



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
June 19, 2025
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- June 5, 2025 Minutes

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Community Recognition - Savings Bank of Walpole - 150th Anniversary

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Nominations - Library Board of Trustees, Energy and Climate Committee
2. Confirmation - Trustees of Trust Funds and Cemetery Trustees

C. COMMUNICATIONS

1. Let It Shine - Request to Use City Property - 2025 Pumpkin Festival
2. Keene Pride - Request to Designate Keene a Sanctuary City for the LGBTQIA+ Community
3. United Church of Christ - Letter of Support for Keene Pride's Petition to be Designated a Sanctuary City for the LGBTQIA+ Community
4. BCM Environmental Land Law, PLLC - Request for City's Contribution to Monadnock Conservancy for Drainage Replacement at 0 Ashuelot Street
5. Councilor Remy - Proposed Amendments to Fiscal Year 2026 Operating Budget
6. Councilors Tobin and Williams - Proposed Amendment to Fiscal Year 2026 Operating Budget
7. Councilor Lake - Proposed Amendments to Fiscal Year 2026 Operating Budget

8. Councilor Favolise - Request to Place Keno Question on 2025 Municipal General Election Ballot
9. Councilor Haas - Availability of 2025 Hazard Mitigation Plan and Suggestions Related to Continuity of Operations Planning

D. REPORTS - COUNCIL COMMITTEES

1. Keene Music Festival - Request to Use City Property - August 30, 2025
2. Keene Elm City Rotary Club - Request to Use City Property - Clarence DeMar Marathon - September 28, 2025
3. Councilor Jones - Request for Resolution (Declaration) Honoring the LGBTQIA+ Community
4. 2025 Hazard Mitigation Plan
5. Warrant for Unlicensed Dogs
6. Request to Transfer FY 2025 Funds to the Ambulance CIP
7. Written Public Comments - Proposed Fiscal Year 2025-2026 Operating Budget
8. Request to expend funds from CDD Personnel funds to Purchase a Community Development Permitting Software Platform
9. Request to Approve a Change Order to the OpenGov (Cartegraph) contract (PO20250067) for the inclusion of a Cloud Permitting Platform for the Planning, Building, Code Enforcement and Health Inspection Services of the City
10. LWCF Grant Round 36 - Intent to Apply
11. Levitt Music Series Grant - Letter of Commitment
12. Acceptance of FAA AIP Grant for Airport – Airport Taxiway ‘A’ Reconstruction Project
13. Agreement for Construction Engineering Services with Greenman-Pedersen Inc, (GPI) for the Island Street Infrastructure Improvements Project

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. Municipal Investment Fund Grant - Request for Pre-Approval of Grant Acceptance

G. REPORTS - BOARDS AND COMMISSIONS

H. REPORTS - MORE TIME

1. Heritage Commission - City Support for a 250th Independence Day Celebration - July 4, 2026

I. ORDINANCES FOR FIRST READING

1. Relating to Prohibited Parking in Proximity to Driveways
O-2025-22

J. ORDINANCES FOR SECOND READING

1. Relating to Amendments to the Land Development Code, Feather Signs in Industrial Districts
Ordinance O-2025-08-A
2. Relating to Amendments to Land Development Code - Single-Family Parking Requirements
Ordinance O-2025-09
3. Relating to the Discharge of Fireworks
Ordinance O-2025-19

K. RESOLUTIONS

L. TABLED ITEMS

1. Relating to the 2025-2026 Operating Budget
Resolution R-2025-12-B
2. Relating to Class Allocation and Salary Schedule
Ordinance O-2025-18
3. Relating to the Appropriation of Funds for the FY 2025-2026 Bond Issues: Fire Apparatus Replacement Program; Lower Winchester Street Reconstruction Project; Roadway Preservation & Rehabilitation Project; Stormwater Resiliency Program; T-Hangar Apron Maintenance Project; Sewer Improvements Program; 3MG Water Tank Repairs; Water Distribution Improvements Program; Well Field Upgrade Program
Resolution R-2025-13
Resolution R-2025-14
Resolution R-2025-15
Resolution R-2025-16
Resolution R-2025-17
Resolution R-2025-18
Resolution R-2025-19
Resolution R-2025-20
Resolution R-2025-21

M. RECESS FOR COLLECTIVE BARGAINING

1. Collective Bargaining
 - Keene City Employees, ATF Local #6288, ATF-NH, AFL-CIO
 - AFSCME Council #93, Local 2973
 - Keene Police Officers Association, Teamsters Local 633

NON PUBLIC SESSION

ADJOURNMENT

A regular meeting of the Keene City Council was held on Thursday, June 5, 2025. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:00 PM. Roll called: Kate M. Bosley, Laura E. Tobin, Michael J. Remy, Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison (arrived at 7:03 PM), Kris E. Roberts, Jacob R. Favolise, Bryan J. Lake, Catherine I. Workman, Thomas F. Powers, and Mitchell H. Greenwald were present. Councilor Remy led the Pledge of Allegiance.

MINUTES FROM PRECEDING MEETING

A motion by Councilor Greenwald to adopt the May 15, 2025 minutes as presented was duly seconded by Councilor Bosely. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Madison was absent.

ANNOUNCEMENTS

Mayor Kahn began noting in the course of the year, he was recognizing events inscribed in federal or state laws, or that organizations were honoring. His Executive Assistant had identified 83 such events throughout the year. The Mayor pointed out that June was Small Cities Month, in honor of which the National League of Cities sent a bulletin stating that 40% of the American population comes from cities with populations of 50,000 or less, representing three-quarters of all the municipal governments in the nation.

Mayor Kahn also congratulated the Keene High School Class of 2025, which was graduating the following weekend, as well as their families. He called it a really talented class that the City Council had an opportunity to meet.

Next, the Mayor shared upcoming community events:

- June 6, 2025: D-Day Remembrance
- June 6–15, 2025: Art Walk
- June 7, 2025: Taste of Keene Food Festival
- June 14, 2025: Flag Day Celebration on Central Square
- June 19, 2025 at 5:00 PM: Juneteenth Celebration on Central Square
- June 20, 2025: World Refugee Day
- June 20–22, 2025: *Jumanji* 30th Anniversary Festival

The Mayor also announced that the Master Plan Future Summit held on June 3 at the Keene Public Library was very well attended by over 100 community members. The Mayor thanked Community Development Department staff for their efforts organizing the event.

Lastly, Mayor Kahn provided the Council's summer schedule:

- The July 3, 2025 City Council meeting is canceled for Independence Eve
- The rest of the July meetings will be held as usual.
- The August 7, 2025 City Council meeting is canceled, and
- August 13 and 14, 2025 PLD and FOP meetings are canceled
- Council will resume its regular schedule on August 21, 2025.

PRESENTATION OF RETIREMENT RESOLUTION - PATRICIA A. LITTLE

Mayor Kahn welcomed former City Clerk, Patty Little. The Mayor read into the record and presented Ms. Little with a copy of a Resolution honoring her retirement as the longest-serving Clerk of the City of Keene, all of her accomplishments, and her leadership during those five decades.

Ms. Little said it had been a long farewell, with this being her fourth retirement celebration, all of which have been amazing. She shared that this beginning transition period of retirement included a lot of adjustment, much more activity, travel, involvement in her town committees (like the Conservation Commission and Historical Society), and much more time with family. She said all these wonderful things about retirement would not have been possible without her amazing career with the City of Keene, which she loved every day of, thanks to the Council's support and the good counsel of her fellow Charter Officers, the Mayors', and her incredible staff who had been willing to take on herculean tasks time and again. Ms. Little thanked everyone and was applauded.

REPORT - CHANGE IN EVENT SPONSORSHIP/LICENSE HOLDER - *JUMANJI* 30TH ANNIVERSARY CELEBRATION - CITY CLERK

A memorandum was read from the City Clerk, Terri Hood, recommending the City Council accept the withdrawal of Greater Monadnock Collaborative as event sponsor for the *Jumanji* 30th Anniversary Celebration, and that the license for the event is reissued to BW Enterprises, LLC subject to the following conditions:

- The signing of a standard revocable license and indemnification agreement;
- That the petitioner provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000;
- That the Petitioner agrees to absorb the cost of any City services provided to the event, and agrees to remit said payment within 30-days of the date of invoicing;
- That the Petitioner is permitted to conduct a road race reenactment of the "stampede" depicted in the film and a parade to occur on Main Street on Saturday, June 20th at noon with assistance from the Keene Police Department to temporarily close certain streets or rights-of-way intersecting with the planned route;
- That the petitioner is permitted to close a portion of Church Street from Main Street to just east of the Hannah grimes parking lot each day of the event from 11:00 AM to 8:00 PM to allow food trucks to participate, with the road being reopened to traffic at the close of each day. Additional road closures may include any portions of other streets needed to facilitate detour routes. The full extent of road closures and detour routes shall be agreed upon with City staff;
- That the petitioner is permitted to use areas on the sidewalk adjacent to the Colonial Theatre on Friday, June 20th, as well as Central Square common, Railroad Square and Gilbo Avenue along the bike path on Saturday, June 20th for other planned activities;
- That the Petitioner is permitted to place portapotties in City parking spaces with the specific locations to be determined in conjunction with City staff from Friday, June 20, 2025 to Monday June 23, 2025 which will be chained together and affixed to ensure they are not vandalized while unattended overnight;

- The submittal of signed letters of permission from any private property owners for the use of their property; and
- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws, including obtainment of any necessary licensing for the use of intellectual property; and compliance with any recommendations of City staff.

A motion by Councilor Bosley to suspend Section 26 of the Council's Rules of Order to act on the request on first reading was duly seconded by Councilor Jones. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

A motion by Councilor Bosley to carry out the intent of the memorandum submitted by the City Clerk was duly seconded by Councilor Jones.

Councilor Bosley explained that the Greater Monadnock Collaborative notified the City Clerk's office that it would not be moving forward as the sponsor (event producer) of the *Jumanji* 30th Anniversary Celebration scheduled to be held on June 20–22, 2025. On May 27, 2025, BW Enterprises, LLC submitted a letter to the Mayor and City Council seeking permission to take over as event producers. Councilor Bosley said the same core group who have been organizing the event and attending the City Protocol meetings are still involved, including the petitioner, Brandie Wells. BW Enterprises would provide insurance, sign the license agreement, and take fiscal responsibility for the event, including payment for any City services provided. Councilor Bosley said City Staff are comfortable with the change and recommend the City Council proceed with reissuing the license under the parameters documented in the City Clerk's memo.

Councilor Haas thanked Ms. Wells for stepping in to take this over. The Councilor said a lot was done previously by the Greater Monadnock Collaborative (GMC) and this was no reflection on it, only that there were processes to be followed, noting the GMC would still be sponsoring other events. Councilor Haas thanked Ms. Wells again. The Mayor agreed.

The motion to carry out the intent of the memorandum submitted by the City Clerk carried unanimously with 15 Councilors present and voting in favor.

Mayor Kahn introduced members of the *Jumanji* 30th Anniversary Celebration organizing group, Ms. Wells and Cathy Bergstrom, crediting Ms. Bergstrom as the leader who brought this forward and thanking Ms. Wells for her work.

PUBLIC HEARING - AMENDMENT TO LAND DEVELOPMENT CODE - FEATHER SIGNS IN THE INDUSTRIAL AND INDUSTRIAL PARK DISTRICTS - ORDINANCE O-2025-08-A

Mayor Kahn opened the Public Hearing at 7:23 PM and the City Clerk, Terri Hood, read the notice of hearing. The Mayor welcomed Mari Brunner, Senior Planner, for an overview of Ordinance O-2025-08-A. Ms. Brunner said this Ordinance would define a type of sign called a feather sign—also known as a blade sale sign—as 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. She explained that under the City's existing Sign Code and Zoning Ordinance, feather signs were considered animated because they are designed to move—like a

flag. This Ordinance would allow feather signs in the Industrial and Industrial Park Districts for 30 days at a time, up to four times per year per property, with some conditions: (1) sign face cannot be more than 20 square feet in area, (2) signs must be spaced at least 10 feet apart, (3) signs must be at least 15 feet from the property line, and (4) signs must be 25 feet from an intersection. This Ordinance was first introduced to Council on March 20, 2025. The public workshop of the Joint Planning Board-Planning, Licenses and Development Committee occurred on April 14, 2025 without public comment. However, Ms. Brunner noted there was some discussion by the Committee, with the only change being the addition of the 25-foot setback from an intersection, resulting in the “A” version of the Ordinance.

Mayor Kahn opened the floor to public comments and hearing none, he closed the Public Hearing at 7:26 PM, except that written comments would be accepted up until 1:00 PM on Tuesday, June 10.

A true record, attest:



City Clerk

PUBLIC HEARING - AMENDMENT TO LAND DEVELOPMENT CODE - SINGLE-FAMILY PARKING REQUIREMENTS - ORDINANCE O-2025-09

Mayor Kahn opened the Public Hearing at 7:27 PM and the City Clerk, Terri Hood, read the notice of hearing. The Mayor invited Mari Brunner, Senior Planner, to introduce Ordinance O-2025-09. Ms. Brunner briefly recalled this Ordinance was to fix an inadvertent omission from Ordinance O-2024-20-A, which was a larger change to parking requirements. Through that process, single family dwellings were inadvertently omitted from the table in O-2024-20-A. Ms. Brunner said Ordinance O-2025-09 would add single family dwellings back in so that use would have the same parking requirement as other residential uses in the City, which is one parking space per unit.

Mayor Kahn opened the floor for public comments.

Andy Holt of Forest Street understood the intent of this Ordinance to correct something unintentional and imagined the Council would be inclined to pass it and move on. However, he encouraged the Council to give the Ordinance more consideration, calling this a rare opportunity. At this time, there was no mandate for single family parking, which was how he thought it should be, and by putting it back in place, he thought the Council would miss an opportunity to remove a barrier for housing. He recalled a conversation at the Master Plan Future Summit about Keene’s stable population for decades, and yet the City had been in a housing crisis without enough housing for the number of residents. Mr. Holt said one barrier to developers which inhibited them adding more units were parking mandates. He said that a reduction was great but suggested cutting out the parking requirements because there is no benefit to having a mandate for how much parking there should be. He thought developers or homeowners would add parking as needed and said requiring an arbitrary number is an unnecessary burden that impedes housing. So, Mr. Holt asked the Council and Planning, Licenses and Development to take time to

discuss the pros and cons. He noted that many cities around the country of very similar size to Keene—including some in this region—had removed all parking mandates and have seen positive impacts, and Mr. Holt thought Keene would too. Lastly, he reiterated that developers or homeowners would add parking as needed and said there was no need for a mandate.

Hearing no further comments, Mayor Kahn closed the Public Hearing at 7:30 PM except that written comments would be accepted up until 1:00 PM on Tuesday, June 10.

A true record, attest:



City Clerk

PUBLIC HEARING - PROPOSED FISCAL YEAR 2025-2026 OPERATING BUDGET

Mayor Kahn opened the Public Hearing at 7:32 PM and the City Clerk, Terri Hood, read the notice of hearing. Mayor Kahn shared opening comments, which he thanked the City Manager, Elizabeth Ferland, and Finance Director, Kari Chamberlain, for helping him to prepare. The Mayor recalled good presentations from the City Departments before the City Council's Finance, Organization and Personnel Committee over the previous six weeks. He wanted to be clear that a Budget is always a plan that needs to be executed over the next 13 months; it is always a balancing act. He thought this Budget successfully addressed and balanced three priorities: (1) maintaining existing City services, (2) addressing long term infrastructure needs, (3) and managing the pressures on the City's tax rate. The Mayor said this represented collaborative efforts by staff across the organization to align with the Council's Fiscal Policies while continuing to meet the community's expectations. The Fiscal Policies (adopted at the beginning of 2025) limit property tax revenue increases; that limit is defined by a rolling three-year average of the Northeast Region Consumer Price Index (CPI), which excludes expenditures required by law, like retirement, and excludes debt service payments, and capital leases. Mayor Kahn said this year's rolling average of the CPI would have been 4.1%, according to the calculation of three years (page 6 of the Budget). If the City followed the 4.1% cap, the Budget would have been \$468,506.00 higher. So, the Mayor said this proposed Budget would fall under what the City's cap allowances—which is good news. Rather than a 4% increase on property taxes, this Budget anticipated a 2.06% increase in the City's portion of the tax rate—approximately \$0.28 per \$1,000 of assessed valuation.

Mayor Kahn shared two highlights from the Budget:

- Staffing adjustments: \$478,000 wage adjustments approved by the Council in April 2025 for four additional firefighters (one per shift) in this budget. \$170,000 wage adjustments for ambulance services. Cost of living increases for additional firefighters and increased overtime expenses as well. A \$126,000 increase to Library Services, in particular for part-time wages to align with the staffing changes over the previous few years. The Mayor explained that wages (page 9 of the Budget) were the primary Budget driver. Adjustments reflected union contracts and non-union wage increases, which included a 3% cost of living adjustment (COLA) for all other staff. Of the total \$1,590,000 Budget increase, \$1,490,000 was related to personnel changes, and the remaining \$103,469 net

change was for operational costs, which included \$50,000 for the Human Services Department (vs. the \$1.2 million allocation needed in FY 24–25).

- Capital Improvement Program (CIP; 2025–2031): The Council approved the current CIP in 2024, and it would be updated in the 2025–2026 fiscal year. The Mayor said there were only minor tweaks to projects in the CIP reflected in this Budget, no projects were eliminated, and only a couple of projects were pushed out.

Mayor Kahn discussed how the 3% personnel COLA increase and other increases mentioned would result in only a 2.06% increased tax rate. He said it was because the City’s Operating Budget had increasingly more revenue streams. For example, interest income would be high in the coming year (\$600,000), motor vehicle registration fees were up significantly (over \$100,000), and ambulance billing generated an additional \$200,000 from added call volume that would be applied to the Fire Department’s staffing needs. The Mayor said this Budget anticipated the State of NH’s municipal aid contributions remaining level. In total, Mayor Kahn said this General Operating Budget would depend largely on tax supported revenues, the self-supporting operations of the City—including the Airport, Water, and Sewer Departments—and the CIP. This Budget would appropriate a total of \$81,746,416. The Mayor recalled that the previous year, the Outside Agencies request of the City was \$407,000, including an allocation for the start-up of Monadnock Economic Development Corporation’s Housing Fund; the City ultimately budgeted \$375,000. This year, staff recommended \$338,100 for Outside Agencies.

The Finance Director pointed out that there are revisions to Resolution R-2025-12-A, which resulted in R-2025-12-B. The revisions were to fix the Capital Reserve Appropriations that were originally included in the Total Estimated Operating Revenues, originally reported as \$81,047,049. The Capital Reserve Appropriations had been properly separated out and Ms. Chamberlain said the new aggregating total is \$76,180,161.

Mayor Kahn welcomed public comments on each section of the proposed Budget. There were comments on two sections, Outside Agencies & Community Funded Events.

Outside Agencies:

Ockle Johnson, President of the Board of Directors of the Keene Senior Center. He said Senior Center Executive Director, Kim Rumrill, regretted being unable to attend because of another obligation at the NH Charitable Foundation that evening; Mr. Johnson noted that nonprofits require a lot of funding sources. He thanked the Council for its previous support. The Center had been operating for one year out of its new location on Marlboro Street, renting from Home Healthcare, Hospice, and Community Services, with increased parking, allowing for expanded offerings. Membership had increased to 468, with 291 from Keene. Mr. Johnson explained that Keene Senior Center promotes wellness—physical, social, and emotional—with very low dues and helpful scholarship offerings. Mr. Johnson mentioned the Senior Center’s many signature programs: Super Senior Marathon (part of Clarence DeMar Marathon), pickleball (collaborative with the Keene Recreation Department), and Cheshire Village at Home (supports seniors to remain in their homes by providing social calls, light help around the house, and rides to doctors/errands). Mr. Johnson recalled being asked in the past whether other towns also support the Senior Center and he was happy to report that this year that the Town of Stoddard generously

agreed to support them at a rate of over \$100 per capita of the members coming from Stoddard. The Center would look to other member towns as well. Like other non-profits, he said the Senior Center was in a deficit budget situation, and although they had no building rent and a lean staff, they have to close that deficit through a variety of methods like fundraising (e.g., Keene Runway 5K at the Airport) and grants. Additionally, Mr. Johnson said the Senior Center was seeking a slight increase from the City Council, so the Center requested \$20,000 this year, up from the previous \$16,500, which would be approximately \$75 per member; he said that would essentially be a matching grant for the dues the Senior Center asks for. He also reminded the Council of the Keene Senior Center's essential function to serve the citizens of Keene and the region and thanked the Council for the much needed and appreciated support.

Jessica Iris, Executive Director of Arts Alive—an organization that supports the arts across the Monadnock Region, with offices local to Keene for 15 years—noted Arts Alive have received \$500 from the City of Keene for many years. The contribution was initiated by former Councilor Carl Jacobs about a decade prior, when funding was directed to Arts Alive's Discover Monadnock Project, which promotes arts and culture in the region, both to locals and across the New England states. Arts Alive has an online calendar, newsletter, and a booklet distributed across New England tourist visitor centers. Ms. Iris said she was present because she was feeling more urgency about public funding for the arts because in the previous few weeks there had been a lot of federal and state changes to funding for the arts, directly impacting Arts Alive and other important organizations in Keene like the Colonial Theatre and MoCo Arts. For example, more than \$27 million in federal grants to organizations from the National Endowment for the Arts was recently withdrawn, with Arts Alive losing \$25,000. Additionally, Ms. Iris said the recent Executive Orders prevented Arts Alive from accepting a \$33,000 grant from the U.S. Department of Agriculture because the organization values access to arts as a human right. That language put the organization out of compliance with the current Executive Orders. At the state level, Arts Alive faced dismantling of the New Hampshire State Council on the Arts, which distributed funding across the state to many different organizations; the State Council faced 5% of its usual budget, meaning it could not accept \$1.7 million in federal money that it would generally redistribute to organizations across the state. Arts Alive was grateful for the ongoing \$500 contribution from and partnership with the City, which had helped the organization leverage its past state and federal funding. However, with that federal funding no longer possible, Ms. Iris was requested the Council consider amending the Budget to fund Arts Alive at \$10,000 in the next fiscal year. She explained what that contribution would support: (1) mini grants to small organizations and groups under the median income in Keene for arts programming (e.g., infrastructure to show member art at the Keene Senior Center); (2) sustaining the Discover Monadnock program, which had grown and was blossoming, with over 5,000 people receiving the e-mail newsletter and 10,000 booklets promoting art across tourist destinations and highway stops all over New England; (3) empowering Arts Alive to continue its Fiscal Sponsorship Program, partnering with individual artists and community groups like Nova Arts at Brewbaker's, the Keene Walldogs Mural Project, and programs like Ashuelot Concert—all developed from the Fiscal Sponsorship Program that Arts Alive was very proud of. Primarily, Ms. Iris believes including this modest contribution in the next Budget would allow the Keene community to say yes, public and collaborative investment in the arts is important and this community values the arts enough to pool our resources for an organization that supports arts across the region. She said that this \$10,000 equated to less than \$0.50 per person in Keene. Ms.

Iris thanked the Council for listening to her passion and shared a one-page handout with some of these details. Councilor Remy noted that Arts Alive had been miscategorized in the Budget under Boards & Commissions since 2014 and the City Manager said she would fix it.

Carl Jacobs of 81 Wyman Road spoke on behalf of Arts Alive, noting importantly that Arts bring money to Keene; spending money on arts programs results in people coming to Keene, eating meals, staying at hotels, and patronizing other establishments. Without arts attractions, people would not come to the community. So, Mr. Jacobs said this would not be money thrown at artists, but money returned to Keene, mentioning studies on the exponential return.

Community Funded Events

Mayor Kahn noted that dates of all proposed Community Funded Events were listed on the City website. Councilor Jones thought it was safe to say these funds—although an assigned dollar value—were mostly in-kind donations of services and personnel. The Mayor and City Manager agreed.

Alan Stroshine of Salisbury Road has been presenting to the Council since 2012 on behalf of the Clarence DeMar Marathon and expressed his gratitude and appreciation for the support the Council had provided. The Marathon had been happening since 1978 and the Keene Elm City Rotary took over in 2012, making it its signature fundraiser. He said the Rotary is grateful for the City's partnership, does not take it lightly, and tries to support the community. Mr. Stroshine could not speak more highly of all the City departments involved: Police, Fire, Finance, and more. He was also grateful for the City Manager's support. He explained that the Rotary continued to run a full marathon, half marathon, Kids DeMar program, and Super Seniors marathon. All proceeds from the marathon support a nonprofit in Keene. Mr. Stroshine thanked the City again for the ongoing support and partnership and invited everyone to the quad at Keene State College on Sunday, September 28, 2025, for the marathons. Mayor Kahn thanked Mr. Stroshine for his leadership, noting that weekend would also bring people to Keene for the International Festival.

Hearing no further public comments on any other sections of the proposed FY 2025–2026 Operating Budget, the Mayor closed the Public Hearing at 8:14 PM, except for written public comments, which would be accepted until 1:00 PM Tuesday, June 10. Written comments must be signed and submitted to the City Clerk by that date and time to be included in the record.

A true record, attest:



City Clerk

Mayor Kahn reminded Councilors that Council Rules of Order require them to submit a written communication to the City Clerk containing any proposed amendments to the budget Resolution. The deadline for submittal was 4:00 PM on Tuesday, June 17. He encouraged them to submit

any proposed changes as soon as possible to allow staff review and placement on the June 19 Council agenda. Additionally, a copy of the newest iteration of Section 15 of the Rules of Order related to Voting and Conflicts of Interest was provided for Councilors to review and ensure any conflicts related to their household members were disclosed—particularly those related to any of the Outside Agencies receiving funding in the Budget.

Councilor Jones pointed out that the Council kept hearing about tax breaks at the state level. He said the presentation from Arts Alive was a good example of what happens when they cut funds at the state level—the funds get pushed down to the municipal level and the City must pay to maintain programs like Arts Alive. He said that was the case with a lot of state Budget cuts and he hoped people would realize that. Mayor Kahn agreed and said he was grateful the City Manager presented the concept of City reserves during the Budget presentations. The City Manager, Elizabeth Ferland, said the Mayor was referring to something every town and city has, which is called the Fund Balance, or the “rainy day reserves.” That Fund is there in case something comes up during the year the City does not anticipate, so the Manager can request the additional appropriation from the Council. She added at this time, the State of NH was legislating increases to retirement funding that could also have a downward effect on municipalities in the coming years, as well as considerations of reducing the Rooms & Meals appropriation, which she said would directly impact the City’s receipt of funding. So, to Councilor Jones’ point, those would be things to observe during the operating year. Councilor Jones agreed.

RELATING TO THE 2025-2026 OPERATING BUDGET - RESOLUTION R-2025-12-A

A motion by Councilor Powers was duly seconded by Councilor Remy to amend Resolution R-2025-12-A as described in the Finance Director’s memorandum, and the resulting “B” version of the Resolution be tabled until the June 19, 2025, City Council meeting.

Councilor Remy briefly explained that the changes were to make things add up properly again, because the sum of the original two numbers only totaled to the General Fund, and this corrected it. The City Manager, Elizabeth Ferland, added that attached to the Resolution was a breakdown of all the funds. There was a problem with one of the cells, which as Councilor Remy pointed out, did not add up. Secondly, the City Manager noted that Capital Funds in the last section of the Budget—just over \$5 million—was counted in another number. The Finance Director had fixed it, and it did not impact the bottom line of the Budget. This change would only address the revenue and how it broke apart on the Resolution. Mayor Kahn repeated the proposed Budget total: \$81,746,416.

The motion to amend Resolution R-2025-12-A as described in the Finance Director’s memorandum, and to table the resulting “B” version of the Resolution until the June 19, 2025, carried unanimously with 15 Councilors present and voting in favor.

NOMINATION - TRUSTEES OF TRUST FUNDS AND CEMETERY TRUSTEES

Mayor Kahn nominated Andrew Royce to serve as a Regular member of the Trustees of Trust Funds and Cemetery Trustees, with a term to expire December 31, 2027. Mayor Kahn tabled the nomination until the next regular meeting.

CONFIRMATIONS - HERITAGE COMMISSION, HUMAN RIGHTS COMMITTEE

Mayor Kahn nominated Acacia Johnston to serve as a Regular member of the Heritage Commission, with a term to expire December 31, 2027. The Mayor also nominated Julie Odato to serve as an Alternate member of the Human Rights Committee, with a term to expire December 31, 2026. A motion by Councilor Greenwald to confirm the nominations was duly seconded by Councilor Bosely. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

COMMUNICATION - PABLO FLEISCHMANN/KEENE MUSIC FESTIVAL - REQUEST TO USE CITY PROPERTY - AUGUST 30, 2025

A communication was received from Pablo Fleischmann, requesting a license to use Downtown City property to conduct the annual Keene Music Festival on August 30, 2025. Mayor Kahn referred the communication to the Planning, Licenses and Development Committee.

COMMUNICATION - JOE SCHAPIRO - SAFETY ISSUES ASSOCIATED WITH ON-STREET PARKING - CHURCH STREET

A communication was received from Joe Schapiro, submitting concerns he and his neighbors have relative to on-street parking on Church Street in the vicinity of Gathering Waters School and requesting a change in parking regulations. Mayor Kahn referred the communication to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATIONS - CAMERON TEASE/ROTARY CLUB OF KEENE, TOM JULIUS/MONADNOCK INTERFAITH PROJECT, PHIL WYZIK/KEENE ELM CITY ROTARY CLUB, AND CARL JACOBS – ALL FOR SUPPORT FOR A PEACE POLE ON CENTRAL SQUARE

Four communications were received, all in support for a Peace Pole on Central Square from: Cameron Tease/Rotary Club of Keene, Tom Julius/Monadnock Interfaith Project, Phil Wyzik/Keene Elm City Rotary Club, and Carl Jacobs. Mayor Kahn accepted all four communications as informational.

MSFI REPORT - INSTALLATION OF A PEACE POLE - CENTRAL SQUARE

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the City Council move forward with a standalone Peace Pole in Central Square. A motion by Councilor Greenwald to carry out the intent of the Committee report was duly seconded by Councilor Filiault.

Councilor Workman thanked the petitioners for their patience while the Committee debated this topic. She was not at the meeting but expressed her support. Councilor Workman appreciated

Mr. Julius' letter highlighting why the Peace Pole should be placed on Central Square, because it was something she had been struggling with, though she thought she would have voted in favor no matter what.

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

MSFI REPORT - REQUEST FOR THE INSTALLATION OF A CROSSWALK - TIFFIN STREET

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the City Manager be authorized to install a new crosswalk on Tiffin Street near Timken. A motion by Councilor Greenwald to carry out the intent of the Committee report was duly seconded by Councilor Filiault.

Councilor Williams asked if there would be temporary signage to alert cars/pedestrians to the new crosswalk. The City Manager, Elizabeth Ferland, confirmed with the Public Work Director that there would be.

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

MSFI REPORT - COURT STREET PEDESTRIAN SAFETY RISKS

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the City Manager be authorized to install additional signage, pavement markings, and lighting to enhance the safety of crosswalks on Court Street between Vernon Street and Starling Street, and on Washington Street between Taylor Street and Citizens Way. A motion by Councilor Greenwald to carry out the intent of the Committee report was duly seconded by Councilor Filiault. The motion carried unanimously with 15 Councilors present and voting in favor.

MSFI REPORT - SAFETY ISSUES ASSOCIATED WITH THE DRIVEWAY AT 82 COURT STREET

A Municipal Services, Facilities and Infrastructure Committee report was read on a vote of 3–1, recommending the City Manager be directed to draft an ordinance to prohibit parking within 10 feet of a driveway. A motion by Councilor Greenwald to carry out the intent of the Committee report was duly seconded by Councilor Filiault.

Councilor Remy said he understood the concept of wanting to only have one rule but wondered if the rule could be written as a five-foot default or 10-feet by request. Councilor Greenwald said he tried for that. The City Attorney, Amanda Palmeira, said she did not want to go down the hypotheticals for the rule at this time. She had provided the guidance to the Committee that it is important to be consistent because when it comes to customizing by property, it moves away from immunities the City has for a discretionary function. She thought building that sort of

customization into a rule would risk that. The City Attorney thought the Committee reached a solution that was a good compromise.

Councilor Tobin said she voted in opposition of this, stating she did not have a problem removing the space but did not feel confident that the visibility problem was just the result of the vehicles parked there. She noted the Committee heard from the neighbor across the street—another business in the same situation having accidents as people are coming out of their driveway—and she heard about things related to foliage, trees, vehicles, telephone poles, the angle of the road, and the height of the driveway. Looking at it, Councilor Tobin said she did not feel confident that it was the parking space itself. She would have preferred a broader approach than just going there and looking at the actual visibility and how much the parking space is the problem. Councilor Tobin did not think only changing the amount of space by a driveway would necessarily help.

Councilor Madison asked if this hypothetical Ordinance would be restricted to Court and Washington Streets or if it would be Citywide. City Manager, Elizabeth Ferland, said the MSFI Committee decided that this would not apply to residential neighborhoods, so this would be forced to roads like Court and Washington Streets, and not neighborhoods.

Councilor Workman was not present at the MSFI meeting on this matter. She stated that the petitioner had come to the Committee many times, so Councilor Workman appreciated that the Council was taking action to mitigate this problem. As Councilor Tobin said, there were many different factors involved, but Councilor Workman thought mitigating even one of those factors would be worth it for public safety. She recalled that at a previous MSFI meeting, she discussed the need for the City to consider public safety over parking, and she was glad her fellow Committee members saw that. She also reminded her fellow Councilors that the MSFI Committee had heard about the pedestrian safety issue many times, including regarding driveways on Marlboro Street, so she said it was impacting many different places in the City. Councilor Workman said she would support this, but the City should continue working on its parking and its Ordinance.

Councilor Lake said he generally approved of additional safety measures on Court Street, having been traveling the roadway his whole life and knowing how difficult it could be not only to access driveways there but also side streets. So, he supported added safety options, but said he slightly opposed the motion on the floor on procedural grounds of the Ordinance already being vague enough. He said the executive branch was already interpreting this to be five feet, so if it was the consensus of the Council, he did not see a reason why it could not be reinterpreted to five feet or whatever other safety measure it decides needs to go with it; that could happen without drafting a new ordinance for approval. Unless the City Manager, City Engineer, or Public Works Director were highly opposed to the 10-foot potential reinterpretation, Councilor Lake suggested not going through all the formality of adopting a new ordinance when the existing Ordinance could be interpreted to do exactly what the Council wanted for increased safety.

Mayor Kahn said his understanding from the MSFI Committee was that this would be an iterative step, and as Councilors Tobin and Workman pointed out, if it worked, it would be a step in the right direction.

The City Manager, Elizabeth Ferland, noted the City follows the Manual on Uniform Traffic Control Devices (MUTCD), and varying from that manual requires a reason identified in a traffic study. She asked for more input from the Public Works Director, Don Lussier, who was glad to hear the MUTCD referenced, but said it did not address the issue of distance from the driveway to a parking stall; it does address things like areas in front of sidewalks. In direct response to Councilor Lake, Mr. Lussier said the existing City Code prohibited parking in front of or in close proximity to a driveway. Mr. Lussier called that ambiguous, which he does not prefer; “close proximity,” for example, could mean something different to each person and he thought trying to define it differently for different zones in the City would make it even more confusing. So, he said the MSFI Committee talked about this being applicable to non-residential zones. Mr. Lussier thought it had been very difficult for the Keene Police Department to discern vehicles parked within five feet of driveways within the various City zones. He believes in well-defined, clear roles vs. strategic ambiguity

Councilor Filiault said this would not be a sure fix-all but that there was a reason this had come back to MSFI twice now, stating the Committee had talked about it ad nauseam. He said Councilor Lake’s point was discussed by the Committee, which considered every possible avenue to do this legally and safely. Councilor Filiault said the Committee’s recommendation sounded simple but was not simple; it would double the safety parameter from five to 10 feet and though it would not be a cure-all, he said it would make Washington and Court Streets a lot safer, which many community members petitioned for. The Councilor hoped his colleagues would vote unanimously in favor.

Councilor Favolise briefly reiterated Councilor Filiault’s point and recalled some of the other options discussed by the Committee. Councilor Favolise said the MSFI Committee discussed putting parking meters there and trying to deter some of the parking that way but that was not an option the Committee chose. The Councilor said he also questioned putting up a sign that says, “Compact Car Parking Only,” but the Committee was unsure if it would be enforceable. So, the Councilor said this was not something the Committee arrived at on a whim; there was extended discussion. He said he would vote to support this. He said Councilor Lake gave him something to think about, but Councilor Favolise did not think that doing nothing in this case was an option based on City staff’s feedback. To Councilor Workman’s point, Councilor Favolise said this was a safety issue that had continued to come up.

The motion to carry out the intent of the Committee report carried on a vote of 14–1. Councilor Tobin voted in opposition.

MSFI REPORT - REQUEST TO ADD AUDIO AND DATA CABLES AS PART OF DOWNTOWN INFRASTRUCTURE PROJECT

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the communication as informational. Mayor Kahn filed the report as informational.

MSFI REPORT - VERBAL UPDATE: DOWNTOWN INFRASTRUCTURE PROJECT

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the update about the Downtown Infrastructure Project as informational. Mayor Kahn filed the report as informational.

FOP REPORT – 79-E COMMUNITY REVITALIZATION TAX RELIEF APPLICATION FOR 34 COURT LLC

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the structure proposed for redevelopment, located at 34 Court Street is a qualifying structure as defined by RSA 79-E that the structure is not within a currently defined tax increment financing district.

The structure is not a residential property subject to an election for tax assessment relief under the Low-Income Housing Tax Credit Program of RSA 75-1-A. That the proposed rehabilitation cost estimates exceed the threshold amount of \$75,000 and constitutes substantial rehabilitation. That the proposed rehabilitation provides the following public benefits as required by Resolution R-2018-33:

1. Enhances the economic vitality of downtown areas.
2. Enhances and improves the structure that is culturally or historically important on a local, regional, state, or national level.
3. Promotes the preservation and reuse of existing building stock.
4. It promotes the efficient design safety and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan, and
5. It will add to the city's employment base by creating at least one new full-time job in Keene's downtown area.

Therefore, the Committee recommends that the application for property tax relief on any assessed tax increment resulting from substantial rehabilitation of the qualifying structure be granted for a period of five years, beginning with a substantial rehabilitation as determined by the City's Community Development Department.

And conditioned upon the property owner granting to the City at the time of substantial completion, a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for the period of the tax relief to be recorded at the Cheshire County Registry of Deeds at the expense of the property owner.

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

Councilor Jones called this something truly positive, recalling when Rhett Lamb and Med Kopczynski first introduced the concept of 79-E to the Planning, Licenses and Development Committee. Councilor Jones said there were negative public comments at the time asserting it would be a tax break but he said it was not a tax break; the owners still pay taxes on what is there, but someone will improve their property when they may not otherwise, and he said it would not be possible if the City did not offer 79-E. He thanked Mr. Luse for making it work. Councilor Jones was very proud of this project. Mayor Kahn agreed that 79-E would give businesses like this one the opportunity to start up and develop an income stream to cover future expenses.

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

RELATING TO THE APPROPRIATION OF FUNDS FOR THE BEAVER STREET BRIDGE AND SPRING STREET BRIDGE LOAD RATING STUDY - RESOLUTION R-2025-22

A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of Resolution R-2025-22. Mayor Kahn filed the report. A motion by Councilor Powers to adopt Resolution R-2025-22 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

FOP REPORT - ENGINEERING AGREEMENT WITH HOYLE AND TANNER FOR THE BEAVER ST BRIDGE AND SPRING ST BRIDGE LOADING RATING STUDY

A Finance, Organization and Personnel Committee report was read, unanimously recommending the City Manager be authorized to do all things necessary to negotiate and execute an engineering services agreement with Hoyle & Tanner for the Beaver Street Bridge and Spring Street Bridge Load Rating Study up to \$25,000. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORTS - EXECUTION OF AN AGREEMENT FOR ENGINEERING SERVICES DURING CONSTRUCTION WITH GREENMAN-PEDERSEN INC, (GPI) AS PART OF THE MARLBORO STREET CORRIDOR CONSTRUCTION PROJECT; AND EXECUTION OF AN AGREEMENT FOR ENGINEERING SERVICES DURING CONSTRUCTION WITH GREENMAN-PEDERSEN INC, (GPI) AS PART OF THE GEORGE STREET BRIDGE RECONSTRUCTION PROJECT

The first Finance, Organization and Personnel Committee report was read, unanimously recommending the City Manager be authorized to do all things necessary to execute an agreement with Greenman-Pedersen Inc (GPI) for engineering services during construction as part of the Marlboro Street Corridor Construction Project (75J0018B) for up to \$300,000. A second Finance, Organization and Personnel Committee report was read, unanimously recommending the City Manager be authorized to do all things necessary to execute an agreement with Greenman-Pedersen Inc (GPI) for engineering services during construction as part of the George Street Bridge Replacement Project (75M020A), up to \$350,000. A motion by

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

The Mayor called a recess from 9:01–9:06 PM.

CITY MANAGER COMMENTS

City Manager, Elizabeth Ferland, recognized the Community Development Department team for its work on the Comprehensive Master Planning process and specifically Senior Planner, Mari Brunner. The City Manager said the team did a great job throughout the process, which began in January 2024.

The City Manager also recognized the Finance Department and specifically Finance Director, Kari Chamberlain, for her great work in a very short time with the Budget and working through the audit. The City Manager said the Finance Director's and all Departments' work made the Manager's job much easier, allowing her to put forward a budget that weighs both policies and the economic realities of the community, which the City Manager greatly appreciated.

Lastly, the City Manager shared details of the upcoming 2025 Juneteenth Celebration (www.Juneteenth.com), sponsored and organized by the City's Human Rights Committee:

- June 11, 2025: Two film screenings at the Showroom at 6:00 PM
- June 12, 2025: Freedom Trail open for self-guided tours
- June 14, 2025: Musical performance & activities at Birdies
- June 19, 2025: Juneteenth Celebration at 5:00 PM on Central Square

Councilor Favolise asked the City Manager about a legislative topic that came up in the past around ambulance billing and reimbursement rates. The Councilor understood that a compromise was reached in Concord and asked if it was the number the City wanted. The City Manager said yes, 25%.

REPORT - WARRANT FOR UNLICENSED DOGS - CITY CLERK

A memorandum read by the City Clerk, recommending that the list of unlicensed dogs be referred to the Planning, Licenses and Development Committee for their review and recommendation regarding issuance of the warrant for unlicensed dogs including authorization to issue forfeiture fines pursuant to NHRSA 466:14. Mayor Kahn referred the Warrant for Unlicensed Dogs to the Planning, Licenses and Development Committee.

REPORT - ACCEPTANCE OF DONATION

A memorandum read from the Finance Director/Treasurer, Kari Chamberlain, recommending the Council accept the donation in the amount of \$2,000, as noted below, and the City Manager be authorized to use the donation in the manner specified by the donor:

- Pamela Slack, and her two brothers, have generously donated \$2,000 for the purchase of two memorial benches in honor of their mother, Patricia T. Russell, and their brother,

Kevin Russell. Russell Park is named after Patricia T. Russell, who served as the first and only woman mayor of Keene, and the bocce court at the park was inspired by Kevin's enthusiasm and dedication to the Special Olympics.

A motion by Councilor Powers to accept the donation was duly seconded by Councilor Remy.

Councilor Powers noted this was a great honor for some people who spent a lot of time working for this community and he was sure the Deputy City Manager, Andy Bohannon, would get the benches finished quickly so everyone could enjoy them this summer.

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

HERITAGE COMMISSION REPORT - CITY SUPPORT FOR A 250TH INDEPENDENCE DAY CELEBRATION - JULY 4, 2026

A communication was read from the Heritage Commission, requesting City sponsorship of an Independence Day 250th Anniversary Celebration on July 4, 2026, which would include a parade and activities on City property. Mayor Kahn referred the communication to the Finance, Organization and Personnel Committee. The Mayor acknowledged the Heritage Commission's new Chair, Molly Ellis, for taking on the new role and suggesting the City's partnership in this celebration.

MORE TIME - MSFI REPORT - FREDERICK MACMILLAN - REQUEST TO INSTALL A SCULPTURE AT PATRICIA RUSSELL PARK

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending placing the request to install a sculpture at the Patricia Russell Park on more time to allow staff to come back after review of the Public Art Resolution with the artist and petitioners to determine if it is appropriate for this space. Mayor Kahn granted more time.

ORDINANCE FOR SECOND READING - RELATING TO CLASS ALLOCATION AND SALARY SCHEDULE - ORDINANCE O-2025-18

A Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Ordinance O-2025-18. Mayor Kahn tabled Ordinance O-2025-18 until the June 19 City Council agenda to be considered after the adoption of the Operating Budget Resolution.

RESOLUTION - RELATING TO APPROPRIATIONS OF FUNDS FOR THE TRANSFER STATION PAVING PROJECT - RESOLUTION R-2025-23

A Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2025-23. A motion by Councilor Powers to adopt Resolution R-2025-23 was duly seconded by Councilor Remy.

06/05/2025

The City Manager, Elizabeth Ferland, noted that there was money in the Capital Improvement Program for this but upon review, it was a much more extensive paving project, which is why the City did not underbid. The appropriation would be taken from the Transfer Station Fund Balance, which is a separate fund balance from the City's general taxation.

The motion to adopt Resolution R-2025-23 carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

RESOLUTIONS - FOP REPORT - RELATING TO THE APPROPRIATION OF FUNDS FOR THE FY 2025-2026 BOND ISSUES: FIRE APPARATUS REPLACEMENT PROGRAM - RESOLUTION R-2025-13; LOWER WINCHESTER STREET RECONSTRUCTION PROJECT - RESOLUTION R-2025-14; ROADWAY PRESERVATION & REHABILITATION PROJECT - RESOLUTION R-2025-15; STORMWATER RESILIENCY PROGRAM- RESOLUTION R-2025-16; T-HANGAR APRON MAINTENANCE PROJECT - RESOLUTION R-2025-17; SEWER IMPROVEMENTS PROGRAM - RESOLUTION R-2025-18; 3MG WATER TANK REPAIRS - RESOLUTION R-2025-19; WATER DISTRIBUTION IMPROVEMENTS PROGRAM - RESOLUTION R-2025-20; WELL FIELD UPGRADE PROGRAM - RESOLUTION R-2025-21

A Finance, Organization and Personnel Committee report was read, unanimously recommending adoption of the following Resolutions: Resolution R-2025-13; Resolution R-2025-14; Resolution R-2025-15; Resolution R-2025-16; Resolution R-2025-17; Resolution R-2025-18; Resolution R-2025-19; Resolution R-2025-20; and Resolution R-2025-21. Mayor Kahn tabled the Resolutions until the June 19 City Council agenda to be considered after the adoption of the Operating Budget Resolution.

NON PUBLIC SESSION

A motion by Councilor Greenwald to go into non-public session to receive legal advice pursuant to RSA 91-A:3, II(L) was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor. The session began at 9:17 PM.

The session concluded at 9:30 PM. A motion by Councilor Greenwald to seal the minutes of the non-public session held this evening as divulgence of the information would render the proposed actions ineffective was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

ADJOURNMENT

There being no further business, Mayor Kahn adjourned the meeting at 9:30 PM.

A true record, attest:


City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Mayor Jay V. Kahn
Through: Terri Hood, City Clerk
Subject: **Nominations - Library Board of Trustees, Energy and Climate Committee**

Council Action:

In City Council June 19, 2025.

Nominations tabled until the next regular meeting.

Recommendation:

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

Library Board of Trustees

Hollie Seiler

Reappointment, Slot 6

Term Exp. June 30, 2028

Pam Russell Slack

Reappointment, Slot 5

Term Exp. June 30, 2028

Energy and Climate Committee

Catherine Koning

250 Summit Road

Slot 15 - Alternate

Term Exp. December 31, 2026

Attachments:

1. Koning, Catherine_Redacted

Background:

From: [City of Keene](#)
To: [Nicole Howe](#); [Patty Little](#); [Terri Hood](#); [Heather Fitz-Simon](#)
Subject: New submission from City Board or Commission Volunteer Form
Date: Saturday, June 7, 2025 5:26:38 PM

Submitted on 06/07/2025

Submitted fields are:

Name
Catherine Koning
Email
[REDACTED]
Phone
[REDACTED]
Address
250 SUMMIT RD. KEENE, New Hampshire 03431 United States Map It
How long have you resided in Keene?
22 years
Employer
Franklin Pierce University, Rindge
Occupation
Prof. of Environmental Science and Policy
Retired?
No
Please list any organizations, groups, or other committees you are involved in
Clean Energy Team Monadnock Sustainability Hub Institute for Climate Action at Franklin Pierce Monadnock Regional Natural History Conference Planning Committee
Have you ever served on a public body before?
Yes
Please select the Boards or Commissions you would be most interested in serving on.
<ul style="list-style-type: none">Energy and Climate Committee
Please let us know the Board or Commission that you are most interested in serving on.
Energy and Climate Committee

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

I have a Ph.D. in Environmental Science/Land Resources, with a specializations in wetland ecology and water quality. I have been studying and teaching about climate issues for all of my 32 years at Franklin Pierce. In addition, I was a co-founder of the Institute for Climate Action at Franklin Pierce, and have served as co-coordinator since its inception. We work with student interns to help educate the local community about climate change, and to advocate for climate solutions on campus and in the local community. For the past 4 years, I have served on the Board of the Monadnock Sustainability Hub, which is a 501c3 non profit that collaborates with other organizations to catalyze climate solutions in the Monadnock Region. More recently, I have co-coordinate the Keene Clean Energy Team, which aims to increase awareness of the importance of Icean energy and helps to strenghten community understanding of the issues of climate change and the importance of clean energy.

I am very knowledgable about climate change and clean energy, and have many skillsets including education, public speaking, data acquisition and analysis, working with teams, geographic analysis, etc. I am fairly well integrated in the clean energy community in the region. I am task-oriented and like to get things done.

Suggest other public bodies of interest

I served on the Conservation Commission in Peterborough for 8 years.

Please provide two personal references:

Name

Annie Faulkner

Email

[REDACTED]

Phone

[REDACTED]

Name

Dori Drachman

Email

[REDACTED]

Phone

[REDACTED]



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.2.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Mayor Jay V. Kahn
Through: Terri Hood, City Clerk
Subject: **Confirmation - Trustees of Trust Funds and Cemetery Trustees**

Council Action:

In City Council June 19, 2025.

Voted unanimously to confirm the nominations.

In City Council June 5, 2025.

Nominations tabled until the next regular meeting.

Recommendation:

Attachments:

None

Background:

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

Trustees of Trust Funds and Cemetery Trustees

Andrew Royce

167 Marlboro Street Apt. 5

Slot 5 - Regular Member

December 31, 2027



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Mike Giacomo
Through: Terri Hood, City Clerk
Subject: **Let It Shine - Request to Use City Property - 2025 Pumpkin Festival**

Council Action:

In City Council June 19, 2025.

Referred to the Planning, Licenses and Development Committee.

Recommendation:

Attachments:

1. Letter to Mayor and Council - 2025 Pumpkin Festival

Background:

Mr. Giacomo, on behalf of Let It Shine, is requesting the event license for the 2025 Pumpkin Festival, scheduled for October 17 and 18, 2025.



June 3, 2025

Honorable Mayor Kahn and Keene City Council,

The Let It Shine Board would like to submit its request for a license for the 2025 Keene Pumpkin Festival. Following the glowing success of last year's event, we're excited to bring back a nearly identical event, renewing our focus on a safe, family-friendly atmosphere that will help celebrate Keene's tradition, while keeping it local to the region.

We will begin our protocol process soon, but as we are planning an identical festival to last year, we do not anticipate any major hurdles to creating another festival the city departments feel comfortable supporting.

We met both before and after the 2024 festival with city department chairs and Keene State and will continue to coordinate our efforts with those parties to minimize the burden on our city departments and local infrastructure. We will continue to update required documentation as protocol moves forward, and if the City Council would like these updates, we will happily provide them.

The high-level points from this year's festival are as follows:

- Requested street closures will include Main Street from Emerald Street to Central Square during Saturday October 18, the Central Square slip lane from Thursday, October 16 through Sunday October 19 (to allow for safe erection and disassembly of a tower), Railroad Street on Saturday, October 18, and the Central Square rotary lane and left northbound Main Street lane as-needed between those days for pumpkin distribution from schools and loading of the tower.
- No counting of pumpkins will occur, nor will any Guinness attempts be made. We would like to emphasize this to not be a competition, but a community, and we continue to feel this is a good way to accomplish this aim.
- All local elementary schools are provided free pumpkins and invited to carve and display them.
- Up to 12 non-profits will be selling food, and up to 20 craft vendors will sell their wares.
- Local businesses will once again host trick-or-treating for children and host pumpkin specials.
- Promotion will be targeted specifically to Cheshire County and immediately adjacent regions.
- Through conversation with KSC and the City of Keene, the festival date has been coordinated to align with KSC Family Day. This is attended by 300-500 people so should not impact the festival.

We (and so many in the community) are excited to celebrate this festival downtown once again, and we are looking forward to working with the City of Keene and the City Council to continue our great tradition.

Thank you for your time and consideration.

Sincerely,

Michael Giacomo

Chairman of the Board, Let It Shine

Residential - 615 Hurricane Rd, Keene, NH 03431

Mailing - 63 Emerald St Box 512, Keene, NH 03431

keenepumpkinfest@gmail.com



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Adam Toepfer - President

Through: Terri Hood, City Clerk

Subject: **Keene Pride - Request to Designate Keene a Sanctuary City for the LGBTQIA+ Community**

Council Action:

In City Council June 19, 2025.

Referred to the Planning, Licenses and Development Committee.

Recommendation:

Attachments:

1. Communication - Keene Pride

Background:

Mr. Toepfer has submitted the attached communication on behalf of Keene Pride, including an accompanying petition from concerned community members requesting that the City of Keene be designated as a sanctuary city for the LGBTQIA+ community. The petition containing 785 signatures as well as the signatures of the nine members of Keene Pride's Board of Directors, is on file with the City Clerk.



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

Dear Members of the City Council,

I am writing on behalf of Keene Pride and concerned community members to respectfully request that the City of Keene be designated as a sanctuary city for the LGBTQ+ community. In light of the increasing and alarming legislative attacks faced by LGBTQ+ individuals at both national and state levels, it is imperative that we take firm and supportive action locally to reinforce our values of inclusion, diversity, and equality.

The past few years have seen a troubling surge in policies that seek to marginalize and undermine the rights of LGBTQ+ individuals. This has created an atmosphere of fear and uncertainty for many residents within our community. While we may not have control over state or national legislation, our city can be a beacon of hope and support to those who feel threatened and unwelcome.

By declaring Keene a sanctuary city for the LGBTQ+ community, we would publicly affirm that our city stands in solidarity with its LGBTQ+ residents and visitors. This designation would serve several important functions:

- 1. Safety and Support:** It would provide immediate reassurance to our LGBTQ+ community members that Keene is a safe haven, encouraging them to live openly and authentically without fear of discrimination or harm.
- 2. Promoting Equality:** This action would send a powerful message that our city prioritizes equal rights and will resist discriminatory practices. It will enhance our local reputation as a welcoming community.
- 3. Community Engagement:** Establishing Keene as a sanctuary city would foster ongoing dialogue and collaboration between city leaders, local organizations like Keene Pride, and community stakeholders to create programs and initiatives that uplift and support LGBTQ+ residents.

We urge you to take this bold step to demonstrate your commitment to protecting every individual's rights and dignity. As representatives of Keene, you have the opportunity to lead by example, creating an



603-696-2927



www.keenepride.org



25 Roxbury St. #114
Keene, NH 03431



environment where everyone, regardless of their sexual orientation or gender identity, can feel safe and valued.

We, the undersigned, stand united in this request, and we hope that the City Council will echo our commitment to inclusivity and support for all. Thank you for considering our petition. We look forward to your response and are eager to work together to make Keene a more inclusive city for everyone.

Sincerely,

DocuSigned by:

908C1FA08751476...
Adam Toepfer
Board President

Signed by:

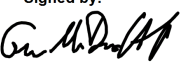
5AC4C2E30550472...
Paulee Mekdeci
Board Vice President

Signed by:

FB445D55B3D3451...
Katie Fenton
Administrative Director

Signed by:

00AF2515176E455...
Levi Barrett
Treasurer

Signed by:

C31BE9FF3456405...
Gene McDonald
Board Member

Signed by:

8A1132525CF34FD...
Mel Adams
Board Member

Signed by:

BDF5B05453FF409...
Sam Clark
Board Member

DocuSigned by:

D6DAD5E88AD04C1...
Patrick Brown
Board Member

Signed by:

8AF5544180524C1...
Caleb Harbeck
Board Member

Please see the attached documents for additional undersigned individuals.



603-696-2927



www.keenepride.org



25 Roxbury St. #114
Keene, NH 03431



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.3.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Reverend Cynthia Bagley

Through: Terri Hood, City Clerk

Subject: **United Church of Christ - Letter of Support for Keene Pride's Petition to be Designated a Sanctuary City for the LGBTQIA+ Community**

Council Action:

In City Council June 19, 2025.

Communication filed as informational.

Recommendation:

Attachments:

1. UCC_Support for Keene Pride's Petition

Background:

Reverend Bagley of The United Church of Christ in Keene has submitted a letter of support for the Keene Pride petition for Keene to be designated a sanctuary city for the LGBTQIA+ community.



THE UNITED CHURCH OF CHRIST IN KEENE

The Heart of the City, at the Head of the Square

www.ucckeeene.org

603-352-4136

Rev. Cynthia E. Bagley
Senior Minister

Julie White
Church Administrator

Beverly Caldon
Music Director

Diantha Dorman
Handbell Director

Wendy Douglass
Church Bookkeeper

Shana Smullen
Church Maintenance

Jason McCarthy
Custodial Assistant

Gordon Kent
Sunday Sexton

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

May 11, 2025

Dear Friends,

Speaking on behalf of The United Church of Christ in Keene, an Open and Affirming Congregation, we are united in our support of Keene Pride's petition to be a designated safe city for the members of our LGBTQI+ community.

We recognize the erosion of support for these valued persons taking place in parts of our state and country today. We believe this directly contradicts our city's identity as a place of openness and welcome. We agree with Keene Pride regarding the need for a public declaration of support for all persons. As Keene Pride writes, "While we may not have control over state or national legislation, our city can be a beacon of hope and support to those who feel threatened and unwelcome."

We wholeheartedly support the goals of this petition: a public declaration that ours is a compassionate community that values *all* its citizens. By this act, Keene will assure our LGBTQ+ community members that they are free to live openly, authentically, safely, and justly without fear of discrimination or harm.

Thank you for your support of this initiative.

Rev. Cynthia E. Bagley, Senior Minister
Carl Allen and Frederick Zecha, Council Chairs
The United Church of Christ in Keene
23 Central Square
Keene, NH 03431
603-352-4136

Rev. Cynthia E. Bagley
Carl Allen
Frederick Zecha

THE UNITED CHURCH OF CHRIST IN KEENE

Open and Affirming Statement

(Passed June 12, 2011)

The United Church of Christ in Keene is a diverse faith community striving to understand and follow the teachings of Jesus Christ. We honor human relationships that are grounded in love, commitment, mutual respect, trust, and fidelity. We recognize our responsibility to make it possible for everyone to participate in our worship life. We rest secure in the knowledge that God's love is for everyone.

With God's help and grace, we covenant to welcome and support all people, including those of every race, ethnicity, ability or disability, sexual orientation, gender identity, age, political opinion, and marital and economic status. We declare our openness to and affirmation of all people.

23 Central Square, Keene, New Hampshire 03431



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.4.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Attorney Thomas R. Hanna

Through: Terri Hood, City Clerk

Subject: **BCM Environmental Land Law, PLLC - Request for City's Contribution to Monadnock Conservancy for Drainage Replacement at 0 Ashuelot Street**

Council Action:

In City Council June 19, 2025.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

Attachments:

1. 2025-06-17 Hanna letter to Keene City Council with attachments

Background:

Attorney Hanna, representing Monadnock Conservancy, is requesting the City Council authorize the allocation of \$234,845 to pay for the portion of the Conservancy's site work relating to drainage replacement and installation of a flood compensation swale on property located at 0 Ashuelot Street. The property owner, JRR Properties, LLC, is donating one acre of this 3 1/2 acre parcel to the Conservancy, and the remaining 2 1/2 acres to the City for use as a city park and playground.

June 17, 2025

VIA HAND DELIVERY AND ELECTRONIC SUBMISSION

Keene City Council
Attn: Terri M. Hood, City Clerk
3 Washington Street
Keene, New Hampshire 03431

**Re: City's Contribution to Monadnock Conservancy For Drainage Replacement
at 0 Ashuelot Street**

Dear Mayor Kahn and City Councilors:

My firm represents the Monadnock Conservancy in connection with the Conservancy's construction of new headquarters at the northeast corner of 0 Ashuelot Street. The property is part of a 3 ½-acre parcel owned by JRR Properties, LLC, which is donating one acre to the Conservancy and the remaining 2 ½ acres to the City for a city park and playground.

As part of its project, the Conservancy is collaborating with the City to replace the City's aged stormwater drainpipe that runs in a north/south direction through the entire site. (See attached "Two Lot Subdivision" plan, which received final approval from the Keene Planning Board on May 27, 2025). The collaboration involves substituting the northerly half of the City's stormwater drainpipe with a flood compensation swale and replacing the remaining stormwater drainpipe itself to the south end of the site. The idea for accomplishing the dual objectives of the City (replacement of its drainage pipe) and the Conservancy (flood compensation swale) was mostly the brainchild of Public Works Director Donald Lussier.

The swale will perform the function of the underground pipe by conveying stormwater drainage to the point where water will join the newly replaced drainpipe. The Conservancy has contracted to do all of the work at a cost of \$269,000, and the City will contribute a substantial portion of the cost.

The specific purpose of this letter is to request that the City Council confirm the amount to be paid to the Conservancy for the site work and officially authorize the work. The Conservancy requests a contribution in the amount of \$234,845 for the Conservancy's work. The remainder of this letter will explain the derivation of this figure.

At a meeting in December 2024, attended by Don Lussier, City Attorney Amanda Palmeira, former City Attorney Tom Mullins, Conservancy President Peter Hansel, Conservancy

engineer, Liza Sargent, and Tom Hanna, Don Lussier stated that the amount set aside by the City to be paid to the Conservancy, was \$230,000. That is the amount that the Conservancy budgeted and has relied as being paid by the City for the Conservancy to accomplish the work that the City would have otherwise expended to replace the stormwater drainpipe.

In May of this year, it was pointed out that the City's FY21 -FY27 Capital Improvement Program (CIP) actually budgeted only \$201,400 . (See attached City chart entitled "Flood Management Projects.") However, in his May 16, 2025 email to me, Don Lussier explained that the City's "normal practice is to assume 3% annual inflation to the year of construction." The CIP budget included this rate of inflation but assumed the work would be performed in 2021. Don's email continued as follows:

"If we apply the same inflation factor from 2019 to 2025 (6 years), the inflated total would be \$226,750. However, we've had several years of higher than normal inflation. If we look at the Engineering News Record "Construction Cost Index" for that period of time, costs have increased 23.7%. That would bring our original estimate to **\$234,845.**" (I am quoting from Don's email with his permission, and he indicated that he is willing to share his inflation estimates with the council committee.)

Based on the foregoing and the amount that the Monadnock Conservancy has relied on since December, the Conservancy believes that the fair amount to be paid to the Conservancy for its 2025 site work should be \$234,845. We request that the City Council allocate that amount for the portion of the Conservancy's site work that relates to replacing the drainage function of the stormwater drainage. In addition, we request that the City Council formally authorize payment to the Monadnock Conservancy for completion of the project.

We look forward to answering questions about this request, and we expect that Don Lussier will also be available to discuss this with the appropriate Council committee.

Sincerely,



Thomas R. Hanna
hanna@nhlandlaw.com

Enc.

CC: Donald Lussier, Public Works Director
Amanda Palmeira, City Attorney
Peter Hansel, President, Monadnock Conservancy
Amanda Littleton, Executive Director, Monadnock Conservancy

FOR PLANNING BOARD REVIEW
-NOT FOR RECORDING-

Zoning Districts
COM (Commerce)
REQUIREMENTS

MAX HEIGHT	2 STORIES/35'
LOT SIZE	15,000 sf
FRONTAGE	50'
BUILDING SETBACKS	
FRONT	20'
SIDE	20'
REAR	20'
MAX BUILDING COVERAGE	80%
MAX IMPERMEABLE COVERAGE	80%
MIN GREEN/OPEN SPACE	20%

Overlay Districts

Surface Water Protection District:
30' SETBACKS FROM SURFACE WATERS

Easements

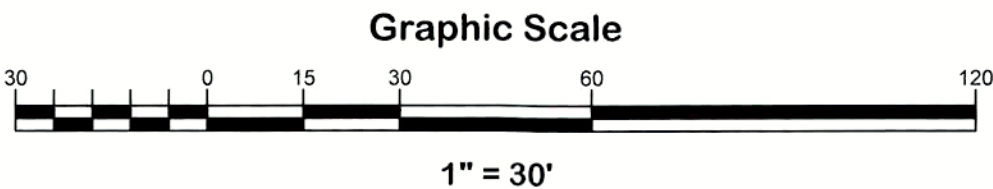
THE SURVEYED PARCEL IS SUBJECT TO THE FOLLOWING RIGHTS AND EASEMENTS:

- THE RIGHT OF THE CITY OF KEENE TO MAINTAIN A DRAINAGE CANAL, COVERED OR ENCLOSED, AS DEFINED IN 489/402 AND AMENDED IN 650/405, 650/456, 654/268 & 655/324. THE DRAINAGE EASEMENT IS SHOWN AND CENTERED ON THE EXISTING DRAINAGE STRUCTURES PER PLAN REF No.1.
- THE SURVEYED PARCEL MAY BE SUBJECT TO RIGHTS RESERVED BY FAULKNER AND COLONY MFG IN 602/181 (NOW CITY OF KEENE) TO:
 - FLOW THE LOW LANDS UP TO AN ELEVATION OF 474± (FLOWAGE)
 - MAINTAIN THE BANK OF THE RIVER. (MAINTENANCE)
 - ENJOY A RIGHT OF WAY OVER THE ROADWAY TO THE EASTERLY BANK OF THE POND. (ACCESS)

THE RIGHTS OF NET&T & PSNH, AND THEIR ASSIGNS, FOR DISTRIBUTION LINES AND APPURTENANCES LOCATED ON OR OVER THE PARCEL. SEE 612/33. THE DEED REFERS TO POLES WITH POLE NUMBERS NOT FOUND ON THE PREMISES BUT DESCRIBED AS BEING NEAR THE SOUTHERLY BOUNDARY LINE OF ASHUELOT COURT. THE POLE ON THE PROPERTY AND WIRES CROSSING AT THE NORTHEAST CORNER OF THE SURVEYED PARCEL HAVE BEEN ASSUMED TO BE THE LOCATION OF THE EASEMENT IN QUESTION.

Symbol Legend

	CATCH BASIN
	DRAIN MANHOLE
	STORM SEWER LINE
	HYDRANT
	WATER VALVE
	CURB STOP
	WATER LINE
	SEWER MANHOLE
	SEWER CLEANOUT
	SANITARY SEWER LINE
	LIGHT POLE
	SIGN
	POST/BOLLARD
	CHAIN LINK FENCE
	TREE LINE
	EDGE OF PAVEMENT
	EDGE OF GRAVEL
	IRON PIN/PIPE
	CAPPED 5/8" REBAR
	CRB SET 3/18/2025
	RAILROAD SPIKE SET 3/18/2025
	FOUND
	SET
	SURVEY STATION
	KEENE ENGINEERING DEPARTMENT
	CHESHIRE COUNTY REGISTRY OF DEEDS
	TAX MAP PARCEL NUMBER
	DEED VOLUME & PAGE

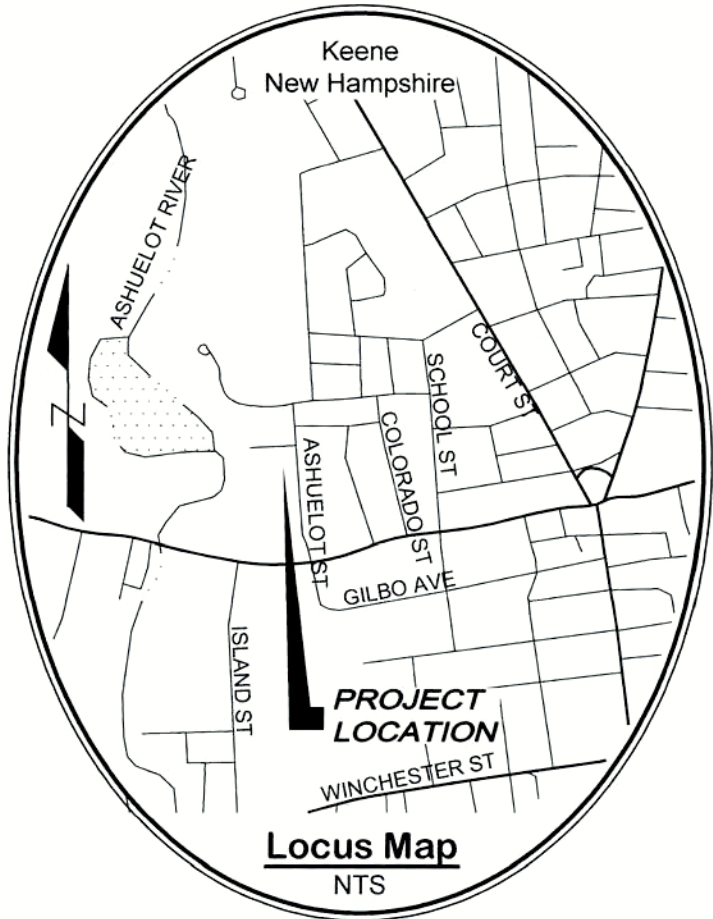


NO.	DATE	REVISION	BY
2	5/14/25	Add proposed Easements	RJH
1	1/8/25	CHANGE PROPOSED LOT NUMBERS	RJH

Plan References

REFERENCES INCLUDE ALL INFORMATION REFERRED TO ON ANY OF THE FOLLOWING PLANS

- ALTA/ACSM LAND TITLE SURVEY OF MAYO TWO, LLC, ASHUELOT STREET PROPERTY, DATED JUNE 2004; BY ROGER T. MONSELL, CLOUGH HARBOUR & ASSOCIATES LLP (Provided by Client)
- PLAT OF EMILE J. LEGERE SUBDIVISION, ASHUELOT STREET, KEENE, NH, DATED FEBRUARY 28, 1983, BY THOMAS W. FLAVIN (Pb.48 Pg.66 CCRD)
- PART OF FORMER LILLIAN L. COLIVAS PROPERTY OWNED BY JOHN C. CONN & HARLEY M. CHATTERTON, DATED JANUARY 1959, BY ROY K. PIPER. (Pb.10 Pg.12 CCRD)
- PLAN OF CITY DRAINAGE DITCH ON PROPERTY OF FAULKNER & COLONY MFG, DATED NOVEMBER 1935 W.E. FAULKNER Jr. (Pb.8 Pg.48 CCRD)



Notes

- THE BEARINGS SHOWN ON THIS PLAN ARE BASED ON A MAGNETIC OBSERVATION PER PLAN REFERENCE NO.1 AND SERVE ONLY TO DEFINE ANGULAR RELATIONSHIPS.
- THE BOUNDARY LINES SHOWN ON THIS PLAN WERE CALCULATED FROM BOUNDARY EVIDENCE AND CONTROL SHOWN ON PLAN REFERENCE NO.1. AND FOUND DURING THE FIELD SURVEY. A BOUNDARY SURVEY WAS NOT PERFORMED.
- TOPOGRAPHY SHOWN ON THIS PLAN IS FROM AN ACTUAL FIELD SURVEY BY HUNTLEY SURVEY & DESIGN, PLLC PERFORMED DURING THE MONTH OF MAY, 2021, SUPPLEMENTED BY POINT CLOUD DATA OBTAINED FROM NH GRANIT FOR AREAS OUTSIDE THE IMMEDIATE SURVEY LIMITS. THE VERTICAL DATUM IS NAVD 88 OBTAINED BY CONVERTING THE NGVD 1929 BENCHMARKS INDICATED ON PLAN REFERENCE No.1. CONTOUR INTERVAL IS ONE (1) FOOT.
- THE PARCEL SHOWN IS PARTIALLY WITHIN IN ZONE AE, A FEMA SPECIAL FLOOD HAZARD AREA WITH AN ANNUAL 1% CHANCE OF FLOODING, PER FEMA FIS 33005CV001A, SHEET 20P, CROSS SECTIONS BR & BS, ALSO AS SHOWN ON FEMA FLOOD PANEL 33005C0268E, EFFECTIVELY DATED MAY 23, 2006. THE FLOOD HAZARD (100 YEAR FLOOD) ELEVATION IS 474.8' NADVD88. THE 10 YEAR FLOOD LINE HAS BEEN INTERPOLATED FROM THE SAME FIS CROSS SECTIONS TO BE 473.7.
- WATER ELEVATION AT SHORE OF ASHUELOT RIVER IN THE SURVEYED AREA ON JUNE 18, 2024 WAS APPROXIMATELY 471.4'
- JURISDICTIONAL WETLANDS WERE DELINEATED BY HUNTLEY SURVEY & DESIGN DURING THE MONTH OF AUGUST, 2024 USING THE THREE PARAMETER APPROACH DESCRIBED IN TECHNICAL MANUAL Y-87-1, THE CORPS OF ENGINEERS 1987 WETLAND DELINEATION MANUAL AND SUPPLEMENTED BY THE JANUARY 2012, REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL, NORTHCENTRAL AND NORTHEAST REGION U.S. ARMY CORPS OF ENGINEERS, V.2.
- THE PROPOSED LOTS WILL BE SERVICED BY MUNICIPAL SEWER AND WATER.
- UNDERGROUND UTILITIES, STRUCTURES AND FACILITIES HAVE BEEN PLOTTED FROM DATA OBTAINED FROM FIELD SURVEY OF SURFACE LOCATIONS & INFORMATION SHOWN ON PLAN REFERENCE No.1 THEIR EXISTENCE MUST BE CONSIDERED APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITIES THE EXISTENCE OF WHICH ARE NOT KNOWN. THE SIZE AND LOCATION OF ALL UTILITIES AND STRUCTURES MUST BE VERIFIED PRIOR TO ANY AND ALL CONSTRUCTION. CALL DIG-SAFE PRIOR TO ANY CONSTRUCTION.
- A. WASTEWATER SEWER LINES AND STORM SEWER LINES ARE SHOWN FROM LOCATION OF SURFACE STRUCTURES AND MEASURED INTERVALS.
- B. WATER LINES ARE SHOWN FROM LIMITED DATA OBTAINED FROM CITY GIS AND A SINGLE SURFACE STRUCTURE.
- C. GAS LINES ARE SHOWN FROM TIES AND GIS DATA OBTAINED FROM LIBERTY GAS.
- D. SUBSURFACE ELECTRIC LINE LOCATIONS WERE NOT INVESTIGATED OR MARKED OUT BY THE PROPER AUTHORITIES, AND IF THEY EXIST, ARE NOT SHOWN.

Owner Certification

WE CERTIFY THAT WE ARE THE CURRENT OWNERS OF THE TRACTS SHOWN HEREON AND THAT I APPROVE OF THE SUBDIVISION.

Thomas R. Flavin 5-16-25
OWNER'S SIGNATURE DATE
manager

OWNER'S SIGNATURE DATE

APPROVED BY THE KEENE PLANNING BOARD	
BY	CHAIRMAN
AND	SECRETARY
ON 5-30-25	

Surveyor's Certification

PURSUANT TO RSA 676: 18 III and RSA 672: 14, I CERTIFY THAT THIS SURVEY AND PLAT WERE PRODUCED BY ME OR THOSE UNDER MY DIRECT SUPERVISION FROM A TOTAL STATION AND DATA COLLECTOR TRAVERSE THAT MEETS OR EXCEEDS NH LAN 500 AND THE ALLOWABLE RELATIVE POSITIONAL ACCURACY FOR URBAN AREAS AS REQUIRED BY THE STATE OF NEW HAMPSHIRE IN TABLE 500.1, "ACCURACY MEASUREMENTS, LOCAL ACCURACY OF CONTROL SUPPORTING THE SURVEY," AND IS BASED ON INFORMATION RECORDED AT THE CHESHIRE COUNTY REGISTRY OF DEEDS AS REFERENCED HEREON. INFORMATION PROVIDED BY THE CLIENT AND PHYSICAL EVIDENCE FOUND.



Two Lot Subdivision
LAND OF
JRR Properties LLC
located at
Tax Map Parcel No. 567-001
0 Ashuelot Street, Keene, Cheshire County, New Hampshire
Book 2805, Page 630

Scale 1"= 30'

Surveyed 05/2021 Plan prepared 10/31/2024
Project No. H24-007 Cad File No. H20-007 Subd.dwg

Huntley Survey & Design, PLLC

NH & VT Land Surveying, Wetlands & NH Septic System Design
659 West Road, Temple, NH 03084 (603) 924-1669 www.huntleysurvey.com

FINAL

FLOOD MANAGEMENT PROJECTS

The table below outlines approximate priorities and costs for planned flood management projects.

Street	Objective and Scope of Work	2019 estimated cost ⁽²⁾	Planned Construction year	Inflation adjust. (3% per year)	Construction year estimated cost**
Roxbury Street ⁽¹⁾	Reduce localized street flooding in the Vernon St. / Elm St. area. Replace the existing brick drainage pipe along Roxbury St. between Central Sq. and Beaver Brook with a larger-diameter pipe.	\$868,757	2021	\$52,907	\$921,700
Ashuelot Street	A private developer plans to expand the Ashuelot River Park into the empty parcel between the existing park and Ashuelot St. The City drainage pipelines under this parcel are undersized and in poor condition. This project will increase the capacity of these pipes and allow park development to proceed.	\$189,869	2021	\$11,563	\$201,400
Carpenter Street / Church Street	Reduce localized street flooding in the Church St. area. Construct a new larger-diameter drainage pipe between Beaver Brook in Carpenter Park, then along Carpenter St. to Church St. Phase 1 of several phases in this neighborhood.	\$657,428	2022	\$60,961	\$718,400
Gilbo Ave ⁽³⁾	Replace deteriorated corrugated metal pipes between Main St. and School St. Work planned in preparation for the Arts Corridor revitalization project.	\$562,986	2022	\$52,204	\$615,200
Central Square	Reduce localized street flooding on Court St. and side Streets from Central Sq. to Mechanic St. Replace the existing drainage pipe along Central Sq. between Court St. and Roxbury St. with a larger-diameter pipe.	\$441,048	2023	\$55,355	\$496,400
Main Street	Reduce localized street flooding on Main St. Replace the existing 8" clay drain pipe between Eagle Ct. and Water St. with a larger-diameter pipe.	\$322,881	2023	\$40,524	\$363,400
Key Road	Existing 48" diameter corrugated metal pipe that crosses Key Rd. has deteriorated in several locations and is causing roadway sinkholes. Replace the existing pipe and repair the roadway.	\$86,099	2024	\$13,713	\$99,800
Charles Street	Reduce drainage issues to properties west and downhill of Charles Street. Extend a new drainage pipe from George St. along Charles St.	\$132,295	2024	\$21,071	\$153,400
Court Street	An existing stone and corrugated metal drainage pipe underneath the roadway between Evergreen Ave. and Windsor Ct. has deteriorated in several locations and is causing undermining of the roadway and a critical water main. Replacement is difficult due to limited access and traffic control. Replace the existing deteriorated pipe using trenchless technology.	\$200,000	2026	\$45,975	\$246,000
Probate Street / Church Street	Reduce localized street flooding in the Church St., Probate St., and Roxbury St. area. Replace existing drain pipe with a larger-diameter pipe along Church St. and Probate St. between Carpenter St. and Roxbury St. Phase 2 of several phases in this neighborhood.	\$600,326	2026	\$137,999	\$738,300
Edwards Street / Church Street	Reduce localized street flooding in the Church St., Edwards St., and Roxbury St. area. Replace existing drain pipe with a larger-diameter pipe along Church St. and Edwards St. between Carpenter St. and Roxbury St. Phase 3 of several phases in this neighborhood.	\$522,221	2028	\$159,159	\$681,400
Colonial Drive	Reduce localized street flooding. Replace existing corrugated metal drainage pipes between Colonial Dr. and the Tenant Swamp behind Keene Middle School.	\$350,000	2030	\$134,482	\$484,500

Notes:

- 1) Funding for the Roxbury Street Project is spread over two years (FY 20 & FY21). Construction will be in FY21.
- 2) All costs include funding for design, construction contingencies, and construction oversight as applicable.
- 3) The costs for this work are included in the "Arts & Culture Corridor - General Fund" project request.



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.5.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Councilor Michael Remy
Through: Terri Hood, City Clerk
Subject: Councilor Remy - Proposed Amendments to Fiscal Year 2026 Operating Budget

Council Action:

In City Council June 19, 2025.

With two in favor and 12 opposed, a motion to amend R-2025-12-B to reflect a reallocation of funds to Arts Alive in General Fund account 521815 from \$500 to \$7,000 and that Outside Agency y Account 521330 for the Keene Senior Center be reduced by \$6,500 failed to carry.

Recommendation:

Attachments:

1. Communication_Remy

Background:

Pursuant to Section 30. of the Council Rules of Order, Councilor Remy is requesting an increase to the Arts Alive allocation in General Fund account 521815 from \$500 to \$7,000, with a corresponding \$6,500 decrease to Outside Agency account 521330 for the Keene Senior Center.

Michael Remy

Councilor At Large
(603) 324-0926
mremy@keenenh.gov

June 12, 2025

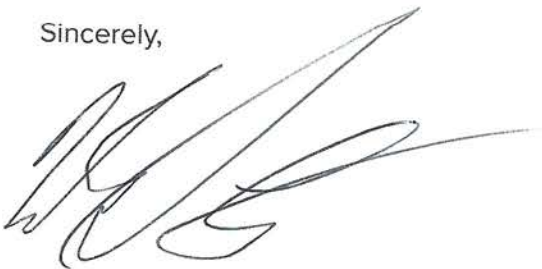
Mayor and Councilors,

To address Arts Alive's funding request at our last meeting and in the interest of having a neutral impact on the budget I would suggest moving \$6,500 from the Keene Senior Center to Arts Alive. While this doesn't give Arts Alive the full \$10,000 that they requested, it gets them much closer at a total of \$7,000. It also brings the Keene Senior Center from the \$16,500 request to be in line with the \$10,000 max funding that the City provides for Community Events.

The Keene Senior Center has an amazing purpose but falls more in line with a social organization than the rest of our Outside Agencies and therefore falling in line with the Community Events limit feels more appropriate.

The Senior Center supports ~400 total members from the information they shared with us and in order to receive any funding from the City a Community Event must expect to serve at least 500 people so we may want to consider if the maximum funding for a Community Event is appropriate, but wanted to offer this letter as a starting point.

Sincerely,

A handwritten signature in black ink, appearing to be 'Michael Remy', written in a cursive style.

Councilor Michael Remy



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.6.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Councilor Laura Tobin
Councilor Robert Williams

Through: Terri Hood, City Clerk

Subject: Councilors Tobin and Williams - Proposed Amendment to Fiscal Year 2026 Operating Budget

Council Action:

In City Council June 19, 2025.

Voted eight in favor and six opposed to amend Resolution R-2025-12-B to increase the Arts Alive allocation in General Fund account 521815 from \$500 to \$10,000.

Recommendation:

Attachments:

1. Communication_Williams/Tobin

Background:

Pursuant to Section 30. of the Council Rules of Order, Councilors Tobin and Williams have submitted the attached request to increase the Arts Alive allocation in General Fund account 521815 from \$500 to \$10,000.

12 June 2025

Keene City Council
3 Washington Street
Keene, New Hampshire 03431

To the Honorable Mayor and City Council,

We propose to amend the budget by increasing the allocation to Arts Alive from \$500 to \$10,000.

Sincerely,



Bobby Williams
City Councilor, Ward 2



Laura Tobin
City Councilor, Ward 4



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.7.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Councilor Bryan Lake

Through: Terri Hood, City Clerk

Subject: **Councilor Lake - Proposed Amendments to Fiscal Year 2026 Operating Budget**

Council Action:

In City Council June 19, 2025.

Voted nine in favor and five opposed to further amend Resolution R-2025-12-B to increase Outside Agency account 521360 for the Keene Community Kitchen from \$110,000 to \$115,000; increase Outside Agency account 521470 for Kh Kids Collaborative from \$12,500 to \$13,000; and increase Outside Agency account 521330 for the Senior Citizens Center from \$16,500 to \$17,750 resulting in a \$6,750 increase in the amount of revenue to be raised by taxation.

Recommendation:

Attachments:

1. Communication_Lake

Background:

Pursuant to Section 30. of the Council Rules of Order, Councilor Lake has submitted a request to amend the Fiscal Year 2026 Operating Budget as follows: increase General Fund account 521815 for Arts Alive from \$500 to \$10,000; increase Outside Agency account 521360 for the Keene Community Kitchen from \$110,000 to \$115,000; increase Outside Agency account 521470 for Kh Kids Collaborative from \$12,500 to \$13,000; increase Outside Agency account 521330 for the Senior Citizens Center from \$16,500 to \$17,750; and that account 580100-Transfer-Capital Reserve be decreased from \$2,295,000 to \$2,285,500.

Bryan Lake
68 Timberlane Dr
Keene, NH 03431

Honorable Mayor Kahn and City Council,

I am requesting that the budget be amended as follows:

521815-Arts Alive be increased from \$500 to \$10,000

521360-OA-Keene Community Kitchen from \$110,000 to \$115,000

521470-OA-Kh Kids Collaborative be increased from \$12,500 to \$13,000

521330-OA-Senior Citizens Center be increased from \$16,500 to \$17,750

580100-Transfer-Capital Reserve be decreased from \$2,295,000 to \$2,285,500

The reduction in support for the arts from our state and federal government is incredibly unfortunate and undermines an important way for our community to communicate, preserve our history, and make our City a vibrant and inviting place to be. The lack of funding from these entities shifts the burden of finding this financial support down to local municipalities and associated property owners. It is my hope that in future years we can regain some of that support. Because this was a sudden and unexpected change in funding, rather than increasing our needed revenue to support this request, I am suggesting that the funds be found through a reduction in our capital reserve which can be seen in the proposed amendments.

For the Community Kitchen, the Kids Collaborative, and the Senior Center, as the proposed funding levels for these organizations was level with the prior year, and past two years for the Senior Center, I am proposing increases for these organizations that are approximately in line with inflation. These organizations provide incredibly important services to our community and are deserving of these funding levels. Because these changes are incremental, I am proposing an increase in the total revenue needed to be raised by \$6,750.

At your service,
Councilor Bryan Lake

A handwritten signature in black ink, appearing to read "Bryan Lake", with a stylized flourish at the end.



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.8.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Councilor Jacob Favolise

Through: Terri Hood, City Clerk

Subject: **Councilor Favolise - Request to Place Keno Question on 2025 Municipal General Election Ballot**

Council Action:

In City Council June 19, 2025.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

Attachments:

1. Communication_Favolise

Background:

Councilor Favolise is requesting that the City Council consider placing a question on the November 4, 2025 Municipal General Election Ballot asking voters if they wish to prohibit the operation of Keno games within Keene. His letter references House Bill 737, which would authorize Keno statewide except in municipalities that have opted out.

June 17, 2025

City of Keene Clerk's Office

3 Washington Street

Keene, NH 03431

To the Honorable Mayor and City Council:

On Tuesday, June 17, 2025, a Senate and House Committee of Conference approved HB 737, which authorizes Keno statewide except in municipalities that have opted out. The final language of the bill makes its effective date June 1, 2027. While the full House and Senate have not yet voted, it appears likely this bill will pass.

Keene voters have repeatedly voted on the question of authorizing Keno and have rejected doing so each time. Given that the state continues to expand when and where Keno can be operated, this could represent a significant change in the community that we have limited control over. At the same time, there could be economic benefits and increased funding for the state Education Trust Fund as a result of new Keno locations. So, in order to allow for robust community discussion and preserve local control on this matter, I request that the City Council place the following question on the ballot at the next regular municipal election: "Shall we prohibit the operation of Keno games within Keene?" and that the Mayor and City Council set a public hearing on this question at least 15 but no more than 30 days before it is to be voted on.

Respectfully,

Jacob Favolise

Ward 1 Councilor





CITY OF KEENE NEW HAMPSHIRE

ITEM #C.9.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Councilor Ed Haas

Through: Terri Hood, City Clerk

Subject: **Councilor Haas - Availability of 2025 Hazard Mitigation Plan and Suggestions Related to Continuity of Operations Planning**

Council Action:

**In City Council June 19, 2025.
Referred to the City Manager.**

Recommendation:

Attachments:

1. Communication_Haas

Background:

Councilor Haas is requesting the 2025 Hazard Mitigation Plan continue to be made available online for public review, and further suggests the City of Keene consider developing Continuity of Operations plans for mapping departmental functions and fulfillment of critical services.

June 17, 2025

City Council
City of Keene
Keene, NH 03431

Re: 2025 Keene Hazard Mitigation Plan and COOPs

Councilors:

The 2025 Hazard Mitigation Plan had been posted on the SWRPC website main page until yesterday. It is still available in other places on their website but is now closed to public comment.

As discussed in the PLD meeting last week, several persons were unaware that the plan was available for review and comment. At that time, several asked that the plan remain available at least through this week. City staff should post it to the City website as soon as possible and advertise appropriately.

The plan is the comprehensive summary of hazards and community communications required for participation in the National Flood Program. It is a good read for anyone who wants to learn more. It sets out proposed mitigation strategies. Most are dependent on capital investment and / or availability of staff time.

There is one recurring strategy that is highly impactful and valuable in multiple ways: Department Continuity of Operations Plans (COOPs). Writing COOPs, also known as business continuity plans, is often a daunting task. However, they are quite simplified if they arise out of a function review: that is, department process flow mapping. Not only is a COOP readily produced, but the real value is identification of efficiencies and elimination of unnecessary redundancies. (Some redundancies are necessary!)

Each City department should have a regular task of mapping their functions and mission fulfillment for the purpose of examination, and produce a simplified COOP. A regular examination of what anyone does in any function is always worthwhile, allowing us to step back and consider the value of what our daily efforts contribute.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Edward Haas". The signature is fluid and cursive, with the first name "Edward" and last name "Haas" clearly distinguishable.

Edward Haas

Councilor-at-Large



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.1.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: Keene Music Festival - Request to Use City Property - August 30, 2025

Council Action:

In City Council June 19, 2025.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends that the Keene Music Festival be granted a street fair license to use downtown City rights-of-way, as well as use of downtown City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the Keene Music Festival on Saturday, August 30, 2025 from 8:00 AM to 11:00 PM, with downtown merchant sidewalk sales permitted in locations where a minimum of six feet of clearance is maintained for pedestrian access. In addition, the applicant is permitted to close off a portion of Railroad Street from Main Street to Wells Street and a portion of Lamson Street from Main Street to Federal Street. This permission is granted subject to the following conditions: the signing of a revocable license and indemnification agreement; that the petitioner provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; and submittal of signed letters of permission from any private property owners for the use of their property. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws, including obtainment of any necessary licensing for the use of intellectual property, and compliance with any recommendations of City staff. The petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 26 Community Events Budget. Said payment shall be made within 30 days of the date of invoicing.

Attachments:

None

Background:

Chair Bosley welcomed the applicant, Keene Music Festival Director, Pablo Fleischmann. Mr. Fleischmann said his annual request was basically the same (as previous years), with the potential for expanding onto some private property, but he said that is unlikely to happen. In general, the event

will be the same footprint, it has been organized entirely by volunteers, and it will be loud from 11:00 AM–9:59 PM. They hope for great weather as always. Chair Bosley said she had personally only heard positive things about the Keene Music Festival and thought the community always has a really great experience.

Chair Bosley requested staff comments. Deputy City Manager, Rebecca Landry, noted that this is one of Keene's longer-standing events and thanked Mr. Fleischmann, as the City was happy to have it back. Ms. Landry reported that the Protocol process had been going well, and everything was in order based on the following:

- Keene Music Festival: August 30, 2025, 11:00 AM–10:00 PM
- Up to 80 bands expected
- Merchant sidewalk sales allowed (but might not happen)
- Road Closures: Portions of Railroad Street and Lamson Street
- Public Works, Police, Fire, and Community Development Departments' teams all met to ensure the requirements were met for food preparation, street closures, barricades, portable bathrooms, etc.

Vice Chair Jones called Mr. Fleischmann wonderful, stating the way he pulls the Festival off is amazing, and thanked him for what he does for the community. Mr. Fleischmann was appreciative.

Chair Bosley asked how this year's 80-plus bands would compare to the 2024 Festival. Mr. Fleischmann replied that the 2025 total would likely be closer to 60–65, which is the same as 2024. Chair Bosley asked if the expansions onto private property mentioned would potentially allow for additional bands. Mr. Fleischmann said that since the Farm Café (at Toadstool Bookstore on Emerald Street) closed, they were looking for another smaller stage, which could add another 8–12 bands. In general, he said it would be the same footprint. Chair Bosley said it is great to keep it simple.

Councilor Haas pointed out that the Farm Café reopened under new management and operation, so he hoped for another stage down Emerald Street.

There were no public comments.

Vice Chair Jones made the following motion, which was duly seconded by Councilor Williams.

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends that the Keene Music Festival be granted a street fair license to use downtown City rights-of-way, as well as use of downtown City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the Keene Music Festival on Saturday, August 30, 2025 from 8:00 AM to 11:00 PM, with downtown merchant sidewalk sales permitted in locations where a minimum of six feet of clearance is maintained for pedestrian access. In addition, the applicant is permitted to close off a portion of Railroad Street from Main Street to Wells Street and a portion of Lamson Street from Main Street to Federal Street. This permission is granted subject to the following conditions: the signing of a revocable license and indemnification agreement; that the petitioner provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; and submittal of signed letters of permission from any private property owners for the use of their

property. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws, including obtainment of any necessary licensing for the use of intellectual property, and compliance with any recommendations of City staff. The petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 26 Community Events Budget. Said payment shall be made within 30 days of the date of invoicing.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.2.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: Keene Elm City Rotary Club - Request to Use City Property - Clarence DeMar Marathon - September 28, 2025

Council Action:

In City Council June 19, 2025.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends that The Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 28, 2025, subject to the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. This license is conditional upon the petitioner providing an adequate number of volunteer race marshals to ensure runner safety along the course, and submittal of signed letters of permission from any private property owners for the use of their property. Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws, including obtainment of any necessary licensing for the use of intellectual property; and compliance with any recommendations of City staff. The petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 26 Community Events Budget. Said payment shall be made within 30 days of the date of invoicing.

Attachments:

None

Background:

Chair Bosley welcomed the applicants, Kristen Leach of 37 Middle Street and Mick Blume of 54 Skyline Drive. Ms. Leach said they were requesting use of City property for the annual Clarence DeMar Marathon. Chair Bosley recalled that after Covid, it took time for all of the associated marathons to return and asked if all would be happening this year. Ms. Leach said yes, the Marathon, Half Marathon, Kid's DeMar (650 children were registered), and Super Senior DeMar would all be happening.

Chair Bosley requested staff comments. Deputy City Manager, Rebecca Landry, explained that the

Full and Half Marathons begin outside of Keene, but the Super Senior and Kids DeMar start in Keene and comprise the last 1.2 miles of the course. The Deputy City Manager appreciated how well organized this event had been, saying they thought of everything, with so many volunteers, officials, and experts involved to ensure it is a safe event, so that all can participate to whatever extent desired. She thanked them for the tremendous coordination. Deputy City Manager Landry noted Police and Fire would ensure safety protocols are in place, in addition to medical services and equipment ready at various locations, which is necessary for people running in adverse or extreme weather conditions. The City was grateful for the community spirit of this event.

Vice Chair Jones recalled, according to Runner's World Magazine, this being rated one of the top five race events in New England. Mr. Bloom said that was correct. Vice Chair Jones said that was a special honor and the City was proud the DeMar Marathon was a part of it. Ms. Leach and Mr. Bloom were appreciative.

The Deputy City Manager added that the City would close the Dog Park and Disc Golf Park during the Marathon as well.

Councilor Haas noted that he would be volunteering for this year's event and wondered who among his fellow Councilors or City staff would be as well. Vice Chair Jones raised his hand; he and Councilors Williams both noted that they were long-term members of the cheering section, which Ms. Leach said is necessary. Chair Bosley might run with her kids, adding it is always great to see the town and businesses come together (e.g., handing out water).

There were no public comments.

Councilor Williams made the following motion, which was duly seconded by Vice Chair Jones.

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends that The Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 28, 2025, subject to the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. This license is conditional upon the petitioner providing an adequate number of volunteer race marshals to ensure runner safety along the course, and submittal of signed letters of permission from any private property owners for the use of their property. Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws, including obtainment of any necessary licensing for the use of intellectual property; and compliance with any recommendations of City staff. The petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 26 Community Events Budget. Said payment shall be made within 30 days of the date of invoicing.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.3.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: **Councilor Jones - Request for Resolution (Declaration) Honoring the LGBTQIA+ Community**

Council Action:
In City Council June 19, 2025.
Report filed as informational.

Recommendation:
On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends that the Request for a Declaration Honoring the LGBTQIA+ Community be accepted as informational.

Attachments:
None

Background:
Chair Bosley welcomed comments from Councilor Jones, who noted this was asked of him because he wrote the original Declaration that passed in August 2021. He said one of the community members rightfully wanted to see it updated; the Councilor said these were different times. So, he and Mayor Kahn met with Keene Pride and had two meetings with the City's Human Rights Committee to gather lots of input. Councilor Jones explained that he recommended accepting this item as informational. Then, he would introduce a new document at the June 19, 2025 Council meeting based on language from Keene Pride and the Human Rights Committee that the Councilor thought was more acceptable and open.

Councilor Williams said he heard controversy that the City could not use the word "diversity" in its statement and asked if that was true. Vice Chair Jones replied that the City could use any word it wanted in the end, as it would be the City Council's document. He explained that there were some people saying that the State of NH was opposed to using the word "diversity" but that did not mean the City could not use it, and it would be up to this PLD Committee to ensure the wording the City wants is in the Resolution. Councilor Williams said diversity, equity, and inclusion are very important to the City of Keene, so he would be unwilling to sign anything omitting that reference. He hoped to come up with language including everything, and Vice Chair Jones said he thought they would.

Councilor Haas asked if concerned citizens could submit letters of comment on the new document. Chair Bosley said yes, but those letters would not be available to the Council until Vice Chair Jones' new submission is officially provided to the Council in the June 19, 2025 agenda packet. Then, Chair Bosley assumed the matter would likely be referred back to this Committee, when members of the public could submit written statements and come speak.

Chair Bosley opened the floor to public comments.

Anne Farrington of 38 Red Oak Drive spoke in opposition to the proposed resolution but given the potential for new wording, she would wait to speak on it. She read a letter on behalf of her friend, Tom Savastano of Winter Street:

"Dear Planning, Licenses and Development Committee, I'm writing to express my opposition to the proposed resolution honoring the LGBTQIA+ community on the agenda tonight and reported in the 04/09/25 meeting minutes. Our City government has already run fairly on pluralistic principles. For example, all groups are provided the same opportunity to use public spaces as long as they follow the guidelines that are applied to everyone—dot the Is and cross the Ts on the applications, provide the insurance, satisfy any necessary committee review, and you'll be given the opportunity to have an event. It's predictable and fair. Exactly what everyone should expect. I don't believe it's fair to single out particular identity groups for special honor, however well-intentioned it might seem. City government should just continue treating everyone equally and fairly, without straining to recognize specific groups. Statements verbally celebrating or creating special recognition or status for a particular group go too far and ultimately distract from the necessary duties of local government to all of its citizens. Thank you for your consideration, Tom Savastano."

Anthony Ferrantello of 84 Woodland Avenue asked the Committee to rescind what he called this ill-advised proposed resolution, stating it gave the impression of creating a privileged, protected class of sexual categories of people that provides a benefit only to them. He said the role of representative government is equal treatment under the law, not to favor only one specific group. Mr. Ferrantello thought the Committee would not be surprised to hear that there were other competing groups in the community with vastly different worldviews who did not take kindly to being forced into compliance, acceptance, and celebration of what he called the favored group's ideology and worldview. He stated his understanding that this PLD Committee was established to handle matters relating to land use, code enforcement, economic development, housing permits, licensing, planning, and zoning. As a retired architect, Mr. Ferrantello was familiar with those matters, but as a PhD candidate in organizational leadership, he failed to see how this proposed resolution fit under any one of those matters; if it did not fit, he suggested the Committee may be overreaching its authority. Mr. Ferrantello stated that the U.S. was in a culture war with this honorific gesture, the Committee would be contributing to more division in the culture war based on matters the Committee was not established to handle. He said the Committee should exercise care and foresight before giving incentives to identify special groups, because he thought that more often than not, special groups get energized to discriminate against those who think differently. Mr. Ferrantello said these cases exist in various U.S. cities and countries such as the U.K., Canada, Sweden, Australia, and others. To that end of exercising care and foresight, he asked the Committee to stay in its lane, rescind this ill-advised proposed resolution and reduce its ability to cause harm, and focus on its delegated tasks and fostering equality of life for all Keene residents under the law.

Jodi Newell of 32 Leverett Street spoke in support of a resolution that includes LGBTQIA people. She did not think this was about extending special privileges or changing anything about the way the City

of Keene operates. She said it would let people who are directly and explicitly under attack right now know they are welcome in this community. Ms. Newell said she came to speak because she heard that “diversity, equity, and inclusion” was being taken out, but she was happy that it might be reconsidered.

John Schmidt of 31 Green Acres Road did not know what exactly was in the proposed resolution but stated that if it was honoring this LGBT movement he was “dead against it.” Mr. Schmidt stated his agreement with past psychological assertions that this kind of behavior is a mental illness. Mr. Schmidt stated: “They don’t need encouragement. They don’t need being honored. As a Christian myself, I find this behavior an abomination. We have to tolerate them, I understand that, but we don’t have to encourage them. We don’t have to give them honors for their behavior. I don’t know if you know much about the Bible, but God destroyed Sodom and Gomorrah because of these types of behaviors. So, you’d be going against God when you make a statement honoring this type of behavior. Good luck with that. If you do want to honor somebody, let’s honor somebody that contributes to society and has babies. How about we honor parents that raise kids? There’s very few kids coming out of this LGBT movement.”

Mayor Jay Kahn wanted to bring down the temperature in the room. He thought Councilor Jones’ and the Human Rights Committee’s intentions were to update the welcoming statement the City Council embraced in 2021. The Mayor acknowledged that times had changed and Councilor Williams feelings that some words are very important ways of conveying the purpose of the 2021 statement. Mayor Kahn said it would be up to this Committee to wrestle with whether there are better words for a 2025 statement that reflects the welcoming intent embraced in 2021 that respects people of all kinds of classes. The Mayor hoped people with varying beliefs would come together and recognize there is a way to express ourselves and our welcoming intent to all people who wish to be active participants in our community.

Merrick Finn of 48 South Street said he wanted to make a simple comparison statement. He stated that everyone needs to be welcomed, and everyone needs to be involved—that is who we are. He said the City would present that everyone is welcome and needs to be loved because it is the best foot forward. Mr. Finn felt the question of honor was a different level. He referred to the word *honor* in Webster’s dictionary, “a good name or public esteem (reputation); a showing of usually merited respect (recognition); a person of superior standing, now used especially as a title for a holder of high office; one who’s worth brings respect of fame (credit); evidence of or symbol of distinction.” Mr. Finn referred to objective standards of valuing someone with an honor, citing objective standards in music, art, entertainment, and business because—he said—there are people who have credible merits contributing to the culture of society. Mr. Finn stated that a person could make the choice to be LGBTQ or not—“I could do that”—so, it should not be honored. He suggested honoring families or small groups, not the City honoring classes of sexual orientation or ideology, calling it completely unheard of, and stating there is “no place of honor here for that.” Still, Mr. Finn said there is a welcoming place of love in Keene that he supports, but not for this honor that he called a different caliber of merited distinction.

David Morill of Mechanic Street—member of the Human Rights Committee—said he expected to make minor suggestions to the proposed resolution language but would await the new document to review. Otherwise, he expressed appreciation for the desire to update, improve, and strengthen the 2021 Declaration.

Chair Bosley thought the Committee’s and public’s comments made clear that the semantics of the

proposed resolution would really matter, including individual words. She said Vice Chair Jones had worked hard to develop a good starting point for conversation, and Chair Bosley was excited to see the next proposal to work on something that fits the community altogether.

Vice Chair Jones made the following motion, which was duly seconded by Councilor Williams.

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends that the Request for Resolution (Declaration) Honoring the LGBTQIA+ Community be accepted as informational.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.4.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: 2025 Hazard Mitigation Plan

Council Action:

In City Council June 19, 2025.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommend the City Council adopt the 2025 Hazard Mitigation Plan and that the City Manager be authorized to do all things necessary to execute the Plan.

Attachments:

None

Background:

Chair Bosley welcomed the City's Emergency Management Administrator, Kürt Blomquist, for a presentation on the City's Hazard Mitigation Plan Update 2025. He began by displaying photos of past hazard events in Keene as reminders. In addition to reviewing the updated process and features of the new Plan, the presentation was set up to present per the FEMA guidelines. He said he would conclude by asking the Committee to recommend that City Council adopt the Plan. Mr. Blomquist proceeded with his presentation.

A Hazard Mitigation Plan (HMP) is a locally developed document that identifies potential natural and manmade disasters—referred to in the past as “threats” and now referred to as “events.” The HMP assesses vulnerabilities, performs risk assessments, and outlines long-term strategies for how to reduce the threats of future disasters to the community. The HMP is required to be updated every five years. It is also required to receive certain Federal Emergency Management Agency (FEMA) funding. The plans became a requirement in the early 2000s, and the City has been doing HMPs every five to six years since 2005. The components of HMPs: Hazard Identification and Vulnerability Analysis (looking at events the City is most subject to), Critical Facilities (Community Life Line) Identification & Risk Assessment (identifying the critical risks City facilities are subject to), Mitigation Strategy Development & Actions, Implementation Plan, and Monitoring Plan.

Next, Mr. Blomquist outlined the process to update the City's HMP through the City Manager's office:

1. Established a Planning Team:
 1. Deputy City Manager, Fire Chief, Police Captain, Assistant Public Works Director, GIS Coordinator, Code Enforcement Officer/Flood Plain Manager, Parks and Recreation Director, Emergency Management Administrator, and Cheshire Medical Center Manager of EMS and Emergency Management. Southwest Regional Planning Commission was the contractor assisting on the update.
 2. The Planning Team met four times to review various activities and portions of the Plan updates between January and end of April 2025.
2. Public Workshop: February 27, 2025 at Heberton Hall.
 1. A two-hour workshop that has sparse attendance from the public. Focused on (1) disasters that attendees were concerned about, (2) things the City can do to address those disasters, and (3) what the City is more at risk of.
3. Community survey taken using the City's FlashVote tool.
 1. 262 community members participated, providing helpful data indicating concerns. Results could be made available to the Council.
4. Discussions with:
 1. Information Technology Director on cybersecurity.
 2. Assistant Public Works Director – utilities on emerging contaminants (particularly for water and wastewater areas).
5. Draft HMP made available for a public comment period on the Southwest Regional Planning Commission website (SWRPC; having the HMP available on their website is a part of their contract for hosting the Plan) from May 14, 2025–June 13, 2025.
 1. Hard copy at the Public Works Department.
 2. Will eventually be published on the City of Keene website.
6. Second Public Meeting (two required) – Planning, Licenses and Development Committee meeting of June 11, 2025.
 1. Mr. Blomquist welcomed public comments and questions.
7. City Council adoption of HMP – June 19, 2025
8. FEMA review and approval.
 1. 60–90 days to process and provide feedback.

Mr. Blomquist continued, outlining the draft HMP:

- Community Profile
 1. Describes Keene, provides statistics about the community
- Planning Process – Description on how the Plan was updated.
- Risk Assessment
 1. Includes review of past natural and technological hazards/threats
 2. Identification of Community Assets/Critical Facilities and their vulnerability
 3. Identification of natural and man-made hazards/threats and ranking
- Capability Assessment
 1. Evaluation of existing resources (to address threats)
 2. Integration of other plans (to help implement the Mitigation Plan)
- Mitigation Strategies
 1. Identified Hazard/Threat types, identified what types of actions can be taken to reduce impacts

2. Ranking of mitigation strategies
3. Update/status on previously identified mitigation strategies (from 2018)
4. Action plan for proposed mitigation strategies: the who, when, and how

Next, Mr. Blomquist reviewed the Risk Assessment portion of the HMP in more detail, noting there was a shift from Critical Assets/Facilities and their vulnerabilities to what were now referred to as “Critical Lifelines.” He showed a table listing Community Lifelines and associated Assets:

Community Lifelines:

- **Safety & Security** – Law Enforcement/Security, Fire Service, Search and Rescue, Government Service, Community Safety
- **Food, Hydration, Shelter** – Food, Hydration, Shelter, Agriculture
- **Health and Medical** – Medical Care, Public Health, Patient Movement, Medical Supply Chain, Fatality Management
- **Energy** – Power Grid, Fuel
- **Communications** - Infrastructure, Responder Communications, Alerts Warnings and Messages, Finance, 911 and Dispatch
- **Transportation** – Highway/Roadway/Motor Vehicle, Mass Transit, Railway, Aviation, Maritime
- **Hazardous Materials** – Facilities, HAZMAT, Pollutants, Contaminants
- **Water Systems – Potable Water Infrastructure, Wastewater Management**

Assets:

- **P (PEOPLE)**: residents, workers, visiting populations and socially vulnerable populations like seniors, individuals with disabilities, lower-income individuals, etc.)
- **S (STRUCTURES)**: like community centers, historic places, planned capital improvement)
- **E (ECONOMIC ASSETS)**: Major employers, primary economic sectors, key infrastructure like telecommunications networks)
- **N (NATURAL, HISTORIC & CULTURAL RESOURCES)**: Areas of conservation, beaches, parks, critical habitat)
- **CF (CRITICAL FACILITIES & INFRASTRUCTURE)**: Hospitals, law enforcement, water, power)
- **CA (COMMUNITY ACTIVITIES)**: Major local events such as festivals or economic events like farming or fishing)

Mr. Blomquist showed an example of a Risk Assessment—what are the threats/disasters with the potential to impact the community? The Planning Team assessed those threats from the perspectives of human, property, and business impact probabilities—meaning the particular chances of the threats happening—the severity if they were to occur, and the risk. Each area was scored between 1–5 (low–high) for human, property, and business impacts to assess vulnerabilities.

Next, Mr. Blomquist described the list of Natural and Human Caused Hazards/Threats to the City identified in the HMP (listed highest-to-lowest threat):

Natural Hazards/Threats:

- Flooding
 - With 5–6 watersheds in the City, and Keene in a valley, this was reflected in the Community survey.
- Tornado/Downburst/Extreme Wind
 - Emerging threat
- Extreme Heat/Temperature
 - With climate change, especially in evening hours.
- Lighting Strikes
- Severe Winter Weather
- Drought
- Wildfire
- Earthquake
- Infectious Disease
 - Added post-Covid. Includes Measles, H1N1, Bird Flu, etc.
- Dam Failure
 - 55 high hazard dams & multiple private dams
- Erosion/Landslide
 - In the hillsides, and combined with flooding, especially if those areas are developed.
- Solar Storms & Space Weather
- Unique and related to telecommunications disruptions

Human Caused Hazards/Threats:

- Cyber Event
 - City staff hear about this a lot as society becomes more connected
- Known and Emerging Contaminants
 - (e.g., PFAS)
- Hazard Materials (Transport)
 - Rts-9/10/12/101 intersect, with chance of incident
- Utility Interruptions
- Hazardous Material (Fixed)
- Urban Fire
- Aging Infrastructure
- Armed Attack (assault, sniper, vehicle, etc.)
- Biological Terrorism
- Terrorist Attack (Lone Wolf, vehicle, WMD, drone, etc.)
- Civil Disorder
- Radiological
 - Particularly from staff's perspective because Vermont Yankee was active in Vernon and still maintains spent fuel rods in cast dry storage.

The next section of the HMP is the Capability Assessment, which is an evaluation of existing resources. For example, Mr. Blomquist highlighted the following four existing programs, but there were eight pages of others listed in the HMP:

1. Emergency Operations Plan (2016) – Multi-hazard protection. Average effectiveness (historic performance). To be updated in the next three years.
2. Zoning Ordinance – Multi-hazard protection. Average effectiveness. Portions of the Zoning Code were updated in 2025, but staff time is a barrier.
3. Building Code – Multi-hazard protection. Average effectiveness. Currently under 2021 ICC Building Codes updated on July 1, 2024.
4. Fire Code – Excellent effectiveness. National Fire Protection Association (NFPA) Codes updated in 2024.

The Capability Assessment integrates other plans, like the Capital Improvement Program (CIP), Comprehensive Master Plan, Zoning Ordinance and Development Regulations, City of Keene Housing Needs Assessment and Strategy, and annual Operating Budget. Integration helps minimize impact on future CIPs, recover quickly from disasters, etc.

Mr. Blomquist described the next section of the HMP, the Mitigation Strategy. The Planning Team reviewed existing Mitigation Strategies (2018) and identified new Strategies to address evolving risks, analyzed and ranked the Mitigation Strategies (scored them), updated 2018 actions (complete, ongoing, etc.), and developed an Implementation schedule (who, when, and how). Next, Mr. Blomquist showed a table, demonstrating the process the Planning Team went through for each Hazard type to identify: Prevention, Property Protection, Emergency Services, and Public Information. He provided the example of a Drought Hazard: Prevention –Implementation of the Climate Change Adaptation Plan; Property Protection – Water Emergency Plan; Emergency Services – Develop Water Distribution Plan for Low Pressures & Rural Areas; Public Information – Provide information to residents on water conservation/drought resistant landscaping and/or rain gardens.

The next section of the HMP is the Planning Team's ranking of the Mitigation Strategies based on whether they would be socially acceptable to community, technically possible, have a low administrative burden, be politically acceptable, legally authorized, economically beneficial, and environmentally sound. Natural Hazards were ranked on a scale of 1–5 (1: Very Low, 2: Low, 3: Medium, 4: High, 5: Very High) and Human Caused Hazards were ranked on a scale of 1–3 (1: Low, 2: Medium, 3: High). Mr. Blomquist showed a sample ranking chart for multiple Hazards and Mitigation Strategies. He explained that some things scored high but were addressed through certain City actions. The Planning Team also reviewed previous Mitigation actions from the 2018 HMP: Who (leadership), Status (started/not started), and discussed status/progress.

Mr. Blomquist described the final section of the HMP, the Implementation Plan, which uses the highest-ranked Mitigation Strategies to provide the who, when, and how. He provided an example listing from the Implementation Plan:

- Proposed Mitigation Strategy: Develop & Maintain Continuity of Operations Plan (COOP) for the City Departments.
 1. Score: 26
 2. Priority: High
 3. Hazard(s): Multiple Hazards
 4. Who: Emergency Management Director
 5. When: Mid-Term

6. How: Grants/City Budget, \$30,000

Mr. Blomquist welcomed questions.

Chair Bosley appreciated the book of details and the incredible amount of effort the Planning Team put into the HMP process. She thought of Keene as a safe community, but with the number of community events, she said it takes a lot of manpower to respond to emergencies appropriately. She recalled the Emergency Management Director—especially through Covid—putting a lot of effort into ensuring the City had the proper protections in place. Chair Bosley said it was very important and an obvious reason why the City's various plans are necessary; she called it a team effort. Mr. Blomquist agreed that the City Departments were doing these things across the board even if not at the forefront; Public Works and Community Development Departments, for example, address Hazards throughout all programs they manage—sometimes it is not always obvious, like seeking a grant. Mr. Blomquist agreed with Chair Bosley that a lot of work goes into keeping the community safe.

Councilor Haas thanked Mr. Blomquist and strongly hoped the comment period would be extended through the end of next week (June 20, 2025) or longer because he missed the opportunity so far and imagined others had too. Councilor Haas looked forward to reading the HMP in-depth. He asked if he could draw lines directly from where capital improvements are needed in the HMP to projects listed in the CIP. Mr. Blomquist said it should be possible, adding that within the CIP, departments—particularly Public Works and Parks & Recreation—would often indicate what a project is supporting, like Critical Infrastructure. He said it is an opportunity to ask questions of departments during CIP review. Councilor Haas added, for the next HMP update, that it would be ideal to add references to where parts appear in the CIP. Councilor Haas also asked about the National Flood Insurance Program (NFIP) compliance requiring elevation certificates and asked how many the City had on hand. Mr. Blomquist said he would have to refer to the Community Development numbers but the NFIP elevation certificates had to do with the recently updated FEMA floodplains and properties at different elevations that are at risk of flooding. By requiring someone to demonstrate they are in the floodplain, it provides that property owner with information about their risks. Councilor Haas asked if the City was requiring property owners to produce Elevation Certificates. Mr. Blomquist said only if there was a question about whether the City believed the property was in or out of the floodplain.

Councilor Haas continued, explaining that he would like to see more emphasis on Continuity of Operations Plans (COOP), stating they are not as hard as a full contingency plan or performance plan. He suggested departmental flow charts of activities, identifying needs for continuity of operations, stating it would pay off in efficiencies identified through the effort. He would communicate more with Mr. Blomquist separately. Mr. Blomquist agreed that COOP are critical, noting that a lot more was required because of Covid. He said people may rail against government, but at the end of the day, they want to know that everything is okay if they go to register their car or get their water bill; so, building in that normalcy is what people look for after a particular event and is important for the City. Councilor Haas reiterated his suggestion for departmental flow charts of operations and a COOP to improve efficiencies. He added that it would be great to have dates listed for when plans are anticipated to be completed. He understood the limitations of funding but wanted to see things with more definitive schedules that departments do their best to meet. Lastly, Councilor Haas said the HMP only mentioned enforcing Building Codes for new construction, but he knew the City had codes to address existing construction and deteriorated buildings too, so he hoped for more emphasis in those areas as well. Chair Bosley thought Councilor Haas could make an apt member of the Hazard Mitigation Plan Review Committee in 2030.

Councilor Williams thanked the Planning Team for this important process. One potential hazard he did not see on this list was heavy smoke, noting that it might be considered under wildfire. He cited a recent smoke event due to wildfire in Canada that caused Keene to be red overnight (there is a rating system of NH air quality found on NHDES website <https://www4.des.state.nh.us/airdata/>). He knew there was potential for significantly worse, including very unhealthy air in Keene's valley. He wondered if there was anything in the HMP to address that concern. Mr. Blomquist said no, there is a certain amount of directedness from FEMA, and at this time, air quality was not identified as any kind of hazard. He said it would be an interesting question of how to prepare for or mitigate air quality issues when you do not create them. That is part of the reason the City has other plans, like the Emergency Operation Plans, which allows the City to prepare for poor air quality days. Unfortunately, some of these things are locally directed, but he noted that some things had emerged since the last update, like solar storms and known and emerging contaminants. So, Mr. Blomquist imagined that air quality could be in the next update, but it would depend on the direction of policy.

Vice Chair Jones noted that the Master Plan Steering Committee built some of what Mr. Blomquist presented to them into their Strategic Pillars for the Comprehensive Master Plan, so he thanked him for that presentation. The Vice Chair asked about the Implementation Plan and communications. If all digital and electric utilities were down, he asked how the City would communicate with the public. Mr. Blomquist said that is a part of the City's COOP, though he said it had been a while since the City had looked at it—among those Councilor Haas pointed out that should also be reviewed regularly. Councilor Jones repeated his question about how the City would actually communicate in that instance. Mr. Blomquist replied with AM radio and the national emergency system. He thought back to the 1960s/70s and sending trucks around with loudspeakers, for example, or using message boards. He had similarly worked with staff on how to prepare for a blackout. Vice Chair Jones thanked Mr. Blomquist again for being the voice of preparation.

Mayor Kahn said the City benefitted from Mr. Blomquist's long-term experience as the City's Emergency Management Director and the valuable continuity he was bringing to his current role. Discussion ensued again briefly about the Plan on the SWRPC website (<https://www.swrpc.org/keene-hazard-mitigation-plan-comment-period/>). The Mayor shared two observations that were brought to his attention. First, he cited his son observing flooding in Asheville, NC, for two weeks from a high spot. Roads were not passable, and all businesses came to a stop because communications were halted due to no credit card communications. He said amazingly, many vendors gave things out when people did not have cash to transact. The Mayor said he would be looking for that sort of thing when reading the HMP. Mr. Blomquist said the Plan would not necessarily address it but would address how the City could prepare to minimize disruptions, such as businesses having continuity of operations plans. Many individual businesses had recently consulted him about this matter. Mayor Kahn agreed about COOP and suggested an advice and advisory page for businesses in the HMP, guiding them to resources. Second, Mayor Kahn asked if there was a suggested evacuation route. Mr. Blomquist said that type of information is more so in the City's Local Emergency Operations Plan, noting again those are things that need updating, stating that past evacuation routes were associated with Vermont Yankee. Mayor Kahn recalled, said the evacuation route was the second thing he was looking for the HMP, and otherwise he was looking forward to reading the full Plan.

Councilor Favolise was happy to see the emphasis on flooding in the HMP as somebody who lives in close proximity to the Ashuelot River and represents a constituency where a large number of homes and properties are in the floodplain. He was glad to see it and it made perfect sense to him. He wanted to associate himself with Councilor Haas' comments about keeping the Plan and comment

period up and accessible because he also had not had a chance to review the Plan in detail yet and wanted to do so before voting to adopt it at the next City Council meeting. Councilor Favolise asked whether and to what extent this Plan took into account some of the Community Assets or Community Infrastructure that are a part of Hazard Mitigation—Police, Fire, Cheshire Medical. He said each of those three institutions had some significant staffing challenges in one way or another, so he wondered whether and to what extent the Plan recommendations took the staffing shortages into account? Mr. Blomquist said the City's Plan does not necessarily get into that detail. What is placed in the Plan is the responsibility of those organizations to look into and develop their own plans to manage. For example, the HMP does not ask Cheshire Medical Center what it will do about its staffing challenges, it presents the issue to Cheshire Medical Center and the need for it to develop a COOP. The City is here to provide assistance and help them figure that out. That was why, for example, the Cheshire Medical Center Manager of EMS and Emergency Management was on the HMP Planning Team to help ask those questions.

The Committee and Councilors were advised to send other questions to Mr. Blomquist before the June 19, 2025 City Council meeting because he would not be in attendance.

Vice Chair Jones made the following motion, which was duly seconded by Councilor Williams.

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommend the City Council adopt the 2025 Hazard Mitigation Plan and that the City Manager be authorized to do all things necessary to execute the Plan.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.5.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: Warrant for Unlicensed Dogs

Council Action:

In City Council June 19, 2025.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, and the Keene Police Department and the City Clerk's Office be directed to issue a civil forfeiture to those dog owners who have failed to license their dog by April 30, 2025.

Attachments:

None

Background:

Chair Bosley welcomed the new Deputy City Clerk, Kathleen Richards, who was seeking authorization to issue the annual warrant for unlicensed dogs. The Deputy City Clerk pointed out that starting in 2024, this request started appearing before the PLD Committee; previously, it was referred to the Municipal Services, Facilities and Infrastructure Committee. For the City to meet its statutory requirements of New Hampshire RSA 466, specifically 466:14, which says that "The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1." Chair Bosley recalled the Committee changing its meeting schedule to align with that statutory requirement. The Deputy City Clerk agreed, noting this was now also aligned with the correct Committee for licensing.

Deputy City Clerk Richards explained that this warrant for unlicensed dogs would result in a \$25 fine being issued to all owners with dogs who remained unlicensed as of April 30, 2025. The City Clerk provided two lists for the Council's authorization. One list had the owners who had not renewed their dog licenses this year—at this time, nearly 365 dog owners with a total of 464 dogs remain unlicensed. The second list represented new unlicensed dogs—at this time, 62 owners with a total of 67 new dogs. The City Clerk's office is notified by veterinarians when new dogs receive rabies

vaccinations, which will not be until they reach a certain age; once they get to that age, they should be licensed. The City Clerk's Office has used the following mechanisms to remind dog owners of the dog licensing requirements: public notices were printed in the Keene Sentinel and posted on the City website (one in February and one in mid-May), biweekly reminder emails were sent to dog owners beginning in February, reminder postcards were sent to owners with no e-mail addresses on file in April, and automated phone calls at the end of May. Once the warrant is approved by this Committee and the City Council, the City Clerk's office can create forfeiture fine letters and mail them out around July 9, 2025 notifying the dog owners that the fine is due on July 28, 2025. Typically, the Deputy City Clerk said most owners who receive the notices come in to renew the Licenses before they get that \$25 fine. She concluded that as of this date, the City Clerk's office had issued 2,690 Dog Licenses for this period. Chair Bosley hoped they were all using the Dog Park.

Chair Bosley asked if there had been a flood of dog owners into the Clerk's office since these lists went public at the last City Council meeting. The Deputy City Clerk said no, the last flood of people coming in was when the fines first started at the end of April. Chair Bosley asked (noting somewhat sarcastically) if the Clerk's had ever tried sorting the data by whether a particular dog breed's owner tends to not register; she found it fascinating that she saw a lot of Labrador retrievers on the list, for example. Ms. Richards replied that it would be interesting to correlate, noting it could just be that the majority of the dogs in the database were Labradors. She said the Clerk's could try to evaluate it if the Committee was interested. Chair Bosley said was mostly curious. She hoped the message would get out to people that the importance is to register their dogs and make sure they are up to date on all their shots. The Deputy City Clerk agreed.

The Deputy City Manager, Rebecca Landry, added that it could be simpler for dog owners who suffer the loss of a pet to call and notify the Clerk's office, so they do not receive a letter asking them to renew a License the next year. Chair Bosley agreed, stating in the past, she replied to a Clerk's office email notifying of the loss. She appreciated the level of attention the Clerk's office put into trying to get everyone licensed.

Councilor Haas asked if the Clerks had any idea of how many repeat offenders would actually renew their licenses. The Deputy City Clerk said she did not believe they had evaluated repeat offenders because it was not a statutory requirement; the requirement is based on the state statute determining the fee schedule. The late fee is based on the requirements of timing. At this time, there was nothing in the statute about looking at licenses year-to-year. Councilor Haas understood, noting he and Councilor Williams spoke about there being little motivation to proceed and easily falling into collections the next year because the fines are not that large and are capped by state legislation. There was a lot to take on here, and Councilor Haas said it was unfortunate the City did not make more money on this. Chair Bosley said it is a bit of work but does ensure the community has blanket protection against rabies, which she thought was the point of dog registration on a basic level, recalling 2,690 dogs certified this year. Councilor Haas countered that those 2,690 were generated from dogs licensed the previous year plus what were reported from vets who vaccinate the dogs, so the list is biased toward vaccinated dogs already. He knew the original intent of dog licensing was to get dogs vaccinated against rabies but, was not sure it was working the way it should. Chair Bosley said that if someone adopts a dog that subsequently does not receive vet care, the City would not know. The Deputy City Clerk agreed. The Deputy City Manager added that this is a state requirement and something the City does because it is a good thing to do, but it is definitely not a moneymaker. She said it is good to have this information if someone complains that there has been a dog bite, for example, to quickly find the owner's contact and vaccination information. However, she added that many people just forget to renew their Dog Licenses. Also, many newcomers to town from out of

state are unaware of the Dog Licensing requirements until they get the City's letter.

Councilor Williams made the following motion, which was duly seconded by Vice Chair Jones.

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, and the Keene Police Department and the City Clerk's Office be directed to issue a civil forfeiture to those dog owners who have failed to license their dog by April 30, 2025.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.6.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Request to Transfer FY 2025 Funds to the Ambulance CIP

Council Action:

In City Council June 19, 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 transfer available FY2025 operating funds in the amount of \$39,564.00 from the Ambulance Transfer-Grant fund (line item 40200000- 580080), to the FY2025 Ambulance Replacement Program CIP (#40M0002B).

Attachments:

None

Background:

Fire Chief Jason Martin addressed the Committee first. Chief Martin stated this item is looking to transfer and reappropriate unspent money into a CIP project. It is a 2025 CIP project to replace the ambulance. The Chief stated this was a grant match and they were unsuccessful in obtaining the grant, which is the reason the funds are unspent.

Councilor Chadbourne 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 transfer available FY2025 operating funds in the amount of \$39,564.00 from the Ambulance Transfer-Grant fund (line item 40200000- 580080), to the FY2025 Ambulance Replacement Program CIP (#40M0002B).



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.7.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Written Public Comments - Proposed Fiscal Year 2025-2026 Operating Budget

Council Action:
In City Council June 19, 2025.
Report filed as informational.

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends the written public comments from Cameron Tease in support of outside agency funding for the Keene Senior Center be accepted as informational.

Attachments:

None

Background:

Chair Powers indicated comments from Mr. Tease in support of outside agencies are included in the Committee's packet.

Ms. Kimberly Brown, Executive Director from the Keene Senior Center addressed the Committee and stated she was present to answer any questions regarding Mr. Tease's letter.

The Chair stated the way the Committee's rules are outlined is for the public hearing to occur and written comments to be accepted. Mr. Tease has completed both and stated that his comments are being considered and reviewed at next week's Council meeting.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends the written public comments from Cameron Tease in support of outside agency funding for the Keene Senior Center be accepted as informational.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.8.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: Request to expend funds from CDD Personnel funds to Purchase a Community Development Permitting Software Platform

Council Action:

In City Council June 19, 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 expend \$93,557 from FY25 Community Development Department (CDD) Personnel funds for the purchase of the OpenGov Permitting Software Platform.

Attachments:

None

Background:

Community Development Director Paul Andrus and Fire Marshall Rick Wood addressed the Committee next. Mr. Andrus stated they have two items to address tonight. Mr. Andrus stated the Community Development Department provides planning, building, health inspections, and code enforcement. He stated this item is to be able to provide modern, streamlined, transparent service with respect to permitting and plan reviews. He stated this request is for an online permitting platform where a match of roughly \$33,000 has already been requested in next year's budget for a federal grant that staff is fairly certain it will receive from FEMA which has since been clawed back – which has left staff looking at different opportunities.

Mr. Andrus stated the system he is referring to is used by most modern community development department permitting offices. This is an experience for customers to do everything online such as planning reviews, code enforcement, health inspections, food licensing etc. It is an extremely transparent process, and from a customer's perspective, is easy to use.

Mr. Andrus stated they are requesting funds from the department's personnel lines because of vacancy savings in the amount of \$93,000 to be able to get this program up and running with the idea that they already have \$33,000 that has been requested. This would essentially be for the first year to

get the software up and running and to pay for the professional services for the software. There would be some continuing costs annually thereafter.

Mr. Andrus stated there have been conversations that have been going on since before he started his employment with the City with a company called OpenGov.

Mr. Andrus stated that City staff wants to be able to provide robust reporting and have a dashboard that would not only allow things to be turned around faster, but the community and Council will be able to get that information as well. He stated that OpenGov happens to own a City software program that Public Works is currently using called Cartograph. This would allow the department not only to work with that program, but also to work inter-departmentally with Community Development reviews, Planning, Building, Fire, Public Works, and to have that process fully-integrated.

Mr. Andrus turned the presentation over to Mr. Woods so that he could explain what kinds of functionality an applicant could expect.

Mr. Woods stated he has been with the City just over a year and one of the things he has heard loud and clear is this idea of functioning as one City; this platform will allow the City on the Code Enforcement permitting side to actually do that. We can all use the same programming, the same software, and on the client side to get one interface; they select what they want. This system will allow each client when they go in for the first time to set up an account, create login credentials, and to have access to the historical data of what they have done in the system in the past.

He stated the department gets requests almost daily for copies of documents from prior years and for different letters of permitting. A customer will not be able to self-serve and find a letter that was issued in the past. This system will allow a customer to apply and pay online. A user can also track where their application is in the process and what department is reviewing it. This is something that is going to provide a great service to the City and will help from a management perspective. Mr. Andrus added that reporting is going to be very efficient as well. Mr. Woods stated that the other thing that this system offers, which the current system does not, is “on the fly” customability – to be agile and change as the community needs to change.

Councilor Chadbourne asked how Cartograph fits into this item. Mr. Woods explained that Cartograph is the City’s asset management program. It is used by Public Works and Facilities. Mr. Woods asked the Public Works Director to address how Cartograph is used.

Public Works Director Don Lussier stated that Cartograph is an asset management system. The department first started using Cartograph around 2007 to 2008. It was a requirement of the City’s consent decree with the EPA related to sewer overflows. The City had to create and adopt a modernized computer work management system, which was called Cartograph Navigator at the time. It was used to track routine ongoing maintenance for the sewer system. Since that time, it was adopted for all kinds of asset systems; such as water, sewer, roadway, bridges, storm drainage systems, street trees, dams, traffic signals signs, mechanical equipment at plants. It is all in this one system. It does things like remind staff to do periodic maintenance. For instance, for pumps that have to be maintained every few hours. It is also the home of the request system – the system automatically parses a required task to the correct manager of a department. It is used during CIP to determine what is going to be built over the next five to seven years.

Councilor Chadbourne asked what the City currently offers in terms of the Community Development

Department and permitting process online. Mr. Andrus stated they currently use a system called IWorQs, which provides some basic functionality, mostly around internal workflows. It allows staff to track internally who is handling different applications. It does not produce reports that anyone can use. Mr. Woods stated that the current system does not allow a customer to pay online for any submitted application. Customers cannot modify an application online. Modified applications need to be either emailed or dropped off.

The current system doesn't allow the applicant to see what stage their application is in. Customers are constantly calling to inquire about the status of their applications. In the current system, there is no visibility between departments. Every department has its own module. The new software will be a much more comprehensive program that allows the City to have all that together to achieve what the City has been looking to do for a long time.

Councilor Chadbourne asked whether this system would eliminate the one-on-one experience a customer might sometimes need. Mr. Woods stated that customers are always welcome to come into the department; completing an application online is not a requirement. He added that the lion share of the department's business are people who do this for a living and the City is actually delaying their ability to get their work done by having so many disconnected steps. Councilor Chadbourne felt this sounds like a very efficient system, which could alleviate some of the frustration from the development community.

Councilor Lake asked when this product would go live. Mr. Andrus stated it could be about eight months, but staff have done a lot of pre-work to launch the product. Councilor Lake asked whether OpenGov has other products the City could use in the future. Mr. Woods stated there are a variety of municipal modules the City could use.

Ms. Landry stated the City did use OpenGov some time ago for budget transparency, and it provided a very high-level overview in terms of spending and revenue. It was for public consumption but the City found was that it was not utilized, so it was discontinued. Cartograph is the other system being used, and noted they are a very robust organization. She added permitting, planning, inspection, and Cartograph use OpenGov, which is a great product, but did not feel that type of robust system would be required for some of the other City operations.

Councilor Remy asked whether this was an annual cost. Mr. Andrus noted to the cost for year two and three as outlined in the Committee's packet and added the contract for the existing system is about \$25,000. For the first year, there won't be an incremental savings as both products would need to be used, but next year the \$25,000 would be applied against the \$60,000 annual cost – a difference of \$35,000.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to expend \$93,557 from FY25 Community Development Department (CDD) Personnel funds for the purchase of the OpenGov Permitting Software Platform.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.9.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: Request to Approve a Change Order to the OpenGov (Cartegraph) contract (PO20250067) for the inclusion of a Cloud Permitting Platform for the Planning, Building, Code Enforcement and Health Inspection Services of the City

Council Action:

In City Council June 19, 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 execute a change order to the existing contract the City has with OpenGov for the inclusion of a cloud permitting platform.

Attachments:

None

Background:

Mr. Andrus stated the next item is asking for the authorization to approve a change order to their existing OpenGov contract.

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 execute a change order to the existing contract the City has with OpenGov for the inclusion of a cloud permitting platform.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.10.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: LWCF Grant Round 36 - Intent to Apply

Council Action:

In City Council June 19, 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 execute an Intent to Apply for LWCF Grant Round 36 for the Ashuelot Green Space project.

Attachments:

None

Background:

Deputy City Manager Andy Bohannon addressed the Committee and stated that this item is to create an intent to apply for the LWCF grant - Grant Round, 36 for the Ashuelot Green Space Project. He explained that the Ashuelot parking has been a grass field and will be home to the Monadnock Conservancy in the near future. The City is in the process of having that parcel donated to the City. The LWCF grant is a Land, Water, and Conservation Fund which comes from offshore drilling. Once you receive a grant and place it on that particular parcel, it is parkland in perpetuity.

Mr. Bohannon stated Ashuelot River Park has already received a grant when it was first established, so that would be plus point for this application because they are now extending the footprint. This is a project that has been on the radar for a while but has never been in the CIP. The grant application has been ready several times but has been pulled back due to JRR and the Conservancy not being ready. The City has three years to execute once the grant is accepted. Mr. Bohannon stated he expects to have something in the CIP for this upcoming cycle. The maximum grant being requested would be \$500,000.

Councilor Lake 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 execute an Intent to Apply for LWCF Grant Round 36 for the Ashuelot Green Space project.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.11.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Levitt Music Series Grant - Letter of Commitment

Council Action:

In City Council June 19, 2025.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel recommends acceptance of the withdrawal of the Levitt Music Series Grant project request for Letter of Commitment.

Attachments:

None

Background:

Mr. Bohannon stated that the City has been working with the County, which was going to be the grant writer. The City wanted to work with the music festival as a capstone for this project. They are interested, but it is a tight turnaround both for the county and the music festival. He stated the City will be back next year with this application, but for this year, the recommendation is that this be withdrawn.

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

On a 5-0 vote, the Finance, Organization and Personnel recommends acceptance of the withdrawal of the Levitt Music Series Grant project request for Letter of Commitment.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.12.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Acceptance of FAA AIP Grant for Airport – Airport Taxiway ‘A’ Reconstruction Project**

Council Action:

In City Council June 19, 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 accept, execute, and expend grant funding for up to the amount of \$3,300,000 from the Federal Aviation Administration Airport Improvement Program for the Taxiway A reconstruction project.

Attachments:

None

Background:

Airport Director David Hickling stated this is the third time staff have come forward with this request to accept Federal Aviation grant for the taxiway reconstruction project. He stated the City was not able to get funding in a timely manner in order to be able to award the contract. Mr. Hickling stated they have a bid request which opens next week and are anticipating a quicker turnaround for the grant this year.

The hope is to get that grant mid to late July and start work in August and get this project done this calendar year.

Councilor Roberts 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 do all things necessary to accept, execute, and expend grant funding for up to the amount of \$3,300,000 from the Federal Aviation Administration Airport Improvement Program for the Taxiway A reconstruction project.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.13.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Agreement for Construction Engineering Services with Greenman-Pedersen Inc, (GPI) for the Island Street Infrastructure Improvements Project**

Council Action:

In City Council June 19, 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 execute an agreement with Greenman-Pedersen Inc (GPI) for engineering services during construction as part of the Island Street Infrastructure Improvements Project (32MI0224, 34MI0224, 75M00624), up to the aggregate amount of \$250,000.

Attachments:

None

Background:

City Engineer Brian Ruoff stated the next agenda item deals with Agreement for Construction Engineering Services with Greenman Pedersen Inc. (GPI) for the Island Street Infrastructure Improvements project. He stated that this project has been bid three times.

The first time, the City was not satisfied with the submitted bids.

The second time, no bids were received.

This most recent time, the City received four bids, two of which were within the project budget. He stated the City has also concurrently advertised engineering positions, both for a civil engineer, project manager, and inspector, with the intent of them essentially covering this project or shifting existing personnel to cover this project during construction. The City has not been able to hire people for these positions. In light of this, and in anticipation of construction to get as much of the project done this year. The City is looking to bring GPI on board as the construction manager for this project.

They will oversee quantities, be the clerk of the works, and make sure that the quality of the work is being met and conform to the contract documents. GPI had the most competitive price and has the ability to do the work.

Mr. Ruoff stated there is also an economy of scale both for the City and GPI, where they will be inspecting other projects within the City and managing multiple projects for the City, essentially for this year and part of next year. They will have staff that work directly for the City as inspectors and civil engineers managing projects.

He stated this project is being funded through the sewer, water and highway funds. There are funds available in all those projects to pay for these engineering services. This is not a request for additional money.

The Chair asked whether this work includes the intersection at West Street and the light. Mr. Ruoff answered in the negative and stated that work was bid out separately as part of this project. There is approximately \$150,000 to do that work. The bids that came out specifically for that scope were closer to \$400,000. The City is making an interim improvement of that system to be able to hold the City over until West Street reconstruction work. This contract has been awarded to SUR Construction.

Councilor Chadbourne 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 do all things necessary to execute an agreement with Greenman-Pedersen Inc (GPI) for engineering services during construction as part of the Island Street Infrastructure Improvements Project (32MI0224, 34MI0224, 75M00624), up to the aggregate amount of \$250,000.



CITY OF KEENE NEW HAMPSHIRE

ITEM #F.1.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Mari Brunner, Senior Planner

Through: Paul Andrus, Community Development Director
Elizabeth Ferland, City Manager

Subject: **Municipal Investment Fund Grant - Request for Pre-Approval of Grant Acceptance**

Council Action:

In City Council June 19, 2025.

Voted unanimously to suspend Section 26 of the Rules of Order to act on the memorandum on first reading.

Voted unanimously to authorize the City Manager to do all things necessary to accept, execute, and expend a Municipal Investment Fund Phase I grant, if awarded to the City of Keene, and enter into a subgrant agreement with ICLEI USA within 30 days of receipt of a notice of funding.

Recommendation:

That the City Council authorize the City Manager to do all things necessary to accept, execute and expend a Municipal Investment Fund Phase I grant if awarded to the City of Keene, and enter into a subgrant agreement with ICLEI USA within 30 days of receipt of a notice of funding.

Attachments:

None

Background:

Earlier this year, the City of Keene was invited by ICLEI - Local Governments for Sustainability USA ("ICLEI USA") to apply for Phase 1 of the Municipal Investment Fund grant. This grant opportunity provides up to \$250,000 per community for "market building activities," defined by the U.S. EPA as:

- Building the market for financeable qualified projects.
- Are not tied directly to Qualified Projects the Recipient intends to finance.
- Are necessary and reasonable for the deployment of Financial Assistance to Qualified Projects.

Examples of market-building activities include marketing, customer education and engagement, community outreach, contractor engagement, workforce development, development of clean energy

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and climate action plans, streamlined regulations and permitting processes, land use policies, and any activities that build a more supportive financial market for financing qualified projects, including (but not limited to) standardization of documentation and development of new financial products.

The City of Keene submitted a grant proposal in March 2025 in partnership with the New Hampshire Community Loan Fund, the Monadnock Sustainability Hub, and Clean Energy New Hampshire. The goal of the grant proposal is to build an effective coalition of partners that will attract capital and accelerate clean energy projects that are supported by the larger community. The grant request was for \$135,245 to hire a consultant or contract employee to work with core coalition partners to do the following:

1. Update energy metrics to track progress on the City's adopted energy goals.
2. Develop a "Green Project Financing Guide" to provide a comprehensive, user-friendly document for residents and businesses.
3. Host four public events / workshops to share information and solicit input, focused on the following:
 - o Workshop 1: Energy efficiency, fuel switching, and renewable energy solutions for residents and small businesses.
 - o Workshop 2: Update on the community's renewable energy goals, including reporting on progress to date and celebrating accomplishments.
 - o Workshop 3: Community-scale clean energy solutions.
 - o Workshop 4: Financing for clean energy projects and overview of the Green Project Financing Guide.
4. Conduct market research and produce a report to more clearly define demand, barriers, and opportunities for clean energy solutions, including a community survey, interviews with lending institutions, contractors, and borrowers, and 2+ focus groups to assess feasibility and market demand.
5. Convene weekly meetings of core Coalition partners, including Clean Energy NH, the Monadnock Sustainability Hub, the Community Loan Fund, local utility companies (Liberty and Eversource), local lending institutions and/or investor groups, and regional groups such as the Monadnock Economic Development Corporation and Southwest Region Planning Commission.
6. Expand to Keene on a pilot basis the "Monadnock Energy Coaching" services provided by the Hub to help assess demand, barriers, and opportunities for local clean energy solutions.
7. Develop a coalition plan that will accelerate the deployment of capital to clean energy projects identified and vetted through Coalition meetings, the market research process, public workshops, and coaching services.

If awarded the grant, the City is required to enter into a subgrant agreement with ICLEI USA within 30 days. Although the funding is currently on hold, the City recently learned that there is a possibility that the funding could be awarded this summer. To prepare for this possibility, staff are requesting that the City Council pre-authorize the City Manager to do all things necessary to accept the grant and enter into a grant agreement with ICLEI USA within the required 30-day timeframe.



CITY OF KEENE NEW HAMPSHIRE

ITEM #H.1.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: Heritage Commission - City Support for a 250th Independence Day Celebration - July 4, 2026

Council Action:
In City Council June 19, 2025.
More time granted.

Recommendation:
On a 5-0 vote, the Finance, Organization and Personnel Committee recommends placing the request for City support for a 250th Independence Day Celebration - July 4, 2026, on more time to allow staff to begin planning efforts with the Heritage Commission to determine the City's role and the scope of event.

Attachments:
None

Background:
Molly Ellis, Chair of the Heritage Commission and Rosemary Carey, Vice-Chair addressed the Committee. Ms. Ellis stated they are before the Committee regarding the 250th anniversary of the signing of the Declaration of Independence next year - July 4th, 2026. She stated they are trying to create a framework for some kind of event. She stated they are trying to work on collaborating with the Historical Society to get this event off the ground and would like to know what the City can offer for support.

She indicated they are looking for a line item in the budget, a staff person to assist, and a member of the City Council to represent the Council on the commission.

Councilor Remy stated he would like to assist and asked whether a City Committee should own this event. He agreed this would be a great event and felt the City should participate and play a role in it. He added that because this is an event for next year it can be added to next year's budget.

Asst. City Manager, Rebecca Landry, stated that City staff are going over ideas internally and would appreciate the opportunity to work with Ms. Ellis and her team to discuss this, and stated they are

willing to come up with some ideas and bring them back to the Committee.

The Chair asked whether the commission was planning on a parade. Ms. Ellis stated they would love a parade but how big remains to be seen depending on sponsors, what the City can contribute, the number of volunteers, bands etc. Councilor Remy stated he has already started discussing this event with the County for their participation. Ms. Ellis stated Michelle Walker from the Historical Society attended a meeting of all Historical Societies in the County, and no other County is planning an event for next year. Hence this would be Keene's event, and Keene should be able to get other Counties to assist with this event.

Councilor Chadbourne suggested a meeting with staff and then discussing other stakeholders that we can bring to the table. Perhaps even consider a Committee that is exclusively tasked with this event.

The Chair stated if bands are being thought of for this event, that is something that should be worked on now. He suggested the National Guard Band.

Mayor Kahn thanked Ms. Ellis and Ms. Carey for stepping forward and leading a discussion with the Heritage Commission and seeking engagement for this project. He felt this is an easy ask. He indicated he had thought about the Middle School or High School bands but didn't think of the National Guard Band, which he felt was a good idea. The Mayor stated many in the community would want to be involved in this event. The Mayor added it is a good thing for an organization like a Heritage Commission to step forward and want to be involved and be willing to start the conversation. He thanked Councilor Remy for his willingness to assist, as someone who has experience of organizing downtown events.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends placing the request for City support for a 250th Independence Day Celebration - July 4, 2026, on more time to allow staff to begin planning efforts with the Heritage Commission to determine the City's role and the scope of event.



CITY OF KEENE NEW HAMPSHIRE

ITEM #1.1.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Donald Lussier, Public Works Director
Through: Elizabeth Ferland, City Manager
Subject: **Relating to Prohibited Parking in Proximity to Driveways
O-2025-22**

Council Action:

In City Council June 19, 2025.

Referred to the Municipal Services, Facilities and Infrastructure Committee.

Recommendation:

That Ordinance O-2025-22 be referred to the Municipal Services, Facilities and Infrastructure Committee.

Attachments:

1. O-2025-22_Relating to Prohibited Parking Areas_referral

Background:

On June 5, 2025, the City Council directed the City Manager to draft an ordinance to prohibit parking within 10 feet of a driveway. During the course of the deliberations at the Committee Meeting, it was discussed that this should apply to "non-residential" zones.

Ordinance O-2025-22 will clarify the existing language which prohibits parking "in front of or close to" a driveway. It prohibits parking within 5 feet of a driveway in all residential zones and within 10 feet in all other zones.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

AN ORDINANCE Relating to Prohibited Parking Areas

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

That the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by adding the bolded underlined text and deleting the stricken text from the provisions of Section 94-67, "Prohibited Areas" in Division 1, "Generally", in Article IV of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows:

Sec. 94-67. - Prohibited areas.

It shall be unlawful for any person to stop, stand or park a motor vehicle at any time contrary to any of the following unless otherwise directed by a police officer:

- (4) In ~~front of or close~~ **proximity** to a public or private driveway, ~~as follows: whether on the same side of the street as the driveway entrance or on the opposite side, if it inhibits use of the driveway.~~
 - a. **Within 5 feet of a driveway in any residential zone, including low density, low density 1, medium density, high density and high density 1.**
 - b. **Within 10 feet of a driveway in all other zones.**
 - c. **Directly across the street from a driveway if it obstructs the normal use of the driveway.**

Jay V. Kahn, Mayor

In City Council June 19, 2025.
Referred to the Municipal Services,
Facilities and Infrastructure Committee.

Ceri Wood
City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #J.1.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: Relating to Amendments to the Land Development Code, Feather Signs in Industrial Districts
Ordinance O-2025-08-A

Council Action:

In City Council June 19, 2025.

Voted unanimously to adopt Ordinance O-2025-08-A.

Recommendation:

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2025-08-A.

Attachments:

1. O-2025-08A_Feather Signs_Adopted

Background:

Chair Bosley noted that because there were already public hearings, there would be no more public comments accepted at this meeting. She welcomed Senior Planner, Mari Brunner, for a summary. Ms. Brunner had little to add because the public processes had concluded without public comment. She said the Joint Committee of the Planning Board-Planning, Licenses and Development Committee had a lot of discussion and created the “A” version of the Ordinance with the 25-foot setback from intersections required. The signs must also be spaced at least 10 feet apart and be at least 15 feet from the property line. They would be allowed only on a temporary basis, up to 30 days at a time, four times per year, and only in the Industrial and Industrial Park Districts.

Chair Bosley recalled that there were no public comments. Her greatest concern was setback from roundabouts and intersections for driver safety, so she appreciated that amendment. Otherwise, she was comfortable with the language as written. She thought these were good test Districts to see how the community feels about these signs in general. She said then the Council could revisit and amend the Ordinance as needed, responding to problems or potentially expanding if it proves an asset.

Vice Chair Jones said these signs were not something he paid attention to until the Mayor brought this request forward. In his travels around the northeast since the Mayor’s proposal, the Vice Chair

noticed feather signs in many places that were sun-bleached and tattered from the wind. He said that is not the aesthetic Keene wants, so he was glad to have these standards. He knew some people questioned why this was not expanded to the Commercial Districts, too. He thought it was best to take the small steps and see how these first two Districts work before moving on to anything else.

Vice Chair Jones made the following motion, which was duly seconded by Councilor Williams.

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2025-08-A.



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, set back 15 feet from the property line and a minimum of 25 feet from an intersection).

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

A true copy;

Attest:

City Clerk

PASSED: June 19, 2025



CITY OF KEENE NEW HAMPSHIRE

ITEM #J.2.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: Relating to Amendments to Land Development Code - Single-Family
Parking Requirements
Ordinance O-2025-09

Council Action:

In City Council June 19, 2025.

Voted unanimously to adopt Ordinance O-2025-09.

Recommendation:

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2025-09.

Attachments:

1. O-2025-09_Single Family Parking Requirements_adopted

Background:

Chair Bosley noted that because there was already a public hearing, no more public comments would be accepted at this meeting. She welcomed Senior Planner, Mari Brunner, for a summary. Ms. Brunner explained that Ordinance O-2025-09 was to fix an error in Ordinance O- O-2024-20-A, which accidentally omitted single-family dwellings from the list of uses in the minimum parking requirements. She said there were no public comments at the public workshop of the Joint Committee of the Planning Board-Planning, Licenses and Development Committee. There was one comment at the City Council Public Hearing from someone who was in favor of eliminating the minimum parking requirements entirely. Ms. Brunner said some cities and communities had done that; most of them larger, major metropolitan areas, with robust public transit systems and on-street parking programs. So, Ms. Brunner wanted to state that she thought it was something the City could look into and that it could work in Keene. However, she thought it would be prudent to do that as a part of a more comprehensive parking plan for the whole City that looks at where on-street parking is feasible. She also suggested modernizing the Ordinance language around the on-street parking program to ensure that it does not inadvertently create issues in residential areas outside the downtown without public transit available.

Chair Bosley appreciated that, recalling that during the workshop phase, this Committee discussed

the originally-proposed Parking Reduction Ordinance at length and considered something more restrictive. Ultimately, the Committee decided that the parking requirement in Ordinance O-2025-09 was appropriate and to reevaluate and create any further changes as a part of a more comprehensive study. Before any further reduction, Chair Bosley wanted to assess on-street parking realities and the long-term outlook after learning curves—for both City Departments and residents—of the first winter of on-street parking allowed overnight.

Councilor Williams agreed. He said he is generally in favor of reducing parking requirements to allow for increased density, which he thought was an important goal of the City's. However, he said the City would need to be careful to avoid backlash and anticipate any problems that could happen ahead of time, which is why eliminating the requirement should be a part of a broader parking plan. Councilor Williams hoped to see a broader plan move forward because in the long run, he would like to see the market dictate how much parking the City has.

Councilor Williams made the following motion, which was duly seconded by Vice Chair Jones.

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends the adoption of 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

A true copy;

Attest:

City Clerk

PASSED: June 19, 2025



CITY OF KEENE NEW HAMPSHIRE

ITEM #J.3.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: Relating to the Discharge of Fireworks
Ordinance O-2025-19

Council Action:

In City Council June 19, 2025.

Voted 13 in favor and one opposed to adopt Ordinance O-2025-19.

Recommendation:

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2025-19.

Attachments:

1. O-2025-19 Relating to Discharge of Fireworks_adopted

Background:

Chair Bosley welcomed Fire Marshal/Building Inspector, Richard Wood, for an update on Ordinance O-2025-19. The primary goal was to address a concern raised by Councilor Williams about the amount of noise and the impacts to neighborhoods from fireworks displays. After discussing the concerns with the Committee a few times, Mr. Wood and the City Attorney, Amanda Palmeira, drafted the proposed Ordinance, which would limit the number of discharged fireworks to a maximum of five per year in the City, three at any one site. Mr. Wood noted that these “shows” were not the same as consumer fireworks purchased and used at home. The Ordinance included some other things that had come up, particularly an issue regarding consumer fireworks being used as display fireworks. He explained that the State of NH had recently submitted an Administrative Rule change on that issue, which staff wanted to capture in the Ordinance with a new paragraph—Section 2. Section 2 clarifies that for the City’s purposes, consumer fireworks discharged by someone other than consumer are still regulated under Section 1, meaning they fall under the number of shows and the restrictions and would come before this Committee for a permit. Mr. Wood said everything else in the Ordinance was intended to relate to the Committee’s conversations and the connection of the Ordinance back to state RSA. Further, he said they wanted a tight (strong) Ordinance.

Chair Bosley saw the addition of Section 2 and recalled discussing that state update. She asked for a timeline of when it might be adopted by the state or if that did not matter. Mr. Wood said the purpose

of putting Section 2 in the Ordinance was to make that adoption date irrelevant to what we do. He continued, explaining the state already had a section dealing with consumer fireworks discharged by someone other than the consumer. The state wanted to add the requirement that a competency certificate is required to display fireworks (meaning a licensed shooter). Mr. Wood said it was within the City's authority to add this re-regulation to its Ordinance without the state adopting it, so he and the City Attorney did not want to wait and see. Mr. Wood recalled that there was an actual instance in the City of consumer fireworks to be discharged by someone other than consumer at a permissible show in 2024 and the original person who showed up to perform commercial discharge of fireworks was not licensed and the licensed person show up later. Staff took this opportunity to clarify within the Ordinance.

Chair Bosley said for her, these changes got to the heart of what this Committee had asked for. She liked Section (2)I because it resolved certain ambiguities. She thought this would be a much clearer, easier way of dealing with it. Vice Chair Jones asked if the year listed twice in the Ordinance referred to the January 1 calendar year, not the City's fiscal year (July 1), and Mr. Wood said yes.

Councilor Williams appreciated all of this work and the discussions to come to this good point. He particularly appreciated and thought it was important that the loophole of consumer fireworks as display fireworks was closed. He added that there were four fireworks events in 2024, so he did not feel the ceiling of five events per year in this Ordinance was a significant restriction. He thought it made sense; while fireworks are a lot of fun, they come with costs for our air quality, birds, animals, dogs, and people. Councilor Williams thought five events per year would be fun and more than that might not be. He thought this Ordinance was a good way to handle the ongoing discussion.

Chair Bosley noted that typically, before enacting this Ordinance, past fireworks display users had been very gracious in taking the intention of this Committee to heart, working with their partners to make sure that not one entity was taking all of these opportunities. So, she thought this was an understanding community and she called that wonderful.

Chair Bosley opened the floor to public comments.

Councilor Jacob Favolise of Main Street echoed Councilor Williams and everybody's comments about the work of staff on this. Councilor Favolise recalled being a newer Councilor discussing this and saying, "Well, we should have some language around this if we are going to be denying permits moving forward." The Councilor stated he knew there had been some discussion or concern that the way this language was written was going to result in some "nefarious horse trading of locations and parcels." He said he was not necessarily concerned about that, stating there were very few locations in the City even appropriate for displays of this kind. Councilor Favolise also echoed Chair Bosley's comments about the response and concerns received from some about people coming in for licenses and looking to share the wealth among those spaces. Councilor Favolise thought that would be a really good example of the Council making a statement of intent and staff working really hard to interpret that in a way that is both enforceable and really consistent with what the Council originally wanted. He thanked staff again for their work on this and looked forward to the full Council discussion.

Chair Bosley added that in her time on the Council, she often heard that if the Council was going to vote on something, then it should update or fix certain rules, but it rarely followed through. So, she appreciated Counselor Williams pushing this issue over the past few years, so it finally got to this place. Chair Bosley said it felt good.

Vice Chair Jones made the following motion, which was duly seconded by Councilor Williams.

On a roll call vote of 4–0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2025-19.



CITY OF KEENE

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

AN ORDINANCE Relating to Discharge of Fireworks

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 removing the stricken text and adding the bolded text throughout Article III “Fireworks and Explosives”; and renumbering the subparagraphs of Section 42-61 as follows:

ARTICLE III. FIREWORKS AND EXPLOSIVES¹

Sec. 42-61. Sale, possession and display of fireworks.

- (1) ***Display fireworks conditions and restrictions.*** No person within the city shall offer for sale, expose for sale, give or transfer to another, with or without consideration, **discharge or display as defined by RSA 160-B:1, V**, or have in his possession or custody, any ~~non-permissible~~ **Display F** fireworks, **as defined by RSA 160-C:1, III**, packaged or unpackaged, without first obtaining **written permission from the property owner as well as** a permit ~~for sale, possession and display of fireworks~~ from the City Council **pursuant to the following:**
 - a. **All requests for a permit for discharge of Display Fireworks must be submitted for review and comment by the Fire Chief or designee and in accordance with must comply with the guidelines requirements** set forth under state and federal regulations.
 - b. **Display Fireworks will only be permitted to be discharged from the same location, as determined by the City Council, a maximum of three (3) times per calendar year.**
 - c. **The City Council may grant a maximum of five (5) permits for the discharge of Display fireworks within the City per calendar year, of which one (1) permit will be granted for a discharge of Display Fireworks for a Fourth of July celebration, if requested. If the permit reserved for a Fourth of July celebration is not requested, the permit may be granted for another date within the same calendar year.**
- (21) ***Consumer fireworks conditions and restrictions:*** Any person wishing to discharge ~~New Hampshire Permissible (Consumer) Fireworks~~, **as defined by RSA 160-B:1, IX and RSA 160-C:1, II**, shall comply with the following specific conditions and restrictions regarding their use. This is in addition to any applicable state law requirements.
 - a. The person discharging fireworks must possess proof that he is the landowner of the location where the fireworks discharge will occur or has written permission from the landowner.
 - b. Fireworks shall not be ignited or possessed by minors (anyone under the age of 21).
 - c. The person discharging fireworks must be at least 21 years of age or older (pursuant to state statute).

¹State law reference(s)—Explosives, RSA 158:9 et seq.; fireworks, RSA 160-B; **Permissible Fireworks, RSA 160-C.**

- d. The person discharging fireworks must possess and make available upon request a valid photo identification listing their name, address and date of birth.
- e. Fireworks shall be purchased from licensed permissible fireworks retailers in New Hampshire only. A copy of the receipt of purchase must be kept and made available upon request.
- f. The person discharging fireworks shall only purchase the quantity of fireworks needed for the planned display. Storage of permissible fireworks is prohibited.
- g. Fireworks shall be ignited a minimum of 50 feet from any public way, overhead utilities, structures, woodlands, property lines or boundaries.
- h. The person discharging the fireworks is required to have a means of fire extinguishment readily accessible.
- i. Anyone discharging or igniting fireworks shall not be under the influence of any drugs or alcohol.
- j. Notwithstanding any other provision of City Code to the contrary, permissible fireworks shall only be discharged or used between the hours of 10:00 a.m. and 10:00 p.m.
- k. Fireworks can only be discharged on days when the fire danger day is Class One, Two, or Three as determined by the New Hampshire Division of Forest and Lands - Bureau of Forest Protection.
- l. **Discharge of consumer fireworks by anyone other than a consumer, as defined by Saf-C 2602.07, as regulated under Saf-C 2607.06 Permissible Fireworks by Other Than a Consumer, may only be displayed by a person who holds a valid New Hampshire Certificate of Competency for display fireworks in accordance with Saf-C 5003, and all such displays shall be regulated in accordance with section (1) above.**

(32) Enforcement.


- a. Any sworn law enforcement officer of the city, county or state, as well as the fire chief or their designee shall be empowered to enforce this section.
- b. Persons found in possession of, or discharging ~~non-permissible~~**Display** fireworks shall be subject to the penalties outlined in NH RSA 160-B. This section shall not apply to those individuals that hold valid certificates of competency issued by the NH Department of Safety and hold a valid display fireworks permit issued in accordance with RSA 160-B and Saf-C 5000, or any other ordinance. Nothing in this section shall preclude any sworn police officer from enforcing any section of NH RSA 160-B, or NH RSA 160-C.

Sec. 42-62. Storage of explosives.

No person shall possess, store, or transport any explosives or blasting caps without meeting all the ~~guidelines~~ **requirements** regarding the possession, storage and transportation of explosives and blasting caps set forth under state and federal regulations and notifying the police chief and the fire chief, in writing, within 15 days, of the location, amount and description of the explosives, storage capacity, type of facility being used, and the owner's name and address of any explosives or blasting caps that have been stored.

(Code 1970, § 1607.2)

Secs. 42-63—42-90. Reserved.

In City Council May 15, 2025.
 Referred to the Planning,
 Licenses and Development
 Committee.

 City Clerk

PASSED: June 19, 2025

A true copy;



Attest:

City Clerk



Jay V. Kahn, Mayor



CITY OF KEENE NEW HAMPSHIRE

ITEM #L.1.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Relating to the 2025-2026 Operating Budget
Resolution R-2025-12-B

Council Action:

In City Council June 19, 2025.

Voted unanimously to adopt Resolution R-2025-12-C.

In City Council June 5, 2025.

Voted unanimously to amend Resolution R-2025-12-A as described in the Finance Director's memorandum. Resolution R-2025-12-B tabled until the June 19, 2025 City Council meeting.

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2025-12-A.

Attachments:

1. R-2025-12-C Fiscal Year 2025-2026 Operating Budget Resolution_Adopted
2. R-2025-12-C Fiscal Year 2025-2026 Operating Budget

Background:

Finance Director, Kari Chamberlain stated that the next item relates to the Operating Budget Resolution R-2025-12. She indicated that the Council was provided with a memo dated May 5, 2025 that had a number of proposed adjustments to the budget that were staff recommended changes. The attachment provided this evening shows an additional \$100,000 for Compensated Fund Balance. This was not included in the aggregated total and staff is looking to approve the Resolution.

The City Manager said that with reference to compensated absences – this was aggregated as part of the General Fund. A couple of years ago the auditors required the City to separate this amount out. The City Manager explained that this is earned time that has not been used by employees. Each year, funds are set aside to have the money available for people to use their earned time or when they retire and want to cash out their earned time. There is no net change to the budget as a result of that.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends amending the Operation Budget as described in the May 5th, 2025, memo from the Finance Director, net impact to the bottom line is zero.

A motion was made by Councilor Chadbourne that the Finance, Organization and Personnel Committee recommends amending Resolution R-2025-12 to include \$100,000 in the compensated absences fund and reflect total estimated operating revenues aggregating \$81,047,049.

Councilor Remy noted the Finance Committee's packet that is published online, the number of estimated operating revenue is substantially different than what is in the motion for tonight – it is off by 600,000. The packet shows \$84,123,890.

The Finance Director explained this was in response to the committee's question a couple of nights ago regarding the Fleet Fund as to why there was the \$500,000 offset. She stated the wrong amount got attached to the packet. Staff was questioning whether or not they had to include that in with other debt in the capital section of the fleet fund. That amount needed to be included with the debt in the capital section of the fleet fund. The number should be the original amount plus the \$100,000 for the compensated fund.

The motion was seconded by Councilor Lake and was unanimously approved.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2025-12-A as amended.



CITY OF KEENE

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

A RESOLUTION Relating to the 2025/2026 fiscal year budget

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

That the sum of \$30,307,615 be raised by taxation during the current year, which together with \$45,888,796 for estimated operating revenues aggregating \$76,196,411 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,566,255 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2025, as attached hereto and made a part thereof.

Jay V. Kahn, Mayor

A true copy;

Attest:

City Clerk

PASSED: June 19, 2025

R-2025-12-C 2025/2026 Annual Operating Budget

General Fund Revenue & Other Financing Sources:		Proposed	General Fund Appropriations:		Proposed
Property Tax Revenue	\$	30,307,615	Elected & Appointed Officials	\$	2,867,061
Use of Surplus		2,024,288	Capital Projects		6,851,263
Other Taxes		1,698,000	Administrative Services		7,079,557
Tax Increment Financing		639,073	Community Services		24,548,510
Licenses, Permits & Fees		4,471,820	Municipal Development Services		8,030,587
Intergovernmental		3,767,264	Debt Service		3,821,383
Charges for Services		2,819,218			
Fines & Forfeits		64,910			
Miscellaneous		2,253,525			
Other Financing Sources		5,152,648			
NET GENERAL FUND OPERATING REVENUES	\$	53,198,361	NET GENERAL FUND OPERATING APPROPRIATIONS	\$	53,198,361
TOTAL PARKING FUND REVENUES	\$	1,158,048	TOTAL PARKING FUND APPROPRIATIONS	\$	1,158,048
TOTAL PC REPLACEMENT FUND REVENUES		151,387	TOTAL PC REPLACEMENT FUND APPROPRIATIONS		151,387
TOTAL SOLID WASTE FUND REVENUES		5,909,241	TOTAL SOLID WASTE FUND APPROPRIATIONS		5,909,241
TOTAL SEWER FUND REVENUES		6,356,120	TOTAL SEWER FUND APPROPRIATIONS		6,356,120
TOTAL WATER FUND REVENUES		5,077,806	TOTAL WATER FUND APPROPRIATIONS		5,077,806
TOTAL EQUIPMENT FUND REVENUES		4,245,448	TOTAL EQUIPMENT FUND APPROPRIATIONS		4,245,448
TOTAL COMPENSATED ABSENCE FUND REVENUES		100,000	TOTAL COMPENSATED ABSENCE FUND APPROPRIATIONS		100,000
TOTAL OPERATING REVENUES - ALL FUNDS	\$	76,196,411	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS	\$	76,196,411
CAPITAL:					
PARKING FUND CAPITAL FUNDING	\$	458,000	PARKING FUND CAPITAL APPROPRIATIONS	\$	458,000
SOLID WASTE FUND CAPITAL FUNDING		288,980	SOLID WASTE FUND CAPITAL APPROPRIATIONS		288,980
SEWER FUND CAPITAL FUNDING		2,202,200	SEWER FUND CAPITAL APPROPRIATIONS		2,202,200
WATER FUND CAPITAL FUNDING		1,351,183	WATER FUND CAPITAL APPROPRIATIONS		1,351,183
EQUIPMENT FUND CAPITAL FUNDING		1,265,892	EQUIPMENT FUND CAPITAL APPROPRIATIONS		1,265,892
TOTAL CAPITAL FUNDING - OTHER FUNDS	\$	5,566,255	TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS	\$	5,566,255



CITY OF KEENE NEW HAMPSHIRE

ITEM #L.2.

Meeting Date: June 19, 2025
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Relating to Class Allocation and Salary Schedule
Ordinance O-2025-18

Council Action:

In City Council June 19, 2025.

Voted unanimously to adopt Ordinance O-2025-18.

In City Council June 5, 2025.

Tabled until the June 19, 2025 City Council meeting to be considered after the adoption of the Operating Budget Resolution.

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Ordinance O-2025-18.

Attachments:

1. O-2025-18 Salary Ordinance_Adopted
2. O-2025-18 Relating to Class Allocations and Salary Schedule

Background:

Asst. City Manager/ HR Director Beth Fox addressed the committee next. Ms. Fox stated this item is in reference to salary ordinance that applies to the City's non-union personnel which is approximately 100 or so employees that fit in this group. Most of these employees are full-time.

Ms. Fox stated the ordinance generally reflects a 3% across-the-board adjustment. Some of the other changes in the Ordinance are primarily context or grammar. For instance, the description of the salary schedule for Council appointments has six designators, it always only had five.

Generally, there are no other changes in the proposed Ordinance besides the cost-of-living adjustment and the addition of two job titles on the probationary Public Works, hourly wage schedule to align with some changes that were made in the union contracts over the past year.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Ordinance O-2025-18.



CITY OF KEENE

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

AN ORDINANCE _____
Relating to Class Allocations and Salary Schedule

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules;" of Chapter 2, entitled "Administration;" as well as Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule;" of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192 "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule;" effective July 1, 2025.

Jay V. Kahn, Mayor

A true copy;

Attest:

City Clerk

PASSED: June 19, 2025

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**

(effective July 1, 2025)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
CA1	102,583	126,987	152,440
CA2	107,199	132,701	159,300
CA3	112,023	138,673	166,469
CA4	117,064	144,913	173,960
CA5	122,332	151,434	181,788
CA6	127,837	158,249	189,968

City Code Section 62-141

**CALL FIREFIGHTER
HOURLY WAGE SCALE**

Non-bargaining unit
(effective July 1, 2025)

<u>GRADE</u>		<u>STEP 1</u>
CF1	Non-certified Probationary Firefighter	\$ 11.94
CF2	Probationary Firefighter (Level 1)	\$ 15.52
CF3	Probationary Firefighter (Level 2)	\$ 17.27
CF4	Firefighter (Level 1)	\$ 17.91
CF5	Firefighter (Level 2)	\$ 21.50
CF6	Special services (Chaplain, Photographer & Aide)	\$ 16.71

City Code Section 62-166

The hourly wage schedule for probationary public works employees is as follows:

PROBATIONARY PUBLIC WORKS HOURLY WAGE SCHEDULE

Non-bargaining unit
(effective July 1, 2025)

<u>GRADE</u>	<u>STEP 1</u>
PPW 2	\$18.10
PPW 4	\$19.78
PPW 5	\$20.66
PPW 7	\$22.13
PPW 8	\$23.58
PPW 9	\$24.64
PPW 10	\$25.75
PPW 11	\$26.89
PPW 12	\$28.13

GRADE

PPW 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
PPW 4	Water & Sewer Service Aide I
PPW 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II
PPW 7	Mechanic I
PPW 8	Motor Equipment Operator II
PPW 9	Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator
PPW 10	Highway Foreman; Transfer Station Foreman; Maintenance Technician I; Lead Mechanic
PPW 11	Water Meter Technician; Maintenance Electrician
PPW 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman; Senior Utility Operator; Highway Operations Foreman

City Code Section 62-191

PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
Non-bargaining unit
(effective July 1, 2025)

<u>GRADE</u>	<u>STEP 1</u>
PF 1 Firefighter/EMT B	\$23.15
PF 2 Firefighter/A-EMT	\$24.85
PF 3 Firefighter/Medic	\$27.50
PF 4 Paramedic Only	\$25.75

City Code Section 62-192

PROBATIONARY POLICE OFFICER
HOURLY WAGE SCHEDULE
Non-bargaining unit
(effective July 1, 2025)

<u>GRADE</u>	<u>STEP 1</u>
PP 1 Uncertified Hire	\$31.30

City Code Section 62-194 Administrative, office, technical and management personnel.

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

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

Non-bargaining unit
(effective July 1, 2025)

<u>GRADE</u>	<u>STEPS</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 4	40,711	42,543	44,457	46,458	48,549	50,734
S 5	42,543	44,457	46,458	48,549	50,734	53,017
S 6	44,457	46,458	48,549	50,734	53,017	55,403
S 7	46,458	48,549	50,734	53,017	55,403	57,896
S 10	53,017	55,403	57,896	60,501	63,224	66,069
S 11	55,403	57,896	60,501	63,224	66,069	69,042
S 12	57,896	60,501	63,224	66,069	69,042	72,149
S 15	66,069	69,042	72,149	75,396	78,789	82,335
S 16	69,042	72,149	75,396	78,789	82,335	86,040
S 17	72,149	75,396	78,789	82,335	86,040	89,912
S 18	75,396	78,789	82,335	86,040	89,912	93,958
S 19	78,789	82,335	86,040	89,912	93,958	98,186
S 20	82,335	86,040	89,912	93,958	98,186	102,604
S 21	86,040	89,912	93,958	98,186	102,604	107,221
S 22	89,912	93,958	98,186	102,604	107,221	112,046
S 23	93,958	98,186	102,604	107,221	112,046	117,088
S 24	98,186	102,604	107,221	112,046	117,088	122,357
S 25	102,604	107,221	112,046	117,088	122,357	127,863
S 26	107,221	112,046	117,088	122,357	127,863	133,617
S 27	112,046	117,088	122,357	127,863	133,617	139,630
S 28	117,088	122,357	127,863	133,617	139,630	145,913
S 29	122,357	127,863	133,617	139,630	145,913	152,479
S 30	127,863	133,617	139,630	145,913	152,479	159,341
S 31	133,617	139,630	145,913	152,479	159,341	166,511
S 32	139,630	145,913	152,479	159,341	166,511	174,004

City Code Section 62-194

ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT

(effective July 1, 2025)

S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	Audio Video Production Specialist, Recreation Specialist
S 11	Office Manager; Parking Services Technician
S 12	Librarian I; Planning Technician; Executive Secretary; Staff Accountant; Purchasing Specialist; Human Resource Specialist
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant; Youth Services Manager; Engineering Technician; Assistant City Clerk; Senior Paralegal Police Dispatch Supervisor; Social Worker; Fire Department Administrator; Deputy Revenue Collector
S 16	Planner; Laboratory Supervisor; GIS Coordinator
S 17	Property Appraiser; Recreation Programmer; Librarian III; Airport Maintenance & Operations Manager; IT Systems Specialist; Parking Operations Manager; Recreation Facilities Manager
S 18	Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager; Treatment Plant Manager; Deputy City Clerk; Infrastructure Project Manager
S 19	Senior Planner, Recreation Manager: Fleet Services Manager; Accounting & Fund Manager; Highway Operations Manager
S 20	Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney; Water/Sewer Operations Manager
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	NO POSITIONS ASSIGNED
S 24	City Engineer; Database Administrator; Building/Health Official
S 25	Assistant Finance Director/Assistant Treasurer; Assistant Public Works Director/Division Head; Airport Director
S 26	City Assessor; Police Captain; Human Resources Director; Library Director; Deputy Fire Chief; Parks & Recreation Director
S 27	IT Director; Community Development Director
S 28	Finance Director/Treasurer
S 29	Police Chief, Fire Chief, Public Works Director
S 30	NO POSITIONS ASSIGNED
S 31	Deputy City Manager
S 32	NO POSITIONS ASSIGNED



CITY OF KEENE NEW HAMPSHIRE

ITEM #L.3.

Meeting Date: June 19, 2025

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: Relating to the Appropriation of Funds for the FY 2025-2026 Bond Issues:
Fire Apparatus Replacement Program; Lower Winchester Street
Reconstruction Project; Roadway Preservation & Rehabilitation Project;
Stormwater Resiliency Program; T-Hangar Apron Maintenance Project;
Sewer Improvements Program; 3MG Water Tank Repairs; Water
Distribution Improvements Program; Well Field Upgrade Program
Resolution R-2025-13
Resolution R-2025-14
Resolution R-2025-15
Resolution R-2025-16
Resolution R-2025-17
Resolution R-2025-18
Resolution R-2025-19
Resolution R-2025-20
Resolution R-2025-21

Council Action:

In City Council June 19, 2025.

Voted unanimously to adopt Resolution R-2025-13.

Voted unanimously to adopt Resolution R-2025-14.

Voted unanimously to adopt Resolution R-2025-15.

Voted unanimously to adopt Resolution R-2025-16.

Voted unanimously to adopt Resolution R-2025-17.

Voted unanimously to adopt Resolution R-2025-18.

Voted unanimously to adopt Resolution R-2025-19.

Voted unanimously to adopt Resolution R-2025-20.

Voted unanimously to adopt Resolution R-2025-21.

In City Council June 5, 2025.

Resolutions R-2025-13, R-2025-14, R-2025-15, R-2025-16, R-2025-17, R-2025-18, R-2025-19, R-2025-20 and R-2025-21 tabled until the June 19, 2025 City Council meeting to be considered after the adoption of the Operating Budget Resolution.

Recommendation:

2025-208

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of the following Resolutions: Resolution R-2025-13; Resolution R-2025-14; Resolution R-2025-15; Resolution R-2025-16; Resolution R-2025-17; Resolution R-2025-18; Resolution R-2025-19; Resolution R-2025-20; Resolution R-2025-21.

Attachments:

1. R-2025-16 Bond - Stormwater Resiliency Program_adopted
2. R-2025-17 Bond - T-Hangar Apron Maintenance Project_adopted
3. R-2025-18 Bond - Sewer Improvements Program_adopted
4. R-2025-19 Bond - 3MG Water Tank Repairs_adopted
5. R-2025-20 Bond - Water Fund - Water Distribution Improvements Program_Adopted
6. R-2025-21 Bond - Water Fund - Well Field Upgrade Program_Adopted
7. R-2025-13 Bond - Fire Apparatus Replacement Program_adopted
8. R-2025-14 Bond - Lower Winchester Street Reconstruction Project_adopted
9. R-2025-15 Bond - Roadway Preservation & Rehabilitation Program_adopted

Background:

The City Manager spoke about these items.

The first Resolution is for appropriation of funds of \$1,308,000 for the Fire Apparatus Replacement Program.

The second Resolution is for \$687,000 for the Lower Winchester Street Reconstruction project.

The third Resolution is for \$1,402,000 related to funds for the Roadway Preservation and Rehabilitation Project. This is an annual project for road repair.

The fourth Resolution is for the Stormwater Resiliency Program for \$1,320,000 which is an ongoing program.

The fifth Resolution is for \$201,000 for the T Hanger Apron maintenance project.

The sixth Resolution is related to Sewer Improvements for \$1,275,000.

The seventh Resolution is related to the 3,000,000-gallon Water Tank Repair Project for \$690,000.

The eighth Resolution is related to the funds for the Water Distribution Improvements Program for \$970,000.

The ninth Resolution is the Well Field Upgrade for \$709,000.

The City Manager stated that these are projects that are reviewed as part of the Capital Plan. Each year, when appropriating funds for the Operating Budget, the next year of the CIP is included. When putting together the Operating Budget and Capital Plan for this year, only a few changes were made: The bathroom that was planned for Gilbo Avenue has been taken out as the Gilbo project is a couple of years away. The West Station Fire Station project was also moved out and staff intends to continue to move this project out until the City is able to identify some grant funds.

Mayor Kahn asked what kind of state funds these bonds are leveraging. The City Manager referred
2025-208

to the Capital Plan in the budget (pages 49 - 51) and mentioned that all projects are broken down by funding source. The City Manager noted that on page 53 where grants are listed for this year - for instance the Lower Winchester Street Grant is \$4,731,000. The Obstruction Management project \$475,000. The Pavement Maintenance program is 158,000, \$330,000 coming in for the Transportation Heritage Program and the wildlife perimeter fence (funded over multiple years) almost 1.9 million dollars – all of which adds up to nearly 7 million dollars.

The Mayor stated that given what we are hearing about state budgets (the lack of funding) he asked the City Manager that from her perspective can she predict what the implications might be for new allocations in the future. The City Manager stated that these grants are a combination of both state and federal funds. For instance, the large dollars coming in for the airport are funded through the FAA, which is primarily federal funding. With reference to this budget for this year, these are grants the City has in hand and nothing that the City is hoping to get in the future. The City Manager stated that it is difficult to predict what funding sources will be available in the future, and all the City can do is to continue to take advantage of what is available.

In terms of other revenue, the City Manager stated that funds from the state are level-funded. For example things like meals and rooms, the budget only has the amounts that the City knows of right now.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of the following Resolutions: Resolution R-2025-13; Resolution R-2025-14; Resolution R-2025-15; Resolution R-2025-16; Resolution R-2025-17; Resolution R-2025-18; Resolution R-2025-19; Resolution R-2025-20; Resolution R-2025-21.



CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds for the Stormwater Resiliency Program

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

That the sum of one million three hundred twenty thousand dollars (\$1,320,000) is hereby appropriated for the Stormwater Resiliency Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million three hundred twenty thousand dollars (\$1,320,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

Ceri Wood
City Clerk

In City Council June 5, 2025.
Tabled until the June 19, 2025 Meeting.

Ceri Wood
City Clerk

J. V. Kahn

Jay V. Kahn, Mayor

A true copy;

Attest:

City Clerk

PASSED: June 19, 2025



CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds for the T-Hangar Apron Maintenance Project

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

That the sum of two hundred one thousand dollars (\$201,000) is hereby appropriated for the T-Hangar Apron Maintenance Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred one thousand dollars (\$201,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

In City Council June 5, 2025.
Tabled until the June 19, 2025 Meeting.


City Clerk



Jay V. Kahn, Mayor

A true copy;

Attest:

City Clerk

PASSED: June 19, 2025



CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds for the Sewer Improvements Program

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

That the sum of one million two-hundred seventy-five thousand dollars (\$1,275,000) is hereby appropriated for the Sewer Improvements Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million two hundred seventy-five thousand dollars (\$1,275,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

Ceri Wood
City Clerk

In City Council June 5, 2025.
Tabled until the June 19, 2025 Meeting.

Ceri Wood
City Clerk

J. V. Kahn

Jay V. Kahn, Mayor

A true copy;

Attest:

City Clerk

PASSED: June 19, 2025



CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds for the 3MG Water Tank Repairs

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

That the sum of six hundred ninety thousand dollars (\$690,000) is hereby appropriated for the 3MG Water Tank Repairs, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to six hundred ninety thousand dollars (\$690,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk

In City Council June 5, 2025.
Tabled until the June 19, 2025 Meeting.

City Clerk

Jay V. Kahn, Mayor

A true copy;

Attest:

City Clerk

PASSED: June 19, 2025



CITY OF KEENE

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

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

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

That the sum of nine hundred seventy thousand dollars (\$970,000) is hereby appropriated for the Water Distribution Improvements Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to nine hundred seventy thousand dollars (\$970,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

Cheri Wood
City Clerk

In City Council June 5, 2025.
Tabled until the June 19, 2025 Meeting.

Cheri Wood
City Clerk

J. V. Kahn

Jay V. Kahn, Mayor

A true copy;

Attest:

City Clerk

PASSED: June 19, 2025



CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds for the Well Field Upgrade Program

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

That the sum of seven hundred nine thousand dollars (\$709,000) is hereby appropriated for the Well Field Upgrade Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to seven hundred nine thousand dollars (\$709,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

Ceri Wood
City Clerk

In City Council June 5, 2025.
Tabled until the June 19, 2025 Meeting.

Ceri Wood
City Clerk

J. V. Kahn

Jay V. Kahn, Mayor

A true copy;

Attest:

City Clerk

PASSED: June 19, 2025



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Fire Apparatus Replacement Program

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

That the sum of one million three hundred eight thousand dollars (\$1,308,000) is hereby appropriated for the Fire Apparatus Replacement Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million three hundred eight thousand dollars (\$1,308,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

Ceri Wood
City Clerk

In City Council June 5, 2025.
Tabled until the June 19, 2025 Meeting.

Ceri Wood
City Clerk

J. V. Kahn

Jay V. Kahn, Mayor

A true copy;
Attest: *Ceri M. Wood*
City Clerk

PASSED: June 19, 2025



CITY OF KEENE

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

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

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

That the sum of six hundred eighty-seven thousand dollars (\$687,000) is hereby appropriated for the Lower Winchester Street Reconstruction Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to six hundred eighty-seven thousand dollars (\$687,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk

In City Council June 5, 2025.
Tabled until the June 19, 2025 Meeting.

City Clerk

Jay V. Kahn, Mayor

A true copy;

Attest:

City Clerk

PASSED: June 19, 2025



CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds for the Roadway Preservation & Rehabilitation Project

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

That the sum of one million four hundred two thousand dollars (\$1,402,000) is hereby appropriated for the Roadway Preservation & Rehabilitation Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million four hundred two thousand dollars (\$1,402,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

Ceri Wood
City Clerk

In City Council June 5, 2025.
Tabled until the June 19, 2025 Meeting.

Ceri Wood
City Clerk

J. V. Kahn

Jay V. Kahn, Mayor

A true copy;

Attest:

Ceri M. Wood

City Clerk

PASSED: June 19, 2025

City of Keene
New Hampshire

June 20, 2025

TO: File

FROM: Terri M. Hood, City Clerk

SUBJECT: Collective Bargaining

- **Keene City Employees, ATF Local #6288, ATF-NH, AFL-CIO**
- **AFSCME Council #93, Local 2973**
- **Keene Police Officers Association, Teamsters Local 633**

At a regular meeting of the Keene City Council held on June 19, 2025, the following action occurred following an adjournment for collective bargaining:

Vote unanimously that the City Manager be authorized to do all things necessary to execute the negotiated contracts with Keene City Employees, ATF Local #6288, ATF-NH, AFL-CIO, and AFSCME Council #93, Local 2973 to be effective July 1, 2025 through June 30, 2028; and further that the City Manager be authorized to do all things necessary to execute the negotiated contract with Keene Police Officers Association, Teamsters Local 633 to be effective July 1, 2025 through June 30, 2029.

Attest:



City Clerk