The team asked each committee member to tell them their location, without first telling the committees about what the survey showed. The committee members closely matched with the survey.

Mr. Koczalka continued that the team will take all the information and come up with project recommendations. The recommendations in the plan will address the question of what they can do, and specify whether it is a recommendation for the short term, mid term, or long term; and whether the recommendation is low cost, mid cost, or high cost; and finally who is responsible. To do that, the team needs to prioritize all of this information. They will look at the locations using the evaluation criteria the team created, to determine the priority locations. This is where they are in the process. They just worked with the City on some initial evaluation criteria. The team will now take the 100+ projects they can potentially see and prioritize them based on the draft evaluation criteria. From that, they will be able to do a scoring and identify where those go.

Mr. Koczalka continued that lastly, the PowerPoint graphic shows all the crashes to understand. They will take the scoring and look at it from a quantitative and qualitative perspective, to figure out how this all comes together in the report to identify the safety that is needed out there. The report currently being drafted will have an introduction, talk in depth about the summary provided here, and provide funding sources the team knows of. The grant program the City received funding from, the bipartisan infrastructure law, has a second part. By doing a Roadway Safety Action Plan, you can go after infrastructure money. It is not the only way, but in order to go after the funds, you have to have an Action Plan. This is kind of the first step of this grant. The second part would be a demonstration or implementation of the infrastructure plan. There are other grants out there, too, and every day, the federal government puts more out there. The team will provide the City with that information.

He continued that when this Action Plan is developed, it is not a check box, or at least, that is not how the team is looking at it. It is a living document. The City will have all the information, and the projects, but it will sit on a desk and it gives the City means. Say, in a year they are repaving a project and might want to upgrade the curb ramps or put a sidewalk in. They can go to the Action Plan and look at it. The team will provide a mechanism for the City to update the Action Plan, so that when VHB's contract is done, the City can keep going with it and keep updating it. It is a thorough, comprehensive, data-driven plan that can be built on.

Chair Greenwald thanked Mr. Koczalka for the presentation. He continued that he has a question for the City Manager. He is hearing that the Roadway Safety Action Plan is developing. The City Manager replied that she thinks the motion should be to accept the report as informational. Chair Greenwald replied that was the feedback he was looking for from her.

Chair Greenwald asked for public comment.

Vicky Morton of 275 Water St. asked if Mr. Koczalka could further explain the “disadvantaged community” section and the implications of such a label.

Mr. Koczalka replied that “disadvantaged community” is established by the federal government. He continued that it refers to a tract of land that the federal government has identified as “disadvantaged.” It is not a classification the City or VHB uses. The program’s purpose all along has been to make sure that this is equal for everyone. By establishing and knowing where the tracts are, they are able to make sure the improvements are inclusive of all. There is no negative tone there. The goal is ensuring equality.

Chair Greenwald stated that he thinks he understands. He continued that the term did kind of set him back a bit. There may be more problematic areas, but he does not think they identify any area of the city as “disadvantaged.” He takes offense to the phrase.

Mr. Koczalka replied that the team will make sure to explain that in the report.

Jennifer Sizoo of 10 Fairfield Court stated that some people are not familiar with that term, and some people here tonight live in the area in question. She asked for an explanation of what “disadvantaged community” means.

Mr. Lussier stated that he sympathized with the raised cockles on this phrase. He continued that it is a federal government term, applied on a Census tract by Census tract basis. It looks at elements such as the average median income of the households within that Census tract versus statewide averages, and age of the population within that tract versus the statewide averages. It is about broad-brush statistics. It is not a reflection of people who live in the neighborhood, and it is not a negative connotation about the neighborhood or the people who live in it. One can even say there is an advantage to being labeled as “disadvantaged,” regarding the implementation grants that Mr. Koczalka mentioned. Those grant applications are awarded extra points if your project lies within a disadvantaged Census tract. The advantage is that the City is more likely to get funding to do improvements in the neighborhood because it is a “disadvantaged” Census tract. Again, it is not a reflection of the neighborhood; it is a reflection of statistics.

Councilor Tobin stated that when she was doing research on the City, this Census tract actually came up. She continued that she thought about it, and there are many Keene Housing properties in this area. Thus, there are many pedestrians, which could impact it. She has been hearing about safety challenges in this area, and now knowing that they could have more of an opportunity to address some of those challenges is exciting. As a pedestrian, it was exciting to be part of this process and to hear the kind of shift to multimodal transportation and the focus on that.

Chair Greenwald asked if there was any further comment. Hearing none, he asked for a motion.

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

On a vote of 5 – 0, the Municipal Services, Facilities, and Infrastructure Committee recommends accepting the presentation on the Roadway Safety Action Plan project as informational.

Mr. Rusnock stated that he wants to acknowledge that Councilor Tobin has been serving as a member of the Roadway Safety Planning Committee, and she has been very active and engaged. He continued that the committee also included the City Manager. This great, diverse group of safety advocates is providing a lot of great feedback and input to the plan. To set some expectations about the schedule, they plan to meet with that committee in August, and likely in September. The team wants to give that committee a good chance to review and approve the plan, and then they would likely be coming back to the MSFI Committee in October to seek a recommendation.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.5.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: **Customer Service Opportunities for Community Development and Fire Prevention**

Council Action:

**In City Council July 18, 2024.
Report filed as informational.**

Recommendation:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends accepting the presentation on Customer Service Opportunities for Community Development and Fire as informational.

Attachments:

None

Background:

Chair Greenwald asked to hear from staff.

Med Kopczynski, Director of Economic Development and Special Projects stated that several months ago, the City Manager asked him to look at the business practices of the Community Development Department and how they can be improved. He continued that to conduct a review, he began with recommendations that originated from two separate economic development plans that were chaired by Chair Greenwald. In the reports, there was a sense of the committee that Code Enforcement and the Planning Department should merge into the Community Development Department to provide better, faster services to citizens. Comparing that idea with the reality of where we are and what we can do to improve and central to this review was recognition that the goals set for the department by the City Manager and the City Council would frame the results of the report. More importantly, upon analysis of operations, the question is where the City should change to meet the overarching goals of providing superior customer service to the citizens and clients. That is the central theme of this presentation. This report creates a strategic plan that, if followed, he believes will actually do that. The report has utility as a blueprint or plan that could be used to change the paradigm of operations to achieve a high level of competence as well as customer service.

Mr. Kopczynski continued that the subject areas covered are building safety and fire prevention, code enforcement, planning, software, and housing developer training and support. Staff feels a great need to begin integrating what the City does with the general public so there is less friction and more

understanding, both from the standpoint of staff understanding what happens when you are trying to do a project, and for the people doing projects to have a better understanding of processes to make things smoother. Most important is community communication and outreach. The City definitely needs to step up to the plate in this process.

Mr. Kopczynski continued that the basic idea is to cultivate a customer service oriented culture. They are already making progress on this report, which was just turned in. Fire Marshall Richard (Rick) Wood is here tonight. He is a participant in this process, as well as Jesse Rounds, Community Development Director.

Rick Wood, Fire Marshall and building official, stated that he has been with the City for almost 12 weeks. He continued that things are moving fast, and it is productive and rewarding. One of the primary focuses of him coming on board was to look at and evaluate the whole permitting, inspection, and enforcement system, with the goal of creating a continuously improving customer experience through engagement, transparency, efficiency, collaboration, and communication, ultimately leading to a citywide approach instead of a departmental approach. To go along with what Mr. Kopczynski said, first is the customer-centric culture, and getting that to permeate the department. Along those lines, they have worked to simplify the permit and inspection process where possible, with things like online permitting. They are very close to having some of the gas and oil permitting going online. The goal is to have that in a week or so. They are also working on eliminating the duplication of services. Some things that were being duplicated between Fire and Building have already ceased, such as smoke detector inspections in single-family homes. They are also working on efficient utilization of personnel and resources. For example, they found some duplication while investigating Code Enforcement actions, so they have centralized that a bit and assigned resources more efficiently.

Mr. Wood stated that the bigger picture is for people to see them as facilitators, not regulators. He thinks that is one of the cultural pieces of what they are trying to accomplish. Along with that, they have some ideas around staff training and mentorship, community engagement, and contractor engagement and training. They hope that that will lead to people viewing them differently. Proactive delivery of services is the last pillar in that group. One of the things they have envisioned is voluntary project review during design. Some of the uncertainty that happens at the end of a project creates a lot of financial anxiety and developer anxiety. Thus, just as they do with Planning projects, they want to give people an opportunity to come before the City before they have finalized the design, to get feedback. This will do two things – first, it will help the City enhance the permitting rapidity process, reducing time there because staff will have a greater familiarity with the project, and it will develop a partnership between the people doing the project and the Community Development staff.

Mr. Wood continued that the Community Development Department has initiated a self-evaluation through the International Accreditation Services Building Department Review Program. That means looking at their organization through the lens of an accreditation agency.

This recognition is short of accreditation, but it forces the Department to evaluate themselves and it has the accreditation agency evaluate the Department under a list of approximately 84 metrics. They submitted a first round on that and received some feedback and guidance on where to head. Lastly, they are working on enhancing the review and management of enforcement in complex cases. There are many moving pieces when they start looking at how to create an enforcement environment that works, both internally and externally. They are starting to utilize the existing systems a little better. For example, there is an online complaint portal where people can not only enter complaints or concerns, but also go and view the activity with those complaints and concerns. Staff is trying to increase the visibility of that online portal so people have a more direct pathway to engage.

Jesse Rounds, Community Development Director, stated that he appreciates the time that Mr. Kopczynski has spent on this report and the ideas that Mr. Wood has been able to implement. He continued that they are looking at department-wide visioning as well as division visioning, to determine the Department's goals. A large part of that is asking the public what they want the Department's goals to be. Staff will be back here talking to the MSFI Committee about what they want the Department to be able to do. It builds on the committees that have met before, and Mr. Kopczynski's report is a huge part of that. He thanks staff and the Committee for the opportunity to carry this forward.

Chair Greenwald stated that he loves everything they are saying. He continued that it is a positive attitude, with a focus on solutions, not problems or obstacles. The object of the game is to get to "yes." Working in partnership with the homeowner or business owner, they all want a safe environment. There is a good attitude coming forth. He is glad to have Mr. Wood in Keene.

Mr. Kopczynski stated that the Department is intent on cultivating a customer service-oriented Department, and all of the work they will see will be in that regard. He continued that of course, they will also increase staff's technical abilities and do a lot of training. One of the key concepts is continual review and continual improvement. If they were an industry or a factory, they would be talking about lean processes. This is very similar to a lean process. He thinks they have the tools, the people, and the will. He hopes that Mr. Rounds and Mr. Wood will come back to the MSFI Committee from time to time to fill the Committee in on where they are, because it is important to have that dialogue. It is important to have that dialogue with the public, the people who use the system, and allow them to participate in how the City makes this work the way it should.

Vicky Morton of 275 Water St. stated that she might be the most enthusiastic public member about a redesign of the Code Enforcement Office. She continued that she certainly hopes that the Code Enforcement Office gets more proactive and less reactive, because if you have to tattle on your neighbors in order to improve a situation, you can get personally threatened. She welcomes the changes staff are speaking of, and she looks forward to the next steps and the next report.

Mr. Kopczynski stated that on that subject, the report does identify this discussion on reactivity and proactivity. He continued that the City has had that discussion through the years. He thinks they will have to have that discussion, with the public and the City Council, about how proactive Code Enforcement can be and how proactive they want them to be. That is a discussion to come. It is clearly articulated in the plan as an item that needs to be examined.

Councilor Tobin stated that she wants to thank Mr. Kopczynski, Mr. Rounds, and Mr. Wood for this, which she is excited about. She continued that she gets excited whenever she hears the word "communication." She went to the Community Development Department several years ago asking for information about tenant rights and not being able to find that information. It is exciting to see these changes happening.

Chair Greenwald stated that as Mr. Kopczynski is moving on to other adventures, he wants to thank Mr. Kopczynski for all that he has done and all of the different hats he has worn during his time with the City. Mr. Kopczynski thanked Chair Greenwald and replied that it has been a pleasure.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends accepting the presentation on Customer Service Opportunities for Community Development and Fire as informational.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.6.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: Downtown Infrastructure Project

Council Action:

In City Council July 18, 2024.

Voted 14 in favor and one opposed to carry out the intent of the report.

Recommendation:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the City Council approve the Preliminary Design for the Downtown Infrastructure Project as depicted on a drawing entitled "City of Keene, Downtown Infrastructure Project, Preliminary Design Plan" dated June 26, 2024, by Stantec Consulting Services, Inc.

Attachments:

None

Background:

Chair Greenwald stated that they have been working on the downtown plan for about four or five years. He continued that in this most recent iteration, the MSFI Committee made a commitment to come forth with a plan by this meeting. Chair Greenwald stated that to give a bit of history, he wants to show this historical photo of Central Square. He continued that you will notice there are no monuments, no cars, and hardly any buildings. Change is what happens. He thinks the plan they are about to see in Stantec's slides marries change with common sense. It is not extravagant, and there has been a lot of compromise. He hopes that members of the public agree and that his fellow Councilors agree. Everyone has worked hard. They will hear the phrase "final design," but there are many issues still to discuss. They will not get into the shape of benches, color of sidewalks, or types of trees. This is the big picture. It is well refined and has many details in it in terms of traffic flow. The consultants have done a lot of work and they have really listened. They listened to the workshops, took notes, and went back and forth. He hopes everyone enjoys this design presentation.

Ed Roberge from Stantec stated that this is a design follow-up. He continued that today the team only has several minor items to share as a follow-up to the full Council's review that was referred back. What they have to show tonight is the preliminary design plan, which the team is asking the MSFI Committee for direction on tonight. As a reminder, this is what they call the "roll plan," and they will eventually call this the preliminary design plan. Chair Greenwald is right that there are many design details that need to be developed from here into a more final design package.

Mr. Roberge continued that regarding parking, as a reminder, the project area shown on the screen started with 239 spaces. There are 240 spaces today, so it is net one by accomplishing where we are. Trees were very important. Even at yesterday's construction planning workshops, comments about trees came up again. Where it sits right now within this project area, there are 157 existing trees, and 76 of those will remain. That is nearly half of the trees. For various reasons, such as construction of utilities, other improvements, or conditions of trees, 63 trees will be removed. However, an additional set of 145 new trees will be brought in. In the end, there will be 221 trees in this project. They have heard comments from the public and the MSFI Committee on the quality of the trees. It is true that the new trees, on day one, will not be as large as the current trees, but the team will look for and specify trees that are three or four inches in caliper so Keene can get a good start on the trees.

Mr. Roberge stated that the Council had three areas of discussion that they requested the MSFI Committee follow-up with, which were some detailing along Railroad Square, some detailing on traffic signal operations, and the Central Square roadway circulations. He showed a slide of the intersection at Railroad Square and Main St., and the large tabled intersection crosswalk, and continued that the question was about the transition along the bike path. The question was whether bikers, when crossing on the bike path along the edge of pavement along Railroad St., are able to transition into the Railroad St. street section at any point. Thus, the team added a small ramp. That is an added detail and they will continue to detail that through final design. A bicyclist would also have the opportunity, when crossing the larger, multi-use crosswalk, to just traverse and go down Railroad St. right from there. As a reminder, the last two parking spaces on the angled spaces here on Railroad St. are both accessible spaces, so those corners will be tipped down. Again, it is more opportunity for transition between pedestrians and bikes, in and along Railroad St. in the Railroad Square area.

Mr. Roberge continued that the second piece that came up at Council relates to the traffic signalization operations, and they had a follow-up with MSFI Committee conversations. He showed a graphic with different colors representing the different signal phases, and continued that substantially green is the north/south movement through the intersection from and to Main St., from Central Square. The blue phasing is essentially eastbound West St., either southbound on Main St. or straight through to Roxbury St., or a left on Washington St. to Court St. The orange is the left turn movement coming out of Central Square to Roxbury St., or a U-turn movement to return into Central Square. That is how the signals are phased today. The right turn from Roxbury St. into Central Square is a different color here. The team proposes traffic signals that would allow for either guided movement or a yield movement.

Mr. Roberge stated that using Roxbury St. as an example, there is currently a full signal phased traffic signal, red, yellow, and green. It operates generally in conflict with the existing U-turn, because both of those are free at the same time, which should be avoided in the new signal. The team proposes a flashing yellow beacon. It would be a red signal head and a yellow flashing signal head, which would sit on flashing yellow so that the vehicles that would be taking the right turn would yield to traffic. It is a full traffic signal because of fire pre-emption and the exclusive pedestrian phase. When a pedestrian presses the button, the signal goes to all-stop. They need an all-stop capability at that intersection to protect the crosswalk at Roxbury St. and the crosswalk into the Central Square common. The same thing happens on the opposite side, but it is slightly different because there is no conflicting movement if you are taking a right turn onto West St. That will have a green light. It will be a full traffic signal, with red, yellow, and green. It will likely sit on green most of the time, until there is a pedestrian phase or fire preemption.

Mr. Roberge summarized that those are the two traffic signal operations he wanted to make clear,

and he can answer any questions about them. He thinks the operation will be consistent. It is a new signal, with a new computer system, and it will have a lot of new functionality that does not exist there today.

Mr. Roberge stated that the next piece is at the top of the square, which is the conversation they had about whether to have a one-lane or two-lane solution. He continued that a one-lane condition is what came out of the City Council, wide enough to support traffic. From the back of the parking to the top of the common is 22 feet, essentially the width of a single lane operation with a bypass capability, which is what they are looking at. They added white hatching to continue to narrow the lane and promote a safer single-file operation. It works well, but if a large truck is delivering or emergency vehicles need to get by, there is plenty of room in that lane to do so. The dimensions went from 25 to 22 feet. The team applied the three feet of extra space to the sidewalk panel as well as the flexible space. The flexible space where sidewalk commerce could occur is now at 10 feet, and the open sidewalk path is at seven feet. Those operate very well. The rest of the intersection remains the same. Someone suggested tick lines to better promote the left turn lane coming out of Central Square south, which the team added.

Mr. Roberge continued that there will be many more conversations as they get into final design. From the conversation they had at Council, and from a follow-up with the design team and the TRC, the material of the bike lane will be just a consistent material of the sidewalk space. If the sidewalk spaces are all concrete, that would be extended, and they need to find a way to differentiate the bike lane, such as stamps, some sort of painted color, or even colored concrete. They will make sure they identify that as they go through the final design process. The team understands and respects that concern, and they will find a solution that is equitable and fits into what Keene's direction is.

Mr. Roberge concluded that that wraps up two years of work. He is happy to answer questions.

Mr. Lussier stated that he wants to talk about the next steps in the process. He continued that he hopes the Committee will come to a consensus tonight and vote to recommend this project to the City Council. In the fall, staff will be back with a negotiated contract with Stantec for the final design phase. The next phase will start in early September. The final design phase will go through the fall and winter. The goal and focus is getting this ready for bid in the spring of 2025. He thinks that is achievable and they are working toward that.

Mr. Lussier stated that he has disappointing news. The US DOT announced their 2024 RAISE grant awardees today and the City of Keene was not selected. That leaves the City with the funding profile that was presented in the FY25 CIP. There is a \$16.9 million budget. The funding profile that is in the CIP did not assume any federal or grant funding. It is all funded and paid for without that assumption. That said, they have received some different funding opportunities already. Through the drinking water state revolving fund, they are eligible for about \$2 million worth of principal forgiveness, so that is a loan, initially, and then after the project is completed and the loan proceeds are used, they qualify for principal forgiveness and they reduce the amount of debt the City has to pay back. They also received some principal forgiveness for the sewer and stormwater portions of the project, about \$137,000. Finally, they received an American Rescue Plan Act (ARPA) grant that right now is being used to offset the cost of the stormwater design portion. That all adds up and it is a good chunk of money. It is just not the \$13.7 million federal grant they had hoped for.

The City Manager stated that she will confirm what the Public Works Director said; in the CIP, they did not count on any grant funds, neither the grant funds they have received so far nor the RAISE grant. She continued that obviously, it would have been nice to receive the RAISE grant, because then they could have then allocated more money to other projects elsewhere in the budget and offset

the capital plan cost. However, she does think it is important that they use the money the City has been given and important that they meet the timelines of those grants and of that principal forgiveness. Two million dollars is not anything to turn away. In addition, the City is currently in the running for the stormwater/sewer funding, which is up to \$4 million, which is a congressionally-directed ask. They could potentially get about \$3.6 million of the \$4 million. While it is disappointing to not receive the RAISE grant, it was not part of the financial plan. They are ready to move forward and continue to do so.

Councilor Workman asked if there was a reason given why Keene did not receive the funds. Mr. Lussier replied not today. He continued that in the past, the US DOT has offered the opportunity for applicants to request a one-on-one debrief with US DOT staff. He continued that City staff will request that and get feedback on why the City's application was not selected.

Councilor Workman asked if the City is eligible to reapply next year, and if any part of the project would qualify for that. Mr. Lussier replied that this is breaking news that they are still digesting. He continued that he wants to talk with the City Manager about the strategy going forward. They had been working towards and assuming this would be put out to bid as a single contract with three annual phases. They would have to change that approach, if they were saying they wanted to reapply for the 2026 and 2027 years of the project. It would mean putting out a construction project for 2025 using City funds and then applying for a smaller RAISE grant. They could look at that. He does not know how their competitiveness looks as they shrink the size of the project and eliminate some of the things that were attractive about the project in the first place.

The City Manager stated that she would add that every year, it gets more expensive. She continued that by not locking in the contract in the first year, they take a risk, by then seeing if they can get additional grant funds in year two and three. They would be inflating the cost if the grant applications were not successful.

Councilor Filiault stated that obviously, the infrastructure work still has to be done. He continued that it is disappointing to hear they did not get the RAISE grant, but the reality is that the pipes and infrastructure are still 100 years old and that will not change. They hope there are more grants down the road, but they cannot just pack their bags and say no, because they have crumbling infrastructure.

Councilor Favolise stated that regarding the overall project, he thinks they have arrived at a place, particularly after the productive workshop, where there is compromise for all parties. He continued that no one will get everything they want, but hopefully everyone gets something they wanted. Something he wants to emphasize about this project and the proposal is the increase in pedestrian safety. He hears about that a lot from his constituents. He thinks that right behind the replacement of the 100+-year-old water and sewer lines, the biggest point of consensus is the increased pedestrian safety. The raised crosswalks, and improved crosswalk signaling adjacent to Central Square on Washington St. and Court St., are all great. He thinks there continues to be some misunderstanding and misinformation about what they are actually doing with this project. From downtown business owners and customers, he has heard loud and clear that the overall character and spirit of the square is working for the downtown commerce district. Yes, green spaces and pedestrian spaces, but for the commerce district, this works. They are actually expanding sidewalk space and one side of the common. He thinks this proposal makes necessary infrastructure improvements and appropriate surface-level tweaks for increased pedestrian safety, and he knows some Committee members disagree, but he thinks this proposal improves traffic flow. In addition, the proposal retains the charm and character of Central Square. He looks forward to supporting this, and he thinks there is broad support for this from the Council and the community, because of the work this Committee and others did long before he was elected to the Council. Thus, he gives thanks to

this Committee, Chair Greenwald, City staff, the Stantec consultants, and the public that continues to weigh in. They have arrived at a really good spot.

Councilor Tobin stated that she agrees. She continued that while it is disappointing to not get the RAISE grant, she remembers that when she lived on Elm St. and they had to dig up Court St., she had to walk through those pipes, and “they are not pretty under there.” She knows there has been a lot of discussion and negotiating around this project. She was at one of the first brainstorming sessions, pre-pandemic, and it was exciting. This proposal now looks a lot like the Central Square and the Main St. she knows and loves, except it has a lot more green. It could be a tough couple of years, which she understands after having lived downtown through three of these infrastructure projects, but she is excited to see this project come to life.

Chair Greenwald asked for public comment.

Sue Egan of 5 Central Square stated that she wants to share something that she and her brother experienced, which was scary and unexpected. She continued that they saw a fire truck come down Washington St. with its lights on, going the wrong way. Probably everyone in this room knows that happens, but she had not seen it until then. Her brother asked her about it, and she explained that this is the way the Fire Department travels when there is a fire, and she will not say the Fire truck cannot go that way. She hopes the MSFI Committee understands what she is trying to say.

Chair Greenwald stated that it is very unusual. He continued that the Fire Department has determined that going the wrong way around the common is actually safer and more efficient (in an emergency), even though it seems crazy and it is not intuitive. Fortunately, the traffic signals stop the traffic and accommodate the emergency vehicles. That is part of the new design, too, so they can continue to do that. Someone from the Fire Department, or the City Manager, would be better than he would at fully explaining it, if Ms. Egan wants to talk with someone.

Councilor Filiault stated that people have probably heard the saying that “politics is the art of compromise,” and this project is the poster child of that quote. He, Chair Greenwald, and others have “lived and breathed” this project for two and a half years. He continued that in all his years on the Council, he cannot think of any other time when he has so often been awake at 2:00 in the morning, staring at the ceiling, thinking about this project. Keene has 23,000 residents, which means 23,000 opinions, 23,000 people who could find something wrong with this project. That is the way it is. There are a couple of things they he and other Committee members do not like about the project, but overall, he thinks the city can embrace this project. For two and a half years, they have worked hard on this. He knows some people say, especially on social media, that City Hall does not listen. But this Committee did. The original project that was proposed had the “egg” roundabout, traffic going all over, and the front of the square closed. A Save the Square group formed. The MSFI Committee did save the square. There will be some changes, but most are modern changes for the good. To the people who say the Committee did not look at traffic studies, the Committee did look at all the traffic studies. There are improvements. You will be able to go down Roxbury St. now without stopping for a red light all the time; it will be a yellow flashing light. They tried to improve traffic flow, also, to keep things moving instead of getting held up.

Councilor Filiault stated that what this Committee did for two and a half years, listening to the public, is preserved history with the addition of modern infrastructure. They did not wipe out downtown’s history, but they realized they needed modern infrastructure to go along with it. They have done that. To those watching this meeting and saying that City Hall does not listen, he encourages them to look at the original project and then look at the project they are presenting tonight. This two and a half year process has been personal, and emotional, and he is glad to be where they are tonight. It is not over, but he is glad to be at this point. He thinks the majority of the Committee will vote in favor

of this, and a majority of the City Council. The MSFI Committee listened to the Council's concerns at the workshop. They worked them out and compromised.

He continued that in sum, for all the changes that were made, this design is from the people here tonight and all the people who reached out to the Committee members through thousands of emails, texts, and phone calls. His phone rang off the hook in a way it never had before. He and other Committee members could barely go grocery shopping because they could not get out of the store. He thanks the community for being involved, because if the community does not speak, the Committee does not hear them. When the community speaks, the Committee listens. He especially gives kudos to the residents of the east side, who really show up.

Councilor Filiault continued that the Council will get a month off for summer vacation then be right back to work with this. Chair Greenwald replied yes, on to final design, and he thanks Stantec very much for seeing them through this process and for listening.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the City Council approve the Preliminary Design for the Downtown Infrastructure Project as depicted on a drawing entitled "City of Keene, Downtown Infrastructure Project, Preliminary Design Plan" dated June 26, 2024, by Stantec Consulting Services, Inc.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.7.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through: Patricia Little, City Clerk
Subject: Invest NH - Demolition of Former Roosevelt School

Council Action:

In City Council July 18, 2024.

Voted unanimously to recommend that the City Manager be authorized to do all things necessary to apply for, accept and expend an Invest NH Capital Grant not to exceed \$412,000, and to negotiate and execute all necessary agreements with the Monadnock Affordable Housing Corporation related to the Capital Grant and intended for the demolition of 438 Washington Street.

Recommendation:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate, accept, execute necessary documents, and expend an Invest NH Capital Grant not to exceed \$412,000 with Keene Housing and the State of New Hampshire Department of Business Affairs (BEA) for the demolition of 438 Washington Street (the former Roosevelt School).

Attachments:

None

Background:

Mr. Josh Meehan Executive Director of Keene Housing addressed the Committee. He indicated the project they are working on is the adaptive reuse of the Roosevelt School at 438 Washington Street, which will be a two phase project. The first phase is a combination of adaptive reuse of the existing building and then an addition of new construction connected to the older building. They are planning on breaking ground for phase one in either July or early August (30 units)

Phase two will be 30 units for which they are going after funding right now. He stated the reason he is here today is because an opportunity has come through the Invest NH Program to cover costs related to demolition. Invest NH was first funded through ARPA but in the legislature this session they started using state funds because the federal funds were used up.

Mr. Meehan stated should the Council agree the city has graciously agreed to sponsor this application to receive \$412,000 which will cover the cost of the demolition of the project for phase one. He explained the city fills out the application and enters into an agreement with Monadnock Affordable Housing Corporation, which is Keene Housing Development's housing arm, a 501-C3

non-profit, who administer the contract, send receipts to the city, and the city forwards them to the state for Keene Housing to be reimbursed.

City Manager Elizabeth Dragon stated the city has been successful in getting some funds from the Invest NH Program for the Findings demolition, the city did go back for more funds but none were available. New funds have now become available as other requested funds did not get expended, and felt this was an opportunity to help bring down the overall cost of this affordable housing project. She indicated this is a relatively easy process for the city – there is some work related to grant requirements and processing of paperwork, and a close out at the end.

Chair Powers clarified the entire site was not being taken down. Mr. Meehan stated the gym was being taken down and these funds will cover those costs and the funds will also cover the cost of the interior demolition. The funding would also cover the asbestos remediation as part of the demolition cost.

Councilor Roberts stated the sooner this project is complete the better and noted it is referenced that the poverty level is at 11% but nearly 40% of households cannot pay for their basic needs and the biggest reason is the cost of housing and felt we are running the risk of more people living on the street if we don't get more affordable housing. Mr. Meehan agreed and stated they have 3,000 households on their wait list right now of which 1,500 tie directly back to Keene or an adjacent community.

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

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate, accept, execute necessary documents, and expend an Invest NH Capital Grant not to exceed \$412,000 with Keene Housing and the State of New Hampshire Department of Business Affairs (BEA) for the demolition of 438 Washington Street (the former Roosevelt School).



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.8.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through: Patricia Little, City Clerk
Subject: **Acceptance of a Donation to the Heberton Fund**

Council Action:

In City Council July 18, 2024.

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 be authorized to do all things necessary to accept and expend a donation of \$1,169 to the Heberton Fund from the Trustees of the Keene Public Library.

Attachments:

None

Background:

Library Director Marti Fiske was the next to address the committee and stated the library has a donation for \$1,169 from the Library Trustees. She indicated this is for a project for sound remediation for Cohen Hall which will be partially funded by the Heberton Hall fund. She noted Cohen Hall is the former Masons ritual space and has a very high level of reverberation and makes it difficult to understand dialogue, especially during lectures and movies. She indicated the trustees also needed to have a study done for acoustical value of the circulation lobby and had an engineer look at both spaces at the same time.

Funding will be paid out of the Heberton Hall for Cohen Hall and the Trustees will cover the circulation area. The study has been completed. One half of the invoice would be for \$1,169 for the Trustees to pay for the circulation lobby. This money will get deposited into Heberton Fund so that one check can be drawn to pay for the engineering study for the full amount.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and expend a donation of \$1,169 to the Heberton Fund from the Trustees of the Keene Public Library.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.9.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through: Patricia Little, City Clerk
Subject: **Acceptance of Donation to Fund Makerspace Interns**

Council Action:

In City Council July 18, 2024.

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 be authorized to do all things necessary to accept and expend a donation of \$15,000 from the Friends of the Keene Public Library to fund Makerspace Interns.

Attachments:

None

Background:

Ms. Fiske addressed the committee again and referred to a donation from the Friends of the Library to fund the Makerspace interns at the library. The Friends having been providing funding every year that pays for the total amount of the interns who work at the library's Makerspace.

Makerspace is open in the evenings on Tuesday, Wednesday, Thursday and on Friday during the daytime and on Saturdays. Friends of the library have set aside \$15,000 this year from their budget for support for the library. The library has about \$2000.00 left over from last year's donation which needs to be deposited. Makerspace interns help with programming, teaching people to use the Makerspace equipment and one on one assistance to members of the community.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and expend a donation of \$15,000 from the Friends of the Keene Public Library to fund Makerspace Interns.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.10.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through: Patricia Little, City Clerk
Subject: Request to Address Issues of Transparency, the Impact of Homelessness, and Issues Relating to Freedom of Speech, and Political Signage

Council Action:

In City Council July 18, 2024.
Report filed as informational.

Recommendation:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the communications from Charles Smith be accepted as informational.

Attachments:

None

Background:

Mr. Charles Smith of 9 Colby Street addressed the committee. Mr. Smith stated he would like to address the topic of homelessness first. He stated as he watches the news from around the country and he also referred to a funeral our President attended of a 12 year old girl who was murdered by an illegal immigrant and questioned if the houses being built are for people who live in the country or for those who are not supposed to be here. He asked individuals be vetted via their zip codes and residency so that people in the community who pay taxes can be assisted. He stated his concern is making this area safe for the next generation.

Mr. Smith next addressed political signs. He stated there was a recent ordinance passed by the City prohibiting political signs. He stated he understands the reason why the City might have taken this stance, due to people not removing signs when their campaigning has ended. He referred to a Kelly Ayotte sign that was in shreds.

He suggested a list for individuals to fill-out asking for locations to put up signs and once the campaign is over those signs need to be removed. Mr. Smith volunteered to remove signs that are not in use. He talked about Freedom of Speech and the location of signs are covered under this Right. He felt our founding fathers would not want our voices to be smothered.

Mr. Smith then talked about the issue of Transparency. He pointed out that the City spent \$500,000 for body cameras and car cameras. He questioned why individuals are not permitted access to this. Mr. Smith stated he is trying to get access to an incident that happened on December 9 that he was

involved in. He stated he has been told because he was not arrested he cannot have access to this footage. Mr. Smith stated he had raised this issue with the Mayor and the Manager to perhaps have access just to the audio but is being denied access due to policy. He felt policy does not trump the constitution.

Chair Powers stated items that come before the Police Department are not the purview of the city but the purview of the Courts. He stated cameras used by law enforcement are regulated by State Statute which clearly outlines the dispersion of this information. The Chair stated this Body cannot pass a law as it pertains to that element. He stated New Hampshire is not a home rule state and has to follow the rules set forth by State legislature.

Mr. Smith stated he had contacted Attorneys in Concord and explained the situation and the attorney referred him back to the City as this is a City issue and felt ultimately this is a decision of the Mayor and Manager.

Councilor Roberts responded to Mr. Smith's comments regarding signs. He indicated the Kelly Ayotte sign was for the upcoming primary but was destroyed during the recent heavy rains. He noted removing other people's signs could be considered breaking the law.

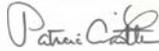
Chair Powers stated as it relates to political signs there are rules for City elections and strict state laws as it pertains to the national elections. The Chair stated the City does not prohibit anyone from locating signs on their own private property. He added there was no recent Ordinance regarding signage approved by the City Council. Mr. Smith stated he had heard this information on the radio and apologized for the misunderstanding.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee accepts the communication from Charles Smith as informational.



In City Council July 18, 2024.
Voted unanimously to accept the
notice of retirement effective April 30, 2025
with gratitude for the years of service.


City Clerk

July 15, 2024

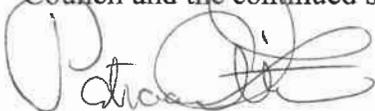
To the Honorable Mayor and City Council
City of Keene
3 Washington Street
Keene, NH 03431

Dear Mayor Kahn and Members of the City Council:

I am writing to formally announce my retirement as the Keene City Clerk, effective April 30, 2025. It has been an honor to serve the City Council and the residents of Keene since my appointment in 1981. Over these past 40-plus years, I have been fortunate to work with many talented staff and professional colleagues. I am especially grateful for my relationships with the City Manager and City Attorney and the valuable counsel and support they have provided me.

I want to thank the current Mayor and City Council, as well as all the governing bodies I have served under, for their confidence and support throughout my career.

In the next nine months, I am committed to ensuring a smooth transition for the Keene City Council and the continued success of the City Clerk's office.



Patricia A. Little
City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #G.1.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Mari Brunner, Senior Planner
Through: Jesse Rounds, Community Development Director
Subject: **Planning Board Nomination of Michael Conway to Southwest Region
Planning Commission**

Council Action:
In City Council July 18, 2024.
Voted unanimously to confirm the nomination.

Recommendation:

Attachments:

None

Background:

Southwest Region Planning Commission (SWRPC) is one of NH's nine regional planning commissions authorized in 1969 by state law. Their mission is "To work in partnership with the communities of the Southwest Region to promote sound decision-making for the conservation and effective management of natural, cultural and economic resources." Membership is voluntary, and their service area includes all of Cheshire County, western Hillsborough County, and one town in Sullivan County (34 towns total). SWRPC is governed by its Commissioners, or representatives nominated by member municipalities, who in turn elect a Board of Directors. The City of Keene can nominate up to three Commissioners. Currently, the City has two Commissioners: Kenneth Kost (member of the Planning Board) and Mayor Jay Kahn. The third spot is currently vacant.

The Planning Board discussed this item at their meeting on Monday, June 24. Included below is an excerpt from the draft minutes of this meeting.

"V) Nomination of City Representative to SWRPC Commissioners

Ms. Brunner stated the City received an application form from Michael Conway who was interested in serving as a Commissioner for Southwest Region Planning Commission (SWRPC). The City's process, which is laid out in the State Statute, is for the Planning Board to nominate the individual. The nomination then goes before City Council for their vote. She noted the City already has two SWRPC Commissioners.

A motion was made by Roberta Mastrogiovanni that the Planning Board nominate Michael Conway to serve as Commissioner for Southwest Region Planning Commission. The motion was seconded by Mayor Kahn.

Mayor Kahn indicated that Todd Horner from the Commission and the nominee were present tonight if the Board wishes to hear from them.

Mr. Horner addressed the Board and explained that SWRPC is a nonprofit public agency, a voluntary association of municipalities authorized under New Hampshire RSA 36.

He stated their mission is essentially to provide member municipalities with technical assistance and guidance on planning issues such as land use, housing, economic development, transportation, etc. Mr. Horner stated their relationship with the city is perhaps a little different compared to some of their smaller member communities that don't have a staff to assist with planning issues to process applications or handle zoning questions. He felt their relationship with the city has been very productive over the years. He referred to some of the projects and activities they are working with the city on; Community Development Block Grant administration activities, which supports housing infrastructure, other improvements that are intended to benefit low and moderate income people. They are also administering a CDBG grant that is part of the funding for the Roosevelt School rehabilitation.

The City has representation on SWRPC's Transportation Advisory Committee, which among other activities, guides the 10 year planning process for this region which is the long range transportation planning process that guides investments and transportation infrastructure at the state level. This is how the region's priorities are conveyed to New Hampshire DOT and other such entities. He indicated they are currently leading a feasibility study looking at regional transit, different operating models for improving public transportation options in Keene and surrounding areas.

Chair Farrington asked for the actual geographical boundaries of the southwest region. Mr. Horner stated they have 33 member municipalities and their service area includes all of Cheshire County, Western Hillsborough County and one town in Sullivan County.

The Mayor asked how many regional planning commissions exist in the state. Mr. Horner stated there are nine across the state.

The Mayor noted with Mr. Conway's qualification as an environmental engineer and Mr. Kost's qualification as a landscape architect, they will bring a lot of expertise to SWRPC.

Mr. Michael Conway addressed the Board and reminded the Board that they may remember him in connection with the Habitat for Humanity property on Old Walpole Road. He stated he is still involved with Habitat for Humanity and will continue to serve them. He stated he has an education and career background in environmental engineering and felt he can be a good resource to the Regional Planning Commission in more than one way.

The motion made by Robert Mastrogiovanni carried on a unanimous vote."



CITY OF KEENE NEW HAMPSHIRE

ITEM #G.2.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Mari Brunner, Senior Planner
Through: Jesse Rounds, Community Development Director
Subject: **Request to Acquire Property Located at 0 Washington St. Extension for Conservation Purposes**

Council Action:

In City Council July 18, 2024.

Mayor tabled the item to the next regular meeting.

Recommendation:

Mr. Haynes motioned to recommend that the City Council authorize the City Manager to negotiate a price and purchase and sale agreement with the owner of this lot, Hull Forest Products: TMP #229-006-000. Mr. Walker seconded the motion. The motion carried unanimously.

Attachments:

None

Background:

The Conservation Commission held a public hearing on June 17, 2024 as required by NH RSA 36-A:5 to discuss whether to recommend the purchase of a piece of real property located at 0 Washington Street Extension. In accordance with City Code, City Council approval (in addition to Conservation Commission approval) is required prior to any expenditure from the Conservation Land Acquisition Fund. The Conservation Commission voted unanimously to recommend the purchase of this property due to its proximity to Beaver Brook Falls, the watershed protection it provides, its potential to mitigate flooding due to its forested slopes, and potential for recreational opportunities such as hiking and biking trails.

An excerpt from the draft minutes of the meeting where this item was discussed is included below.

"3. Public Hearing:

1. **Acquisition of property located at 0 Washington St. Extension for Conservation Purposes – TMP #229-006-000:** In accordance with the requirements of RSA 36-A:5 the Keene Conservation Commission will conduct a public hearing to evaluate whether to expend funds from the Conservation Land Acquisition Fund for the purpose of purchasing 30 acres of forested uplands located adjacent to Beaver Brook Falls.

Vice Chair Madison opened the public hearing at 4:34 PM. With no members of the public present, he closed the public hearing at 4:35 PM. The Commission deliberated about this long strip of land along Rt-9. The Commission needed a new motion recommending purchase to the Council, as the previous recommendation included both properties that had since been logged by Hull Forest Products; one of the properties was recently sold to another entity.

Mr. Bergman asked if this purchase would come from the Conservation Land Acquisition Fund, and if so, whether it would be compatible with the prior limits for what the City was willing to pay. Ms. Brunner said yes, there was still \$135,000 remaining in that fund, which is the same fund that would have been used for the original bid. The Council can adjust the limit when they authorize the City Manager to negotiate the purchase. Ms. Clark asked if the Commission could recommend how much the City should spend and Ms. Brunner said yes.

Ms. Richter asked how the property was appraised, given the steep slopes and heavy logging. Ms. Brunner recalled that the City had tried to purchase the 2 properties at auction, the City Council authorized the City Manager to pay up to the assessed value, and they sold to Hull Forest Products for more than that. The second attempt at purchase last year fell through because the owner asked for more money than the City Manager was authorized to spend. The Council might choose to authorize up to the assessed value again.

Ms. Clark thought it might fall through again, because she did not think the owners would accept the assessed value. Mr. Bergman agreed given that the owners rejected the assessed value before. Ms. Richter added that "assessed" is different than "appraised," and properties commonly sell for more than the assessed value. Keene does update its assessments annually. Ms. Richter cautioned that going above the appraised value because it could provide a private benefit to the landowner by paying above fair market value. Ms. Clark thought the owner was asking for fair market value. Ms. Richter thought that was correct, but still cautioned against offering more than the appraised value. She said it is challenging because not everyone understands the nuances of this parcel, with timber already harvested, very steep slopes, and no access road. So, Ms. Richter did not think the parcel could be developed. Discussion ensued briefly about the owner restoring the berm at the access point that was used during logging. It was also noted that there is a well drilled onsite in an area where various types of vegetation are growing..

Discussion ensued about the procedure for making this recommendation to City Council. Vice Chair Madison was comfortable making a recommendation during this meeting, given how many times the Commission had discussed this. He cautioned against recommending a price to the Council, because they like to keep what they are willing to pay private until negotiated.

Mr. Haynes motioned to recommend that the City Council authorize the City Manager to negotiate a price and purchase and sale agreement with the owner of this lot, Hull Forest Products: TMP #229-006-000. Mr. Walker seconded the motion. Discussion continued.

Ms. Clark thought it would be important for the Council to understand the importance of this property because it is contiguous with Beaver Brook Falls, has steep slopes, and provides watershed protection because Beaver Brook is prone to flooding, making it important to keep these slopes forested. When Ms. Clark and Mr. Haynes hiked to the site, they found that most of the steeper slopes were not logged and the watershed was still intact. Vice Chair Madison said he would highlight the flood protection in his letter to the Council, and he and Councilor Williams would be present to advocate.

Mr. Haynes also thought the letter to Council should highlight recreational opportunities. Despite the

steep slopes, there are portions of the parcel that could be developed as hiking and biking trails. Vice Chair Madison agreed.

Mr. Bergman asked where Beaver Brook is in relation to the property across the Washington Street Extension from the parcel in question. The property Mr. Bergman referred to also included steep slopes and ravines. The Commission reviewed a map of the property, confirming that the City owns the property he referred to, and finding that Beaver Brook runs along the roadway. The Commission reviewed other surrounding properties on the map; the gated entrance into the Extension is before the power lines. Mr. Bergman also asked if the City Council could place a limit on what the City Manager is allowed to negotiate and Vice Chair Madison said yes, that would happen in a non-public session.

Mr. Bill arrived via Teams (non-voting).

The motion to recommend to authorize the City Manager to negotiate a price and purchase and sale agreement with the owner the property in question: TMP #229-006-000 carried unanimously."



CITY OF KEENE NEW HAMPSHIRE

ITEM #G.3.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Helen Mattson, Executive Secretary
Through: Patricia Little, City Clerk
Subject: Resignation of Dawn Thomas Smith from the Partner City Committee

Council Action:

In City Council July 18, 2024.

Voted unanimously to accept the resignation with appreciation for service.

Recommendation:

That the City Council accept the resignation of Dawn Thomas Smith from the Partner City Committee.

Attachments:

1. Resignation_Dawn Thomas Smith

Background:

Dawn Thomas Smith has submitted her resignation from the Partner City Committee. She has been a member of the Committee since its original creation.

From: Dawn Thomas-Smith <[REDACTED]>
Sent: Tuesday, June 11, 2024 2:37 PM
To: Helen Mattson <hmattson@keenenh.gov>; John Mitchell <underwoodscout@hotmail.com>; William Schoefmann <wschoefmann@keenenh.gov>
Subject: Dawn - PCC Update

Hi John, Will, and Helen,

I'm sorry I'm unable to attend the PCC meeting scheduled for today due to a work meeting that runs until 5:30.

I'm also sorry I haven't been able to attend other meetings over the past months due to work and family commitments.

While I've enjoyed contributing to the committee's work over the past 12 years and the many successful exchanges and relationships we've supported and grown over this time, I feel it's time for me to resign so the group can have a spot for a member who has the capacity to attend/contribute on a regular basis and who can bring fresh perspectives.

Please let me know if you think any of the files I've accumulated or designed over the years would be helpful to share (for current or historical purposes), and I'm happy to drop off and/or send to a committee member.

Thank you for the opportunity to serve on this committee over the past decade. I wish you and the group all the best.

Sincerely,
Dawn



CITY OF KEENE NEW HAMPSHIRE

ITEM #G.4.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Jesse Rounds, Community Development Director
Through:
Subject: Relating to Charitable Gaming Facilities - Ordinance O-2023-16-B

Council Action:

In City Council July 18, 2024.

**Referred Ordinance O-2023-16-B to the Planning, Licenses and Development Committee.
Mayor set the Public Hearing for Thursday, August 1, 2024 at 7:00 PM.**

Recommendation:

A motion was made by Councilor Madison that the Planning Licenses Development Committee recommend that the Mayor set a public hearing on Ordinance – O-2023-16-B. The motion was seconded by Councilor Haas and was unanimously approved.

A motion was made by Councilor Michael Remy that the Planning Board find that Ordinance – O-2023-16-B is consistent with the Comprehensive Master Plan. The motion was seconded by Kenneth Kost and was unanimously approved.

Attachments:

1. O-2023-16-B_Referral

Background:

Petitioner, City of Keene Community Development Department, proposes to amend Section 8.3.2 of Article 8 of the Land Development Code (LDC) to add a definition for “Charitable Gaming Facility” and amend Table 8-1, Table 4-1, and Table 5.1.5 to display “Charitable Gaming Facility” as a permitted use in the Downtown Growth District and Commerce District. In addition, the petitioner proposes to amend Section 8.4.2.C.2.a of Article 8 of the LDC to remove drive-through uses as a permitted use by Special Exception in the Downtown Core District.

Community Development Director Jesse Rounds addressed the committee. Mr. Rounds noted there is agreement on the Proposed Definition for Charitable Gaming Facility under O-2023-16-A, and this item has not been altered since then.

Use Standards were changed: Standard a: “Only one Charitable Gaming Facility shall be permitted per lot”

Standard b: He referred to altered areas on a map as discussed at the prior two meetings – West Street.

Mr. Rounds referred to land along Kit Street, Winchester Street and Key Road – commercially zoned properties fronting on those streets. Chair Bosley referred to item ii. and noted she does not see Kit Street and it is not adjacent to Winchester Street and Island Street and has land with frontage on Kit Street under item vi.

Councilor Remy referred to a scrivener's error: Kit Street not Kit Road.

Mr. Rounds referred to land with frontage on Ashbrook Road – this is unchanged since it was presented the last time.

South Main Street – staff made a determination that the area stops at the area that cuts off to the left.

Chair Bosley stated for consistency to call out “north of” “south of” if there was a street.

Chair Bosley referred to Manchester Street and asked if the smaller lots on Manchester Street residential lots. Mr. Rounds answered in the affirmative. It was indicated a facility will be prohibited 250 feet from any residential use. The Mayor asked whether it was Mr. Rounds opinion that this eliminated any location in this area. Mr. Rounds stated these two parcels could be combined and created into a large enough lot that you could put a building which would meet all set back requirements. He stated he did not want to limit the possibility by saying a parcel is too small because once it is combined it could be large enough. He did not feel it was his place to make those limitations except through discussion.

The Mayor asked if the wording was sufficient to cover the commerce district in this location. Mr. Round stated this is their proposal; it is protecting the uses as they exist now, but allowing for future changes as they arise. Chair Bosley suggested adding “north of Silent Way”

Standard c: Mr. Rounds stated there was quite a bit of conversation on this item “... no charitable gaming facility shall be located within 500 feet...” He stated this was the one question that existed last time whether it was going to be 250, 500 or 1000 feet and the committee decided on 500 feet. Councilor Remy suggested another arrow that is labeled 500 feet between the “other charitable gaming facility” and the lines of this item.

Standard d: Minimum square footage question – The committee decided on 10,000 square feet inclusive of everything.

Standard e: It was agreed the existing code covered this item. The place where there was a lot of conversation was on the number of parking spaces per gaming position, as well as the number of electric vehicle charging stations. What was decided was .75 parking spaces for each gaming position and the change that was proposed is 2% or two of the required parking spaces, whichever is greater; originally it was five and 5%.

Mr. Kost noted if any one of these gaming facilities goes into an existing storefront that is vacant and is 10,000 square feet; there is already a lot of parking available from the prior use which parking was meant for probably retail and asked how the parking would be calculated for this use. Mr. Rounds felt it would be site specific because of the variety of parking regimes that have existed over time. He stated what the city would do is if you have a developer that has multiple tenants, during the planning process would note the number of parking spaces per use without impacting the other parking spaces. He stated there are ways to reduce this requirement either through the Zoning Board process or going before the Planning Board to get a parking reduction.

This concluded Mr. Rounds presentation.

Councilor Remy asked if there was a very large application that came forward - over 20,000 square feet; would the city want that application to go through some additional review or would it be allowed by right. Chair Bosley asked in the Form Based zoning style in the commerce district whether there were height requirements for buildings. Mr. Rounds stated the commerce district has the same height restriction as the rest of Keene outside of the downtown which he felt was three stories. In terms of review it would have to go through site plan, any of these would have to go through site plan; it is not specific to this use. At that point the planning board has the ability to add conditions and the Planning Board has a lot of leeway in terms of those conditions. The Chair asked whether the Joint Committee wanted to discuss restricting what Councilor Remy is raising or is this a scenario the committee wanted to see play out if someone was interested in building.

Chair Farrington noted a Las Vegas based casino is building a site in Nashua 180,000 square feet in size and what the committee is discussing now is not beyond possibility. Chair Bosley stated she is not sure what the state had in mind when it created this opportunity for charitable gaming and what actually is happening. In their mind they thought that one facility might get built, instead what we are see is this widespread smaller boutique style facilities. Keene is one of the few major cities in the state where there is a license issued for this type of use. She further stated she had had a discussion with Director Rounds earlier regarding the House Bill that has been passed and signed and the moratorium on historic horse racing has been extended indefinitely. New applications are not being accepted for historic horse racing and in order to get a facility of that size you have to have that license. Chair Bosley added Keene already has someone who is licensed here and they can sell that license and this large conglomerate could certainly try to build something like that. Hence, felt this is our opportunity if the city wanted to put some sort of restriction.

Mr. Kost stated he is envisioning something of that scale - 180,000 square feet of gaming floor but he sees restaurants, maybe hotel space, other kind of things that are all tied to that project. A mixed use development.

Mr. Hoefler asked whether Keene has other uses with upper limits for example a 100,000 square foot grocery store etc. Chair Bosley and Mr. Rounds stated they could not think of any such use. Councilor Madison stated Keene has enough safeguards in place already. Keene is not Nashua. Keene is very far from Nashua and something like that happening in Keene is exceptionally miniscule. He stated his is eager to move this ordinance forward.

Chair Bosley stated her desire tonight would be to find a way to vote on this project.

Councilor Haas compared an 180,000 square foot building to two Home Depot sites and that is what a facility would look like. He did not feel such a site could happen for instance on Manchester Street where the area is too constrained.

Chair Bosley asked for public comments next.

Mr. Jacob Favolise of 229 Main Street addressed the committee and stated he supports the original thrust of this ordinance which was keeping casinos out of the downtown, largely because he did not want parking downtown to be monopolized as a result of a business where people spend long hours inside. He stated he has become a little more skeptical of supporting the overall ordinance because of the additional restrictions placed on charitable gaming facilities beyond just where they can be located. He stated he is also particularly skeptical about the 10,000 square foot minimum. He stated he would also like to have some explanation as to the need to impose an electric vehicle charging station mandate. He stated he agrees with Councilor Madison that this item needs to be moved forward. Mr. Favolise, in closing, stated the more restrictive this ordinance has become, the less

supportive he is of this ordinance.

With no further comment, the Chair closed the public hearing.

Councilor Remy stated he just did some calculation; Target and Dick Sporting Goods sites together are 170,000 square feet, Home Depot is 150,000 square feet in size.

A motion was made by Councilor Madison that the Planning Licenses Development Committee recommend that the Mayor set a public hearing on Ordinance – O-2023-16-B. The motion was seconded by Councilor Haas and was unanimously approved.

A motion was made by Councilor Michael Remy that the Planning Board find that Ordinance – O-2023-16-B is consistent with the Comprehensive Master Plan. The motion was seconded by Kenneth Kost and was unanimously approved.\



CITY OF KEENE

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

AN ORDINANCE Relating to Amendments to the Land Development Code, Permitted Uses in the Downtown Core and Commerce Districts

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

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

1. Amend Section 8.3.2. of Article 8 to add a definition for “Charitable Gaming Facility” under the category of Commercial Uses, as follows:

I. Charitable Gaming Facility

1. Defined. Charitable Gaming Facility – A facility licensed in accordance with the requirements of RSA 287-D and operated by a Licensed Game Operator as defined by RSA 287-D:1, VII; or any facility operated by a person or entity licensed by the lottery commission under RSA 287-D:7 to operate games of chance on 5 or more dates per calendar year. Charitable Gaming Facilities may offer Lucky 7, as defined in RSA 287-E, as long as their use complies with all licensure and operation requirements under RSA 287-E and rules published by the New Hampshire Lottery Commission. This use includes facilities licensed to operate Bingo or bingo style games as Commercial Halls (287-E:1, V-a) or as Host Halls (RSA 287-E:1, X).
2. Use Standards
 - a. Only one Charitable Gaming Facility shall be permitted per lot.
 - b. Charitable Gaming Facilities, as defined, are permitted on parcels greater than 1.25 acres in the following areas of the Commerce District:
 - i. Land with frontage on West Street west of Island Street. The principal entrance of such businesses shall face West Street or be in a plaza where the storefront faces the parking areas that have a common boundary with West Street.
 - ii. Land with frontage on Winchester Street south of Island Street and north of Cornwell Drive. The storefront of such a business shall face Winchester Street or be in a plaza where the storefront faces the parking areas that have a common boundary with Winchester Street.
 - iii. Land with frontage on Main Street south of NH Route 101 and north of Silent Way. The storefront of such a business shall face Main Street.

- iv. Land with frontage on Key Road.
 - v. Land with frontage on Ashbrook Road.
 - vi. Land with frontage on Kit Street.
- c. All Charitable Gaming Facilities shall be subject to the following distance requirements, measured in a straight line, without regard to intervening structures from the property line of any site, to the closest exterior wall of the Charitable Gaming Facility.
- i. No Charitable Gaming Facility shall be located within 500 feet of another Charitable Gaming Facility either existing or for which a building permit has been applied.
 - ii. No Charitable Gaming Facility shall be permitted within 250 feet of any place of worship, child daycare center, or public or private school.
 - iii. No Charitable Gaming Facility shall be permitted within 250 feet of any Single-Family or Two-Family dwelling.
 - iv. No Charitable Gaming Facility shall be permitted within 250 feet of a residential zoning district.
- d. Minimum Square Footage. The gaming floor of the facility, defined as the area within a gaming location authorized by the State of New Hampshire, shall have a minimum area of 10,000 square feet.
- e. Parking and traffic.
- i. Commercial loading zones shall be screened from public rights-of-way and abutting residential properties in accordance with Section 9.4.4 of this LDC.
 - ii. A traffic study shall be required which demonstrates that the project will not diminish the capacity or safety of existing city streets, bridges or intersections.
 - iii. Proposed uses or development shall comply with the City's Noise Ordinance in the City Code of Ordinances and the Noise Limits in Article 18 of this LDC.
 - iv. Bus and truck loading and parking is required to be screened from the public right-of-way and any abutting residential properties in accordance with Section 9.4.4 of this LDC.
 - v. Off-street parking shall be provided at a ratio of not less than .75 parking spaces for each gaming position.
 - vi. Two percent or two of the required parking spaces, whichever is greater, shall be equipped with electric vehicle charging stations.
2. Amend Section 8.4.2.C.2.a, "Specific Use Standards" of Article 8 to remove drive-through uses as a permitted use by Special Exception in the Downtown Core District, as follows:
- a. Drive-through uses shall only be permitted by right in the Commerce and Commerce Limited Districts and by special exception from the Zoning Board of Adjustment in the Downtown-Growth Districts.

3. Update Table 8-1 “Permitted Principal Uses By Zoning District” in Article 8 and Table 5.1.5 “Permitted Uses” in Article 5 to display “Charitable Gaming Facility” under Commercial Uses as permitted with limitations.
4. Amend Table 9-1 “Minimum On-Site Parking Requirements” in Article 9 to display “Charitable Gaming Facility” under Commercial Uses with a minimum on-site parking requirement of 0.75 spaces per gaming position.

Jay Kahn, Mayor

In City Council July 18, 2024.
Referred to the Planning, Licenses
And Development Committee.
Mayor set the Public Hearing for
Thursday, August 1, 2024, at 7:00 PM.



City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #1.1.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Elizabeth Fox, ACM/Human Resources Director
Through: Elizabeth Dragon, City Manager
Subject: **Relating to Class Allocation and Salary Schedule
Ordinance O-2024-12**

Council Action:

In City Council July 18, 2024.

Referred Ordinance O-2024-12 to the Finance, Organization and Personnel Committee.

Recommendation:

That the City Council refer Ordinance O-2024-12 to the Finance, Organization, and Personnel Committee.

Attachments:

1. O-2024-12 Class Allocation & Salary Schedule re Dep Revenue_Referral

Background:

The ordinance relating to class allocation and salary schedules for administrative, office, technical, and management personnel provides for the addition of the position of Deputy Revenue Collector to support a re-structuring of responsibilities in the Revenue Collection Division.



CITY OF KEENE

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

AN ORDINANCE Relating to Class Allocation 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 the stricken text and inserting the bolded text in Section 62-194, “Administrative, Office, Technical and Management Personnel” of Chapter 62 entitled “Personnel” effective August 1, 2024, as follows:

Sec. 62-194. Administrative, office, technical and management personnel

- S 4 Library Aide
- S 5 Minute Taker
- S 6 Administrative Assistant; Records Clerk
- S 7 Administrative Assistant I
- S 8 NO POSITIONS ASSIGNED
- S 9 NO POSITIONS ASSIGNED
- S 10 Audio Video Production Specialist; Recreation Specialist
- S 11 Office Manager; Parking Services Technician
- S 12 Librarian I; Planning Technician; Executive Secretary; Staff Accountant;
-Purchasing Specialist; Human Resource Specialist
- S 13 NO POSITIONS ASSIGNED
- S 14 NO POSITIONS ASSIGNED
- S 15 Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant; Youth
Services Manager; Engineering Technician; Assistant City Clerk; Senior Paralegal; Police
Dispatch Supervisor; Social Worker; Fire Department Administrator; **Deputy Revenue Collector**
- S 16 Planner; Laboratory Supervisor; GIS Coordinator
- S 17 Property Appraiser; Recreation Programmer; Librarian III; Airport Maintenance & Operations
Manager; IT Systems Specialist; Parking Operations Manager; Recreation Facilities Manager
- S 18 Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue
Collector; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services
Manager; Treatment Plant Manager; Deputy City Clerk
- S 19 Transportation/Stormwater Operations Manager; Senior Planner, Recreation Manager
Fleet Services Manager, Accounting & Fund Manager; Infrastructure Project Manager
- S 20 Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney;
Water/Sewer Operations Manager

- S 21 NO POSITIONS ASSIGNED
- S 22 NO POSITIONS ASSIGNED
- S 23 NO POSITIONS ASSIGNED
- S 24 City Engineer; Database Administrator; Building/Health Official
- S 25 Assistant Finance Director/Assistant Treasurer; Assistant Public Works Director/Division Head;
Airport Director
- S 26 City Assessor; Police Captain; Human Resources Director; Library Director; Deputy Fire Chief;
Parks & Recreation Director
- S 27 IT Director; Community Development Director
- S 28 Finance Director/Treasurer
- S 29 Police Chief; Fire Chief; Public Works Director
- S 30 NO POSTIONS ASSIGNED
- S 31 Deputy City Manager
- S 32 NO POSITIONS ASSIGNED

Jay V. Kahn, Mayor

In City Council July 18, 2024.
Referred to the Finance. Organization
and Personnel Committee.



City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #1.2.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Thomas Mullins, City Attorney
Through:
Subject: Relating to the City Attorney Functions and Powers
Ordinance O-2024-13

Council Action:

In City Council July 18, 2024.

Referred Ordinance O-2024-12 to the Finance, Organization and Personnel Committee.

Recommendation:

That the attached Ordinance O-2024-13, relative to the City Attorney Functions and Powers, be referred to the Finance, Organization and Personnel Committee for review and recommendation.

Attachments:

1. O-2024-13, Regarding the CA Functions and Powers_Referral

Background:

In anticipation of the selection of the City Attorney, the Function and Powers for the position, which have not been significantly revised since 2006, require updating.



CITY OF KEENE

O-2024-13

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

AN ORDINANCE Relative to the City Attorney Functions and Powers

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

That the City of Keene Code of Ordinances, as amended, are hereby further amended by deleting in its entirety Section 2-143, Function and Powers, of Chapter 2, Administration, Article III, Charter Officers, Division 3, City Attorney, and replaced with the following new Section 2-143:

Section 2-143, Functions and Powers:

The functions and powers of the City Attorney shall be as follows:

- (1) Represent the City, or supervise in the representation of the City, all matters in which the City has any interest before any court, tribunal, quasi-judicial body or administrative agency.
- (2) Call to the attention of the City Council and the City Manager all matters of law affecting the City.
- (3) Advise and assist the City Council, Mayor, City Manager, City Clerk, Department Heads, City Boards, Commissions and Committees, in circumstances when a legal opinion is requested, or legal advice is required.
- (4) Review and comment upon all deeds, leases, contracts and other legal instruments tendered to the City Attorney prior to their execution or acceptance.
- (5) Draft all deeds, obligations, contracts, leases, conveyances, agreements, and other legal instruments which may be required or necessary to carry out the business functions of the City.
- (6) Assist in the drafting of Charter Amendments, ordinances, resolutions, rules of procedure, department policies, and directives.
- (7) Commence either directly or as other arrangements may be made by the Council and the City Attorney, any litigation determined by the City Attorney to be necessary and prudent, either with prior consultation with the City Council, or in the event of exigency, as soon as possible after the commencement of the litigation.
- (8) Appear in, defend and advocate the rights and interests of the City in any suit or administrative action against the City, involving any estate, right, privilege, ordinance or act of the City government, or when any breach of any statute or ordinance may be brought into question, except in such cases as other arrangements may be made by the City Council and the City Attorney.
- (9) Enter into Settlement Agreements on behalf of the City; provided however that, with the exception of real property tax abatements, any Settlement Agreement

requiring the payment of funds by the City shall first be reviewed and approved by the City Council.

- (10) Appear and testify before the State Legislature, or before any committee or body thereof, and represent the interests of the City.
- (11) Provide advice, legal counsel, or other assistance to the City Manager and departments to support solutions advancing projects, improving business processes, resolve questions or concerns related to City operations, risks, liability, working with groups and/or residents and resolving issues.
- (12) Serve as a member of the City's leadership team.
- (13) Engage proactively to support City personnel to evaluate risks and to develop prudent solutions. Perform related duties as may be required by the City Council.

Jay V. Kahn, Mayor

In City Council July 18, 2024.
Referred to the Finance, Organization
and Personnel Committee.


Patricia C. Smith
City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #J.1.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: **Relating to the Installation of Stop Signs on Water Street Ordinance O-2024-11**

Council Action:

In City Council July 18, 2024.

Voted 9 in favor and six opposed for the adoption of Ordinance O-2024-11.

Recommendation:

On a vote of 4-1, the Municipal Services, Facilities, and Infrastructure Committee recommended the adoption of Ordinance O-2024-11. Councilor Favolise was opposed.

Attachments:

1. Ordinance O-2024-11 Stop Signs on Water Street_Adopted

Background:

Chair Greenwald stated that they will take the agenda out of order and address the Ordinance Relating to the Installation of Stop Signs on Water St. before the Downtown Infrastructure Project. He asked to hear from staff.

Mr. Lussier stated that the Ordinance for consideration tonight is to install stop signs on Water St. at Grove/Community Way. He continued that this recommendation came out of a recent neighborhood-wide effort. Last month, staff presented a speed study the neighborhood had requested, which found there was not a huge speed issue. At the same time, they looked at a couple of intersections that staff had received requests to look at. Two were in the east side of Keene, and one was at the intersection of Emerald St. and Ralston St. The requests were to evaluate those for potential all-way stop control. Staff looked at those, and of the three intersections, the Water St./Grove St. Location met the criteria of the Manual of Uniform Traffic Control Devices (MUTCD) both for the number of vehicles passing through the intersection and, more importantly, for the accident history. That intersection had seven accidents over a 42-month period before they did the analysis in February. That is more than enough to justify the application of a stop sign.

Mr. Lussier stated that during last month's traffic-calming presentation, a neighborhood resident mentioned that she thought that intersection originally had a four-way stop sign. Staff looked through the City's records and City Code, and the project documents from the reconstruction of Grove St., the reconstruction of Water St. west of that intersection, and the railroad land development project where Community Way was built. Throughout those, and through the analysis of the Code, and his

conversations with people who had been working at Public Works for over 20 years, he became fairly well convinced that that was never an all-stop condition. He thinks maybe there was just confusion about the history of that intersection.

Mr. Lussier continued that staff's recommendation stands. They recommend converting this intersection to an all-way stop. If the Council approves it on July 18, staff will schedule a time for installation. At the same time, staff will put out message boards in advance of the intersection to let people know to pay attention to the new stop sign. That may not appear directly on July 19. They will have to figure out when the message boards are available to be deployed there. They will schedule a time when it can be done in a way that will give people fair warning that traffic laws have changed at that intersection.

Chair Greenwald thanked Mr. Lussier, and continued that he supports this and likes it very much. He continued that he would also like them to give consideration in the future to South Lincoln St. and Roxbury St. at North and South Lincoln St. Mr. Lussier stated that Roxbury St. at Lincoln St. was one of the other intersections that staff evaluated. He continued that that one did not meet the MUTCD criteria now. Chair Greenwald asked if an intersection has to meet the criteria to get a stop sign. Mr. Lussier replied that it does not have to. He continued that the MUTCD is a guideline, not the law, which the State of NH has adopted as its design guide and the rules that the State follows. The City, in turn, has written into its Code that the City follows the NH DOT Traffic Control Guidelines, which references the MUTCD. They agree to follow those guidelines, but even within the guidelines, it clearly says that meeting the criteria for an all-way stop condition does not mean you are obligated to install a stop sign. Conversely, failing to meet any of the criteria by themselves does not mean you cannot install a stop sign. This is what the City Attorney's Office would consider a "discretionary function" of the legislative body. If the City Council wants to change the Ordinance and install a stop sign there, they have that authority. However, from an engineering analysis perspective, it is not recommended. Chair Greenwald replied that is a conversation for another night.

Vicky Morton of 275 Water St. stated that she understands the reasons for this recommendation but has a great deal of difficulty supporting it. She continued that it is actually five cars coming to an intersection, because there are two lanes on Grove St. Thus, there are five people coming to an intersection when it is difficult even for four people to decide who is going first. You cannot change human nature overnight. She thinks stop signs at this intersection will create a greater hazard, rather than what they currently have with a direct line through and stop signs on the other sides. As much as she does not like traffic lights, and she understands the costs thereof, she would prefer a traffic light in this location to tell drivers whose turn it is. Having five cars there, all trying to decide who goes next, will not be a safe situation.

Councilor Favolise stated that this intersection is in his ward. He continued that he drove out there today before this meeting, and the intersection did not seem to him like an inherently dangerous one. It is two main thoroughfares connecting. Community Way is a road through a parking lot, and Grove St. is largely residential as well, not really a thoroughfare. His question is what causes this intersection the accident level that now, in the Public Works Director's mind, necessitates a stop sign.

Mr. Lussier replied that unfortunately, he does not know what caused each of the seven accidents over the three and a half year period, as he is not privy to the traffic accidents. There are many rules regarding the release of accident reports to anyone not in law enforcement. It frustrates him that people in charge of the safety of the road network do not have access to the information that would help them do that work.

Councilor Favorise asked if there is an engineering element in that intersection, in Mr. Lussier's expertise. Mr. Lussier replied that there is nothing obvious or intuitively wrong with the design of the

intersection that should lead to that level of crash history. He continued that the sightlines are clear and long. There is no visibility issue or objectionable curvature.

Councilor Favorise replied that his comment is, recognizing that this agenda item will probably move out of Committee, he thinks that the concerns of east Keene residents about traffic enforcement in neighborhoods continues to stand. He continued that regardless of whether this item moves forward, he thinks that traffic enforcement in addition to any signage changes is something that needs to continue to be a part of the conversation.

Chair Greenwald stated that he is surprised, because he thought Ms. Morton would be in total support of this. He asked whose idea this four-way stop was. Mr. Lussier replied that he does not recall who submitted the original request to look at that intersection. He continued that it was submitted through the resident reporting engine. Chair Greenwald replied that he thought it was something from staff or a consultant. Mr. Lussier replied no, it was a resident. Chair Greenwald stated that seven accidents in 42 months does not sound so serious, and they do not know the severity of the accidents. Mr. Lussier replied that after a significant accident, the Police Department calls the City Engineer's Office out to do an accident survey, so he knows that one of the accidents involved a man on a motorcycle who lost a leg because of the impact.

Councilor Favolise stated that he will probably vote against this in Committee tonight, because he thinks the overarching issue is enforcement. He continued that he might change his mind and he is open to additional conversations in the next month before the Council meeting.

Councilor Filiault stated that stop signs seem to be controversial no matter where they put them. He continued that he will support this, because of the traffic studies and the accidents. Sometimes, data does not support a request, but with this particular intersection, as far as accidents go, in this case the data supports it. Sometimes emotion gets in the way of votes the Council makes, but sometimes you have to go with the information the Public Works Director brings them. He thinks this particular intersection needs a stop sign and he will support the Public Works Director's recommendation.

Councilor Tobin stated that she agrees with Councilor Filiault. She continued that someone brought this intersection to their attention as a problem. She cannot be sure that this stop sign is the best solution, but this is the recommendation that has been supported. This intersection was brought to their attention, so they looked at. It is good to try something different, and this is what the recommendation is at this time.

Councilor Workman stated that she agrees with Councilor Filiault that the information and data supports this. She continued that anecdotally, this intersection makes her think of the three-way stops on School St. and Castle St. The other day, she was coming out of Castle St. and someone blew through the stop sign from West St. down to School St. Had she not been stopped and aware, she would have gotten T-boned by that car. She sees this all-stop intersection functioning quite like that, creating that hard stop for people. Thus, if someone ignores the stop sign, it will mitigate someone else from getting seriously injured. It will at least reduce the velocity of an impact.

City Councilor Ed Haas of 114 Jordan Rd. stated that no one likes having to negotiate a four-way stop and dealing with everyone coming from different directions, but he thinks this came out of the traffic study that found the 85th percentile was about 30 mph with outliers. He continued that he thinks the outliers drive everyone's perception of how unsafe Water St. is. It is a through street with a great view as you go down the hill, which can (tempt drivers to speed). That is the hazard. The four-way stop was an easy way to try to slow people down. The real answer here is traffic-calming arrangements, a better design of the intersection, but that is a bigger capital project than a four-way stop.

Mr. Lussier stated that he will respectfully disagree with Councilor Haas, so it is clear for the record, because he is sure other requests will come forward and he will be arguing the other way. He continued that staff is not recommending this four-way stop in order to address speed. As Councilor Haas mentioned, they looked at the speeds on Water St. and he thinks the 85th percentile just to the east of this site was about 34 mph. That is a little bit over the speed limit but still within the expected range of normal behavior. They are specifically recommending the stop sign here because of the accident history. He agrees with Councilor Filiault in that he would prefer to not have more stringent traffic control than is warranted and needed, but because of the accident history, he thinks there needs to be a little bit more control at this intersection. They are not trying to address speed.

Chair Greenwald stated that he does not like “more time,” but given what he has heard tonight, he wants to look at the intersection again.

Chair Greenwald made a motion to place the item on more time until the next MSFI Committee meeting. Councilor Favolise seconded the motion, which failed with a vote of 2-3. Councilor Workman, Councilor Filiault, and Councilor Tobin were opposed.

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

On a vote of 4-1, the Municipal Services, Facilities, and Infrastructure Committee recommended the adoption of Ordinance O-2024-11. Councilor Favolise was opposed.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to Installation of Stop Signs on Water Street

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 text to the provisions of Section 94-321, "Stop Signs" in Division 5, "Specific Street Regulations" in Article IV of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows;

Water Street for westbound traffic at Grove Street.

Water Street for eastbound traffic at Grove Street.

In City Council June 20, 2024.
Referred to the Municipal, Services,
Facilities and Infrastructure Committee.


City Clerk



Jay V. Kahn, Mayor

PASSED: July 18, 2024

A true copy:



Attest:

City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #K.1.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Elizabeth Fox, ACM/Human Resources Director
Through: Elizabeth Dragon, City Manager
Subject: In Appreciation of Todd M. Tardiff Upon His Retirement
Resolution R-2024-26

Council Action:

In City Council July 18, 2024.

Voted unanimously for the adoption of Resolution R-2024-26.

Recommendation:

Recommend the adoption of Resolution R-2024-26, In Appreciation of Todd M. Tardiff Upon His Retirement.

Attachments:

1. R-2024-26 Tardiff Retirement_Adopted

Background:

Mr. Tardiff retired from the Public Works Department effective July 16, 2024, with 18½ years of service.



CITY OF KEENE

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

A RESOLUTION In Appreciation of Todd M. Tardiff Upon His Retirement

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

WHEREAS: Todd M. Tardiff began his career with the City of Keene 17 October 2005 as Mechanic I in the Public Works Department's Fleet Services Division; was promoted 2 December 2007 to Mechanic II; moved 8 August 2011 to Maintenance Mechanic in the Utilities Maintenance Division; and transferred to Utility Operator of the Water Treatment Facility in the Operations Division 19 February 2013; and

WHEREAS: Adhering to the mantra *If you're going to do something, do it right*, he consistently has demonstrated and upgraded his job knowledge and skills toward knowing his job inside and out through certifications and licenses from the New Hampshire Department of Environmental Services and other ongoing educational opportunities; and

WHEREAS: Believing that customer service and ethical behavior are cornerstones of his job, Todd has fulfilled his responsibilities meticulously in a transparent, accountable and respectful manner and, whether collecting samples around town or educating the public with plant tours, has given his best to represent the City very professionally; and

WHEREAS: Never afraid to ask questions and taking pride in his work, he always has tried to achieve maximum productivity while maintaining maximum quality, has been proficient at understanding what resources are needed to complete each aspect of his job successfully, at maintaining the equipment and associated outstations of the water system, at troubleshooting issues with Utilities Maintenance Division staff, and at making adjustments when scenarios change in a fast-paced workplace; and

WHEREAS: Very organized and possessed with the abilities to understand priorities and make sound decisions, Todd has been appreciated for contributing valuable ideas and feedback—whether the impact is large or small—when assisting with any project, making him a key player in planning and realizing the team's short- and long-term goals; and

WHEREAS: Todd has contributed to a team that operates like a well-oiled machine, appreciating the differences that various members bring toward its synergy, using creative problem-solving skills driven with their safety in mind, remaining calm during emergencies to help the atmosphere for them; and his peers nominated him for an Employee Achievement Award in 2010; and

WHEREAS: Todd retires 16 July 2024 with more than 18½ years of honorable service to the City;

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

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

Jay V. Kahn, Mayor

PASSED: July 18, 2024

A true copy;

Attest:

City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #K.2.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Elizabeth Fox, ACM/Human Resources Director
Through: Elizabeth Dragon, City Manager
Subject: In Appreciation of Helen K. Mattson Upon Her Retirement
Resolution R-2024-27

Council Action:

In City Council July 18, 2024.

Voted unanimously for the adoption of Resolution R-2024-27.

Recommendation:

Recommend the adoption of Resolution R-2024-27, In Appreciation of Helen K. Mattson Upon Her Retirement.

Attachments:

1. R-2024-27 Mattson Retirement_Adopted

Background:

Ms. Mattson retires from the City Manager's Office effective July 31, 2024, with 21 years of service.



CITY OF KEENE

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

A RESOLUTION In Appreciation of Helen Kennedy Mattson Upon Her Retirement

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

WHEREAS: Helen K. Mattson began her career with the City of Keene June 9, 2003, as its Executive Secretary and has served three City Managers and five Mayors, as well as provided backup support to three City Attorneys; and

WHEREAS: As a topnotch professional, Helen brings her "A game" to work from the start of every day to its finish, whether following or leading—remaining energetic, upbeat, and focused despite interruptions and knowing what needs to be done and doing it, no matter how large or small the task—as she plans, prioritizes and multitasks to manage the workflow, never needing a reminder about any complicated scheduling or assignment required, tracking deadlines, sharing information with key stakeholders as necessary, continually increasing her knowledge of City operations—all while appreciating others' input; and

WHEREAS: The provision of good customer service being dear to her heart, she has served as the first point of contact for the Manager and Mayor's Offices and handling situations with approachability, diplomacy, and impartiality before concerns reach them—offering a smile that extends to her voice; listening actively, respectfully, patiently, and empathetically regardless of the situation; providing a safe space for both internal and external customers to speak; the City Manager; and providing honest feedback in a tactful way; and

WHEREAS: Valued as a colleague with her consistent can-do attitude, quickness to laugh, and easy willingness to lend a hand, Helen is able to change direction "on a dime," has attended every type of meeting, researched vast amounts of information, demonstrated her great ability to communicate, furthered her knowledge of City operations, added value to whatever project or issue in which she's involved, and acted as a sounding board and a confidante—always discrete—rendering invaluable support as a partner in administering daily affairs and an integral part of the Manager's ability to effectively move forward the business of the City; and

WHEREAS: Highly regarded by her peers and a credit to the City and to City events, her contributions include serving as staff liaison for the Partner City Committee; as a member of the Employee/Retiree Holiday Luncheon Committee and the Personnel Advisory Board; as support to the former College Relations Committee, the Cable Television Committee, the Presidents Court, and the City Manager's Speak Up program; and has acted as a Buddy for new-employees; and

WHEREAS: Helen retires 31 July 2024 with more than 21 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Helen Kennedy Mattson for her dedication to the City of Keene and wishes her the very best for her retirement years; and

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

Jay V. Kahn, Mayor

PASSED: July 18, 2024

A true copy:

Attest:

City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #K.3.

Meeting Date: July 18, 2024
To: Mayor and Keene City Council
From: Elizabeth Fox, ACM/Human Resources Director
Through: Elizabeth Dragon, City Manager
Subject: In Appreciation of Justin H. Putzel Upon His Retirement
Resolution R-2024-28

Council Action:

In City Council July 18, 2024.

Voted unanimously for the adoption of Resolution R-2024-28.

Recommendation:

Recommend the adoption of Resolution R-2024-28, In Appreciation of Justin H. Putzel Upon His Retirement.

Attachments:

1. R-2024-28 Putzel Retirement_Adopted

Background:

Mr. Putzel retired from the Fire Department effective June 20, 2024, with almost 17½ years of service.



CITY OF KEENE

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

A RESOLUTION In Appreciation of Justin H. Putzel Upon His Retirement

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

WHEREAS: Justin H. Putzel began his career with the Keene Fire Department 18 February 2007 as a Call Firefighter certified as a Paramedic, was hired 22 January 2017 as a Probationary Firefighter, easily graduated 22 January 2020 as a Firefighter/Emergency Medical Technician; and was promoted to Firefighter/Paramedic 4 February 2019; and

WHEREAS: A valuable asset to the department, capable in all aspects of his job, he made sure to adhere to the fundamentals, maintaining proficiency in firefighting and EMS topics, always engaging in drills and specialized trainings to provide the best service he can to the community, with his life experience giving him an advanced level of acknowledgment of many of today's challenges regarding society; and

WHEREAS: With a plethora of knowledge and a degree in EMS system management, Justin took on a higher workload and level of responsibility whenever the only paramedic on shift; making accurate assessments and sound decisions regarding the patient's condition and thinking one step ahead regarding any resources needed to improve the prognosis—whether calling for air medical transport or activating a pre-established alert at the hospital—all combining to make him a superior paramedic; and

WHEREAS: Described as charismatic, he enjoyed teaching new members of department how to accomplish the variety of tasks involved in keeping the team together, always with a positive attitude and a high work ethic; and

WHEREAS: Conditioned to the rigors of responding to emergency situations and with good critical thinking skills, Justin remained a clear-headed decision maker in the face of stressful situations, never overwhelmed and a calming presence to those less experienced—an asset to any company officer in dynamic environment; and

WHEREAS: Other ways in which he was valued were his being an all-hazards responder; his above-average understanding of the department's "copious amounts" of equipment and apparatus; his always-professional and well-structured documentation; his familiarity with some of the administrative responsibilities, such as fire alarm systems, permitting, and property records; and his being a two-time recipient of the American Red Cross's *Hometown Hero Award*; and

WHEREAS: Justin qualified to retire 20 June 2024, with almost 17½ years of honorable service to the City;

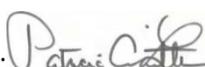
NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Justin H. Putzel for his dedication to the City of Keene and wishes him the very best for his retirement years; and

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

Jay V. Kahn, Mayor

PASSED: July 18, 2024

A true copy;

Attest: 
City Clerk