



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers, Keene City Hall  
January 22, 2026  
6:00 PM

**A. AGENDA ITEMS**

1. Thomas Burton - Request for Increase to Disabled Veteran Property Tax Credit
2. Execution of Lease - 11 Central Square - Deputy City Manager
3. Execution of an Agreement for Engineering Services With NXTGen for the Design of the Gilbo Avenue Solar Pavilion Project - City Engineer
4. Relating to the Reallocation of Unspent Bond Funds for the WWTP Service Water System Upgrade Project  
Resolution R-2026-04

**B. MORE TIME ITEMS**

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

**NON PUBLIC SESSION**

**ADJOURNMENT**

Dear Mayor Kahn and Council,

I am writing to respectfully request that you bring forward for City Council consideration an increase to Keene's optional property tax credit for 100 percent service-connected disabled veterans, from the current \$4,000 to the statutory maximum of \$5,000 authorized under RSA 72:35.

Effective July 13, 2025, the New Hampshire Legislature amended RSA 72:35 to increase the allowable optional credit for veterans with total and permanent service-connected disabilities up to \$5,000. Keene has already adopted the optional credit, and therefore the City has clear legal authority to adjust the amount within the newly expanded statutory range.

The individuals eligible for this credit are narrowly defined: veterans rated by the U.S. Department of Veterans Affairs as totally and permanently disabled due to service-connected injuries, as well as certain surviving spouses. For many, this credit directly offsets rising housing and property tax costs while living on fixed disability-based incomes. Because the qualifying population is limited, the fiscal impact of increasing the credit by \$1,000 per household is modest, predictable, and manageable.

Increasing the credit to the maximum amount would:

- Fully implement the Legislature's intent in expanding the statute.
- Provide meaningful and targeted tax relief to some of Keene's most severely disabled veterans.
- Reinforce Keene's commitment to honoring military service through concrete local action.
- Ensure Keene remains equitable with other municipalities that may choose to adopt the full authorized credit.

The credit applies only to a veteran's principal residence and is administered evenly across tax payments, making it straightforward to implement and transparent in its effect.

I respectfully ask that you place this issue on a future City Council agenda or otherwise initiate discussion so the Council may consider adjusting the credit to the new maximum. I believe this would be a reasonable, fiscally responsible, and well-supported policy decision.

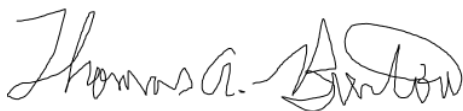
Thank you for your time, leadership, and consideration.

Respectfully,

Thomas Burton

45 Dover St.

Keene, NH

A handwritten signature in black ink that reads "Thomas A. Burton". The signature is written in a cursive, flowing style.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

**Meeting Date:** January 22, 2026  
**To:** Finance, Organization and Personnel Committee  
**From:** Andrew Bohannon, Deputy City Manager  
**Through:** Elizabeth Ferland, City Manager  
**Subject:** **Execution of Lease - 11 Central Square - Deputy City Manager**

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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 negotiate and execute a lease with Nicola's LLC for the use of space at 11 Central Square.

**Attachments:**

None

**Background:**

Philippe Bourdon of Culinary Journey Management Corp. recently provided their Surrender of Lease for both 10 and 11 Central Square. Prior to the notification, the owners of Culinary Journey Management Corp. were approached by Nicola's LLC. Upon agreement of the sale of equipment between the two owners, the City has been working with Cheryl and Nicola Bencivenga towards a new lease agreement for 11 Central Square.

The terms of the lease will be five years and an option for an additional five.

This leaves the City with vacant store property at 10 Central Square.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

**Meeting Date:** January 22, 2026

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

**From:** Bryan Ruoff, City Engineer

**Through:** Elizabeth Ferland, City Manager  
Donald Lussier, Public Works Director

**Subject:** **Execution of an Agreement for Engineering Services With NXTGen for the Design of the Gilbo Avenue Solar Pavilion Project - City Engineer**

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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 execute an agreement with NXTGen for engineering services for the design of the Gilbo Avenue Solar Pavilion Project, for an amount not to exceed \$300,000.

**Attachments:**

None

**Background:**

As part of the City's Downtown Infrastructure Improvements Project, in 2024 the City received a federal funding grant from Timber for Transit for the design and construction of the Gilbo Ave solar pavilion. In accordance with federal funding requirements, the City publicly solicited Requests for Qualifications (RFQs) for engineering design services for the Gilbo Avenue Solar Pavilion Project in September 2025. Two (2) qualification packages were received by the City in response to the request.

Both of the submitting firms were interviewed by a selection committee, which consisted of the Public Works Director Donald Lussier, City Engineer Bryan Ruoff, Infrastructure Project Manager T.J. O'Brien, and Parking Operations Manager Chelsea North. The committee interviewed both firms, scored and evaluated the written submittals and interviews.

Following the committee's scoring and evaluation process, Stantec was initially identified as the preferred engineering consultant for the scope of work on this project, but City Council voted against recommending the award and execution of the contract. In response to this, the Engineering Division requested a scope and fee proposal from the other consultant, NXTGen, that submitted qualifications for the scope of engineering services for the project and subsequently negotiated and mutually

agreed upon the final scope and associated fee for engineering design services for the Gilbo Avenue Solar Pavilion Project (75J0034B).



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to the Reallocation of Unspent Bond Funds for the WWTP Service Water System Upgrade Project

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

That the sum of \$148,695.97 in unspent bond proceeds from the WWTP Aeration Line Replacement Project (32JW002A) be reallocated to the WWTP Service Water System Upgrade Project (32JW024A).

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Jay V. Kahn, Mayor

In City Council January 15, 2026.  
Referred to the Finance,  
Organization and Personnel Committee.

City Clerk