

A regular meeting of the Keene City Council was held on Thursday, November 20, 2025. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:00 PM. Roll called: Laura E. Tobin, Michael J. Remy, Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Jacob R. Favolise, Bryan J. Lake, Catherine I. Workman, Bettina A. Chadbourne, Thomas F. Powers, and Mitchell H. Greenwald were present. Kate M. Bosley was absent. Councilor Lake led the Pledge of Allegiance.

#### MINUTES FROM PRECEDING MEETING

A motion by Councilor Greenwald to adopt the November 6, 2025 meeting minutes as presented was duly seconded by Councilor Filiault.

Councilor Haas requested a correction to the dates listed on page one of the minutes related to the scheduling of the Municipal Services, Facilities and Infrastructure Committee as follows: “Wednesday, November 25, 2025 would be moved to Tuesday, November 24” corrected to say: “Wednesday, November 26, 2025 would be moved to Tuesday, November 25”. Correction was accepted by consensus. The motion to adopt the November 6, 2025 meeting minutes, as amended, carried unanimously with 14 Councilors present and voting in favor. Councilor Bosley was absent.

#### ANNOUNCEMENTS

Mayor Kahn announced the opportunity to watch *The American Revolution*, with the fourth episode this week. Keene locals such as Ben White and Cauley Powell were contributing editors for the series. He called it another accomplishment for Florentine Films, which includes Ken Burns.

The Mayor led the Council in honoring Councilors Williams and Workman, who celebrated birthdays in November.

Mayor Kahn also announced City events upcoming in November:

- Thanksgiving Holiday: November 27 and 28, 2025, the City of Keene is closed.
- Annual Kiwanis Tree Lighting: November 28, 2025 at 5:00 PM on Central Square.

The Mayor also shared the Council’s updated meeting schedule for the holidays. The Municipal Services, Facilities and Infrastructure (MSFI) Committee Meeting of Wednesday, November 26 would be moved to Tuesday, November 25 at 6:00 PM for the Thanksgiving Holiday. The Finance, Organization and Personnel (FOP) Committee meeting scheduled for the week of Thanksgiving was canceled. He also reminded the Council that the second of two City Council Goals Workshops would be held on Monday, December 1, 2025 at 6:00 PM in Cohen Hall. The second workshop would focus on incorporating any identified amendments and additions to the Council Goals. The Mayor thanked those Councilors who attended the first workshop on November 17, 2025, and encouraged all Councilors to attend the second workshop and weigh in on priorities for the next two years. The Mayor called it a useful opportunity for the Council to share its priorities with staff. He asked Councilors to read documents the City Manager shared with them in advance of the next Workshop and come prepared to make progress. The Mayor

also announced that on December 2, 2025 in the Council Chambers, the City Council would hold a Non-Public Session for the annual evaluation with the City Manager. The Mayor said it should be short and to the point, but Councilors' attendance would be appreciated.

Councilors were provided with a handout for the City Council's incoming and outgoing group photos on December 4, 2025 in the Council Chambers, just before the regular City Council meeting; the incoming group photo is scheduled for 6:15 PM, and the outgoing group photo at 6:25 PM. He asked Councilors to make every effort to be present for the photos, which are important for the City's historical record. The City Council's Inauguration for newly elected or re-elected Councilors would be held on January 1, 2026 at 12:00 PM in the Council Chambers, as the City Charter specifies. He further noted that before the inauguration, he is holding meetings with every City Councilor to discuss future committee and board assignments. He encouraged any Councilor or Councilor-Elect that had not scheduled a meeting, to contact his office to make arrangements.

Mayor Kahn announced that the Council's Holiday Party would be held immediately after the December 18, 2025 City Council meeting at Birdies. Councilors were each invited to bring a guest.

Finally, the Mayor wished everyone a safe, joyful, and Happy Thanksgiving filled with gratitude, connection, and time spent with those who matter to them the most.

#### COMMUNITY RECOGNITION: SULLIVAN STURTZ - 2025 KEENE HIGH SCHOOL CROSS - COUNTRY RUNNING ACHIEVEMENTS

Mayor Kahn welcomed Sullivan (Sully) Sturtz to recognize his four years of Keene High School Cross Country Running accomplishments. Sully capped off an extraordinary cross-country season by earning New Hampshire Division I and All-State honors for the 2025 New Hampshire Cross Country season. Mayor Kahn said Sturtz's achievements in the 2025 season solidified his place among the best high school distance runners in New England and the entire northeast. He said Mr. Sturtz's 2025 season was nothing short of dominant, winning all five invitational tournaments he entered this fall, including the Cochran Classic Invitational for the third time, the Amherst Invitational for the third consecutive year, the Northfield Mount Hermon Invitational for the third straight time, the Connecticut Valley Conference title for the third year, and finishing second in the Moonlight Madness Invitational at the Cheshire Fairgrounds after winning for the three previous years. Mayor Kahn said that with every race, Mr. Sturtz demonstrated poise, strategy, and unrivaled competitiveness. The Mayor said one of Sully's most impressive performances was blazing through the final run on his home Keene High School Cross Country course, setting a new course record of 3.2 miles in 15 minutes and 50 seconds. This record time solidified Mr. Sturtz's status as the fastest cross-country runner ever at Keene High School. Mr. Sturtz finished his championship season as runner-up in the Division I State Championship, which qualified him for the Meet of Champions tournament, where he ran an even better time for the highlight of his season. Mr. Sturtz claimed the Meet of Champions Title for the first time in his four-year running history, defeating all Division II and Division III qualifying individual champions, as well as all other runners from the qualifying 18 teams in the team finals. The Mayor said Mr. Sturtz further proved his running talent at the New England

Championships, finishing fifth overall among 253 runners from New Hampshire, Vermont, Rhode Island, Connecticut, and Maine. After finishing fourth in each of the previous two New Hampshire championship meets, Mayor Kahn called it a rare feat for an underclassman to play so highly in back-to-back seasons and then follow up with an especially hard fought fifth place finish. The Mayor called it a testament to Mr. Sturtz's consistency and ability to rise to big occasions.

By this season's end, the Mayor said Mr. Sturtz's accolades painted a clear picture of his dominance among New England runners. He was named to the New Hampshire Division I All Star Team, the New Hampshire All Star Team, and the All-New England Team, earning recognition from his peers, coaches, and cross-country fans across the region. Mayor Kahn said Mr. Sturtz showed incredible dedication and hard work this season and his entire four-year career, according to Coach David Goldsmith (in the audience; with an impressive record of coaching All-State runners at Keene High School. Mr. Sturtz's ability to perform at such a high level week-after-week and season-after-season reflected his training, focus, and love for the sport. The Mayor said what made Mr. Sturtz and this season even more remarkable were his steady progression since freshman year, consistently improving his times and racing tactics, setting personal bests and key races, and leading his team to second place in the Division I Championship, fourth place in the Meet of Champions, and 16th place in the New England Cross Country Championship. Mayor Kahn said that Mr. Sturtz had firmly established himself as one of the top runners to watch heading into the postseason and trying to earn a spot in the National High School Cross Country Championships later in 2025. As Mr. Sturtz planned his future at the University of Massachusetts at Amherst, the Mayor knew he would continue to demonstrate perseverance, humility, and passion for running. Mayor Kahn said Keene High School and the entire Keene community were proud of Mr. Sturtz's accomplishments and congratulated him.

Mr. Sturtz thanked the City Council and Mayor Kahn for this honor and all the nice things that were said. Mr. Sturtz said all of the accomplishments the Mayor listed were not his alone; he would not have been able to get anywhere close to those things without the support of his community and family, and specifically without the support of his team and Coach Goldsmith. Mr. Sturtz said the current Cross Country Team was the best he had ever seen in his time affiliated with the program at Keene High School. He thought it was awesome to see the team rising and performing so well, especially in Keene, which has such a strong running culture. He knew the success would continue and Mr. Sturtz encouraged the community to show the Keene High School Cross Country Team some love. Mayor Kahn thanked Tanya and John Sturtz for all their support of Sully this year and beyond.

#### NOMINATION - HERITAGE COMMISSION

Mayor Kahn nominated Marilyn Huston to serve as a Regular Member of the Heritage Commission, with a term to expire December 31, 2028. The Mayor tabled the nomination until the next regular meeting.

COMMUNICATION - KEENE DOWNTOWN GROUP - REQUEST TO USE CITY  
PROPERTY - ICE AND SNOW FESTIVAL - FEBRUARY 7, 2026

A communication was received from Mark Rebillard of the Keene Downtown Group, submitting the annual request for a license to conduct the 2026 Ice and Snow Festival on City property on February 7, 2026. Mayor Kahn referred the communication to the Planning, Licenses and Development Committee.

COMMUNICATION - MEDARD KOPCZYNSKI - RESIGNATION - CONGREGATE  
LIVING AND SOCIAL SERVICES LICENSING BOARD

A communication was received from Medard Kopczynski, resigning from the Congregate Living and Social Services Licensing Board. A motion by Councilor Greenwald to accept the resignation effective January 1, 2026, with gratitude for service, was duly seconded by Councilor Filiault. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Bosley was absent.

PLD REPORT - PRESENTATION - HERITAGE COMMISSION ANNUAL REPORT

A Planning, Licenses and Development Committee report was read, unanimously recommending that the presentation – Heritage Commission Annual Report – be accepted as informational. Mayor Kahn accepted the report as informational.

PLD REPORT - REQUEST FOR CONSIDERATION OF AN ORDINANCE AMENDMENT  
TO REGULATE THE MUZZLING OF DOGS AND DRAFT ORDINANCE

A Planning, Licenses and Development Committee report was read, unanimously recommending that the City Attorney be directed to introduce an Ordinance for first reading relating to Regulating the Muzzling of Dogs. A motion by Councilor Jones to carry out the intent of the Committee report was duly seconded by Councilor Williams. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Bosley was absent.

PLD REPORT - CREATION OF NEW CITY CODE CHAPTER 44 RELATING TO  
BUILDING CONSTRUCTION AND DEMOLITION

A Planning, Licenses and Development Committee report was read, unanimously recommending the City Manager be directed to introduce an ordinance for first reading relative to the creation of a new City Code Chapter 44 Relating to Building Construction and Demolition. A motion by Councilor Jones to carry out the intent of the Committee report was duly seconded by Councilor Filiault. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Bosley was absent.

**PLD REPORT - UPDATE TO CHAPTER 18 OF THE CITY CODE, PROPERTY AND HOUSING STANDARDS**

A Planning, Licenses and Development Committee report was read, unanimously recommending the City Manager be directed to introduce an ordinance for first reading relating to amendments to Chapter 18 of the City Code, incorporating the changes discussed by the Committee. A motion by Councilor Jones to carry out the intent of the Committee report was duly seconded by Councilor Williams. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Bosley was absent.

**FOP REPORT - 2025 HOMELAND SECURITY GRANT PROGRAM AWARD - CRITICAL CARE EQUIPMENT**

A Finance, Organization and Personnel Committee report was read, unanimously recommending the City Manager be authorized do all things necessary to accept and expend the 2025 Homeland Security Grant Program Award – Critical Care Equipment in the amount of \$57,118.00. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Bosley was absent.

**FOP REPORT - 2025 HOMELAND SECURITY GRANT PROGRAM AWARD - HAZARDOUS MATERIALS ALLOCATION**

A Finance, Organization and Personnel Committee report was read, unanimously recommending the City Manager be authorized do all things necessary to accept and expend the 2025 Homeland Security Grant Program Award – Hazardous Materials Allocation in the amount of \$23,128.00. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Bosley was absent.

**FOP REPORT - EXECUTION OF AN AGREEMENT FOR ENGINEERING SERVICES WITH MICHAEL PETROVICK ARCHITECTS, PLLC FOR THE DESIGN OF THE CITY HALL STRUCTURAL REPAIRS PROJECT (65J0002B)**

A Finance, Organization and Personnel Committee report was read, unanimously recommending the City Manager be authorized do all things necessary to execute an agreement with Michael Petrovick Architects, PLLC for the Design of the City Hall Structural Repairs Project (65J0002B) for an amount not to exceed \$130,000. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

Councilor Jones said he was glad to see this awarded to a local company owned by a gentleman doing a lot of work within the community. The Councilor liked that the money would stay local.

The motion to carry out the intent of the Committee report carried unanimously with 14 Councilors present and voting in favor. Councilor Bosley was absent.

**FOP REPORT - EXECUTION OF A GRANT AGREEMENT WITH THE RECREATIONAL TRAILS PROGRAM (RTP) FOR THE REHABILITATION OF THE ASHUELOT RAIL TRAIL BRIDGE OVER THE ASHUELOT RIVER**

A Finance, Organization and Personnel Committee report was read, unanimously recommending the City Manager be authorized do all things necessary to execute and expend a grant agreement with the Recreation Trails Program (RTP) for engineering services and the construction phase of the Ashuelot Rail Trail Bridge Rehabilitation Project (65J0022A). A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

Councilor Jones said this bridge was definitely in need of improvement. He noted that when walking over the bridge, you could feel the squeak underneath, like the boards were getting soft. He said it would definitely need some work to get it back to where it should be. Councilor Jones added that Pathways for Keene reviewed its minutes and found it had committed \$5,000 to this project. If more would be needed, he said Pathways for Keene could review that need at its next meeting on the second Monday in January 2026.

In light of the recent financial situation with the University System of New Hampshire and Keene State College (KSC) specifically, Councilor Workman asked for an update on what the backup plan was if Keene State College would not match the City's 20% as originally expected. At this time, City Manager Elizabeth Ferland said she did not have confirmation that KSC would match the City's 20% and if that were to become an issue, she would ask Pathways for Keene to consider increasing their donation or look for other funding the City might be able to use for the match. She said it was a relatively small number.

Mayor Kahn called it a good grant, which he would hate to see go by the wayside because of the match issue. The City Manager agreed.

The motion to carry out the intent of the Committee report carried unanimously with 14 Councilors present and voting in favor. Councilor Bosley was absent.

**FOP REPORT - RE-ALLOCATION OF FY26 CIP FUNDS IN THE TRAFFIC SIGNAL REPLACEMENT PROGRAM (75M012) FOR THE DOWNTOWN INFRASTRUCTURE IMPROVEMENTS AND RECONSTRUCTION PROJECT**

A Finance, Organization and Personnel Committee report was read, unanimously recommending the City Manager be authorized do all things necessary to re-allocate CIP FY26 allocated funds in the Traffic Signal Replacement Program (75M012) to the Downtown Infrastructure Improvements Project. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Bosley was absent.

FOP REPORT - RE-ALLOCATION OF FY27 CIP FUNDS IN THE STORMWATER RESILIENCY PROGRAM (75M006) FOR THE DOWNTOWN INFRASTRUCTURE IMPROVEMENTS AND RECONSTRUCTION PROJECT

A Finance, Organization and Personnel Committee report was read, unanimously recommending accepting this item as informational. Mayor Kahn filed the report as informational. The Mayor explained that the FY27 Capital Improvement Program (CIP) funds had yet to be allocated, so this change would be reflected in the upcoming iteration of the CIP for 2026 through 2032.

FOP REPORT - RE-ALLOCATION OF UNSPENT CIP PROJECT FUNDS FROM THE ROAD PRESERVATION AND REHABILITATION PROGRAM (75M002) FOR THE CONSTRUCTION PHASE OF THE GEORGE STREET BRIDGE IMPROVEMENTS PROJECT

A Finance, Organization and Personnel Committee report was read, unanimously recommending the City Manager be authorized to do all things necessary to reallocate unspent allocated program funds in the amount of \$150,000 from the Road Preservations and Rehabilitation Program (75M002) to the George Street Bridge Replacement Project (75M0020A). 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 14 Councilors present and voting in favor. Councilor Bosley was absent.

CITY MANAGER COMMENTS

The City Manager, Elizabeth Ferland, was pleased to announce that City Assessor Dan Langille was awarded the Lawton B. Chandler Award by the New Hampshire Association of Assessing Officials (NHAAO) at the Annual Conference for Assessors. This is a distinguished recognition within assessing profession. The NHAAO established this award to recognize individuals who demonstrate outstanding service through active contribution, leadership, and a commitment to inspiring others in the spirit of Lawton Chandler's legacy. The City Manager said Mr. Langille's work and dedication exemplify those ideals; his leadership, professionalism, and service to the City of Keene and the broader assessing community make him truly deserving of this honor. City Manager Ferland noted that often, people from other communities with assessing questions reach out to Mr. Langille because he is a wonderful resource to other communities and the assessing profession. The City Manager said this was a well-deserved recognition.

City Manager Ferland shared a reminder from Councilor Tobin about Giving Tuesday: the first Tuesday after Thanksgiving, December 2, 2025. The City Manager said Giving Tuesday is the opportunity to give back and invest in the community: give to a favorite nonprofit, volunteer, donate goods, or do something nice for a neighbor.

The City Manager concluded by introducing the City's new Human Resources Director, Darcy Newport. The City Manager was excited to welcome Ms. Newport's 30 years of Human Resources experience. She had most recently been the HR Director at Nichols College in Dudley, Massachusetts, since 2018. Ms. Newport holds a Master of Science in Organizational Leadership and a Bachelor's in Personnel Management. While she has not worked municipally

before, the City Manager said Ms. Newport has all the right experience. So, City Manager Ferland was really excited to have Ms. Newport on the team.

Councilor Filiault thanked the Mayor and the Mayor's Youth Council for its presentation at Keene Middle School on November 20, 2025 on Native American History in Keene. Councilor Filiault thought most in the room remembered when the Middle School was built; it was delayed because Native American burial grounds were found. He said the Youth Council had some artifacts at the presentation. Councilor Filiault said it was well done. Mayor Kahn was appreciative, noting 14 students from the Youth Council (9th to 12th graders) led the presentation. The presentation was well-supported by the key researcher for the burial's archaeological dig, Robert Goodby of Franklin Pierce University. Additionally, Joyce Heywood, a member of the last Abenaki family present in Keene, showing family heirlooms at the presentation; she had previously met the students via Zoom. Mayor Kahn said the Cheshire County Historical Society was also very helpful in providing historical artifacts. He noted Keene High School had been a terrific advocate for the Mayor's Youth Council and thanked Library Director Marti Fiske for being a real asset in coordinating this presentation as a former social studies teacher. The Mayor said his takeaway from this was that the arts and sciences can be made into active learning programs and practical learning experiences for students, which he thought the students demonstrated through this presentation. He reiterated what an asset Ms. Fiske was.

#### ORDINANCE FOR FIRST READING - RELATING TO THE MUZZLING OF VICIOUS DOGS - ORDINANCE O-2025-35

A memorandum was read from City Attorney Amanda Palmeira, recommending the City Council refer Ordinance O-2025-35 Relating to the Muzzling of Vicious Dogs to the Planning, Licenses and Development Committee. Mayor Kahn referred Ordinance O-2025-35 to the Planning, Licenses and Development Committee.

#### ORDINANCE FOR FIRST READING - RELATING TO UPDATE OF CHAPTER 18 PROPERTY AND HOUSING STANDARDS CODE - ORDINANCE O-2025-36

A memorandum was read from Fire Marshall/Building Official Richard Wood and Community Development Director Paul Andrus, recommending the City Council refer Ordinance O-2025-36 Relating to Update of Chapter 18 Property and Housing Standards Code to the Planning, Licenses and Development Committee. Mayor Kahn referred Ordinance O-2025-36 to the Planning, Licenses and Development Committee.

#### ORDINANCE FOR FIRST READING - RELATING TO NEW CHAPTER 44 BUILDING CONSTRUCTION AND DEMOLITION - ORDINANCE O-2025-37

A memorandum was read from Flood Plain Administrator Michael Hagan and Community Development Director Paul Andrus, recommending the City Council refer Ordinance O-2025-37 Relating to New Chapter 44 Building Construction and Demolition to the Planning, Licenses, and Development Committee. Mayor Kahn referred Ordinance O-2025-37 to the Planning, Licenses and Development Committee.



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ORDINANCE FOR SECOND READING - PLD REPORT - RELATING TO PAVEMENT  
SETBACKS AND CROSS SITE ACCESS - ORDINANCE O-2025-29

A Planning, Licenses and Development Committee report was read, unanimously recommending the adoption of Ordinance O-2025-29. The Mayor filed the report as informational. Ordinance O-2025-29 Relating to Pavement Setbacks and Cross Site Access read for the second time. A motion by Councilor Jones to adopt Ordinance O-2025-29 was duly seconded by Councilor Tobin.

Councilor Greenwald noted his standing Conflict of Interest on Ordinance O-2025-29 and was recused without objection.

The motion to adopt Ordinance O-2025-29 carried unanimously on a roll call vote with 13 Councilors voting in favor and Councilor Greenwald abstaining Councilor Bosley was absent.

ORDINANCE FOR SECOND READING - FOP REPORT - RELATING TO CLASS  
ALLOCATION - ORDINANCE O-2025-32

A Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Ordinance O-2025-32. The Mayor filed the report as informational. Ordinance O-2025-32 Relating to Class Allocation read for the second time. A motion by Councilor Powers to adopt Ordinance O-2025-32 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Bosley was absent.

ADJOURNMENT

There being no further business, Mayor Kahn adjourned the meeting at 7:46 PM.

A true record, attest:



City Clerks