KEENE CITY COUNCIL
Council Chambers, Keene City Hall
March 20, 2025
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- March 6, 2025 Minutes

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Presentation of Retirement Resolution - Thomas P. Mullins
2. Proclamation - Keene High School Wrestling Team
3. Proclamation - Keene High School Boys Basketball Team

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmation - Bicycle, Pedestrian Path Advisory Committee

C. COMMUNICATIONS

1. Pathways for Keene - Request for Use of City Property - 4 on the 4th Road Race - July 4, 2025
2. Keene Pride Festival - Request for Use of City Property - Pride Festival - September 21, 2025
3. Carl Jacobs - Installation of a Peace Pole - Central Square
4. Councilor Jones - Request for Resolution Honoring the LGBTQIA+ Community
5. Councilor Jones - Request for City Council Communication to State of New Hampshire - Proposed Roundabout at Rt 9 and Whitcombs Mill Road

D. REPORTS - COUNCIL COMMITTEES

1. Keene Swampbats - Discharge of Fireworks - Independence Eve Celebration - July 3, 2025
2. Birdies - Request for Permission to Serve Alcohol - Sidewalk Cafe
3. Farmers' Market of Keene - Request for Use of City Property - 2025 Farmers' Market
4. Copper Cannon Distillery - Request to Participate in the Keene Farmers' Market
5. Cabana Falls - Request to Participate in the Keene Farmers' Market
6. Keene Young Professionals - Request to Use City Property - Taste of Keene Food Festival - June 7, 2025
7. Councilor Remy - Potential Implementation of Consent Agenda by Committee - City Council Meetings
8. Downtown Business and Employee Parking Update
9. Future Development - Black Brook Tax Increment Finance District
10. Approval to Accept Donations Solicited, and Accept and Expend Funds Raised to Support Employee Events and Similar Activities
11. Engineering Agreement with McFarland Johnson Inc. for the Airport Perimeter Fence Project
12. Engineering Agreement with McFarland Johnson Inc. for the Airport Taxiway A Reconstruction Project
13. Recommended Amendments - Keene Community Power Plan

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

G. REPORTS - BOARDS AND COMMISSIONS

H. REPORTS - MORE TIME

I. ORDINANCES FOR FIRST READING

1. Relating to Amendments to the Zoning Map - 425 Marlboro Street - Neighborhood Business to Low Density
   Ordinance O-2025-07
2. Relating to Amendments to the Land Development Code, Feather Signs in Industrial Districts
   Ordinance O-2025-08

3. Relating to the Land Development Code, Single-Family Parking Requirements
Ordinance O-2025-09

J. ORDINANCES FOR SECOND READING

K. RESOLUTIONS

1. Relating to Adopting the Provisions of RSA 79-E "Community Revitalization Tax Relief Incentive"
Resolution R-2025-09
2. Appropriation of Funds - Purchase of Sidewalk Paver
Resolution R-2025-07
3. Related to the Appropriation of Unassigned Fund Balance for the FY 25 Fire Department Personnel Budget
Resolution R-2025-10

NON PUBLIC SESSION

ADJOURNMENT

A regular meeting of the Keene City Council was held on Thursday, March 6, 2025. In the absence of the Honorable Mayor Jay V. Kahn, the City Clerk, Patricia Little, 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, Catherine I. Workman, Bettina A. Chadbourne, Thomas F. Powers, & Mitchell H. Greenwald were present. The City Clerk declared that a quorum was physically present in the Council Chambers. A motion by Councilor Powers to elect Councilor Greenwald as the temporary Chair was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor. Chair Greenwald took his seat at the dais. Councilor Workman led the Pledge of Allegiance.

MINUTES FROM PRECEDING MEETING

A motion by Councilor Powers to adopt February 20, 2025, minutes as presented was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

ANNOUNCEMENTS

Councilors received a copy of Mayor Jay Kahn's letter and City Attorney Amanda Palmiera's letter addressed to the State of New Hampshire House Environmental and Agriculture Committee. The letters support House Bill 250, which would enable local governing bodies to regulate the muzzling of dogs.

PRESENTATION OF RETIREMENT RESOLUTION - MERRI B. HOWE

Chair Greenwald read into the record and presented a copy of a Retirement Resolution to Merri B. Howe, honoring her 12 years of service to the City, culminating as Finance Director. Ms. Howe thanked the Council, Mayor, City Manager, and City Clerk for their support over the years. She called it a great team and a great City that her father was very proud of, so she was proud to have the opportunity to serve the City as well.

The City Manager stated that she had worked with Ms. Howe for seven years and spoke about the challenges of budgeting each year but said she could not have done it without Ms. Howe, who would develop a variety of ideas to meet the City's Fiscal Policies. Ms. Howe would work late into the night on the budget for everyone; she had been very dedicated to the City's fiscal health, without having to be asked. The City Manager said she would miss Ms. Howe tremendously.

NOMINATION – BICYCLE/ PEDESTRIAN PATH ADVISORY COMMITTEE

Mayor Kahn nominated Andy Holte to serve as an alternate member of the Bicycle/Pedestrian Path Advisory Commission, with a term expiring December 31, 2025. Chair Greenwald tabled the nomination until the next regular meeting.

COMMUNICATION - KEENE SWAMPBATS - DISCHARGE OF FIREWORKS - INDEPENDENCE EVE CELEBRATION - JULY 3, 2025

A communication was received from Kevin Watterson, President of the Keene SwampBats, requesting the annual license to discharge fireworks at Alumni Field as part of the Independence Eve Celebration held at that evening's Swamp Bats Game. Chair Greenwald referred the communication to the Planning, Licenses and Development Committee.

COMMUNICATIONS – FARMERS' MARKET OF KEENE - REQUEST FOR USE OF CITY PROPERTY - 2025 FARMER'S MARKET; COPPER CANNON DISTILLERY - REQUEST TO PARTICIPATE IN THE KEENE FARMERS' MARKET; CABANA FALLS - REQUEST TO PARTICIPATE IN THE KEENE FARMERS' MARKET

A communication was received from Kati Woodard, requesting the annual license to operate the Keene Farmers' Market on Saturdays starting on April 26, 2025, through October 25, 2025, in their usual location on Gilbo Avenue/Commercial Street Parking Lot. A communication was also received from Kevin Blake Amacker (Copper Cannon Distillery) requesting permission to be a vendor at the Keene Farmers' Market in 2025, as well as a communication from Alyson Lefebvre, Co-Owner of Cabana Falls, requesting permission to be a vendor at the Keene Farmers' Market in 2025. Chair Greenwald referred all three communications to the Planning, Licenses, and Development Committee.

COMMUNICATION - COUNCILOR BOSLEY - REQUEST FOR RECONSIDERATION - AMENDMENTS TO KEENE COMMUNITY POWER PLAN

A communication was received from Councilor Bosley requesting a reconsideration of the February 20, 2025, City Council vote relative to the Keene Community Power Plan. Chair Greenwald tabled the communication until later on the agenda.

MSFI REPORT - NH DEPARTMENT OF TRANSPORTATION - RECONSTRUCTION OF ROUTE 101

The City Clerk pointed out Scrivener's errors in the recommended MSFI Committee motions presented. Anywhere there was a reference to a 5-0 of the Committee, it should read 4–0, as Councilor Workman was not present at the MSFI meeting.

A Municipal Services, Facilities, and Infrastructure Committee report read, recommending acceptance of the presentation on the NH Department of Transportation Reconstruction of Route 101 as informational. Chair Greenwald filed the report as informational.

MSFI REPORT - ACCELERATED TREE REMOVAL TIMELINE - RED PINE SCALE

A Municipal Services, Facilities and Infrastructure Committee report read, recommending acceptance of the report as informational. Chair Greenwald filed the report as informational.

MSFI REPORT - UNRESOLVED DESIGN DECISIONS FOR THE DOWNTOWN INFRASTRUCTURE PROJECT

A Municipal Services, Facilities, and Infrastructure Committee report read, recommending that the City Manager be authorized to incorporate the following design preferences into the Downtown Infrastructure Project:

- For the Railroad Square covered pavilion, a wood-framed structure with brick columns;
- For the Central Square fountain, Option 1 as the location in the center; and
- For deployable bollards to be purchased outside of the contract.

A motion by Councilor Filiault to carry out the intent of the committee report was duly seconded by Councilor Tobin.

Councilor Filiault summarized the Committee report and his stance. He said the vote recommendation was unanimous, but when breaking it down into the individual issues within the motion, it was less unanimous, so there would be three votes.

He said there were recommendations for the type of pavilion at Railroad Square, but coming out of MSFI, it was a split vote of Councilors Filiault and Greenwald against a pavilion and Councilors Favolise and Tobin in favor. With a 2-2 vote, there was no recommendation from the MSFI Committee on the type of pavilion at Railroad Square. Councilor Filiault noted that both he and Councilor Greenwald were of the opinion that this pavilion on Railroad Square would be a waste of taxpayer dollars and if it is truly wanted it should be at the expense of a non-profit or some other entity.

A motion by Councilor Filiault in favor of adding a Railroad Square pavilion at the taxpayers' expense to the Downtown Infrastructure Project was duly seconded by Councilor Jones.

Councilor Favolise said that this vote was about specifying a bid alternate. He understands that some members of the Council do not want to see a covered pavilion at all. He thought he remembered the Council voting unanimously to at least see the cost of including the pavilion as an option. So, while he appreciated Councilor Filiault's position against the structure, Councilor Favolise thought the time for the debate about whether to include it in the contract as a bid alternate has passed; the Council decided on that. He said the vote at this meeting was not necessarily to sign a contract to construct a pavilion. He understood the vote was to move forward with a specific bid item placed as an alternate. Chair Greenwald confirmed that understanding and added a vote against would be a vote against the bid alternate.

Councilor Workman was not at this MSFI Committee meeting, so she made a few points, noting that she watched the video. She agreed with Councilor Favolise's comments and added the the pavilion was included as a bid alternate because the constituents expressed their desire for it during the project's planning phase. Councilor Workman commended her fellow MSFI Committee members and said she supported the selected pavilion bid alternate.

The motion to add a bid alternate for a pavilion to Railroad Square carried on a vote of 11 to 4. Councilors Filiault, Jones, Powers, and Greenwald voted in the minority.

A motion by Councilor Filiault to carry out the intent of the second Committee recommendation—for the Central Square fountain, with the location being in the center—was duly seconded by Councilor Tobin.

Councilor Workman commented that if she had been present, she would have voted against this recommendation by her fellow Committee members. She did not support including the Central Square fountain in the construction plans. She recalled that a group came forward and expressed interest in working with the City on a peace pole/fountain. However, at this time, when trying to keep costs low, she did not support any change to the fountain. She encouraged the City to continue working with the interest group on something after completing the project. If her fellow Councilors were not amenable to that, she suggested the fountain as a bid alternate.

Chair Greenwald clarified that the Committee's discussion was about the placement of the fountain, not whether there would be a fountain or its design.

Councilor Williams thanked the Public Works Director, Don Lussier, for his effort. He also said the fountain on the side was a good idea, even though it did not pass.

The motion to carry out the intent of the second Committee recommendation for the Central Square fountain, Option 1 in the center, carried unanimously with 15 Councilors present and voting in favor.

A motion by Councilor Filiault to carry out the intent of the third Committee recommendation—for deployable bollards to be purchased outside of the contract—was duly seconded by Councilor Tobin. The motion carried unanimously with 15 Councilors present and voting in favor.

MSFI REPORT - PROPOSAL TO IMPLEMENT A “PROTECTION OF STREETS” PROGRAM

A Municipal Services, Facilities, and Infrastructure Committee report read, recommending that the City Manager be authorized to draft an ordinance to disincentivize the cutting of newly paved roadways and sidewalks for a period of five years after construction. A motion by Councilor Filiault to carry out the intent of the Committee report was duly seconded by Councilor Tobin.

Councilor Jones mentioned the City’s dig once policy and asked if this could just be an amendment to that policy, which he did not think the City had used in a long time. The City Manager, Elizabeth Ferland, said that the City uses the policy during the planning of any project. For example, efforts to align water and sewer work with a road project and sidewalk work. She said this Protection of Streets program would be different. It might be a utility company cutting a trench to put something in or a homeowner with a sewer break who needs to cut into the roadway to make a repair. The City Manager said this program was being called a disincentive, but it would really be a five-year penalty (as recommended by the Public Works Director) during which time there would be an added penalty for cutting into the pavement.

Councilor Roberts said the Council did a great job fixing Marlboro St., but then utility companies and others were allowed to cut the roadway, turning it into a roller coaster; an

example of what should never be done. He said the City recovered with Grove, which is a perfect example of how it should be done.

Councilor Workman said she would vote in favor of this to move it forward. She said it did not sound like the residents would be the ones, per se, digging up the streets within the five-year period. For the next MSFI meeting, she hoped to hear clearer numbers on residential vs. utility companies impacting our roads. Chair Greenwald agreed and said more information was needed, but that staff could draft an ordinance for the Committee to work on.

The motion carried unanimously with 15 Councilors present and voting in favor.

MSFI REPORT - 2025 CONSTRUCTION SEASON UPDATE

A Municipal Services, Facilities, and Infrastructure Committee report read, recommending accepting the report as informational. Chair Greenwald filed the report as informational.

Chair Greenwald said there was a stunning amount of work planned, so when constituents asked where their tax money was going, this would show them what was happening. He was pleased with the report.

CITY MANAGER COMMENTS

The City Manager mentioned some key projects in that Construction Season Update:

- Marlboro Street & the Cheshire Rail Trail Project (part of the Complete Streets Program):
  - Anticipated start: April 2025.
- Sidewalk Conversions: Gardner, Jenison, and Willow Streets asphalt sidewalks being converted to concrete with granite curbing.
  - These are expected to go out to bid summer 2025.
- The Key Road Drainage Replacement Project:
  - Anticipated start: fall 2025.
- 160 Water Street, Skate Park property:
  - Anticipated wrap-up: spring & summer 2025.
- The Transportation Heritage Trail Phase I is in final design with Stantec Consulting:
  - Will go out to bid summer 2025.
- George Street Bridge Project final design:
  - Anticipate bidding fall 2025.
- Sewer, manhole, and main lining work:
  - To begin April 2025.
- Parking lot resurfacing (top course of pavement):
  - Summer 2025.

The City Manager also recalled that she previously worked with Senator Fenton on a Bill to change the State's welfare regulations. Now, another was going forward—Senate Bill 167—regarding local assistance for housing costs. The City Manager thanked the Senator for attaching some language to SB 167 to establish payment levels for allowable housing costs under local assistance. It would base housing assistance payments on the U.S. Department of Housing and Urban Development (HUD) and New Hampshire Housing Finance Authority annual updates. It would address the gap in local welfare regulations, ensuring that rising housing costs are

reflected in assistance eligibility to prevent denials due to outdated standards. The City Manager said that Keene does a great job of updating its welfare standards annually. However, many communities do not, and unfortunately, the cost of housing has been soaring. She continued that some individuals had come to the City for assistance, but they had been denied in other communities; in the City's opinion, the amount allowed for housing assistance was too artificially low. So, the City Manager wanted to see more consistency across the State. She would alert the Council when the time comes to support the Bill.

Chair Greenwald welcomed comments from the City Attorney, Amanda Palmeira.

The City Attorney thanked the Councilors again for the opportunity. She was excited to work with everyone and encouraged all the Councilors to reach out to her any time with questions. This would be a working relationship. As their relationship develops, she invites the Councilors to let her know if they see something she could improve upon or work in a different direction; she would be happy to respond as soon as possible. The City Attorney also provided the Council with an update on the Assistant City Attorney search, stating that the job had been posted since the first week of January and there had been a handful of applications, which she expected. In the legal world, she said it was an employee's market. She had started interviews and anticipated those leading to some second interviews and background checks. The search is ongoing, but the City Attorney was encouraged by the caliber of applicants she is seeing.

REPORTS - 2025 FLYOVER AND CITY BASE MAP UPDATE PROJECT - FINAL SCOPE AND FEE

A motion by Councilor Powers to suspend the Rules of Order, Section 26, to consider and act upon a contract for the 2025 Flyover and City Base Map Update Project was duly seconded by Councilor Tobin. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

A motion by Councilor Powers was duly seconded by Councilor Remy to recommend that the City Manager be authorized to do all things necessary to negotiate and execute a contract with the selected firm, Kucera International Inc., for their professional services in an amount not to exceed $150,000.00. Should negotiations fail, negotiations with the next highest-ranked firms will be allowed in order.

Councilor Haas said this was a good thing to do, and it was good to see the cost come in the way it had. He was curious if there were any conversations with neighboring towns about whether they would join this effort. He said there is always leakage along the borders and that having neighboring towns contribute to the cost would be beneficial. Will Schoefmann, the City's GIS Coordinator, said he had talked with some towns about it in the past, but no, to be straightforward, it was not something the City had really entertained. Mr. Schoefmann said it was a good idea that we might coordinate with another agency, like the Southwest Regional Planning Commission, to get it off the ground.

The City Manager, Elizabeth Ferland, recognized the Purchasing Department, stating that this spoke to the policies in place. Once the City Council has adopted a motion and a contract is brought forward, Purchasing reviews the motion for what is authorized before they execute the

contract. In this case, the Purchasing Department identified in the body of the meeting minutes that it was authorized for up to $150,000, but that was unclear in the motion. The motion carried unanimously with 15 Councilors present and voting in favor.

ORDINANCES FOR SECOND READING - RELATING TO MASTER BOXES - ORDINANCE O-2025-03-A

A Municipal Services, Facilities, and Infrastructure Committee report read recommending the adoption of Ordinance O-2025-03-A. Chair Greenwald filed the memorandum. A motion by Councilor Filiault to adopt Ordinance O-2025-03-A was duly seconded by Councilor Tobin. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

ORDINANCES FOR SECOND READING - RELATING TO INSTALLATION OF A STOP SIGN ON GILSUM STREET - ORDINANCE O-2025-06

A Municipal Services, Facilities, and Infrastructure Committee report was read recommending the adoption of Ordinance O-2025-06. Chair Greenwald filed the memorandum. A motion by Councilor Filiault to adopt Ordinance O-2025-06 was duly seconded by Councilor Tobin. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

RESOLUTION - IN APPRECIATION OF THOMAS P. MULLINS UPON HIS RETIREMENT - RESOLUTION R-2025-08

A memorandum was read by the HR Director/ACM, Elizabeth Fox, recommending that the City Council adopt Resolution R-2025-08. A motion by Councilor Powers to adopt Resolution R-2025-08 in honor of Tom Mullins' 17 years of service as City Attorney 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 - ENERGY AND CLIMATE COMMITTEE RECOMMENDATIONS FOR PHASE 2 OF KEENE COMMUNITY POWER AND RECOMMENDED AMENDMENTS TO KEENE COMMUNITY POWER PLAN

Chair Greenwald removed from the table the communication from Councilor Bosley requesting the reconsideration of the February 20, 2025, City Council vote relative to the three levels of the Keene Community Power Plan.

Chair Greenwald recalled that the Finance, Organization, and Personnel (FOP) Committee recommendation at the February 20 Council meeting had three separate recommendations, the first of which was voted on and was the subject of this reconsideration notice. The second recommendation in the report was amended to add language regarding the "Adder Fee." Before the Council considered a motion to carry out the second recommendation's intent, as amended, the Council tabled the item until this meeting. There was a third recommendation, which the Council never considered. Knowing several potential amendments on various portions of this report, Chair Greenwald allowed action upon Councilor Bosley's reconsideration notice.

Councilor Bosley explained that it became very clear to her halfway through organizing votes for the Community Power Plan that she was uncomfortable with its direction. She had skimmed over

this recommendation coming out of the FOP Committee and did not fully understand the unintended consequences until the discussion began this evening. It became clear to her that these fees and changes were compounding and would negatively impact the consumer. Councilor Bosley stated that it did not feel like the right direction based on her feeling about the current climate. Still, unfortunately, the decision was already made to approve the menu of items. She saw a path forward and a solution with a compromise that would protect the community and also result in progress of the City toward its climate goals. However, she said that could only happen by reconsidering this menu of options, so she asked the Council to reconsider.

A motion by Councilor Bosley to reconsider the February 20, 2025, City Council vote was duly seconded by Councilor Tobin. The motion to reconsider carried unanimously with 15 Councilors present and voting in favor.

Acting Chair Greenwald stated that based on the amount of confusion at the February 20 meeting and in the interest of transparency and public awareness—including giving the Energy & Climate Committee an opportunity to speak—Chair Greenwald referred the FOP report on Phase 2 of the Community Power Plan and its amendments to the plan back to the FOP Committee.

NON-PUBLIC SESSION

A motion by Councilor Powers to go into non-public session to discuss personnel matters under RSA 91-A:3 (a) and legal advice under RSA 91-A:3 (e) 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 7:55 PM.

The non-public session ended at 8:12 PM.

A motion by Councilor Powers was duly seconded by Councilor Bosley to keep the minutes of the non-public session, non-public as disclosure would adversely affect the reputation of a person other than a member of the board, and the discussion would render the proposed action ineffective.

ADJOURNMENT

There being no further business, Chair Greenwald adjourned the meeting at 8:13 PM.

A true record, attest:

City Clerk

CITY OF KEENE
NEW HAMPSHIRE

ITEM #B.1.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Mayor Jay V. Kahn
Through:	Patricia Little, City Clerk
Subject:	**Confirmation - Bicycle, Pedestrian Path Advisory Committee**

Council Action:
In City Council March 20, 2025.
Voted unanimously to confirm the nomination.
In City Council March 6, 2025.
Nominations tabled until the next regular meeting.

Recommendation:

Attachments:
None

Background:
I hereby nominate the following individuals to serve on the designated board or commission:

Bicycle, Pedestrian Path Advisory Committee
Andy Holte, Alternate (Slot 10) Term to expire Dec. 31, 2025
74 Forrest Street

CITY OF KEENE
NEW HAMPSHIRE

ITEM #C.1.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Janelle Sartorio/Pathways for Keene
Through:	Patricia Little, City Clerk
Subject:	**Pathways for Keene - Request for Use of City Property - 4 on the 4th Road Race - July 4, 2025**

Council Action:

In City Council March 20, 2025.
Referred to the Planning, License and Development Committee.

Recommendation:

Attachments:

1. PFK 2025 Letter to Mayor and Council

Background:

Ms. Sartorio is requesting the annual license for Pathways for Keene to sponsor a footrace on July 4, 2025. The applicant has requested Community Event funding for their 2025 event.

Pathways for Keene, Inc
P. O. Box 226
Keene, New Hampshire 03431

Mayor Jay Kahn
Keene City Council
City Of Keene
3 Washington Street
Keene, New Hampshire 03431

To the Honorable Mayor Kahn and City Councilors:

Pathways for Keene requests a license to hold our 23rd Annual 4 on the 4th Road Race on July 4, 2025. The course will be the same as in previous years with walkers beginning at 7:30AM and the runners leaving at 8:00AM. It is a fun morning for all.

The money raised returns to the City of Keene: this year to the Transportation Heritage Trail towards the installation of the Prowse Bridge over Route #101.

Thank you for your consideration.

Sincerely

Janelle Sartorio
President
January 31, 2025

CITY OF KEENE
NEW HAMPSHIRE

ITEM #C.2.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Adam Toepfer/Board President
Through:	Patricia Little, City Clerk
Subject:	**Keene Pride Festival - Request for Use of City Property - Pride Festival - September 21, 2025**

Council Action:

In City Council March 20, 2025.
Referred to the Planning, License and Development Committee.

Recommendation:

Attachments:

1. Toepfer_Communication

Background:

Mr. Toepfer is requesting the annual license for use of downtown City property on September 21, 2025 to conduct the 2025 Keene Pride Festival. The applicant has requested Community Event Funding for their 2025 event.

The Honorable Mayor and City Council
Keene City Hall
3 Washington St.
Keene, NH 03431
Re: 2024 Keene Pride

3/5/25

Dear Honorable Mayor Jay Kahn and City Council Members,

After the incredible success of Keene Pride Fest,, we would like to continue the annual tradition for 2025. Keene Pride Week will take place between 9/13/25 and 9/21/25. We are requesting use of city property on Sunday 9/21/24 for Keene Pride Fest.

The week-long pride event will culminate on Sunday September 21, 2025 with a "block party" from 12pm – 7pm which will include entertainment, food, and local vendors. For this day, we request from the City:

- Close the street surrounding Central Square
- Close Roxbury Street from Central Square to the Green Energy Solutions building
- Close Main Street from Railroad Square to Central Square
- Close Railroad Street from Main Street to Wells Street
- Reserve the use of Railroad Square for festival use
- Request proper barriers from Public Works Department to provide adequate safety
- Request use of City Power/Electricity
- Request the support of Police and Fire
- Request City Water in the event that vendors require

We believe this will be a highly desirable attraction that will bring tourism to local businesses. We plan on marketing this event to the Monadnock Community and beyond. We also plan to leverage the beauty of the fall foliage season in conjunction with the event to draw more people.

As required, we will provide a $1 Million certificate of insurance to the City, and work closely with City staff to ensure this event is safe and enjoyable for all.

We would like to stress that this is intended to be a family friendly event. Our intention is to reach out to local schools to be involved with helping to decorate and plan. The primary purpose of Pride is to celebrate diversity, bring awareness and support our LGBTQIA+ community; however, ALL are welcome and encouraged to attend.

Adam Toepfer
Board President

603-696-2927 | www.keenepride.org | 25 Roxbury St. #114
Keene, NH 03431

CITY OF KEENE
NEW HAMPSHIRE

ITEM #C.3.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Carl Jacobs
Through:	Patricia Little, City Clerk
Subject:	**Carl Jacobs - Installation of a Peace Pole - Central Square**

Council Action:
In City Council March 20, 2025.
Referred to the Municipal Services, Facilities and Infrastructure Committee.

Recommendation:

Attachments:
1. Carl_Jacobs_Communication

Background:
Mr. Jacobs is requesting the proposal to donate, install and provide maintenance for a Peace Pole on Central Square be brought back before the Municipal Services, Facilities and Infrastructure Committee for consideration as an element separate from the renovated fountain design.

Honorable Mayor and City Council

3 Washington Street, Keene, NH

March 17, 2025

We request that our proposal to donate, install, and provide maintenance of a Peace Pole on Central Square be brought back before the MSFI committee.

On July 18,2024, the City Council voted to approve the MSFI report recommending that we work with City staff to incorporate a Peace Pole into a renovated fountain design. After considerable effort, we now understand the Peace Pole will not be a part of the fountain.

Our original submission was for a free-standing monument. Cameron Tease of Keene Rotary, Phil Wyzik of Elm City Rotary, Tom Julius of Monadnock Interfaith Project, and Carl Jacobs resident are ready and eager to continue our work to achieve that.

Thank you for your interest in this project.

Carl Jacobs

CITY OF KEENE
NEW HAMPSHIRE

ITEM #C.4.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Councilor Philip Jones
Through:	Patricia Little, City Clerk
Subject:	**Councilor Jones - Request for Resolution Honoring the LGBTQIA+ Community**

Council Action:

In City Council March 20, 2025.
Referred to the Planning, License and Development Committee.

Recommendation:

Attachments:

1. Councilor Phil Jones memo to Council - LGBTQIA+ Resolution

Background:

Councilor Jones recommends that the Keene City Council authorize staff to draft a resolution honoring the LGBTQIA+ Community.

March 17, 2025

FROM: Councilor Philip M. Jones

TO: The Honorable Mayor and City Council

SUBJECT: Submittal of Request for Resolution to be Adopted

Recommendation:

Recommend that the Keene City Council authorize staff to draft a resolution honoring the LGBTQIA+ Community.

BACKGROUND:

I would like to request the drafting of a Resolution honoring the LGBTQIA+ Community. Although the actual wording of this Resolution is still to be determined, the theme and spirit of the message should be as follows:

We the City of Keene celebrate the extraordinary courage and contributions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and asexual community. We reflect on the progress we have made so far in pursuit of equality, justice, and inclusion. We commit ourselves to do more to support LGBTQIA+ rights in Keene and around the world.

We as a community are truly committed to promoting the acceptance and inclusion of all, regardless of their individual lifestyle choices and gender expression. We respectfully recognize and are truly grateful for the outstanding contributions that the LGBTQIA+ community brings to our city as well as society as a whole. The City of Keene looks up to you with exceptional PRIDE.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #C.5.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Councilor Philip Jones
Through:	Patricia Little, City Clerk
Subject:	**Councilor Jones - Request for City Council Communication to State of New Hampshire - Proposed Roundabout at Rt 9 and Whitcombs Mill Road**

Council Action:

In City Council March 20, 2025.
Referred to the Municipal Services, Facilities and Infrastructure Committee.

Recommendation:

Attachments:

1. Councilor Phil Jones memo to Council - Roundabout

Background:

Councilor Jones is requesting the City Council send a communication to the State of New Hampshire proposing a roundabout be constructed at the intersection of Rt 9 and Whitcombs Mill Road.

March 17, 2025

FROM: Councilor Philip M. Jones

TO: The Honorable Mayor and City Council

SUBJECT: Intersection of Rt 9 and Whitcomb's Mill Road

Recommendation:

Recommend that the Keene City Council authorize the drafting of a communication to the State of New Hampshire, in a form deemed appropriate by the City Council, proposing a roundabout be constructed at the intersection of Route 9 and Whitcombs Mill Road.

BACKGROUND:

I am requesting the City of Keene to send a communication to the State of New Hampshire proposing a roundabout be constructed at the intersection of Rt 9 and Whitcombs Mill Road.

- The present intersection is already considered to be a failed intersection
- There is soon to be a 12 unit residential complex constructed on Whitcombs Mill Road. This complex will add hundreds of daily vehicle trips to the intersection.
- The intersection is commonly used by the employees, guests, visitors, service vehicles and delivery vehicles accessing the 73 apartment Langdon Place assisted living community.
- All delivery trucks, service vehicles, school buses, and emergency vehicles servicing Whitcombs Mill Road must access via Route 9 as they are prohibited from accessing from the north due to a small restrictive weight bridge.
- There recently has been a high number of tragic and fatal accidents along this stretch of Route 9 connecting Keene to Brattleboro. Being that a roundabout is a traffic calming device it could help reduce the volume of tragic accidents.
- There is a highly desirable need for improvements at this intersection. This intersection has no turning lanes, narrow shoulders, steep terrain, excessive curvature, and offers limited visibility.

- A few years back the state installed a roundabout a half mile east of this location at the Route 9 and Base Hill Road intersection. This roundabout significantly reduced the incidence of tragic accidents and was welcomed with acclaim by local residents.
- A September 14, 2023, editorial of The Keene Sentinel called for safety improvements at the Route 9 intersection with Whitcombs Mill Road.

I ask that a communication concerning this subject be sent to NH DOT Commissioner William Cass, NH Administrative Services Commissioner Charles Arlinghaus, NH Public Works Director Theodore Kupper, and NH Department of Safety Commissioner Robert Quinn. Please copy Governor Kelly Ayotte, Executive Councilor Karen Liot Hill, and the Southwest Reqional Planning Commission.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.1.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Planning, Licenses and Development Committee, Standing Committee
Through:	
Subject:	**Keene Swampbats - Discharge of Fireworks - Independence Eve Celebration - July 3, 2025**

Council Action:

In City Council March 20, 2025.
Voted unanimously to carry out the intent of the report.

Recommendation:

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends granting the Keene SwampBats permission to discharge display fireworks on Thursday, July 3, 2025, at Alumni Field, no later than 10:00 PM. A "rain date" will be coordinated with City staff in case of inclement weather. This approval is contingent upon the following conditions:

- Signing a revocable license and indemnification agreement.
- Providing a certificate of liability insurance from both the Keene SwampBats and the fireworks vendor, each listing the City of Keene as an additional insured with coverage of $1,000,000.
- Submitting a signed letter of permission from SAU 29 for the use of their property.
- Obtaining a State Fireworks permit.

Additionally, the petitioner must comply with any recommendations from City staff and cover any City service costs exceeding the funding allocated in the FY 26 Community Events Budget. Payment for these costs must be made within 30 days of invoicing.

Attachments:

None

Background:

Vice Chair Jones welcomed Amanda Young, representing the Keene SwampBats, who said the protocol for this event was unchanged.

Councilor Williams noted the Council was considering changes to fireworks permitting in general. He went on to ask what Ms. Young's impression of the City's current process of applying for the permit was. Was it easy or burdensome, and did she want to see any changes? Ms. Young said she did not complete the permit; the SwampBats President, Kevin Watterson, did. Mr. Watterson could not attend this meeting and Ms. Young could not answer Councilor Williams' question.

There were no public comments.

Councilor Williams made the following motion, which was duly seconded by Councilor Haas.

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends granting the Keene SwampBats permission to discharge display fireworks on Thursday, July 3, 2025, at Alumni Field, no later than 10:00 PM. A “rain date” will be coordinated with City staff in case of inclement weather. This approval is contingent upon the following conditions:

- Signing a revocable license and indemnification agreement.
- Providing a certificate of liability insurance from both the Keene SwampBats and the fireworks vendor, each listing the City of Keene as an additional insured with coverage of $1,000,000.
- Submitting a signed letter of permission from SAU 29 for the use of their property.
- Obtaining a State Fireworks permit.

Additionally, the petitioner must comply with any recommendations from City staff and cover any City service costs exceeding the funding allocated in the FY 26 Community Events Budget. Payment for these costs must be made within 30 days of invoicing.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.2.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Planning, Licenses and Development Committee, Standing Committee
Through:	
Subject:	**Birdies - Request for Permission to Serve Alcohol - Sidewalk Cafe**

Council Action:
In City Council March 20, 2025.
Voted unanimously to carry out the intent of the report.

Recommendation:
On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that Birdies be granted permission to serve alcoholic beverages in connection with their Sidewalk Café License, subject to the customary licensing requirements of the City Council, compliance with the requirements of Sections 46-1191 through 46-1196 of the City Code, and compliance with any requirements of the NH Liquor Commission. This license shall expire on March 1, 2026.

Attachments:
None

Background:
Vice Chair Jones welcomed Beth Wood, owner of Birdies, who had nothing to add to her request.

The City Manager noted that when a business seeks to serve alcohol as part of its Sidewalk Café License, the first time it requests to serve alcohol on City property, it is required to appear before the Council for permission. Then, the City shares that provision with the State of New Hampshire Liquor Commission, and the business goes through the normal administrative license procedures for its Sidewalk Café.

There were no public comments.

Councilor Haas asked if these sidewalk tables would be against the building. Ms. Wood said no, they would go against the curbing on the sidewalk's other side, aligned with the Sidewalk Café spaces in front of Fireworks' and the Shadow and Soul Emporium. Vice Chair Jones confirmed that Ms. Wood was aware of the six-foot clearance.

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

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that Birdies be granted permission to serve alcoholic beverages in connection with their Sidewalk Café License, subject to the customary licensing requirements of the City Council, compliance with the requirements of Sections 46-1191 through 46-1196 of the City Code, and compliance with any requirements of the NH Liquor Commission. This license shall expire on March 1, 2026.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.3.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Planning, Licenses and Development Committee, Standing Committee
Through:	
Subject:	**Farmers' Market of Keene - Request for Use of City Property - 2025 Farmers' Market**

Council Action:

In City Council March 20, 2025.
Voted unanimously to carry out the intent of the report.
Voted unanimously to allow the amend the Committee Report on the annual license for the Farmer's Market to allow the placement of a portable toilet, at the licensee's expense to be available during the operation of the market and for the duration of the license. Licensee must comply with all recommendations of City staff and the portable toilet is subject to removal if directed by City staff.

Recommendation:

On a vote of 4 – 0, the Planning, Licenses, and Development Committee recommends permitting the Farmers' Market of Keene to use 22 parking spaces along Gilbo Avenue and 18 spaces on the opposite side of the median strip in the Commercial Street parking lot from Saturday, April 26, 2025, to Saturday, October 25, 2025. This approval is contingent upon the following conditions:

- Submission of a certificate of liability insurance for $1,000,000, listing the City of Keene as an additional insured;
- Execution of a standard revocable license and indemnification agreement;
- Payment of a total rental fee of $932.00, with monthly installments of $155.00 due on the first day of each month;
- Access to City electrical service for a seasonal fee of $60.00;
- Obtain all necessary permits and licenses, comply with applicable laws, and adhere to any recommendations from City staff.

Additionally, it is recommended that the Farmers' Market of Keene be permitted to place sandwich board signs on City property before sales begin, subject to City staff review and approval regarding quantity and placement. These signs must be removed immediately after sales conclude.

Attachments:

None

Background:

Vice Chair Jones welcomed the applicant, Kati Woodard of the Keene Farmers' Market, who inquired about the possibility of public restroom use as well as having benches out again this year. The Vice Chair asked if those were past practices. Ms. Woodard said there were porta potties in the past and she knew there had been previous issues with them, but it was still something the Farmers' Market wanted to work out. Vice Chair Jones asked if it was in the recommended motion. The City Manager, Elizabeth Ferland, said no, and in fact, she would not recommend putting porta potties there, given recent challenges with them. The last vendor the City utilized for this service said they would not place another porta-potty at this location, so she thought it would be difficult. The City Manager explained that the Public Works Department puts benches in locations they identify throughout the downtown. She continued that this bench on Gilbo Avenue was damaged last season, and the highway crew developed a solution. Ms. Woodward expressed her hope they could again have a bench in the Gilbo Avenue location this season that could not be vandalized.

Councilor Haas asked if the applicant wanted to have porta potties if possible, and Ms. Woodard said yes, even if one could just be delivered on Saturdays. Councilor Haas asked the City Manager how the Farmers' Market could have a porta potty if possible. The City Manager was unsure that could be worked out, but if the Farmers' Market arranged for the service, took over the maintenance and liability, and paid for the service, this might be possible. Vice Chair Jones said the porta potty could be added to the license later if that was the case. Ms. Woodard noted she would be grateful.

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

On a vote of 4 – 0, the Planning, Licenses, and Development Committee recommends permitting the Farmers' Market of Keene to use 22 parking spaces along Gilbo Avenue and 18 spaces on the opposite side of the median strip in the Commercial Street parking lot from Saturday, April 26, 2025, to Saturday, October 25, 2025. This approval is contingent upon the following conditions:

- Submission of a certificate of liability insurance for $1,000,000, listing the City of Keene as an additional insured;
- Execution of a standard revocable license and indemnification agreement;
- Payment of a total rental fee of $932.00, with monthly installments of $155.00 due on the first day of each month;
- Access to City electrical service for a seasonal fee of $60.00;
- Obtain all necessary permits and licenses, comply with applicable laws, and adhere to any recommendations from City staff.

Additionally, it is recommended that the Farmers' Market of Keene be permitted to place sandwich board signs on City property before sales begin, subject to City staff review and approval regarding quantity and placement. These signs must be removed immediately after sales conclude.

At the end of this discussion, the City Manager said she went into the audience to speak more with Ms. Woodard. The City Manager said that initially, the Farmers' Market's request was for the City to place a porta potty at this location during the summer, which she very much opposed. However, the City Manager said that if the Farmers' Market wanted to place the porta potty itself as a part of its license, the City Manager would bring that forward as additional language for the Council to consider as an amendment to the Committee report at the March 20 City Council meeting.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.4.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Planning, Licenses and Development Committee, Standing Committee
Through:	
Subject:	**Copper Cannon Distillery - Request to Participate in the Keene Farmers' Market**

Council Action:

In City Council March 20, 2025.
Voted unanimously to carry out the intent of the report.

Recommendation:

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the Copper Cannon Distillery be granted permission to sell alcohol and provide individual product samples to patrons at the 2025 Keene Farmers' Market on City property licensed to the Keene Farmers' Market in accordance with the requirements of the State Liquor Commission. Said permission is contingent on submitting a signed letter of permission from the Keene Farmers' Market, obtaining all necessary permits and licenses, and compliance with all laws.

Attachments:

None

Background:

Vice Chair Jones welcomed the applicant, Kevin Blake Amacker, owner of Copper Cannon Distillery. Mr. Amacker said Copper Cannon had been at the Keene Farmers' Market for a couple of years, and it had been an integral revenue stream, allowing the Distillery to employ a staff member local to Keene.

There were no public comments.

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

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the Copper Cannon Distillery be granted permission to sell alcohol and provide individual product samples to patrons at the 2025 Keene Farmers' Market on City property licensed to the Keene Farmers' Market in accordance with the requirements of the State Liquor Commission. Said permission is contingent on submitting a signed letter of permission from the Keene Farmers' Market, obtaining all necessary permits and licenses, and compliance with all laws.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.5.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Planning, Licenses and Development Committee, Standing Committee
Through:	
Subject:	**Cabana Falls - Request to Participate in the Keene Farmers' Market**

Council Action:
In City Council March 20, 2025.
Voted unanimously to carry out the intent of the report.

Recommendation:
On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the Cabana Falls Winery be granted permission to sell alcohol and provide individual product samples to patrons at the 2025 Keene Farmers' Market on City property licensed to the Keene Farmers' Market in accordance with the requirements of the State Liquor Commission. Said permission is contingent on the following: submitting a signed letter of permission from the Keene Farmers' Market, obtaining all necessary permits and licenses, and compliance with all laws.

Attachments:
None

Background:
Vice Chair Jones welcomed Alyson Lefebvre, Co-Owner of Cabana Falls Winery, applying for its fourth year at the Farmers' Market. Ms. Lefebvre said it had been successful with a large customer base.

Councilor Haas was curious if Cabana Falls earned revenue at the Farmers' Market or if it was more of an opportunity to introduce people to their products and develop future markets. Ms. Lefebvre said the Winery did so well at the Keene Farmers' Market that Cabana Falls was able to close its Jaffrey location and focus more on other farmers market events where they see revenue. With products in Hannah Grimes too, Vice Chair Jones and Ms. Lefebvre agreed that Cabana Falls was benefitting from a lot of local business. Ms. Lefebvre said that the Farmers' Market draws a huge variety of people, so when people visit for weddings, for example, she'll also gain new business from out-of-state because she ships. Vice Chair Jones said outside money made local is even better.

There were no public comments.

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

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the

Cabana Falls Winery be granted permission to sell alcohol and provide individual product samples to patrons at the 2025 Keene Farmers' Market on City property licensed to the Keene Farmers' Market in accordance with the requirements of the State Liquor Commission. Said permission is contingent on the following: submitting a signed letter of permission from the Keene Farmers' Market, obtaining all necessary permits and licenses, and compliance with all laws.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.6.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Planning, Licenses and Development Committee, Standing Committee
Through:	
Subject:	**Keene Young Professionals - Request to Use City Property - Taste of Keene Food Festival - June 7, 2025**

Council Action:

In City Council March 20, 2025.
Voted unanimously to carry out the intent of the report.

Recommendation:

On a vote of 4 – 0, the Planning, Licenses, and Development Committee recommends granting the Keene Young Professionals Network permission to use downtown City rights-of-way on Saturday, June 7, 2025, for a Food Festival, subject to the following conditions:

- Submission of a certificate of liability insurance in the amount of $1,000,000, naming the City of Keene as an additional insured;
- Execution of a standard revocable license and indemnification agreement;
- Agreement by the Petitioner to cover any City service costs exceeding the allocated City funding, with payment due within 30 days of invoicing;
- Permission for the Petitioner to place porta-potties in City parking spaces at the base of Washington Street and on Railroad Street (north side near Cherry Garden) from Friday, June 6, 2025, to Monday, June 9, 2025. These units must be secured to prevent vandalism when unattended overnight. Additional porta-potties may be placed in the alley between the former Miller Brothers building and the Colonial Theatre with consent from private property owners;
- Permission to serve alcoholic beverage samples for consumption within the event footprint, in accordance with the terms of a one-day license from the NH Liquor Commission and any conditions set by City staff;
- Submission of signed letters of permission from private property owners for any use of their property;
- Compliance with all required permits, licenses, applicable laws, and any recommendations from City staff.

The event footprint and layout shall include the traveled portions of Central Square, both sides of Main Street from Central Square to Emerald Street and Eagle Court, and part of Railroad Street. Road closures may also extend to other streets as necessary for detour routes, with final closure and detour plans determined in coordination with City staff. The event will take place from 11:30 AM to 4:00 PM, with setup and cleanup times to be coordinated with City staff. Free parking is granted

under the City's free parking policy for designated spaces on Washington Street and Railroad Street for equipment storage from Friday, June 6, 2025, to Monday, June 9, 2025, as well as for spaces within the event footprint on the day of the festival.

Attachments:
None

Background:
Vice Chair Jones welcomed Michael Remy who was present as the Events Chair of the Keene Young Professionals Network (YPN), requesting permission for the fifth annual Taste of Keene Food Festival, June 7, 2025, 11:30 AM–3:30 PM. Councilor Remy recalled the history of the Festival, which was conceptualized in April 2020 by the Reopening Committee, that had been formed to help the community rebound from Covid. The first Festival was in June 2021. Councilor Remy said that this year would be much the same as 2024, with no changes to the layout or plan. A notice goes out to businesses that are not participating so they are prepared. Almost every year, there was a great partnership with the Art Walk on Railroad Street on the same day, which would be the case again this year. Discussion ensued briefly to confirm that the June 7 date would not be the same date as the Art in the Park, which would be occurring the weekend before (Memorial Day).

Vice Chair Jones recalled that when Taste of Keene was initiated, it was a part of Keene rebounding from Covid, and he thanked the YPN for sponsoring it. He said it was always a well-organized event. Councilor Remy said he would be aging out of the YPN but he would continue supporting the event.

Councilor Haas asked if the YPN reaches out to vendors outside of the downtown area and invites them to have a space. Councilor Remy said they invite as many restaurants across the City of Keene as possible. In 2024, there were over 40 participants, which is more than there are on Main Street. Any new restaurants that opened in the past year could reach out, and the YPN would work to incorporate them.

Councilor Remy added that the YPN learned that a Food Festival produces a lot of trash. Now, C&S Wholesale Grocers donates compostable supplies that are provided to each vendor to make it an entirely green event. The Elm City Compost Group does a great job sorting it out at the end of the event.

Vice Chair Jones highlighted the following benefits of the Taste of Keene Food Festival to the City of Keene that were included in Councilor Remy's letter:

- Draw people back to our downtown businesses to kick off the warmer weather,
- Put Keene "on the map" as a tourist destination and food hub,
- Highlight local cuisine and beverage options,
- Showcase a diversity of local talent with live entertainment,
- Welcome new community members to town.

Councilor Jones offered that another attribute of the event was that its waste was entirely compostable.

Councilor Remy added that there is also always live music on Central Square and Colonial sponsored a showdown in prior years. The event was featured in AAA Magazine two years ago as a featured event for the summer in New England.

Vice Chair Jones opened the floor to public comments.

Alyson Lefebvre, Co-Owner of Cabana Falls Winery, stated that she had attended Taste of Keene as a vendor and called it an amazing event. She received a lot of repeat business from it, and everyone she talked to loved it, so she called it great for the City.

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

On a vote of 4 – 0, the Planning, Licenses, and Development Committee recommends granting the Keene Young Professionals Network permission to use downtown City rights-of-way on Saturday, June 7, 2025, for a Food Festival, subject to the following conditions:

- Submission of a certificate of liability insurance in the amount of $1,000,000, naming the City of Keene as an additional insured;
- Execution of a standard revocable license and indemnification agreement;
- Agreement by the Petitioner to cover any City service costs exceeding the allocated City funding, with payment due within 30 days of invoicing;
- Permission for the Petitioner to place porta-potties in City parking spaces at the base of Washington Street and on Railroad Street (north side near Cherry Garden) from Friday, June 6, 2025, to Monday, June 9, 2025. These units must be secured to prevent vandalism when unattended overnight. Additional porta-potties may be placed in the alley between the former Miller Brothers building and the Colonial Theatre with consent from private property owners;
- Permission to serve alcoholic beverage samples for consumption within the event footprint, in accordance with the terms of a one-day license from the NH Liquor Commission and any conditions set by City staff;
- Submission of signed letters of permission from private property owners for any use of their property;
- Compliance with all required permits, licenses, applicable laws, and any recommendations from City staff.

The event footprint and layout shall include the traveled portions of Central Square, both sides of Main Street from Central Square to Emerald Street and Eagle Court, and part of Railroad Street. Road closures may also extend to other streets as necessary for detour routes, with final closure and detour plans determined in coordination with City staff. The event will take place from 11:30 AM to 4:00 PM, with setup and cleanup times to be coordinated with City staff. Free parking is granted under the City's free parking policy for designated spaces on Washington Street and Railroad Street for equipment storage from Friday, June 6, 2025, to Monday, June 9, 2025, as well as for spaces within the event footprint on the day of the festival.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.7.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Planning, Licenses and Development Committee, Standing Committee
Through:	
Subject:	**Councilor Remy - Potential Implementation of Consent Agenda by Committee - City Council Meetings**

Council Action:

In City Council March 20, 2025.
On a vote of 6-9 the motion to carry out the intent of the report failed.

Recommendation:

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends directing the Charter Officers to investigate and present to the City Council a plan for development and potential implementation of a consent agenda format for City Council meetings.

Attachments:

None

Background:

Vice Chair Jones welcomed Councilor Michael Remy to speak about his communication, requesting that the City Council consider using a consent agenda in certain circumstances at its meetings. He was familiar with consent agendas through boards he had been on, particularly the Monadnock United Way. He said consent agendas are primarily used to allow for voting on a group of non-controversial items that everyone agrees on simultaneously. If any conversation were needed on an item, it would be removed from the consent agenda and considered as part of the regular agenda. Councilor Remy listed Finance, Organization, and Personnel Committee reports on the February 20 City Council agenda that he thought would have worked for a consent agenda: Resolution R-2025-05 (sewer main lining) and Resolution R-2025-06 (sewer manhole lining). These were examples of things he did not think would be different than 15–0 votes and could have been voted on as a group. Councilor Remy stated that he did not know if this was right for the Council to do, but he wanted to start the conversation because everyone's time is valuable—the public, the Council, and the City staff. He imagined a better way to do it for some very routine things. He was not suggesting this for matters like the budget, for instance. However, he said that if the PLD Committee had multiple similar licenses come to the Council, perhaps they could be grouped on a consent agenda, for example. Councilor Remy reiterated that anything controversial could always be removed from the consent agenda.

Councilor Haas thought this was a great idea, commenting on how long the Council Standing Committees' motions are. For example, he thought several of the previous agenda items at this

meeting could be bundled. He understood that allowing petitioners to talk about and advertise their events is good, but he thought it would be incumbent upon the Council to point out when some of that is unnecessary. Still, he felt a consent agenda could save everyone time and effort, so Councilor Haas hoped to see this move forward. He recommended asking staff to outline how this could work.

Councilor Madison agreed with Councilor Haas. Councilor Madison recalled that the Council had already tried a consent agenda at the December 19, 2024, meeting and said it was one of the most efficient meetings ever and that no one had problems. He agreed with Councilor Remy that everyone's time is valuable, recalling that the time commitment is the main barrier to people running for City Council or volunteering for a City committee. Councilor Madison said that if one hour of "fluff" could be cut from a two-hour Council meeting to be more efficient—without reducing the public's input or transparency—he would support it.

Councilor Williams said he thought a consent agenda would be some improvement, although his understanding was that these long motions would still exist. Councilor Remy clarified his intention to have consent agendas for Council meetings, not Standing Committee meetings. Councilor Williams understood that, but he was concerned about not at least having the details of the motions presented to the Council, though he welcomed standardizing the very long motions. Otherwise, he thought the consent agenda was a good idea because there were times when the Council would reach the most important issue on its agenda late in the evening when Councilors are burned out; they might stay fresher if there was a way of moving things along.

Vice Chair Jones asked to hear from the City Clerk's office. The Deputy City Clerk, Terri Hood, said she understood the draw to move in the direction of the consent agenda but following research, the Clerk's Office did have concerns, and she wanted to share that perspective with the Council as they determined whether to proceed in this direction.

Ms. Hood began with the schedule for releasing agenda packets, noting it is already a very strenuous and truncated schedule. Other municipalities using consent agendas do not meet weekly. Their bi-weekly meeting schedule provides the Council an entire week to review their consent agenda items so they do not inadvertently miss something they want to talk about at the next meeting. The current schedule we work within would only provide Councilors with 24 hours to review. She continued that larger communities like Manchester, New Hampshire, use the consent agenda format for routine items of business. On a given night they may deal with 50 to 75 items of business and use of a consent agenda that can expedite a number of those items is a huge win for them in terms of efficiency. Even with consent items, their meetings tend to go as late as 10:00 PM. In contrast, the Keene Council meets more frequently with shorter agendas, so it can review items in more detail.

Ms. Hood went on to describe the added administrative burden related to consent agendas. A typical consent agenda requires creating two agendas instead of one, adding to the workload for the Clerk. In addition, Councilors would only have 24 hours to decide and provide notice of what they want to pull something from the consent agenda. In terms of the public record, the City is accustomed to minutes that provide good historical knowledge and reference for the public of what occurs at meetings. Typically, minutes are based on spoken words at meetings and this approach would require some thought on a new way to document things to ensure the record is clear about what happened at the meetings and why.

Ms. Hood went on to discuss what might be appropriate to consider as "routine" items of business, noting the Clerk's office consulted the former City Attorney, Tom Mullins on this point. Attorney Mullins recommended a discreet list of routine items of business that he thought would be appropriate consent items, which might not align with Councilor Remy's idea. Those items included: acceptance of minutes, nominations and confirmations, referral of items to a Standing Committee,

ordinances for first reading, and donation memos. Examples of items of business Attorney Mullins felt were *not* recommended for a consent agenda included: Joint Committee recommendations on public hearings, Rules of Order changes, adoption of Ordinances, and adoption of funding Resolutions. Ms. Hood went on to note that the sewer main and sewer manhole linings Councilor Remy mentioned were related to funding. She added that, based on the rationale provided by our former attorney, staff analyzed the agendas from the past two years and determined that grouping these items into a consent agenda would save approximately five minutes of meeting time.

Ms. Hood noted the potential loss of public transparency was also a concern to the City Clerk's Office, and the Council should carefully consider this point. She further noted this change would need to be incorporated into the Council's Rules of Order, and the Rules would need to clearly define what items of business potentially go on a consent agenda because City staff would not want the discretion of making those decisions.

Ms. Hood concluded that if this is the direction the Council wants to take and the concerns around it could be addressed, then staff would be willing to champion it.

Vice Chair Jones agreed that the Rules of Order must be amended. He said he had seen consent agendas implemented differently, citing the NH House of Representatives, for example, where the Committee itself votes on whether to put it on the House's consent agenda after each action item. In other places, a chairman (like the Mayor) would choose to place an item on a consent agenda. So, Vice Chair Jones thought there were different procedures to make it work potentially.

Councilor Remy asked whether the approximate five-minute time savings Ms. Hood cited was only in reference to routine items of business the former City Attorney recommended for the consent agenda. Whereas Councilor Remy was suggesting the consent agenda for longer Standing Committee reports. Ms. Hood said yes, the five-minute time savings represents the recommended routine items of business that former City Attorney Tom Mullins had identified. Ms. Hood added that she could look more closely at the potential time savings if this was applied to Committee reports. She said the opinion the Clerk's office received from the City Attorney's office was that the Committee reports are not routine items of business and require some discretion from the Council to consider whether they want to move forward with those. Although there are a lot of unanimous votes on the Committee reports, Ms. Hood said the Council would not want to inadvertently pass through something that really should have warranted more discussion. Ms. Hood went on to state the current City Attorney may have a differing opinion on what is appropriate to include on a consent agenda.

Vice Chair Jones recalled in the past when there were annual sidewalk permits, the Council would approach them in a sort of consent agenda form to act on them all at once. Councilor Remy said he was functionally looking for something similar. He referred again to Resolutions R-2025-05 and R-2025-06 on the sewer main and sewer manhole linings as an example, which were both similar, and he thought those could have been taken together. He said there were plenty of similar instances. Councilor Remy said he was particularly sensitive to this issue as a member of the Finance, Organization and Personnel Committee, which meets twice monthly (vs. the other two Standing Committees that only meet once) and then reports out on their items at every Council meeting.

Vice Chair Jones said that if this were to move forward, he wanted the public's perspective to be considered too. He said that sometimes the Council does something that might not be clear to the public. For example, after the last Council meeting, he got a phone call asking what a master box is because the Council voted on them but never stated what they are; the Council knew, but the public did not. So, Vice Chair Jones said he shared the Clerks' concern about public transparency.

Councilor Haas said he would be against anything that increases City staff burden. However, he

thought there could be ways to find opportunities to use a consent agenda and he thought that was Councilor Remy's intent. So, Councilor Haas recommended exploring this. Even if it would only save two minutes per meeting, he advocated for the City becoming more efficient in all its processes.

There were no public comments.

Councilor Williams said he would not mind seeing a process where—after a meeting like this one—the Committee could vote to group certain items. That would provide staff with guidance and leave control in the Council's hands. Councilor Williams was not in favor of a significant change.

Discussion ensued to help Councilor Haas determine the type of motion he wanted to make. His goal was to get this consent agenda idea in front of more Councilors to gauge their opinions on the matter.

A motion by Councilor Madison to place Councilor Remy's request for potential implementation of consent agenda on more time was duly seconded by Councilor Williams.

As the petitioner, Councilor Remy did not think that more time would accomplish what Councilor Haas was trying if the goal was to understand the broader support of the Council; more time would only indicate this Committee's interest. Councilor Remy suggested recommending that staff draft a proposal, which would force the Council to take an opinion on whether staff should come back with a proposal at a later date. Ms. Hood said that made sense. Councilor Madison asked if staff would need more time to work on that proposal. Councilor Remy said he did not want to make staff come to the March 20 Council meeting with a full proposal based on the will of this Committee to find out that the full Council is not in support of seeing a proposal for consent agendas at all.

Councilors Madison and Williams duly withdrew their motion and second which would have placed this item on more time.

The City Manager, Elizabeth Ferland, advised on new motion language recommending that the City Council direct her to work with staff on a policy, so the Council could decide whether this is something they support have staff spend their time on. Councilor Haas agreed that he did not want staff working on a proposal until the Council's full opinion was solicited. The City Attorney, Amanda Palmeira, agreed with the City Manager that if the Council directed staff to draft something, staff would take the Council's input in doing so. The City Attorney also clarified for the motion language that the Attorney's and Clerk's offices agreed that a potential change to the Rules of Order would be necessary, and this was more encompassing than just a policy change.

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

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends directing the Charter Officers to investigate and present to the City Council a plan for development and potential implementation of a consent agenda format for City Council meetings.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.8.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Finance, Organization and Personnel Committee, Standing Committee
Through:	
Subject:	**Downtown Business and Employee Parking Update**

Council Action:
In City Council March 20, 2025.
Report filed as informational.

Recommendation:
On a 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting this item as informational.

Attachments:
None

Background:
Chelsea North, Parking Operations Manager addressed the committee and stated at the FOP meeting on November 14, 2024, several downtown businesses voiced their concerns and frustrations about parking downtown. On December 9th, city staff met with Jaida Carland and Kasey Meyerrose to address the concerns posed to the committee. They discussed safety in the Wells garage structure. The garage is monitored by surveillance cameras and also has upgraded LED lighting which was installed within the last few years. Ms. North noted that Keene Police also patrols downtown during the evening and overnight hours to increase public safety and a request for more cameras was referred to Public Works Department for further evaluation.

The group also discussed alternative parking options closer to Central Square, Gilbo Avenue lot, and Elm Street lot. Roxbury Plaza is available to the public during day and evening hours, and the City Hall upper deck is available for use by the public at no charge Monday through Saturday 5:00 pm until midnight and Sunday 6:00 am until midnight.

Ms. North noted parking is used by visitors, workers of various industries, students, and residents. Balancing the interests of these customers can be a difficult task. Parking Services offers two-to-three-hour parking on-street and up to 10-hour parking in long-term lots. Time limits, especially in the high-demand zones, are in place to promote turnover and allow the diverse customer base equitable access to various businesses. Areas with on-street pay stations also allow a customer to park for 15 minutes for free, to enable each space to be a loading zone for quick trips into a business.

Additionally, the City offers a quarterly permit program. Ms. North noted the quarterly permit program is generally less expensive per week and per day compared to other towns and municipalities in New Hampshire. This concluded Ms. North's presentation.

The City Manager stated this item was referred to staff but the committee asked for a report back. She stated the City had a good discussion with downtown merchants and have not had any complaints since then.

Councilor Remy stated he does not like the response as he felt there was no change being proposed. The parking deck being available after 6:30 pm is not too helpful as everyone who is working in downtown restaurants is already at work by that time.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting this item as informational.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.9.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Finance, Organization and Personnel Committee, Standing Committee
Through:	
Subject:	**Future Development - Black Brook Tax Increment Finance District**

Council Action:
In City Council March 20, 2025.
Voted unanimously to carry out the intent of the report.

Recommendation:
On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to negotiate a development plan and a tax increment financing plan regarding parcels in the Black Brook Corporate Park Tax Increment Financing District. As part of any plans, the City Manager may explore whether it is beneficial to enlarge the area of the development district to include additional parcels.

Attachments:
1. MAP Black Brook Corp Park TIFD

Background:
City Assessor Dan Langille and Bill Hutwelker from Masiello Real Estate were the next two speakers. Mr. Langille stated they were before the committee to discuss some exciting opportunities relating to the Blackbrook TIF District.

Mr. Langille began by explaining what tax increment financing (TIF) was. He stated there is a provision in State law (RSA-162K) that allows municipalities to designate development and revitalization districts. These districts need to have public and private partnerships. In order for development to occur, the City or municipality has to provide roads, expand water and sewer lines etc. As part of this district, a development plan and a finance plan is required. The development plan states the goals and objectives of the district. The finance plan maps out how these municipal bonds or costs associated with the development are paid for. Once this district is set, the City sets the original value of that area. At that point, the City would need to spend a certain amount in order to increase the water and sewer lines, develop roads, and improve infrastructure.

Mr. Langille went on to say that instead of the general fund picking up the cost of paying for these developments, the City would use the increment in that district. For instance, if the City starts off at $10 million with all the new development, it is now worth $40 million. This $30 million is then used to help pay off bonds and costs. If there is money above and beyond what is needed, that money would go to the general fund, which is the case in some of the current TIF districts. Mr. Langille stated the

City has been very successful in creating TIF districts. The City currently has two; Downtown Wells Street TIF district – which incorporates much of the downtown area such as the Railroad Square. Wells Street parking deck was built as a result of this TIF district. When this TIF district originally started in 2012 it was worth $47 million. Today it is worth over $110 million, which is just the taxable portion.

The second is the Blackbrook TIF district which was the first one the City ever incorporated in 1996. The original value when the Blackbrook TIF district started was $12.5 million. Today it has a value of over $70 million. All the debt currently is paid off for that TIF district. There is no longer any bonds or any outstanding debt associated with it.
Mr. Langille stated the Blackbrook TIF district is about 427 acres. The City is looking to diversify the City's economic base. The City spent $4 million to improve intersections and roads. He noted Janos Technology and Cheshire Medical Center (their new building on Maple Avenue) is part of this district, as well as Covenant Living. Mr. Langille stated that some of these properties are tax-exempt, but the City still gets payment in lieu of taxes, so there is still a significant amount of investment and money coming in from this district. Additionally, Douglas Cuddle Toys will be constructing a facility off Blackbrook Road.

Mr. Langille went on to say that part of this district is a parcel fully owned by Smith Medical Center. This is the larger parcel on the lower right-hand corner of the map included in the committee's packet. The parcel is about 135 acres in size and the building is about 150,000 square feet, and uses about 20 acres in that area. With it being vacant, that is an opportunity for sale. He turned the presentation over to Mr. Hutwelker.

Mr. Hutwelker stated as Mr. Langille had mentioned this property is about 135 acres in size but indicated he wasn't sure how many acres are developable. The owners were asked to do a survey that would delineate wetlands to give a better perspective, but they have chosen not to. He stated they also talked about potentially subdividing the property, which would allow the building with the 20 acres to be sold on its own, leaving the remainder of the acreage to be sold separately. The owners decided this was not the route they wanted to go either. He stated that the big challenge has been finding a developer who would have use for the building as well as the land. He stated most of the interest is from people looking at it from the perspective of developing housing and there are two primary developers who are looking at it from that perspective. One would keep the building but the other would demolish the building. He stated it is apparent from both parties that they would need help with infrastructure.

Mr. Hutwelker stated one of the developers has already met with Community Development staff. He stated infrastructure is where the TIF would come in.

Mr. Langille clarified the process going forward. He stated they are not asking the committee to make any decisions tonight. He stated if any development plans are considered, there will then be a public hearing scheduled; plans will be brought back to the committee, and they will be reviewed in detail. The City Council will be voting on them before anything is put into place.

Councilor Remy asked what the committee is voting on tonight. The Manager stated if the committee approves this motion, they are authorizing the Manager to begin negotiations with the two developers in terms of what sort of infrastructure they may need and what would be required for a financing plan. Councilor Remy asked whether this would be using the same existing footprint but authorizing a new development within that same footprint. The Manager stated it is potentially doing two things. There is an existing TIF district at this location but the City would look at whether or not it made senseto bring forward a financing plan to expand that district. Regardless, the City would have to go through a public process to create a financing plan related to the development.

Councilor Roberts stated he likes the TIF district option, which would be very beneficial. He stated he supports this proposal.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to negotiate a development plan and a tax increment financing plan regarding parcels in the Black Brook Corporate Park Tax Increment Financing District. As part of any plans, the City Manager may explore whether it is beneficial to enlarge the area of the development district to include additional parcels.

KEENE

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City of Keene, NH

1 inch = 820 Feet

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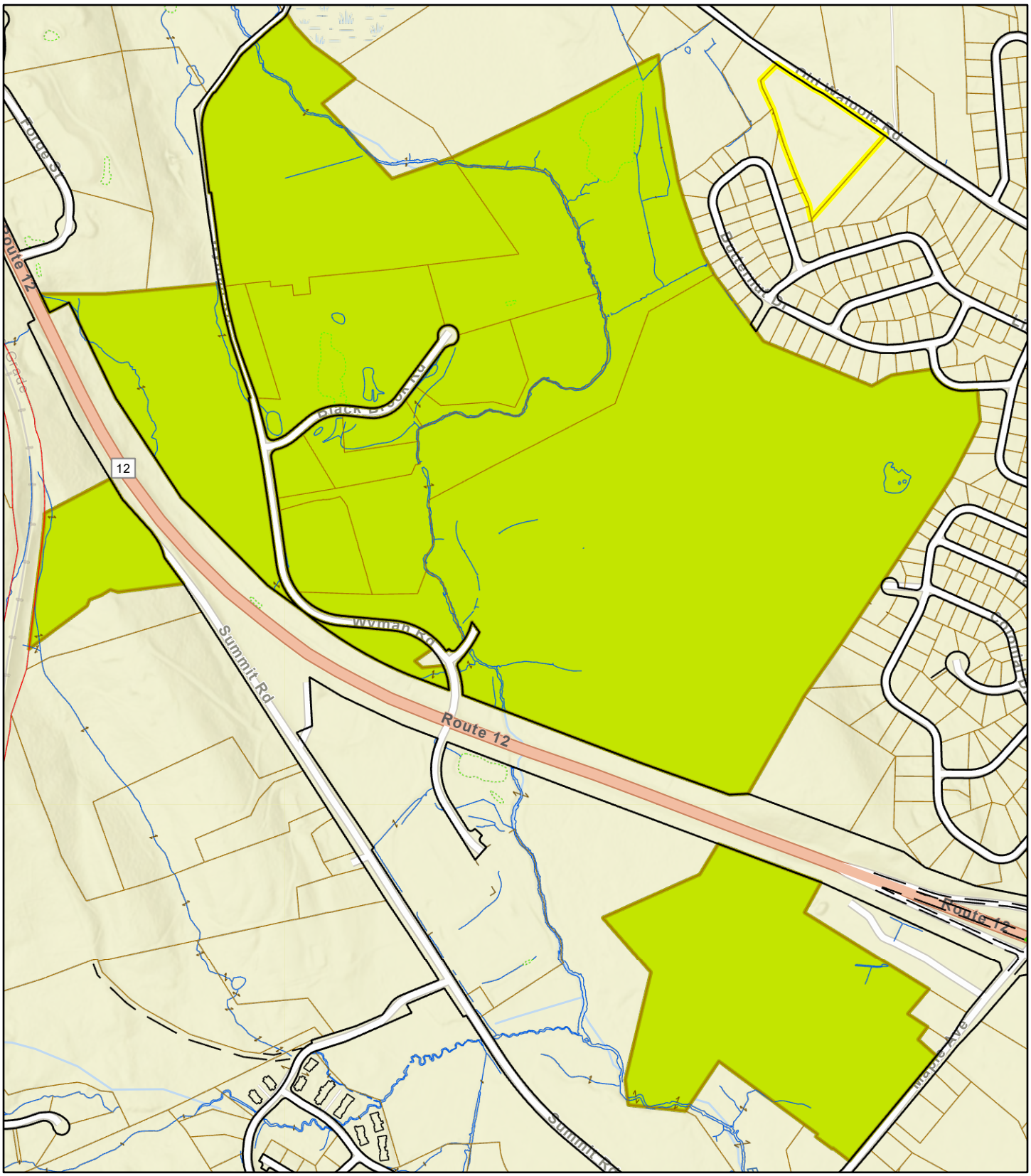
March 10, 2025



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CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: March 20, 2025

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Approval to Accept Donations Solicited, and Accept and Expend Funds Raised to Support Employee Events and Similar Activities**

Council Action:

In City Council March 20, 2025.
Voted unanimously to carry out the intent of the report.

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to solicit and accept items donated to support fundraising or other activities related to employee events, accept and expend cash donations, and accept and expend funds raised through fundraising activities including raffles, conducted pursuant to RSA 287-A, in support of such events.

Attachments:

None

Background:

Asst. City Manager/Human Resources Director Beth Fox addressed the committee next. Ms. Fox stated this request is for the Manager to be authorized to solicit donations and accept items to support fundraising and other activities related to employee events.

Ms. Fox stated a number of employee events are supported through fundraising activities, those include the holiday luncheon, health fair, community night, etc. Staff recently has been talking about fundraising this year's holiday luncheon and the committee has been discussing an idea to do a more extensive raffle. However, according to the City handbook and after discussion with the City Attorney regarding the policy surrounding gambling, it is not permitted under the language in the City handbook, but is however, permitted under State law. After a discussion, staff is proposing an amendment to the handbook to specifically authorize these raffles (50/50) for those purposes to occur on City premises. The proceeds of those raffles will be incorporated into the procedures used to report out donations to the City Council.

Ms. Fox went on to say in this particular case, because a larger raffle is being discussed, staff has had discussions with Finance staff, as there could be some tax reporting requirements. The action before the committee tonight is to confirm that authority and to move this forward in the practice the City has had but maybe on a slightly larger scale.

The Manager stated the size of the raffle is what raised questions; the top prize will be $3,000. She stated she did want to give credit to the committee that works on this as they look at various options to raise the necessary funds.

Councilor Lake asked who would be running this raffle. Ms. Ferland stated it is a committee of the City that would be running the raffle and the money collected would be accepted through the committee's donation process.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to solicit and accept items donated to support fundraising or other activities related to employee events, accept and expend cash donations, and accept and expend funds raised through fundraising activities including raffles, conducted pursuant to RSA 287-A, in support of such events.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.11.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Finance, Organization and Personnel Committee, Standing Committee
Through:	
Subject:	**Engineering Agreement with McFarland Johnson Inc. for the Airport Perimeter Fence Project**

Council Action:

In City Council March 20, 2025.
Voted unanimously to carry out the intent of the report.

Recommendation:

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with McFarland Johnson Inc. for engineering services associated with the Airport Wildlife Perimeter Fence project (05J0004B) for an amount not to exceed $325,000.

Attachments:

None

Background:

Airport Director, David Hickling addressed the committee and stated this item is in reference to the airport wildlife perimeter fence project. He stated they have just completed the environmental assessment, which was done this last year and are now moving on to the next phase, which would be completing the design of the project, permitting, and the bidding portion. In order to complete this, the airport will need to work with an engineering firm. McFarland Johnson is the engineer of record for the airport and staff would like to work with them on this project as well.

Mr. Hickling stated this project would be funded through a Bipartisan Infrastructure Bill - Airport Infrastructure Grant Program that works a lot like the AIP Program. 90% will be paid under that grant, 5% under the state, and 5% will be the City's cost.

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

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with McFarland Johnson Inc. for engineering services associated with the Airport Wildlife Perimeter Fence project (05J0004B) for an amount not to exceed $325,000.

Councilor Roberts pointed out Keene is only responsible for $16,250 on a $325,000 project.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.12.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Finance, Organization and Personnel Committee, Standing Committee
Through:	
Subject:	**Engineering Agreement with McFarland Johnson Inc. for the Airport Taxiway A Reconstruction Project**

Council Action:

In City Council March 20, 2025.
Voted unanimously to carry out the intent of the report.

Recommendation:

On a 5-0 vote, the Finance, Organization, and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with McFarland Johnson Inc. for the construction administration of the Taxiway 'A' Reconstruction project (05J0004B) for an amount not to exceed $308,300.

Attachments:

None

Background:

Mr. Hickling stated this is a Taxiway Alpha Project which is a multi-phase, multi-year project. The first phase was extension of Taxiway Alpha, which was completed in 2022. The second phaseis the reconstruction of the existing taxiway has been ongoing. Mr. Hickling stated it has been bid twice but the City has had issues getting the funding in a timely manner from the federal government and through the state process in order to award the grant to the winning bidder.

He stated this would be their third attempt at bidding this project and staff will be working with McFarland Johnson and they will be doing the construction administration of the project, which includes a resident engineer and grant administration. This agreement would be covering that part of this project. Similar to the previous project, this will be FAA AIP grant money which will cover 90% of the cost, 5% of the cost will be from New Hampshire DOT grant and 5% will be the city cost.

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

On a 5-0 vote, the Finance, Organization, and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with McFarland Johnson Inc. for the construction administration of the Taxiway 'A' Reconstruction project (05J0004B) for an amount not to exceed $308,300.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.13.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Finance, Organization and Personnel Committee, Standing Committee
Through:	
Subject:	**Recommended Amendments - Keene Community Power Plan**

Council Action:
In City Council March 20, 2025.
Voted 11-4 to carry out the intent of the first recommendation of the report.
Voted unanimously to carry out the intent of the second recommendation of the report.

Recommendation:
On a 3-2 vote, the Finance, Organization, and Personnel Committee recommend that the next Community Power Plan electricity options have four levels. These levels would include the Keene Basic as an elective option with the minimum renewable energy content required by the State of New Hampshire which is 25% total renewable energy, the Keene Green Local with 35% total renewable energy, the Keene 50 as the default option with 50% total renewable energy, and the Keene 100 as an elective option with 100% total renewable energy.

On a 4-1 vote, the Finance, Organization and Personnel Committee recommend that the Community Power Plan with amendments shown in the draft dated February 10, 2025 be adopted with the recommended revisions to have a four-level plan.

Attachments:
None

Background:
Senior Planner Mari Brunner addressed the committee and stated that there are two major parts to this recommendation, which is coming from the Energy and Climate Committee and staff. One recommendation pertains to the next bid for the Community Power Program, and the other recommendation pertains to the plan.

She stated that the Energy and Climate Committee spent two months (January and February) hearing from the current consultants and looking at the data for the program and what the participation levels had been for the first round. Ms. Brunner stated the first round had four products, including the default, which has 35% renewable energy, which is 10% more than the state minimum. There is also a basic option, which is a little bit cheaper – it has the bare minimum amount of renewable energy, but someone would have to choose that option intentionally; it is not automatic. There are also two options where you can increase the amount of renewable energy and pay extra for that.

Ms. Brunner stated looking at the data it shows that the vast majority of program participants stayed with the defaults. 4% choose to opt down to that cheaper option. There was around 2% to 3% that went up to the 100% option and less than 1% go to the 50% option. Looking at this data, the Energy and Climate Committee recommends going down to three options instead of four and increasing the amount of renewable energy in the default product to move towards our communities' goals to transition to 100% renewable energy.

The final piece, which was the most confusing item discussed at the last meeting, was the idea of building up a discretionary reserve fund using what is referred to as an Adder Fee. In the plan it is referred to as a Rate Component. What this would do is to put a small component of the rate to build up this fund which could be used for local projects. The Energy and Climate Committee was recommending that this rate be .1 cent per kWh and that it be added to the default product and the 100% product but not the basic plan.

Ms. Brunner stated because the bid recommendation included the Adder Fee if the Council wants to move forward with that Adder Fee, the City will need to amend the plan to explicitly state that staff has the authority to collect the Adder Fee to build the discretionary reserve fund.

Ms. Brunner stated putting this in the plan does not mean that it has to be included in the product. Regardless of whether the Council decides to incorporate the Adder Fee, staff still recommends that they update the plan to give the option to do that in the future – should they choose to do so. If the Council decided to add the fee to the plan now, it does not mean it would have to be included in the bid now.

Ms. Brunner further stated in terms of cost, it would be helpful to think about the impact of the fee and the impact of the extra renewable energy content equally. The recommendation for the Adder Fee is about .1 cent per kWh. According to the consultants, each additional 5% of extra renewable energy equates to about .2 cents per kWh. The Energy and Climate Committee recommends including 25% extra renewable energy, which is 50% total and 15% more than what we have now. The goal is to be at 100% renewable by 2030. This would equate to about $80.00 more per year for an average household.

Councilor Remy stated the cost of everything is increasing and people are hesitant to increase prices knowingly. He felt whatever comes out of committee tonight, there will be debate at Council and the best way we can do this is to structure it in a way that the Council gives itself clear options and the easiest way to do that is to leave the original four options for the percentages, including the one from today which would make it easier to amend. He added with respect to the second motion - it is to give the Council the option to add the fee.

Attorney Palmeira pointed out the rules will contemplate making a recommendation that could be either adopted or not adopted, and a recommendation to choose one.

Councilor Lake stated he disagrees with the idea of lowering what the base plan is. He felt the idea of having three tiers is to simplify the program. He felt having three numbers is good from a consumer standpoint. He asked what the administrative cost associated with the Adder Fee would be. Ms. Brunner stated there is no direct cost to the city, everything associated with the program is paid through another rate component that goes directly to the consultants which is a .1 cent per kWh. The consultants gets paid out of the fee directly by the supplier. The monies collected by the city goes directly into a fund, which has already been created by the City Manager which has approximately $75,000. The only cost the city would incur would be for example advertising costs or matching grants – any program the council decides to create.

The Manager stated this is the response staff received when they decided to add the Adder Fee to the 100% plan - the response was this was going to be such a small amount of administrative burden it would not be worth it. She stated the City always has costs, which is attached to bidding; it is how the City structures our bids.

Councilor Roberts stated he likes the ability to be able to add the fee in, depending on the economic climate.

Councilor Chadbourne asked how long ago the city came up with these goals. Ms. Brunner stated the 100% renewable energy goals were adopted in 2019. The City Council again adopted the Sustainable Energy plan in early 2021. This was a plan that was developed by staff with a lot input and help from the Energy and Climate Committee that laid out pathways to get to those goals. The Implementation Strategy from that plan was Community Power. The City went through another planning process with Community Power. Public outreach for Community Power was during COVID, which was adopted by Council in 2022 and launched in 2023. Councilor Chadbourne stated she agrees leaving the four and having a discussion at Council level, especially because of the economic climate we are living in right now and asked whether staff and Council could be asked to consider moving the goal from 2030 because of what is going on at the national and world level.

Councilor Favolise stated he agrees with Councilors Remy and Chadbourne at keeping the four options which gives flexibility to the Council. He also felt he does not see a path forward through the Council for this Adder Fee for a number of reasons. He stated keeping it on the default is probably a non-starter for reasons raised at the last meeting. He felt the City could not get to the 100% renewable goal by 2030 no matter what it is going to cost the residents and taxpayers. He stated he appreciates the role of the Energy and Climate Committee but as a Council they have to consider a number of competing priorities. One of those pieces is clean energy, clean environment and moving towards our goals but the bigger piece is for people to be able to afford to live in Keene and take advantage of all these initiatives.

Chair Powers stated he likes to accomplish everything we want to do but we are in a time-period where that could be difficult. He stated it would be good to realize we have a goal, but we might not be able to achieve it for a number of reasons. He felt simplifying the process is what he is looking to put in place.

Councilor Remy stated he could agree to going with four but 50% being the default rate, with an amendment to drop it back to 35% as opposed to an amendment to bring it up to 50%. Councilor Chadbourne stated she was not in favor of the 50%. Councilor Lake felt this was a very reasonable compromise. The consensus of Council was that the Adder Fee was not the way forward and it is fair to leave that piece out. The Councilor further stated until the Council comes together to reset these goals and until the Council decides to go away from the goals, we need to move to 100 and would support keeping the four plans with the default set at 50% with no Adder Fee.

Councilor Roberts felt it was not up to the committee to make it easy for the Council to come up with a decision. It is up to the Finance Committee to come up with the best plan and let the Council deliberate that plan. He felt Councilors had the opportunity to be present today to add their comment to this item.

Councilor Chadbourne stated she knows of a few Councilors who could not be present today due to other commitments but is aware that they watch this meeting, have opinions and some have given their opinion to her to be conveyed at this meeting.

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

On a 3-2 vote (with Councilor Roberts and Chadbourne voting in opposition.) the Finance, Organization, and Personnel Committee recommend that the next Community Power Plan electricity options have four levels. These levels would include the Keene Basic as an elective option with the minimum renewable energy content required by the State of New Hampshire which is 25% total renewable energy, the Keene Green Local with 35% total renewable energy, the Keene 50 as the default option with 50% total renewable energy, and the Keene 100 as an elective option with 100% total renewable energy.

Councilor Lake stated he did not feel the FOP Committee was trying to make it easy for Council but more a compromise with respect to what the Energy and Climate Committee had recommended which was brought to Council by the FOP Committee and the feedback received from the Council based on that. He felt sending this back based on the motion was a good compromise.

Councilor Remy made the following motion, which was seconded by Councilor Lake and was then withdrawn by Council Remy.

No vote was made after the motion was withdrawn by Councilor Remy regarding allowing for a potential future choice by the City Council to include an Adder Fee into the Community Power Plan.

Councilor Lake stated the Committee is essentially making the same motion they had made at the prior meeting. There are a number of amendments that have been made to the Community Power Plan. He asked whether the language should say that the plan was adopted in March or was it okay to leave it as February? The Manager stated they are just referring to the draft that was dated February 10th, but the adoption will be the date that the Council actually adopts it.

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

On a 4-1 vote (with Councilor Chadbourne voting in opposition.) the Finance, Organization and Personnel Committee recommend that the Community Power Plan with amendments shown in the draft dated February 10, 2025 be adopted with the recommended revisions to have a four-level plan.

Councilor Roberts asked why a motion needs to be made to give a future Council approval to change the plan when they have that opportunity any time they want. Attorney Palmeira stated her understanding is that the plan is going to be in effect for five years and if the Manager wants to add a Fee it needs to be decided now. The Manager agreed once the Plan is adopted it gets filed with the PUC. The next time the City goes out to bid and wants to add the Fee the City does not need to go back to the PUC to add additional language.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #I.1.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Jeb Thurmond/Manager Keene Marlboro Group LLC
Through:	Patricia Little, City Clerk
Subject:	**Relating to Amendments to the Zoning Map - 425 Marlboro Street - Neighborhood Business to Low Density** **Ordinance O-2025-07**

Council Action:

In City Council March 20, 2025.
Referred to the Joint Planning Board/Planning, Licenses and Development Committee.

Recommendation:

Attachments:

1. Application and Narrative p1-3
2. Application and Narrative p4
3. Ordinance O-2025-07

Background:

Dr. Thurmond representing Keene Marlboro Group LLC has submitted an application to amend the Zoning Map relative to the zoning designation for property located at 425 Marlboro Street. The application proposes a change from Neighborhood Business to Low Density.

APPLICATION TO AMEND THE ZONING MAP

Jeb R. Thurmond, Manager LLC

Applicant: Keene Marlboro Group LLC Date: 2/6/2025

Address: 112 South Lincoln St. Keene NH 03431

Telephone: (603) 313-0617 Email: drjebstere@gmail.com

Property Owner (If different): _____

Location of proposed boundary line adjustment: 425 Marlboro St, Keene NH 03431

Present Zoning District: Neighborhood Business Proposed Zoning District: Low Density

Parcel ID #'s of Property to be Rezoned: PID = 2298 / map-Lot # 596//017/ 000 000/000

# of Abutters on Abutter List: 9

Applicant's Signature

SUBMITTAL REQUIREMENTS WHICH MUST BE COMPLETE AT TIME OF SUBMISSION TO THE CITY CLERK:

- A properly drafted Ordinance containing the full description of the proposed new boundary line for the Zoning Map Amendment.
- A typed or neatly printed narrative explaining the purpose of, effect of, and justification for the proposed change(s).
- $100.00 application fee.
- As provided for in RSA 675:7 I (a), because the proposed amendment changes the boundary line of a zoning district, the Applicant shall submit a notarized list of **affected property owners*** within each of the zoning districts impacted by the proposed boundary line adjustment. This list shall be sequentially numbered and shall include the parcel ID number and address of each property owner and must be current with the Assessing Department's records within ten days of submittal. The list shall also include the name of any agent who should receive notice. Two sets of mailing labels shall be provided. If the proposed boundary line adjustment would affect 100 or fewer properties, the applicant shall be responsible for the cost of the required notice sent by mail to each affected property owner.
- Three maps showing the boundary of the area or areas to be changed, one at 8 1/2" x 11" and two at City tax map scale (24" x 36").

Affected property owner means the owner of any property (or property agent) directly abutting either side of the proposed boundary line adjustment, and the subject property or properties. (Direct abutters would include properties across water bodies or roads).

APPLICATION TO AMEND THE ZONING MAP

Date Received by City Clerk: 3/14/2025 Ordinance Number: O-2025-07

On City Council agenda: 3/20/2025 Workshop to be held: _____

Public Hearing to be held: _____

APPLICABLE FEES:

Application Fee @ $100.00	$ 100.00
Publication of Notice in The Keene Sentinel @ $90.00	$ 90.00
Postage Fees for property owners/agents and abutters at current USPS 1st Class Mailing rate	$ 7.00
Total Fees submitted to City Clerk	$ 197.00

The petitioner is also responsible for the publication costs for the public workshop before the joint Planning Board and Planning, Licenses and Development Committee. Additional fees will be collected by the Community Development Department for the mailing costs associated with the public workshop as well as the publication of the public workshop notice.

KEENE MARLBORO GROUP, LLC
112 S Lincoln St | Keene, NH 03431 | 603-313-0617

To: The City of Keene

From: Keene Marlboro Group, LLC;

Jeb R. Thurmond, Manager

Leonard Weldon, Partner

Margaret Foxweldon, Partner

Nora Rozell, Partner

Re: Application to Amend the zoning map

Parcel ID: Map/Lot # 596//017/000 000/000

We, the members of Keene Marlboro Group, LLC are making an application to the City of Keene (Zoning committee) to change the zoning of 425 Marlboro Street from ***neighborhood/business to low density,*** for the purpose of developing a Cottage Court Housing project on the property.

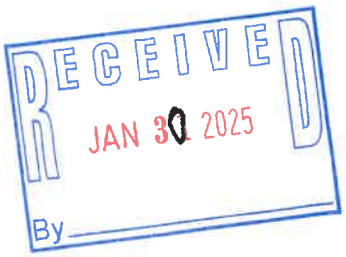
This property, while zoned neighborhood/business abuts a low density neighborhood on its western border.

It is our intention to create up to 8 new housing units that conform to the Cottage Court guidelines. The lack of adequate housing in Keene coupled with the Cottage Court Guidelines will provide sorely needed, competitively affordable housing for the City of Keene.

Sincerely,

Jeb R. Thurmond

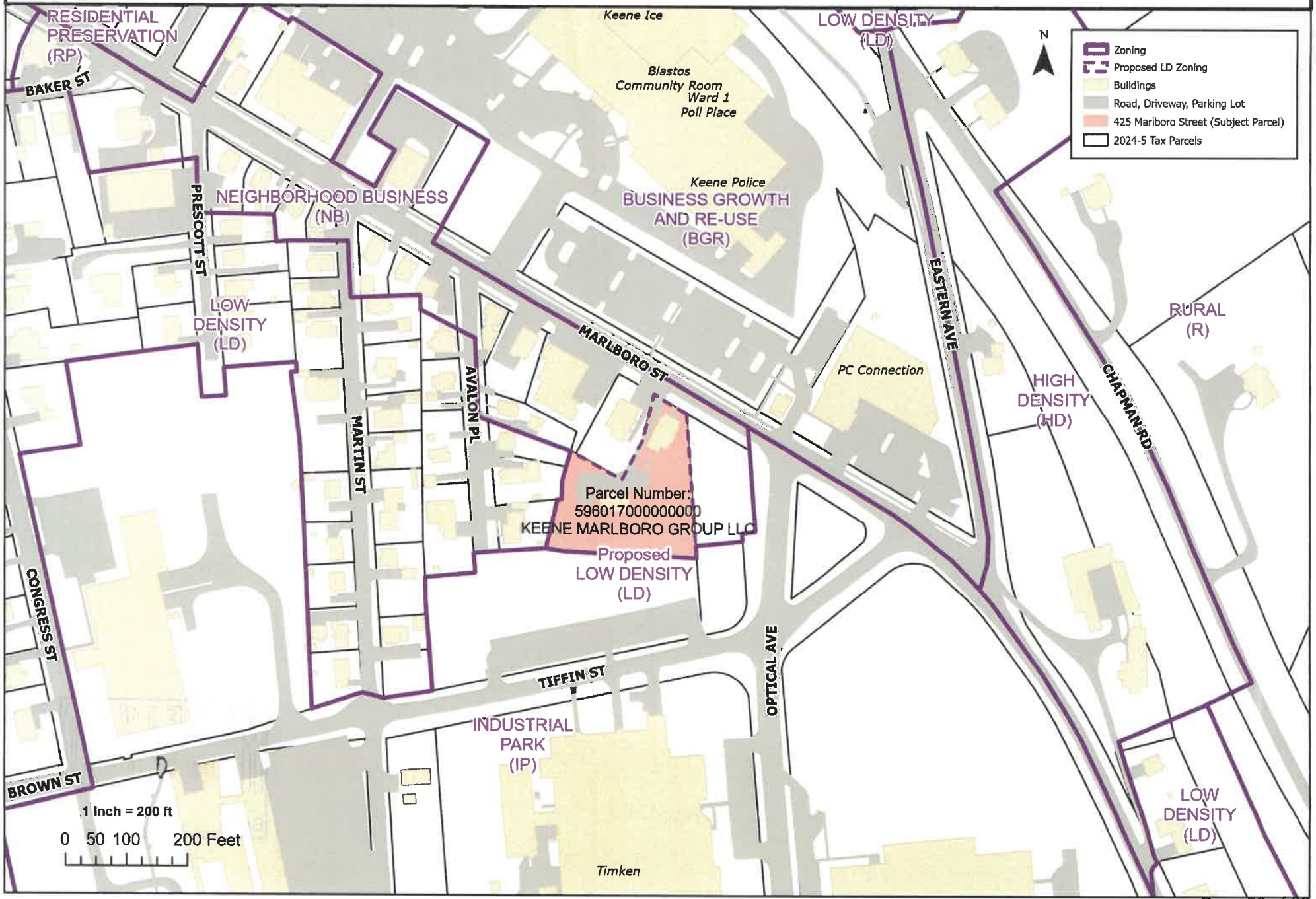
Manager Keene Marlboro Group LLC



Proposed Zoning Change
425 MARLBORO STREET
Keene, NH

Prepared by KGIS
1/9/25
City of Keene Parcels:
CAI Inc
Basemapping:
KGIS2025

DISCLAIMER:
The City of Keene makes no warranty or representation as to the accuracy, timeliness or completeness of any of the data. The City of Keene shall have no liability for the data or lack thereof, or any decision made or action taken or not taken in reliance upon any of the data.



ORDINANCE O-2025-07

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

AN ORDINANCE Relating to Amendments to the Zoning Map - 425 Marlboro Street - Neighborhood Business to Low Density

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by changing the zoning designation of a certain tract of land on the south side of Marlboro Street (Map/Lot# 596//017/000 000/000) from Neighborhood Business to Low Density.

_____

Jay V. Kahn, Mayor

CITY OF KEENE
NEW HAMPSHIRE

ITEM #I.2.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Mari Brunner, Senior Planner
Through:	Paul Andrus, Community Development Director
Subject:	**Relating to Amendments to the Land Development Code, Feather Signs in Industrial Districts** **Ordinance O-2025-08**

Council Action:
In City Council March 20, 2025.
Referred to the Joint Planning Board/Planning, Licenses and Development Committee.

Recommendation:
To refer Ordinance O-2025-08 to the Joint Committee of the Planning Board and the Planning, Licenses and Development Committee for a public workshop.

Attachments:
1. Application_Feather signs
2. Narrative_O-2025-08
3. O-2025-08_Feather Signs in Industrial Districts
4. Article 10_Zoning Signs - Feather Sign
5. Article 29_Defined Terms - Feather Sign

Background:
This Ordinance proposes to amend Table 10-2 “Prohibited Signs” to create an exception under Animated Signs for temporary Feather Signs on properties in the Industrial and Industrial Park Districts. The intent of this change is to allow Feather Signs for up to 30 days at a time and no more than four times per year with appropriate spacing between signs and a reasonable setback from the property line. A sign permit is required to ensure Feather Signs are safely installed. The proposal also includes a definition for Feather Signs.

APPLICATION TO AMEND THE ZONING ORDINANCE

Petitioner: City of Keene Community Development Dept. Date: March 18, 2025

Address: 3 Washington St., Keene NH

Telephone: (603) 352-5440 Email: communitydevelopment@keenenh.gov

Existing Section Reference in Chapter 100, Land Development Code: Article 10

Does the amendment affect "Minimum Lot Size"? ☐ Yes ☑ No

Does the amendment affect "Permitted Uses"? ☐ Yes ☑ No

Does the amendment affect a zoning district that includes 100 or fewer properties?* ☐ Yes ☐ No
(For assistance in determining answer, Please contact Community Development) N/A

I, N/A hereby certify that I have contacted Community Development to confirm whether the amendment affects a zoning district that includes 100 or fewer properties, and I certify that the information I have provided on this application is true and correct.

Attest: N/A Mari Brunner
Petitioner's Signature

SUBMITTAL REQUIREMENTS WHICH MUST BE COMPLETE AT TIME OF SUBMISSION TO THE CITY CLERK:

- A properly drafted Ordinance containing the amendment in a form meeting the requirements of the City Clerk.
- A typed or neatly printed narrative explaining the purpose of, effect of, and justification for the proposed change(s).
- $100.00 application fee.
- As provided for in RSA 675:7, if the proposed amendment would change the minimum lot sizes or the permitted uses in a zoning district, ***and such change affects a zoning district that includes 100 or fewer properties**, the Petitioner shall submit a notarized list of property owners affected by the zoning amendment. The list shall include the tax map number and address of each abutter or owner, and must be current with the Assessing Department's records within ten days of submittal. Two sets of mailing labels shall be provided.

APPLICATION TO AMEND THE ZONING ORDINANCE

Date Received by City Clerk: 03/18/2025 Ordinance Number: O-2025-08

On City Council agenda: 03/20/2025 Workshop to be held: _____

Public Hearing to be held _____

APPLICABLE FEES:

Application Fee @ $100.00	$ _____
Publication of Notice in The Keene Sentinel @ $90.00	$ _____
Postage Fees for property owners/agents and abutters at current USPS 1st Class Mailing rate *(Only needed if amendment impacts 100 or fewer properties)*	$ _____
Total Fees submitted to City Clerk	**$** N/A

The petitioner is also responsible for the publication costs for the public workshop before the joint Planning Board and Planning, Licenses and Development Committee. Additional fees will be collected by the Community Development Department for the mailing costs associated with the public workshop (If a mailing is required pursuant to RSA 675:7), as well as the publication of the public workshop notice.

CITY OF KEENE
NEW HAMPSHIRE

O-2025-08 Relating to Feather Signs in the Industrial and Industrial Park Districts

This Ordinance proposes to amend Table 10-2 “Prohibited Signs” to create an exception under Animated Signs for temporary Feather Signs on properties in the Industrial and Industrial Park Districts. The intent of this change is to allow Feather Signs for up to 30 days at a time and no more than four times per year with appropriate spacing between signs and a reasonable setback from the property line. A sign permit is required to ensure Feather Signs are safely installed. The proposal also includes a definition for Feather Signs.

The attached materials include the full text of Ordinance O-2025-08 and excerpted sections of the City of Keene Land Development Code that are proposed to be amended with Ordinance O-2025-08. Text that is highlighted in yellow and bolded is proposed to be added, and text that is stricken through is proposed to be deleted.

ORDINANCE O-2025-08

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

AN ORDINANCE Relating to Feather Signs in the Industrial and Industrial Park 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. That Table 10-2, "Prohibited Signs," be amended to create an exception under Animated Signs for temporary Feather Signs on properties in the Industrial and Industrial Park Districts. The intent of this change is to allow Feather Signs for up to 30 days at a time and no more than four times per year with appropriate spacing between signs and a reasonable setback from the property line. A sign permit is required to ensure Feather Signs are safely installed.

   Feather Signs that are 20 sf or less in the Industrial and Industrial Park Districts *(sign permit required, max duration of 30 days at a time and no more than four times per year per property, spaced at least 10 ft apart and set back 15 feet from the property line).*

2. That the following definition for "Feather Sign" be added to Article 29, "Defined Terms" of the Land Development Code:

   Feather Sign (also known as Blade Sail Sign) - A sign made of flexible material that is generally, but not always, rectangular in shape and attached to a pole on one side so the sign can move with the wind.

_____

Jay V. Kahn, Mayor

10.3 PROHIBITED SIGNS

The signs in Table 10-2 shall be prohibited in every zoning district, unless noted otherwise in this Article.

Table 10-2: Prohibited Signs

Prohibited Sign Types	Exceptions
Abandoned / Nonapplicable	Monument Signs are allowed
Sign with a sign face area > 200 sf	-
Sign erected or attached to Central Square common or Railroad Square	The temporary use of handheld signs is allowed.
Animated Sign	Revolving Barber Poles 4-ft high by 1-ft wide or less *(may be internally illuminated & mounted on the business frontage)* 1 flag / tenant frontage that is 15-sf or less, removed at closing, attached to a wall, and does not interfere with travel or maintenance of the public right of way. **Feather Signs that are 20 sf or less in the Industrial and Industrial Park Districts (sign permit required, max duration of 30 days at a time and no more than four times per year per property, spaced at least 10 ft apart and set back 15 feet from the property line).**
Channel Letter Signs & Reverse Channel Letter Sign	Allowed in BGR, DT-C, DT-G, DT-L, DT-E, CL, COM, CP, HC, I, IP, NB
Internally illuminated Sign	Allowed in BGR, DT-C, DT-G, DT-L, DT-E, CL, COM, CP, HC, I, IP, NB
Electrically Activated Changeable Copy Signs	-
Fluorescent Sign	-
Obscene Sign (per NH RSA 571-B:1)	-
Balloon Sign	Allowed as a Temporary Sign
Off-premises Sign	Allowed if permitted by state law
Reflectorized Sign	-
Roof Sign	May be mounted on architectural projections (e.g. canopies), eaves, or mansard facades
Snipe Sign	-

10.4 STANDARDS FOR ALL SIGNS

10.4.1 Placement and Location

A. Each sign shall be located on the same site as the subject of the sign.

B. No sign, other than signs placed by agencies of government with appropriate jurisdiction, shall encroach upon or over a public right-of-way without approval from City Council.

C. No sign shall cover any portion of any building wall opening or project beyond the ends or top of the building wall to which it is affixed.

10.4.2 Construction and Maintenance

A. No sign shall be erected, constructed, relocated, or otherwise maintained such that it does any of the following.

1. Obstructs the free and clear vision of motorists or pedestrians in their travels.
2. Causes distraction to motorists on adjacent public rights-of-way.
3. Obstructs, interferes with, or may be confused with any government sign, restrictive sign, directional sign or other authorized traffic sign, signal, or device.
4. Uses a revolving beacon.
5. Obstructs any ingress/egress, inhibits light and ventilation, or constitutes a fire hazard.

B. All signs and sign structures, including supports, braces, guys, and anchors, shall be kept in good repair and appearance in accordance with the provisions of this Article, and shall comply with all applicable construction standards, codes and regulations.

Event Venue - A facility that provides hosting and rental services of a banquet hall or similar facility for private events (e.g. wedding receptions, holiday parties, fundraisers, etc.) with on-site or catered food service to invited guests during intermittent dates and hours of operation. Live entertainment may occur as part of an event. An event venue is not operated as a restaurant with regular hours of operation.

Excavation Activity/Excavation Operations/ Processing Activities - For the purposes of Article 24 - "Earth Excavation Regulations," excavation activity/excavation operations/processing activities shall mean the act of moving or removing earth, including but not limited to, all activities associated with the commercial taking of earth, production and processing of construction aggregate, transportation of earth and site restoration. Associated excavation and processing activities also include, but are not limited to: digging, drilling, blasting, bulldozing, crushing, washing, screening, sorting, scaling, weighing, stockpiling, loading, and transporting earth.

Excavation Area - For the purposes of Article 24 - "Earth Excavation Regulations," excavation area shall mean the surface area within an excavation site where excavation has occurred or is eligible to occur under the provisions of this LDC, and NH RSA 155-E. This area may be also referred to as the "pit surface area."

Excavation Perimeter - For the purposes of Article 24 - "Earth Excavation Regulations," excavation perimeter shall mean the land within an excavation site, which includes the excavation area, areas where excavation operations and processing activities are performed, stockpiling areas, and any areas where earth materials are or will be loaded or unloaded for purposes of transport.

Excavation Project - For the purposes of Article 24 - "Earth Excavation Regulations," excavation project shall mean a timeframe that includes all excavation activities to be conducted on an excavation site, including all excavation phases.

Excavation Site - For the purposes of Article 24 - "Earth Excavation Regulations," excavation site shall mean any area of contiguous land in common ownership upon which excavation takes place.

Façade - The front of a building or structure or any of its sides that faces a public right-of-way.

Fall Zone - The area within which there is a potential hazard from falling debris, such as ice, which encompasses a circle with a diameter equal to twice the height of a telecommunication facility as measured on the ground from the base of the facility.

Family - Family shall mean one of the following: 1) two or more natural persons related by blood, marriage, civil union, adoption, or foster care, living together as a single housekeeping unit with or without customary household helpers in a dwelling unit; or 2) a group of four or fewer natural persons, who are not related by blood, marriage, civil union, adoption, or foster care, living together as a single housekeeping unit in a dwelling unit. This term shall not preclude one natural person from being the sole occupant of any dwelling unit.

Farming - Any land, buildings or structures on or in which agriculture and farming operations or activities are carried out or conducted as defined by NH RSA 21:34-A. Such operations include, but are not limited to, animal husbandry, the cultivation, production, harvesting and sale of any agricultural, floricultural, viticultural, forestry, or horticultural crops as well as ancillary activities integral to the operation of a farm.

Feather Sign (also known as Blade Sail Sign) - A sign made of flexible material that is generally, but not always, rectangular in shape and attached to a pole on one side so the sign can move with the wind.

Fenestration - The arrangement of windows, exterior doors and other exterior openings on a building.

Fire Line - Any pipe, including appurtenant valves or fittings, conveying water from a water main to private fire apparatus, and conveying water at no time for other purposes except as provided under

CITY OF KEENE
NEW HAMPSHIRE

ITEM #I.3.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Mari Brunner, Senior Planner
Through:	Paul Andrus, Community Development Director
Subject:	**Relating to the Land Development Code, Single-Family Parking Requirements** **Ordinance O-2025-09**

Council Action:

In City Council March 20, 2025.
Referred to the Joint Planning Board/Planning, Licenses and Development Committee.

Recommendation:

To refer Ordinance O-2025-09 to the Joint Committee of the Planning Board and the Planning, Licenses and Development Committee for a public workshop.

Attachments:

1. Application_Single Family Parking
2. Narrative_O-2025-09
3. O-2025-09_Single Family Parking Requirements
4. Article 9_Zoning Use Parking - SFR Parking

Background:

This Ordinance proposes to modify the required amount of parking spaces for the Dwelling, Single-Family residential use category in the Zoning Ordinance. The proposal will bring the single-family use in alignment with other residential uses by requiring one parking space per single family residence.

During the recently adopted Ordinance O-2024-20-A process, the single-family use was inadvertently omitted from table 9.1. This omission removed the requirement for a single-family use to have any minimum required parking. By reinserting “Dwelling, Single-Family” back into the table, all residential uses in the City will be aligned with one parking space per unit, or less.

APPLICATION TO AMEND THE ZONING ORDINANCE

City of Keene

Petitioner: Community Development Dept. Date: March 18, 2025

Address: 3 Washington St., Keene, NH

Telephone: (603) 352-5440 Email: communitydevelopment@keenenh.gov

Existing Section Reference in Chapter 100, Land Development Code: Article 9

Does the amendment affect "Minimum Lot Size"? ☐ Yes ☑ No

Does the amendment affect "Permitted Uses"? ☐ Yes ☑ No

Does the amendment affect a zoning district that includes 100 or fewer properties?* ☐ Yes ☐ No
(For assistance in determining answer, Please contact Community Development) N/A

I, N/A hereby certify that I have contacted Community Development to confirm whether the amendment affects a zoning district that includes 100 or fewer properties, and I certify that the information I have provided on this application is true and correct.

Attest: _____
Petitioner's Signature

SUBMITTAL REQUIREMENTS WHICH MUST BE COMPLETE AT TIME OF SUBMISSION TO THE CITY CLERK:

- A properly drafted Ordinance containing the amendment in a form meeting the requirements of the City Clerk.
- A typed or neatly printed narrative explaining the purpose of, effect of, and justification for the proposed change(s).
- $100.00 application fee.
- As provided for in RSA 675:7, if the proposed amendment would change the minimum lot sizes or the permitted uses in a zoning district, ***and such change affects a zoning district that includes 100 or fewer properties**, the Petitioner shall submit a notarized list of property owners affected by the zoning amendment. The list shall include the tax map number and address of each abutter or owner, and must be current with the Assessing Department's records within ten days of submittal. Two sets of mailing labels shall be provided.

APPLICATION TO AMEND THE ZONING ORDINANCE

Date Received by City Clerk: 03/18/2025 Ordinance Number: O-2025-09

On City Council agenda: 03/20/2025 Workshop to be held: _____

Public Hearing to be held _____

APPLICABLE FEES:

Application Fee @ $100.00	$ _____
Publication of Notice in The Keene Sentinel @ $90.00	$ _____
Postage Fees for property owners/agents and abutters at current USPS 1st Class Mailing rate *(Only needed if amendment impacts 100 or fewer properties)*	$ _____
Total Fees submitted to City Clerk	**$** N/A

The petitioner is also responsible for the publication costs for the public workshop before the joint Planning Board and Planning, Licenses and Development Committee. Additional fees will be collected by the Community Development Department for the mailing costs associated with the public workshop (If a mailing is required pursuant to RSA 675:7), as well as the publication of the public workshop notice.

CITY OF KEENE
NEW HAMPSHIRE

O-2025-09 Relating to Parking Requirements for Single Family Dwellings

This Ordinance proposes to modify the required amount of parking spaces for the Dwelling, Single-Family residential use category in the Zoning Ordinance. The proposal will bring the single-family use in alignment with other residential uses by requiring one parking space per single family residence.

During the recently adopted Ordinance O-2024-20-A process, the single-family use was inadvertently omitted from table 9.1. This omission removed the requirement for a single-family use to have any minimum required parking. By reinserting “Dwelling, Single-Family” back into the table, all residential uses in the City will be aligned with one parking space per unit, or less.

The attached materials include the full text of Ordinance O-2025-09 and excerpted sections of the City of Keene Land Development Code that are proposed to be amended with Ordinance O-2025-09. Text that is highlighted in yellow and bolded is proposed to be added, and text that is stricken through is proposed to be deleted.

ORDINANCE O-2025-09

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

AN ORDINANCE Relating to Parking Requirements for Single Family Dwellings

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, as follows.

1. That Table 9-1 "Minimum On-Site Parking Requirements" of Article 9 "Residential Uses" be amended to display "Dwelling, Single-Family" under "Residential Uses" with a minimum parking requirement of 1 space per unit.

_____

Jay V. Kahn, Mayor

TABLE 9-1: MINIMUM ON-SITE PARKING REQUIREMENTS

PRINCIPAL USE	MIN ON-SITE PARKING REQUIREMENT
RESIDENTIAL USES	
Dwelling, Above Ground Floor	1 space per unit (0.9 spaces per studio in DT-G, DT-L)
Dwelling, Manufactured Housing	
Dwelling, Multifamily	
Dwelling, Single-Family	
Dwelling, Two-Family / Duplex	
Housing for Older Persons (as defined by RSA 354-A:15)	0.9 spaces/unit (0.75 spaces/unit in DT-G, DT-L)
Workforce Housing (as defined by RSA 674:58, IV)	0.9 spaces per studio (0.75 spaces per studio in DT-G, DT-L) 1 space per one-bedroom or more (0.9 spaces per one-bedroom or more in DT-G, DT-L)
COMMERCIAL USES	
Agricultural-Related Educational & Recreational Activity as a Business	4 spaces / 1,000 sf GFA
Animal Care Facility	3 spaces / 1,000 sf GFA
Art Gallery	3 spaces / 1,000 sf GFA
Art or Fitness Studio	4 spaces / 1,000 sf GFA
Banking or Lending Institution	4 spaces / 1,000 sf GFA
Bar	1 space / 5 seats
Bed and Breakfast	1 space / guest room + 2 spaces / dwelling unit
Car Wash	1 space / car wash bay
Charitable Gaming Facility	0.75 spaces / gaming position
Clinic	5 spaces / 1,000 sf GFA
Event Venue	5 spaces / 1,000 sf GFA
Funeral Home	5 spaces / 1,000 sf GFA
Greenhouse / Nursery	4 spaces / 1,000 sf GFA
Health Center / Gym	4 spaces / 1,000 sf GFA
Heavy Rental & Service Establishment	3 spaces / 1,000 sf GFA
Hotel/Motel	1 space / guest room
Kennel	2 spaces / 1,000 sf GFA
Micro-Brewery/Micro-Distillery/Micro-Winery	2 spaces / 1,000 sf GFA of production area + 1 space / 4 seats
Motor Vehicle Dealership	4 spaces / 1,000 sf GFA of indoor sales and display area + 4 spaces / service bay
Neighborhood Grocery Store	3 spaces / 1,000 sf GFA
Office	4 spaces / 1,000 sf GFA
Personal Service Establishment	4 spaces / 1,000 sf GFA
Private Club / Lodge	4 spaces / 1,000 sf GFA or 1 space / 4 seats, whichever is greater
Recreation/Entertainment Facility - Indoor	4 spaces / 1,000 sf GFA or 1 space / 4 seats
Recreation/Entertainment Facility - Outdoor	2 spaces / 1,000 sf outdoor use area
Research and Development	4 spaces / 1,000 sf GFA
Restaurant	1 space / 5 seats
Retail Establishment, Heavy	4 spaces / 1,000 sf GFA
Retail Establishment, Light	4 spaces / 1,000 sf GFA

CITY OF KEENE
NEW HAMPSHIRE

ITEM #K.1.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Medard Kopczynski, Economic Development Director/Special Projects
Through:	Elizabeth Ferland, City Manager
Subject:	**Relating to Adopting the Provisions of RSA 79-E "Community Revitalization Tax Relief Incentive" Resolution R-2025-09**

Council Action:
In City Council March 20, 2025.
Referred to the Planning, License and Development Committee.

Recommendation:
That the attached resolution relative to revision and readopting of the provisions of 79-E “Community Revitalization Tax Relief Incentive” with a revised map is referred to the Planning, Licenses, and Development Committee for consideration and a recommendation back to City Council.

Attachments:
1. Resolution R-2025-09
2. R-2025-09 - 2025 Map with Zoning

Background:
We have been asked to begin to review an update to our 79-E district. The first step is to request the adoption of a “downtown” map that is in sync with the adopted Land Use Code. As you are aware, the City of Keene was awarded an InvestNH grant to examine the possibility of expansion of the present district as well as 79-E:4-b Residential Property Revitalization Zones, and 79-E:4-c Housing Opportunity Zones.

This item is to take the first step of adjusting our present 79-E district map so that it conforms to the changes the City of Keene has made to the downtown when we adopted the new zoning district map (Downtown Code, Downtown Growth etc.) when the City Council adopted the Land Development Code.

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

A RESOLUTION RELATING TO ADOPTING THE PROVISIONS OF RSA 79-E "COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE"

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

WHEREAS, RSA 79-E "Community Revitalization Tax Relief Incentive" (hereinafter "RSA 79-E) declares it a public benefit to enhance downtown and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality; and

WHEREAS, RSA 79-E further declares it a public benefit to encourage the rehabilitation of underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.; and

WHEREAS, RSA 79-E also declares it a public benefit to provide short-term property assessment tax relief and a related covenant to protect public benefit in order to encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of qualifying structures, as described herein; and

WHEREAS, RSA 79-E:3 permits municipalities to adopt modifications of the provisions of RSA 79-E, as set forth within the Statute.

WHEREAS, on December 21, 2017 the City Council adopted RSA 79-E within certain districts located within the City as defined in R-2017-41; and

WHEREAS, the City Council hereby rescinds R-2017-41, and readopts RSA 79-E in accordance with this Resolution;

WHERAS, the downtown district map changed when the City adopted in May of 2021 with Ordinance O-2020-10-B the Land Use Code, along with the remapping of the City's downtown zoning districts with Ordinance O-2020-11-A,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that the Council hereby readopts and re-implements the provisions of RSA 79-E, with certain modifications, as follows:

A. For purposes of administering a RSA 79-E program within Keene, the City hereby defines that a "qualifying structure" shall mean a non-residential building, a mixed use building with residential uses occupying less than 50% of the gross living area, or a residential use building, being located within the area depicted on the map labeled "City of Keene Community Revitalization Tax Relief Incentive (RSA 79-E) District" dated _____attached hereto and made part of this Resolution.

B. For purposes of administering a RSA 79-E program within Keene, the City Council shall ensure that the proposed substantial rehabilitation provides one or more of the following public benefits, or that the proposed replacement provides one or more of the public benefits to a greater degree than would substantial rehabilitation of the same qualifying structure:

I. It enhances the economic vitality of downtown areas;
II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;
III. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation;
IV. It promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan;
V. It will add to the City's employment base by creating at least one new, full-time job in Keene's downtown area;
VI. It directly supports the integration of public art in the downtown; or
VII. It promotes development of a sustainable building stock in the downtown that achieves a nationally or internationally recognized green building standard (e.g. LEED, Green Globes, National Green Building Standard, and International Green Construction Code).
VIII. It maintains owner occupancy of a residential building or it returns a residential building to owner occupancy;
IX. It results in an increase in energy sustainability in conformance with the City adopted greenhouse gas initiatives as determined by a home energy score of at least six (6), and demonstrated carbon emission reduction of at least 10%.

C. "Substantial Rehabilitation" shall mean rehabilitation of a qualifying structure which costs at least $75,000 and, in certain cases, replacement of a qualifying structure which costs at least $75,000;

D. "Tax Relief Period" shall mean that for a period of up to five (5) years the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation or reconstruction thereof, beginning only upon completion of substantial rehabilitation or, in the case of a replacement structure, upon completion of its construction;

E. In accordance with RSA 79-E:5, the duration of the tax relief period for applications filed in Keene shall be considered in the context of each specific application and shall only provide that level of tax relief necessary in the discretion of the City Council to effectuate the specific targeted public benefit(s) outlined as determined by the City Council. By way of example, a qualifying project that is deemed by the City Council to provide one or two of the public benefits listed above

may be granted a tax relief period of up to two years, and a qualifying project that provides three or more public benefits may be granted a tax relief period of up to five years; provided, however, that in determining what, if any, tax relief duration to provide, the City Council may consider the impact the proposed substantial rehabilitation will have on existing, or required, City infrastructure.

BE IT FURTHER RESOLVED that a property owner, as a condition of being granted such tax relief, shall

A. Document the proposed public benefit(s) at the time of the application for tax relief under the Keene RSA 79-E program; and

B. Provide the City promptly with all information and documentation that the City may deem relevant for review of the application for such tax relief, as well as for review of the rehabilitation or replacement project under federal, state, and local laws, codes and regulations, as may be applicable; and

C. Grant to the City a Covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefit(s) for which the property tax relief was granted and shall require the property owner to obtain casualty insurance, and flood insurance, if appropriate, for twice the term of the tax relief granted; and

D. Grant to the City a lien against the property for the purpose of ensuring proper restoration or demolition of damaged structures and property; and

E. Maintain the property as taxable, regardless of whether the property owner is otherwise subject to property taxes under RSA Chapter 72; and

BE IT FURTHER RESOLVED that if the Covenant is terminated for any reason, the City shall assess all current and arrears taxes, with interest, to the property owner as though no tax relief was granted in accordance with RSA 79-E:9,II; and

BE IT FURTHER RESOLVED that the City Manager or her or his designee, is hereby authorized to execute all documents and undertake all actions as may be required to implement this resolution.

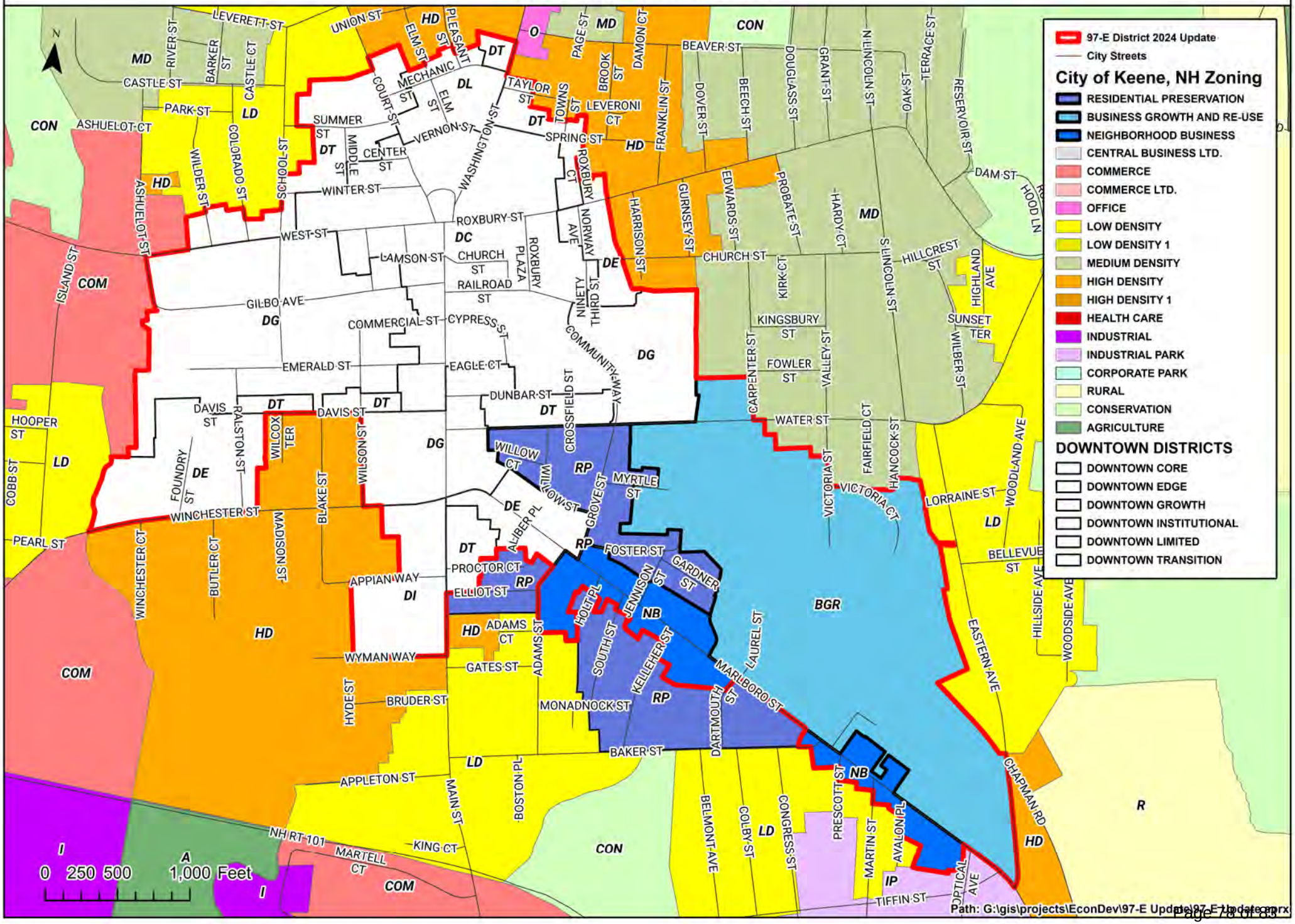
This resolution shall take effect upon approval by City Council.

_____

Jay V. Kahn, Mayor

City of Keene, NH
79-E District Update 2024
With Underlying Zoning Districts

Prepared by:
wschoefmann
9/26/2024



CITY OF KEENE
NEW HAMPSHIRE

ITEM #K.2.

Meeting Date:	March 20, 2025
To:	Mayor and Keene City Council
From:	Finance, Organization and Personnel Committee, Standing Committee
Through:	
Subject:	**Appropriation of Funds - Purchase of Sidewalk Paver** **Resolution R-2025-07**

Council Action:

In City Council March 20, 2025.
Report filed as informational. Voted unanimously to adopt Resolution R-2025-07.

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2025-07.

Attachments:

1. Resolution R-2025-07 _referral

Background:

Public Works Director Don Lussier stated this item was a request for funds for the purchase of a sidewalk paver. In February, staff was before the MSFI committee to change what has been long standing City policy that any repairs to asphalt sidewalks over 100 feet in length were expected to be replaced with concrete sidewalks. That policy has limited staff's ability to do needed maintenance on asphalt sidewalks. Staff as a result suggested at the MSFI Committee to make it clear that staff was not advocating for a change to City standards. The City standard is still concrete sidewalks with granite curbing. In order to maintain the inventory of asphalt sidewalks Public Works suggests an interim basis to allow for asphalt overlays on sidewalks that are currently asphalt today and are not in the scheduled program in the next seven year CIP window to be replaced with concrete. Overlays could be done by City staff with City equipment at a relatively low cost, to provide some needed maintenance work. The MSFI Committee agreed with that plan and Council endorsed it. The City would however, need an initial investment of machinery to do this work at a cost of $40,000 to $60,000. However, staff has been able to find a used paver in good condition at only $8,500. The equipment has been purchased as it was within the Manager's authority. The request today is to add the $8,500 to the line item in the budget.

Councilor Lake stated he is glad this work is being done in-house and the equipment being purchased is used. He asked how old the paver is and how easy would it be to find replacement parts and perform necessary repairs in-house. Mr. Lussier stated it was a 2014 model, and it is a simple machine and the only part that would need to be replaced is a small gasoline engine which could be easily swapped from another piece of equipment. He stated he has confidence in staff to be

able to do this work.

Councilor Remy asked whether this equipment could be used for new sidewalks. Mr. Lussier stated it is meant only for asphalt sidewalks, but it could be used for a new asphalt sidewalk.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2025-07.

The Manager noted the issue related to parking is a work in progress. Councilor Remy stated he did not mean to sound negative and did not mean to diminish the work being done by staff.

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

A RESOLUTION Relating to the appropriation of funds for a sidewalk paving machine

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

That the sum of Eight Thousand Five Hundred Dollars ($8,500.00) be and hereby is appropriated from the unallocated fund balance to the Public Works Street Maintenance Budget (75221800-527600) for the purpose of funding the purchase of a sidewalk paving machine.

_____

Jay V. Kahn, Mayor

In City Council February 20, 2025.
Referred to the Finance, Organization and Personnel Committee.

City Clerk

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: March 20, 2025

To: Mayor and Keene City Council

From: Kari Chamberlain, Finance Director/Treasurer
Jason Martin, Fire Chief

Through: Elizabeth Ferland, City Manager

Subject: **Related to the Appropriation of Unassigned Fund Balance for the FY 25 Fire Department Personnel Budget**
Resolution R-2025-10

Council Action:
In City Council March 20, 2025.
Referred to the Finance, Organization and Personnel Committee.

Recommendation:
That Resolution R-2025-10 be referred to the Finance, Organization and Personnel Committee.

Attachments:
1. Resolution R-2025-10

Background:
Responding to increased calls for service, particularly related to emergency medical response, support an addition to shift level staffing of supplemental personnel (up to 2) providing resources that would allow a third ambulance to be staffed and respond. With 5 new hires expected to be in orientation and preparing to fill shift assignments between now and the end of the fiscal year, additional funding is requested to support supplemental staffing to meet the community's needs.

In addition, the Fire Department personnel budget is projected to be over-expended by approximately $175,000 at the end of FY25 with no remaining operating budget anticipated to offset the shortfall of appropriations.

CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds from the General Fund Unassigned Fund Balance

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

WHEREAS: Resolution 2024-32 Relating to Fiscal Policies states all departments are authorized to vary actual departmental spending from line-item estimates provided the total department budget is not exceeded within each fund; provided however, that any item specifically eliminated by the City Council during the budget approval process cannot be purchased from another line item without City Council approval; and

WHEREAS: Any unexpended funds in a personnel line related to a vacancy cannot be expended without approval from the City Manager and the City Council unless funds are being expended to fill a vacancy, recruiting, or to employ temporary help including professional and contract services;

NOW, THEREFORE, BE IT RESOLVED by the City Council that the use of General Fund Unassigned Fund balance in the amount of four hundred ninety thousand ($490,000.00) be used to fund an appropriation to provide for supplemental fire shift staffing (up to 2) providing resources that would allow a third ambulance to be staffed and respond for the balance of the fiscal year and for over expenditures in the Fire Department personnel budget.

Personnel wage and overtime expenses	$400,679.91
Personnel benefit load (NHRS/FICA/WC)	$ 89,320.09
	$490,000.00

_____

Jay V. Kahn, Mayor