



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers, Keene City Hall  
February 12, 2026  
6:00 PM

**A. AGENDA ITEMS**

1. Mark Rebillard/Keene Downtown Group - Request for Community Funded Event Status - Series of Small Scale Festivals During Downtown Construction  
City Council Policy R-2012-19 - Community Event Funding
2. Mark Rebillard/Keene Downtown Group - Request for Community Funded Event Status - Keene 250th Independence Day Celebration - July 4, 2026
3. Allocation of Casino Revenue Donation to FY27 CIP - Finance Director
4. Execution of a Change Order for Construction Engineering Services with Greenman Pederson Inc. for Island Street 2026 Reconstruction - City Engineer
5. Relating to the Appropriation of Planned Funds for Engineering Services for the Robin Hood Park Improvements Project  
Resolution R-2026-05
6. Relating to the Appropriation of Funds for Recycling Equipment Replacement  
Resolution R-2026-06
7. Councilor Workman - Request for Review and Update of 2019 Inter-Agency Memorandum of Understanding Involving Local Law Enforcement Partners

**B. MORE TIME ITEMS**

**NON PUBLIC SESSION**

**ADJOURNMENT**

**Mark Rebillard**

Chairperson  
PO Box 80  
Keene, NH 03431  
(603) 439-0321  
[Mark@DeepRootsMB.com](mailto:Mark@DeepRootsMB.com)



February 2, 2026

**Keene City Council**

Mayor Jay Kahn & Keene City Council  
3 Washington Street  
Keene, NH 03431

Dear Mayor Kahn and City Council,

On behalf of a partnership between the Keene Downtown Group (KDG) and the Colonial Theatre, I ask the City of Keene to grant licenses and allocate the city resources required for two to six small, limited-size festivals to be held in Downtown Keene throughout 2026. Each one-day festival will feature live stage performances, sidewalk sales, buskers, vendors, and craft areas. We are seeking an in-kind donation of reserved parking spaces, limited street closures, and the necessary police, fire, and public works resources, so that they may be conducted effectively, economically, and safely.

These festivals are part of a Colonial KDG collaborative project called "Dig Into Keene", a three-part plan to keep downtown vibrant and active during the planned construction phases. Suggested dates for these festivals in 2026 include the following Saturdays: April 4, June 13, July 25, September 12, October 1, and November 27. These dates would be subject to change depending on artist availability, construction concerns, weather delays, and other considerations that may arise as our group works closely with the city protocol team.

Thank you for your consideration.

Sincerely,

Mark Rebillard



City of Keene  
New Hampshire

## COMMUNITY FUNDED EVENT APPLICATION

### Applicant Information

Date completed:

Sponsoring Organization:

KEENE DOWNTOWN GROUP

1. Is your organization incorporated as a non-profit?

501(c)3



YES



NO

Please provide date of incorporation/founding date:

10/21/2025

2. Has your organization received community funding in the past for this or other events? Please indicate other events.



YES



NO

KISE

3. Please provide copies of the following financial statements for your organization:

- Profit & loss statement for previous fiscal year
- A current balance sheet

### Proposed Event Information

(Funding Request for events in fiscal year 2027 – July 1, 2026 to June 30, 2027)

Name of Event:

MINI FESTIVALS

Anticipated Event Date(s):

4/4, 6/13, 7/25, 9/12, 10/10, 11/27

1. Does your event take place on public property? (Please indicate location(s) below)

Focus on RR Square

2. Is your event a leisure time activity that is open to the public free of charge?



YES



NO

If NO, provide information regarding anticipated admission charges as part of event budget documentation.

3. Has your group successfully run this event two consecutive times or more prior to this request?



YES



NO

When did this event receive community funded event status?

4. Choose one of the available event footprints for FY 26-27 that are described on the separate footprints in 2026 Downtown Events Planning document

- ☐ Option 1: Large Event with Road Closures  
☐ Option 2: Medium Event with Road Closures  
☒ Option 3: Small Event with Road Closures



Please note: Alternative event footprints will not be available. Event layouts cannot extend north of Gilbo Avenue and Railroad Street.

5. Confirm whether anticipated event scope (activities planned) as described on this application and associated submittals will be the same as the prior year or most recent event. Describe anticipated support to be provided for set up, break down and event security by event sponsor.

Event scope has changed? ☐ YES

☐ NO

N/A

KAG & SPONSORS PLAN TO HANDLE ALL  
EVENT LOGISTICS.

ROAD CLOSURE OF RAILROAD ST.

AND USE OF RR SQUARE ANTICIPATED.

PARTIAL CLOSURE OF MAIN ST. NEEDED  
FOR JUMANTI STYLE ANIMAL RACE

6. Does your event appeal to a cross-section of the community? (Please explain briefly)

EVENTS ARE NON-PARTISAN, NON-GROUP SPECIFIC  
WHATSOEVER

7. What is the anticipated total budget (exclusive of in-kind services) that will be required for the upcoming event?

-0-

8. List anticipated funding sources, their level of funding and the percentage of the total event budget. *Demonstration of progress toward fundraising may be required.*

KDG revenues and sponsors by event

9. How much financial assistance is requested from the City?

\$ -0-

10. Please explain why financial assistance is needed from the City.

in-kind only

**Required Submittals**

**Your application for Community Funded Event status must include the following documents:**

1. The following documents for your organization:
  - a. List of current board members.
  - b. Profit & loss statement for previous fiscal year.
  - c. A current balance sheet.
2. Documentation detailing the costs incurred and revenue generated by this event last year or when last conducted (excluding community funding received from the city).
3. Documentation demonstrating your organization's efforts to raise monies through other sources for last year's event. Please include all donations received and the names of major sponsors.
4. Use of City Property 2026 Application
5. A signed letter addressed to the Mayor and City Council requesting an event license.

I hereby certify that it is our organization's intent to conduct similar fund-raising activities to support our upcoming event, and that all information included on this application is true and accurate.

 ]  
Signature of Officer

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*(For office use only)*

Date Received: 02/03/2026 By: Terri Hood

Date Forwarded to Finance Department for Review: To City Council 02/05/2026

Final Disposition of Request: \_\_\_\_\_

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Finance Department Signature



# CITY OF KEENE

R-2012-19

In the Year of Our Lord Two Thousand and .....Twelve.....

## A RESOLUTION RELATING TO COUNCIL POLICY: FUNDING FOR COMMUNITY EVENTS

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

WHEREAS: Community events are important because they help to financially enhance, showcase and build upon the community's investment in itself, provide social, cultural and recreational opportunities; provide economic stimulus for both area non-profit and for-profit organizations and businesses; promote the quality-of-life and economic vitality of the community and that such fairs, events and promotions are consistent with Keene's Comprehensive Master Plan and

WHEREAS: RSA 31:100 provides that the governing body of a City may grant a license to an applicant to use and occupy a portion of any street or sidewalk as may be designated for the purpose of conducting thereon street fairs or other community events, including but not limited to the sale of merchandise by commercial retailers or by community associations conducting street fairs or other promotions. Such licenses may include the right to encumber the designated area with boxes, shelves, stands or other devices useful in conducting such sales and shall be issued for not more than 3 consecutive business days; and

WHEREAS: The City may also authorize a community event to occur on other public property not consisting of a public street or sidewalk; and

WHEREAS: The City of Keene owns significant real property in the Towns of Roxbury and Swanzey, which also may be suitable sites for community events; and

WHEREAS: The City Council may at its sole discretion budget from year to year funds to support those community events which it determines to be appropriate for financial participation by the City, and based upon the standards contained in this policy; and

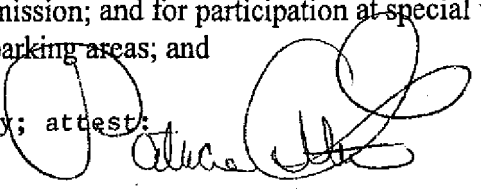
WHEREAS: Licenses may also be subject to such other terms and conditions, to be expressed in the license, as the public convenience and safety may require; and

WHEREAS: A community event is defined by the City of Keene as an event that takes place on public property, and which may require street closures or traffic coordination, and which has a expected attendance of at least 500 participants or observers; and

WHEREAS: A community event may accept donations and may charge attendees for general admission; and for participation at special venues within the event or for parking in private parking areas; and

ED May 17, 2012

A true copy; attest:

  
City Clerk

WHEREAS: the event applicant must be registered with the State of New Hampshire as a not-for-profit organization; and

WHEREAS: The event shall have been previously produced at least twice prior to the request for community event status; and

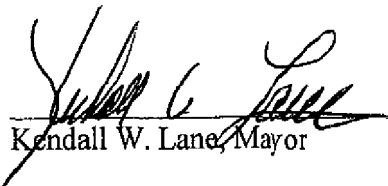
WHEREAS: the applicant requesting community event status shall annually provide the City with documentation showing its efforts to raise monies through the private sector, its actual costs for producing the event and any fund balance prior to its request to the City for funding; and

WHEREAS: The sponsor of a community event must show proof of its ability to pay all reasonable and customary expenses associated with the planned event or provide the City with sufficient surety of payment which in the City Council's sole discretion it may require in the event that the sponsor fails to raise said funds. In the event that the sponsor is not able to repay the City, the City Manager shall be authorized to negotiate a settlement of the amount due and for consideration by the City Council; and

WHEREAS: The community event budget is intended to fund personnel, equipment and material costs that would otherwise not be incurred by the respective City department involved in any particular event. It is intended to fund equipment used and overtime incurred during pre-event set-up, activities during the event and any after hour cleanup. The community events budget is not intended to fund those costs associated with administrative planning or personnel cost of work performed during a regular working week, day or shift.

NOW THEREFORE BE IT RESOLVED:

The total annual appropriation for all community events shall be at the discretion of the Keene City Council.

  
Kendall W. Lane, Mayor



**Mark Rebillard**

Chairperson  
PO Box 80  
Keene, NH 03431  
(603) 439-0321  
[Mark@DeepRootsMB.com](mailto:Mark@DeepRootsMB.com)



February 2, 2026

**Keene City Council**

Mayor Jay Kahn & Keene City Council  
3 Washington Street  
Keene, NH 03431

To the Honorable Chair and Members of the Council:

As the licensee for the Monadnock 250 Independence Day Celebration, I am writing to ask you to suspend City policy to provide funding for this event. Many of you on the Council may recall the festivities of our nation's Bicentennial, and our hope is that this event will create the same kind of memories. As the county seat of Cheshire County and the jewel of the Monadnock Region, it behooves Keene to put on a celebration that will be remembered for many years.

That said, we have carefully planned to keep the event low-cost. We anticipate mostly rolling road closures for the parade (with a temporary closure on Baker Street). We have made every effort to avoid peak construction areas. We have worked with Public Works, Keene Fire, and Keene Police to ensure that the event does not overwhelm strained resources on a holiday.

You will find supporting documents in your packet. I urge you to support us in making the 250th anniversary of America one that will be remembered in Keene for the next 50 years and more.

Sincerely,

Mark Rebillard



City of Keene  
New Hampshire

## COMMUNITY FUNDED EVENT APPLICATION

### Applicant Information

Date completed: 01.24.25

Sponsoring Organization: Keene Downtown Group

1. Is your organization incorporated as a non-profit?



YES



NO

Please provide date of incorporation/founding date: 2010

2. Has your organization received community funding in the past for this or other events? Please indicate other events.



YES



NO

3. Please provide copies of the following financial statements for your organization:

- Profit & loss statement for previous fiscal year
- A current balance sheet

### Proposed Event Information

(Funding Request for events in fiscal year 2027 – July 1, 2026 to June 30, 2027)

Name of Event:

Monadnock 250

Anticipated Event Date(s):

July 4, 2026

1. Does your event take place on public property? (Please indicate location(s) below)

Main Street - Approximately Railroad Street to Bruder Street

2. Is your event a leisure time activity that is open to the public free of charge?



YES



NO

If NO, provide information regarding anticipated admission charges as part of event budget documentation.

3. Has your group successfully run this event two consecutive times or more prior to this request?



YES



NO

When did this event receive community funded event status?

4. Choose one of the available event footprints for FY 26-27 that are described on the separate footprints in 2026 Downtown Events Planning document

- ☐ Option 1: Large Event with Road Closures  
☒ Option 2: Medium Event with Road Closures  
☐ Option 3: Small Event with Road Closures

Please note: Alternative event footprints will not be available. Event layouts cannot extend north of Gilbo Avenue and Railroad Street.

5. Confirm whether anticipated event scope (activities planned) as described on this application and associated submittals will be the same as the prior year or most recent event. Describe anticipated support to be provided for set up, break down and event security by event sponsor.

Event scope has changed? ☐ YES ☒ NO

We will organize volunteers for set-up and breakdown. We will rely on city police, fire and public works for safety.

6. Does your event appeal to a cross-section of the community? (Please explain briefly)

Yes - we are celebrating the founding of America, which ultimately brought us all here together in the Monadnock Region. We plan for this to be a multi-cultural, inclusive event.

7. What is the anticipated total budget (exclusive of in-kind services) that will be required for the upcoming event?

\$50,000

8. List anticipated funding sources, their level of funding and the percentage of the total event budget. *Demonstration of progress toward fundraising may be required.*

While early in our fundraising, we have many connections to local organizations and philanthropists who have expressed interest in giving. SBW and Fenton Family Dealerships have pledged funding.

9. How much financial assistance is requested from the City?

\$ Cost of needed City services

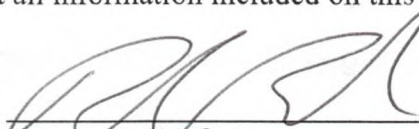
10. Please explain why financial assistance is needed from the City.

### Required Submittals

Your application for Community Funded Event status must include the following documents:

1. The following documents for your organization:
  - a. List of current board members.
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  - c. A current balance sheet.
2. Documentation detailing the costs incurred and revenue generated by this event last year or when last conducted (excluding community funding received from the city).
3. Documentation demonstrating your organization's efforts to raise monies through other sources for last year's event. Please include all donations received and the names of major sponsors.
4. Use of City Property 2026 Application
5. A signed letter addressed to the Mayor and City Council requesting an event license.

I hereby certify that it is our organization's intent to conduct similar fund-raising activities to support our upcoming event, and that all information included on this application is true and accurate.

  
\_\_\_\_\_  
Signature of Officer  
MARK REBIWARD - CHAIR

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(For office use only)

Date Received: 02/03/2026 By: Terri Hood

Date Forwarded to Finance Department for Review: To Council 02/05/2026

Final Disposition of Request: \_\_\_\_\_

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Finance Department Signature



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

**Meeting Date:** February 12, 2026  
**To:** Finance, Organization and Personnel Committee  
**From:** Kari Chamberlain, Finance Director/Treasurer  
**Through:** Elizabeth Ferland, City Manager  
**Subject:** **Allocation of Casino Revenue Donation to FY27 CIP - Finance Director**

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**Recommendation:**

Move that the Finance, Organization and Personnel Committee recommend that the City Council approve the allocation of the Revo Casino donation in the amount of \$13,788.35 to the FY27 Police Department CIP for Exacom purchase.

**Attachments:**

None

**Background:**

On September 18, 2025, City Council voted to accept funding from Revo Casino. This funding is a percentage of Revo Casino revenues generated during the week of December 17 through December 26, 2025, as part of a host community partnership. This resulted in a donation of \$13,788.35 from Revo. We are requesting this funding be utilized to offset the total expense related to the police department's Exacom Hindsight System Replacement, which is included as part of the FY27 Capital Improvement Program. The Exacom equipment records all telephone and radio traffic in and out of the Police Department.





## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

**Meeting Date:** February 12, 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 a Change Order for Construction Engineering Services with Greenman Pederson Inc. for Island Street 2026 Reconstruction - 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 negotiate and execute a change order for Construction Engineering Services with Greenman Pederson Inc. for 2026 construction as part of the Island Street Corridor Improvements Project.

**Attachments:**

None

**Background:**

In 2025, the City executed a contract with Greenman Pedersen, Inc in 2025 to perform engineering services during construction (CE services) for the scope of the Island Street corridor improvements projects. Due to both the necessary added scope of work on the project and the early winter weather conditions in 2025, the temperature-sensitive aspects of the project, including the replace the existing concrete sidewalk, perform finish paving and pavement line striping for the project was not able to be completed within the original contract duration in 2025 and this scope of the project will be required to be completed in the spring of 2026 by the contractor. In consideration of this, Greenman Pederson Inc (GPI), the City's engineering consultant for CE Services on the project has submitted for the City's review and approval a proposed scope and fee to perform CE Services for the 2026 construction to complete the project in an amount not to exceed \$72,390, which represents a 38.9% contract increase to complete the engineering services necessary for the 2026 completion of the project.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Appropriation of Planned Funds for Engineering Services for the Robin Hood Park Improvements Project

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

WHEREAS, The City has been awarded a \$500,000 Land and Water Conservation Fund (LWCF) Grant, for the site work and construction scope included in the Robin Hood Park Improvements Project (65J0018); and

WHEREAS, The City desires to maximize the benefits of this funding for our residents and the community; and

WHEREAS, in order to perform the necessary scope to rehabilitate the Robin Hood Park pool as part of the scope of the project, the preliminary engineering, engineering design and contract documents for bidding are necessary to be completed prior to the start of FY27 in order to perform the necessary rehabilitation of the pool in 2027;

NOW THEREFORE BE IT RESOLVED That the sum of Three-hundred thousand dollars (\$300,000), planned in the 2025-2031 Capital Improvements Plan for fiscal year 2027, is hereby appropriated in the 2026 fiscal year for the purpose of providing funding for the scope of engineering services for the preliminary study and design of the Robin Hood Park Improvements Project (65J0018).

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council February 5, 2026.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk





# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Appropriation of Funds for Recycling Equipment Replacement

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

That the sum of sixty-five thousand dollars (\$65,000.00) be and hereby is appropriated from the Solid Waste Unallocated Fund Balance to the Recycling Equipment Replacement Capital Reserve Project (21M0002A).

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council February 5, 2026.  
Referred to the Finance, Organization and  
Personnel Committee.

City Clerk

February 3, 2026

Dear Mayor and Members of the Keene City Council,

We are writing to respectfully request that the 2019 inter-agency Memorandum of Understanding (MOU) involving local law enforcement partners be reviewed and updated to include clearer operational language, defined roles and authorities, and a formal schedule for periodic review and renewal. This request is time sensitive and germane to city business as it governs daily activities related to public safety. The MOU has not been updated since 2019. Even before Covid, which we believe is too long for such an important agreement. We request this matter be referred to the Finance, Operations, and Personnel (FOP) committee for updating, and an opportunity for public input.

Recent police activity supposedly executed under this MOU have called it into question as to operations beyond jurisdictions. For both transparency and community trust, we believe the current 2019 MOU would benefit from additional language that addresses:

- **Reporting requirements** for activities conducted under the agreement.
- **Defined frequency of review**
- **Public transparency provisions**

If state statute limits the ability of the City Council to direct modifications to police policy or compel the Chief of Police to renegotiate such agreements directly, we respectfully suggest that the Council consider alternative measures, such as:

- Requesting **formal periodic briefings** regarding deployments and interagency agreements.
- Establishing a **Council resolution** that outlines expectations for MOU review and transparency.

Thank you for your thoughtful consideration of this request.

Respectfully,

A handwritten signature in blue ink that reads "Catherine Workman". The signature is written in a cursive, flowing style.

**Councilor Catherine Workman**