



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
September 25, 2025  
6:00 PM

**A. AGENDA ITEMS**

1. Councilor Remy - Request to Place Social District Question on 2025 Municipal General Election Ballot
2. Acceptance of Donations - Holiday Sponsorship Program - Human Services
3. Overview of Outside Agency Funding Process - Human Services
4. Relating to Class Allocation  
Ordinance O-2025-31

**B. MORE TIME ITEMS**

**NON PUBLIC SESSION**

**ADJOURNMENT**

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**Michael Remy**

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

August 28, 2025

Mayor and Councilors,

Recent changes to RSA 178 now allow the City of Keene to place on the ballot the question of creating Social Districts, which would permit the City to determine a zone where local businesses could sign up to allow service of adult beverages within the zone. Opted-in bars and restaurants with a special cup showing where the beverage came from could allow patrons to carry out their cup within the zone. The rule allows the City to define the rules further, including:

- When: days (for one day a year, one day a month, at special events, certain days of the week, etc.) and times (only in the afternoon, 12 to 9pm, only during licensed event hours, etc.) would be up for discussion
- Where: we would define and delineate each zone's boundaries
- How: the City would have to determine rules for business participation

Enabling this tool also doesn't require that the City implement a social district; it only brings the control to the City and allows the option. As a municipality this question must be voted on during our municipal election which means it is important that we act promptly to include the question for this cycle or else we cannot revisit it for two years. The outcome of the voters' decision is uncertain, but they deserve the opportunity to decide.

With that, I would ask that we place the required question from RSA 178:34.I.(c), "**Shall we allow the operation of social districts within the city?**", on the municipal ballot and then **direct the Mayor to set a public hearing as required by RSA 178:34.I.(b)**. There are many more details to work out if the voters show interest in this concept, this step simply seeks to gauge the will of the public.

Sincerely,



**Councilor Michael Remy**

HOUSE BILL 467

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Twenty Five*

**AN ACT defining "social districts" and enabling municipalities to create social districts.**

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

158:1 New Subdivision; Social Districts. Amend RSA 178 by inserting after section 32 the following new subdivision:

Social Districts

178:33 Definitions.

I. "Licensee" means a person holding any of the following licenses:

- (a) An on-premises beverage and wine license issued pursuant to RSA 178:20.
- (b) An on-premises beverage and liquor license issued pursuant to RSA 178:21.
- (c) An on-premises cigar, beverage, and liquor license issued pursuant to RSA 178:20-a.
- (d) A brew pub license issued pursuant to RSA 178:13.
- (e) An on-premises cocktail lounge license issued pursuant to RSA 178:22.

II. "Social district" means a defined outdoor area in which a person may consume alcoholic beverages sold by a licensee. This term does not include the licensee's premises or an extended area of such premises allowed under RSA 178:24.

178:34 Local Option.

I. Any town or city may allow the operation of social districts according to the provisions of this subdivision, in the following manner:

- (a) In a town, the question shall be placed on the warrant of an annual town meeting under the procedures set out in RSA 39:3, and shall be voted on a ballot. In a city, the legislative body may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any regular municipal election upon submission to the legislative body of a petition signed by 5 percent of the registered voters.
- (b) The selectmen, aldermen, or city council shall hold a public hearing on the question at least 15 days but not more than 30 days before the question is to be voted on. Notice of

the hearing shall be posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.

(c) The wording of the question shall be substantially as follows: "Shall we allow the operation of social districts within the town or city?"

II. If a majority of those voting on the question vote "Yes," social districts may be operated within the town or city.

III. If the question is not approved, the question may later be voted upon according to the provisions of paragraph I at the next annual town meeting or regular municipal election.

IV. A municipality that has voted to allow the operation of social districts may consider rescinding its action in the manner described in paragraph I of this section.

IV-a. An unincorporated place may allow the operation of social districts by majority vote of the county delegation, after a public hearing is held.

V. The liquor commission shall maintain a list of municipalities where social districts are approved.

178:35 Requirements of a Social District. A social district shall:

I. Be clearly defined with signs posted in a conspicuous location indicating which area is included in the social district, the days and hours during which alcoholic beverages may be consumed in the social district, the telephone number for the New Hampshire liquor commission and the local law enforcement agency with jurisdiction over the area comprising the social district and a clear statement that alcoholic beverages purchased for consumption in the social district shall:

(a) Only be consumed in the social district; and

(b) Be disposed of before the person in possession of the alcoholic beverage exits the social district unless the person is reentering the licensed premises where the alcoholic beverage was purchased. The hours set by a city or town during which alcoholic beverages may be consumed in a social district shall be in accordance with RSA 179:17.

II. The board of selectmen, town council, city council, or board of alderman shall establish management and maintenance plans for the social district and post these plans, along with a rendering of the boundaries of the social district, on the Internet website of the city or town. The social district shall be maintained in a manner that protects the health and safety of the general public.

III. Before allowing consumption of alcoholic beverages in a social district, the city or town shall submit to the liquor commission a detailed map of the social district with the boundaries of the social district clearly marked and the days and hours during which alcoholic beverages may be consumed in the social district.

178:36 Requirements for Sale of Alcoholic Beverages. A licensee located in or contiguous to a social district may sell alcoholic beverages for consumption within the social district it is located in or contiguous to in accordance with the following:

- I. The licensee shall only sell and serve alcoholic beverages on its licensed premises.
- II. The licensee shall only sell alcoholic beverages for consumption in the social district in a container that meets the following requirements:
  - (a) The container clearly identifies the licensee from which the alcoholic beverage was purchased.
  - (b) The container clearly displays a logo or some other mark that is unique to the social district in which it will be consumed.
  - (c) The container is not made of glass.
  - (d) The container displays, in no less than 12-point font, the statement, "Drink Responsibly -- Be 21."
  - (e) The container shall not hold more than 16 fluid ounces.
- III. The licensee shall not allow a person to enter or reenter its licensed premises with an alcoholic beverage not sold by the licensee.

178:37 Requirements for Possession and Consumption of Alcoholic Beverages. The possession and consumption of an alcoholic beverage in a social district is subject to the following requirements:

- I. Only alcoholic beverages purchased from a licensee located in or contiguous to the social district may be possessed and consumed.
- II. Alcoholic beverages shall only be in containers that meet the requirements set forth in RSA 178:36.
- III. Alcoholic beverages shall only be possessed and consumed during the days and hours set by the city or town in accordance with the RSA 178:35 of this section.
- IV. Nothing in this subdivision shall be construed as authorizing the sale and delivery of alcoholic beverages in excess of the limitations set in RSA 179:5.

V. A person shall dispose of any alcoholic beverage in the person's possession prior to exiting the social district unless the person is reentering the licensed premises where the alcoholic beverage was purchased.

178:38 Rulemaking. The commissioner may adopt rules under RSA 541-A to implement and enforce this subdivision.

158:2 Effective Date. This act shall take effect 60 days after its passage.

Approved: July 07, 2025

Effective Date: September 05, 2025



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

**Meeting Date:** September 25, 2025

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

**From:** Natalie Darcy, Human Services Manager

**Through:** Elizabeth Ferland, City Manager  
Kari Chamberlain, Finance Director/Treasurer

**Subject:** **Acceptance of Donations - Holiday Sponsorship Program - Human Services**

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**Recommendation:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept donations associated with the City's 2025 Holiday Sponsorship Program.

**Attachments:**

None

**Background:**

Annually, Human Services contacts sponsors who provide gifts and holiday items for families and older adults. The sponsored individuals are clients who have received assistance from Human Services within the past year. Families who have children with special needs and people who have been struggling to make ends meet are considered for sponsorship. The goal of the program is to provide holiday gifts, food and gift cards for those in need who will then use their own resources to maintain housing, utilities and essentials of daily living.

Human Services staff appreciate the support of the Council for this annual project that provides happy holidays for those we serve. Families are so appreciative and humbled by the generosity of the community.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

**Meeting Date:** September 25, 2025

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

**From:** Natalie Darcy, Human Services Manager

**Through:** Kari Chamberlain, Finance Director/Treasurer  
Elizabeth Ferland, City Manager

**Subject:** **Overview of Outside Agency Funding Process - Human Services**

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**Recommendation:**

Move to accept as informational.

**Attachments:**

1. Application for City Funding FY27

**Background:**

Human Services has been tasked with taking the lead on Outside Agency Funding and has put together a committee consisting of employees from various city departments, including Human Services, and a City Council member to work to assure that any non-profit organization wishing to apply for funding can do so.

Applications for Outside Agency Funding are sent to organizations requesting an application by mid-December. A notice is printed in the Keene Sentinel with the opportunity for organizations to apply for funding and where to obtain an application.

Organizations applying are invited to a meeting with the committee to talk about their organization, the value it brings to the City, and why they should receive funding. The committee makes recommendations for funding to the City Manager, based in part on each agency's response under the following established criteria:

- The impact on the city if the agency was not in operation.
- The agency provides a service with a direct financial impact on expenditures of City Departments.
- The number and percentage of Keene residents served by the agency.
- Other local service agencies providing similar services.
- Financial impact in terms of prevention and intervention services that potentially saves future city spending.



- Demonstrated efforts to cooperate and avoid duplication with other agencies.

Agency meetings are typically held in mid-February so that recommendations can be made during the budget review.

Human Services typically receives 12-13 requests for agency funding annually. Requests do not include Hundred Nights Shelter or Southwestern Community Services Shelters. These items are included in a General Assistance budget line item.



**REQUEST FOR FUNDING FOR OUTSIDE AGENCIES**  
**For the FY 2025 Budget Year (July 1, 2026 – June 30, 2027)**

**APPLICATION FOR CITY FUNDING for FY 26/27**

**Name of Organization**  
**Requesting Funding:** \_\_\_\_\_

**Organization's Fiscal Year (for example: Jan1 – Dec 31 or Jul 1 – June 30):** \_\_\_\_\_

**Key Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**I prefer that you use the following methods to contact me: E-mail      Phone      U.S. Mail**

**PLEASE RESPOND TO THE FOLLOWING QUESTIONS AS FULLY AS POSSIBLE:**

1. Attach a prospectus of the organization outlining its mission, the specific programs provided, and who is served.
2. Attach a copy of the most recent audited financial statements of the organization. If audited financial statements are not available, attach unaudited financial statements with an explanation of why audited statements are not available.
3. What are the goals and objectives for the program in FY 26/27?
4. The Specific amount of funding requested from the City of Keene: \$ \_\_\_\_\_.
5. Describe how these funds will be used (attach statement if additional Space is required):

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6. Does your organization receive funding from other municipalities? YES NO  
*If yes, list the other Towns or Cities providing funding and the amount of funding provided:*

Name of Town or City	FY2024 Received	FY2025 Received	FY2026 Received

7. Describe your specific criteria for determining residency?
8. How is a client defined by your program?  
 A. Number of unduplicated clients served in 2024? \_\_\_\_\_ 2025? \_\_\_\_\_  
 B. Numbers of unduplicated Keene residents in 2024? \_\_\_\_\_ 2025? \_\_\_\_\_
9. What are your specific criteria for determining eligibility?
10. Please provide information in the table below on the number of Keene residents relative to the total number of clients served. This information should be made available for each category of services or programs provided to Keene residents. If the size of the table below is not adequate, please provide an attachment with this information.

Program #1 Description:	Clients Served FY '24	Clients Served FY '25	Projected FY '26
Residents of Keene			
Residents of _____			
Residents of _____			
Residents of _____			
Residents of _____			
<b>Total Clients Served</b>			
Program #2 Description:	Clients Served FY '24	Clients Served FY '25	Projected FY '26
Residents of Keene			
Residents of _____			
Residents of _____			
Residents of _____			
Residents of _____			

<b>Total Clients Served</b>			
<b>Program #3 Description:</b>	<b>Clients Served FY '24</b>	<b>Clients Served FY '25</b>	<b>Projected FY '26</b>
Residents of Keene			
Residents of _____			
Residents of _____			
Residents of _____			
Residents of _____			
<b>Total Clients Served</b>			

11. How does your organization directly benefit the citizens of Keene?
12. Do the services provided by your agency have a financial impact in terms of prevention and intervention services on the local level that may potentially save future City funding?
13. Do other agencies provide the same/similar services as your agency?
14. Does your agency work collaboratively with other local agencies and businesses to resolve community issues, reduce service costs, and to access other available funding? Please give specific examples of the agencies you work with and how the collaboration works and if resources are shared.
15. Provide estimates for this application:
  - A. Number of unduplicated clients to be served in FY 24/25: \_\_\_\_\_
  - B. Number of unduplicated Keene residents to be served in FY 24/25: \_\_\_\_\_
16. Please list specific information on the diversity of your funding sources.

<b>Funding Sources</b>	<b>FY '25</b>	<b>FY '26</b>	<b>Projected FY '27</b>
Monadnock United Way			
City of Keene			
Cheshire County			
Fundraising			
Private Donors			
Foundation Grants			
Corporate Grants			
Donations			
Bequests			
Interest			
Reserves			
Other 1			
Other 2			
Other 3			

17. How much do you rely on City funding vs. other funding?

18. BUDGET:

- A. What is the total budget for your agency: \$ \_\_\_\_\_?
- B. What are the total administrative costs for your agency: \$ \_\_\_\_\_?
- C. What is the total amount spent on direct client services: \$ \_\_\_\_\_?

19. If you run multiple programs, what program is City funding used for?  
What other funders also support the program that City funding is used for?

20. Funding:

- A. In the last fiscal year, have you increased or attempted to increase revenue from fundraising, grants or other sources? Please list/describe those opportunities/sources sought, and outcomes/results.
- B. Do you apply for County funding? How much did you request and how much did you receive for FY '26?
- C. If you do not apply for County funding please explain why?
- D. List all funding sources for which you have applied or intend to apply for in FY 26/27.

For your application to be considered complete, please respond fully to the following questions:

21. Does the level of funding you are requesting from the City of Keene relate to the actual services provided to the residents of Keene? If so, please describe how you arrive at the amount of funding you are requesting from the City of Keene. (Attached statement if additional space is required):

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22. Is the level of funding relative to the level of service to Keene residents commensurate with the level of funding and level of service provided in other communities? If not, why not? (Attach statement if additional space is required):

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23. What would be the impact to Keene residents if the services provided by your organization were not available? (Attach statement if additional space is required):

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24. Is there anything you would like to add regarding this application for funding?

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For your organizations funding request to be considered, **complete applications must be received no later than Wednesday, January 28, 2026 at 4:00 pm.** An original and four (4) copies should be mailed or delivered to:

City of Keene Human Services  
3 Washington St. 2<sup>nd</sup> Floor  
Keene, NH 03431  
Attn: Natalie Darcy



## CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

AN ORDINANCE Relating to Class Allocation

***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 inserting the bold text in Section 62-194, "Administrative, Office, Technical and Management Personnel" of Chapter 62 entitled Personnel effective September 21, 2025, as follows:

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

S 4 Library Aide

S 5 Minute Taker

S 6 Administrative Assistant; Records Clerk

S 7 Administrative Assistant I

S 8 NO POSITIONS ASSIGNED

S 9 NO POSITIONS ASSIGNED

S 10 Audio Video Production Specialist; Recreation Specialist

S 11 Office Manager; Parking Services Technician

S 12 Librarian I; Planning Technician; Executive Secretary; Staff Accountant; Purchasing Specialist; Human Resource Specialist

S 13 NO POSITIONS ASSIGNED

S 14 NO POSITIONS ASSIGNED

S 15 Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant; Youth Services Manager; Engineering Technician; Assistant City Clerk; Senior Paralegal; Police Dispatch Supervisor; Social Worker; Fire Department Administrator; Deputy Revenue Collector

S 16 Planner; Laboratory Supervisor; GIS Coordinator

S 17 Property Appraiser; Recreation Programmer; Librarian III; Airport Maintenance & Operations Manager; IT Systems Specialist; Parking Operations Manager; Recreation Facilities Manager

S 18 Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager; Treatment Plant Manager; Deputy City Clerk; Infrastructure Project Manager

S 19 Senior Planner, Recreation Manager; Fleet Services Manager; Accounting & Fund Manager; Highway Operations Manager; **Building Construction 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; Human Resources Director; Library Director; Parks & Recreation Director

S 27 IT Director; Community Development Director; Police Captain; Deputy Fire Chief

S 28 Finance Director/Treasurer

S 29 Public Works Director

S 30 Police Chief; Fire Chief

S 31 Deputy City Manager

S 32 NO POSITIONS ASSIGNED

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Jay V. Kahn, Mayor

In City Council September 4, 2025.  
Referred to the Finance, Organization and  
Personnel Committee.



City Clerk