

City of Keene
New Hampshire

MUNICIPAL SERVICES, FACILITIES & INFRASTRUCTURE COMMITTEE
MEETING MINUTES

Thursday, June 24, 2026

6:00 PM

Council Chambers,
City Hall

Members Present:

Mitchell H. Greenwald, Chair
Catherine I. Workman, Vice Chair
Jacob R. Favolise
Laura E. Tobin
Molly V. Ellis

Jay V. Kahn, Mayor

Members Not Present:

All Present

Staff Present:

Elizabeth A. Ferland, City Manager
Amanda Palmeira, City Attorney
Brandon Latham, Deputy City Attorney
Andy Bohannon, Deputy City Manager
Don Lussier, Public Works Director
Carrah Fisk-Hennessey, Parks and Recreation
Director
George Downing, Project Ombudsman

Chair Greenwald called the meeting to order at 6:00 PM and explained the procedures of the meeting.

1. Councilor Haas – Request for Project Information Signage and Enhanced Public Outreach for Capital Projects

Chair Greenwald asked Councilor Haas to address his communication.

Councilor Haas stated that over the years, he has tried to dig into projects as they start to come up. He continued that it feels like suddenly there is a project underway and something is being dug up somewhere, and then he tries to trace back where the project came about, how, and who knows about it. It is hard to find that information. He thinks the City is missing an opportunity here to advise the citizenry of which projects are going to happen. The projects get approved, but then people forget about them, or new people come into town and do not know what is happening or why, and sometimes they want to give input on the design when it is way too late. It would help if the City did more communications as a project is developing. Initially, they have charettes and all kinds of meetings at which people can help with the project's design and direction, and then time passes and people forget all of what was advised and discussed.

Councilor Haas continued that he would like to see posters, banners, or some kind of advertising on site where a project is coming, that talks about it. A perfect example is the Transportation Heritage Trail project currently underway on the Marlboro St. extension parallel down to Route 101. The contractor has a huge sign there with all of the safety information he was required to post. It could easily include some advertisement of what is there, why it is going in, how it has

been paid for, and what it will be like when it is finished. That would apply to all of the projects. Another example is Marlboro St., which is now getting done, but that has been around for almost 10 years. People are asking questions about the curbs, the design, what is happening with the trees, and more. It would solve many communications problems if the City had some kind of information over the time period until the construction actually begins. The Maple Ave. tree removal project had several meetings, but it would have been great to have some advertisement on site explaining what was being done and why, instead of just letting people's imaginations run wild. City staff can come up with some great ideas. He is willing to help in any way he can. He encourages them to start communicating, to eliminate these vacancies and this vacuum of information.

Chair Greenwald asked to hear from the City Manager.

Elizabeth Ferland, City Manager, stated that she thinks this could be handled through an Administrative Directive, which is just internal policy. She continued that they need to define the type of projects that they would do this for, and what would be included in the signs. She looked at the handful of other communities that do this, and it seems like a \$500,000 threshold would make sense. Maintenance-type activities would not be included. Something to consider is that things change. Sometimes it is a little bit fluid with these projects. Thus, they would probably include elements such as the logo, the name, a brief description, the contractor or engineer, and the anticipated start date and completion date. They would probably then put the web address and a QR code so people could follow along with the most up-to-date information without the City needing to change and revise the signs over time.

The City Manager continued that in sum, she took a look at this and gave a rough draft to the Public Works Director and the Parks and Recreation Director, since they usually have the bigger projects. She thinks they can handle this through an Administrative Directive.

Councilor Favolise stated that his first thought was that this is a good idea. He continued that his first question was about the cost. He asked if they have run those numbers yet, or if this could be absorbed by the current budget.

The City Manager replied that it would be included in the cost of the projects, as they go forward. She continued that she thinks a few hundred dollars would probably cover it, but she cannot say for sure. They have signs right now, such as the example given of the Transportation Heritage Trail. The grants the City receives often come with Federal requirements to place those signs, with specific content required. Instead of adding information to those signs, the City would have separate signs with a different purpose, but she thinks it would be easy enough to do within a few hundred dollars per project.

Councilor Workman stated that she wants to thank Councilor Haas for bringing this forward. She continued that as much as they do post information online and in a couple different avenues, it does not hurt to have increased redundancy and alternative ways for people to access this information.

Chair Greenwald replied that he, too, thinks it is a good idea. He continued that it is also Councilors' jobs to answer the public's questions.

Councilor Tobin asked, for clarification, if the intent would be for these signs to go up when construction starts. She continued that she sees Councilor Haas shaking his head "no." She continued that in addition to making sure they are on the same page about that, the other thing she wanted to bring up is that it is great to communicate this information to the public, but if they are putting a sign up when a project starts, they should consider also communicating that the decision-making process concluded years ago.

The City Manager replied yes, that is something staff talked about. She continued that the CIP process is when you are designing projects and going through the process. Often, even when they are getting ready to adopt the budget and the first year of the CIP is rolling in, they are still not 100% until the budget is actually adopted and in place, but a lot of work has already happened for the project because they had to get a cost estimate. Thus, it is too difficult for staff to know for sure that a project is actually going to happen in a certain year until the City Council actually adopts the budget. Even with this most recent budget, which starts July 1, 2026, they had to shift some things around to make the budget work. Until they know that a project is going out to bid and they have some concrete details, she does not think it makes sense to keep putting signs out.

Chair Greenwald replied that he agrees. He continued that he has faith in the City Manager's abilities.

Councilor Haas stated that the idea is to bridge the gap between the public meetings as a project is being designed, and when construction begins. He continued that while signs as construction begins are great, to say what is happening and give a QR code for people to find out more, the City really needs to bridge that gap between the original public input and the eventual project. Robin Hood Park is the best example. The City had the charettes on site, which were fantastic and led by Andy Bohannon, almost three years ago. People do not remember what came out of those sessions, and do not remember to go on the City website to find out what the options were or what is happening with the swimming pool. Those details are lost to everyone's memories. They need something active. It does not have to be specific; it can be a sign saying "Coming soon." It could be just a page out of the CIP that describes the project, with a QR code that leads to more information. It can be simple. The intent is to bridge the gap between all the great intentions in the beginning and when a shovel finally gets into the ground.

Chair Greenwald stated that he has faith in the City Manager's ability to come up with an idea for this. He continued that he also does not want to see little billboards all over town with all their fantasy projects for the next 10 years, which he thinks this could turn into.

The following motion by Councilor Ellis was duly seconded by Councilor Workman.

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends the communication "Request for Project Information Signage and Enhanced Public Outreach for Capital Projects" be referred to the City Manager.

2. Elizabeth Hansel – Request for Resolutions Regarding Single-Use Plastic Reduction

Chair Greenwald asked to hear from Elizabeth Hansel.

Elizabeth Hansel stated that, to explain why she is requesting this Resolution, the United States is the world's largest generator of plastic waste. She continued that this waste has severe consequences for our climate, our health, and our pocketbooks. Plastics are everywhere, in hospitals, packaging, and building materials, to name a few, but there is an area in which we can limit plastics in our community. In New Hampshire, people use 4 million plastic single-use bags per year. The American Chemical Society says the average use of such bags is 12 minutes, but a bag takes 1,000 years to break down. Single-use plastic bags add to food prices and municipal taxes spent in landfills. They tend to jam the sorting machinery, and they are not easily recycled, contrary to what the petroleum industry likes to say.

Ms. Hansel continued that by following the first part of this Resolution, the City can set an example and send a message to the community. Hampton, Exeter, Portsmouth, and Dover have adopted similar Resolutions. A few years ago, the City stopped using plastic bottles at its meetings. This Resolution would follow the spirit of the City's environmental programs and their vision for a cleaner environment. She realizes that the second part of the Resolution, calling for the State legislature to act, is a challenge, but all of NH's neighboring states no longer provide free single-use plastic bags. There is a charge for their use. According to a report by EcoWatch, effective plastic bag bans encourage reusable bag use and often combine legislation with public education to raise awareness about plastic pollution. It found that bans in the US have reduced their use by billions.

Councilor Favolise stated that he thanks Ms. Hansel for bringing this forward. He continued that he has a question about the definition of "City-sponsored events." He asked if the intent behind that language is about events that the City of Keene is directly putting on, or if that would also include events for which the City of Keene provides endorsement or in-kind services. Ms. Hansel replied that she thinks it is events that the City of Keene sponsors.

Councilor Haas stated that in conjunction with this, he thinks they should look into steps for improving recycling ability, by better classifying plastics at the Transfer Station so that recycled plastics are a higher purity in their content. He continued that that might be done by an education process. He will personally be talking with the Conservation Commission and the Energy and Climate Committee to see how they might approach something like that. Certainly, plastic bags are bad, but they do not recycle, so maybe they can work on everything else that does.

Ms. Hansel stated that the intention is good, but several studies have proven that recycling any kind of plastic is more expensive in the end, and that a lot of the plastic does not get recycled, no matter what grade it is. She continued that it also puts a big burden on the landfill management.

Chair Greenwald stated that he has been on the Council for many years, and this is not the first time he has heard this concept come up. He continued that the discussion gets a lot more involved other than just, "No, don't do it." He asked the City Attorney to enlighten them on the State legislation.

Amanda Palmeira, City Attorney, stated that she has not been around as long as Chair Greenwald and was not here the last time this was discussed, nor was the Deputy City Attorney, Brandon Latham. She continued that she asked Mr. Latham to become familiar with this topic.

The Deputy City Attorney stated that the Petitioner's first request was for the City to alleviate its use of single-use plastics. He continued that from a legal perspective, this is fine. It is more of an administrative issue, and he is sure the various departments that throw events or use or do not use plastics may have their own research to do before implementing, but from the legal perspective, it is the City's prerogative, their proprietary ability, to purchase whatever they want to purchase as a City. He appreciated Councilor Favolise's question about the definition of "City event," which is something he and the City Attorney talked about this morning, because the answer varies, depending on what they mean by "City-sponsored event." For events the City puts on, such as this meeting, or other presentations, it is the City's proprietary ability to provide whatever tools and resources the City wants to purchase. As they get further away from that, it gets more complicated. As a permitting or licensing authority, the City can issue conditions that may or may not be able to include that single-use plastic ban. Getting further away, with things like in-kind services, it becomes difficult, because then they are talking not so much about the City's own actions as much as regulating others' actions.

The Deputy City Attorney stated that as for contacting the State legislature, the MSFI Committee members are at their leisure to instruct staff to draft that letter or to do so themselves. He continued that he wants to caution that if they do so, they want to request that the legislature clarify the City's authority to regulate single-use plastics city-wide, rather than to authorize it. There is an argument to be made that it may already be authorized. It is novel. He and the City Attorney recommend that the Council not do it, and that it would be a stretch, but they want to play cautiously with hamstringing themselves in that way.

Chair Greenwald stated that what he thinks he hears the Deputy City Attorney saying is that the Council should ask the State what their position is on this. The Deputy City Attorney replied if they choose to subscribe to the Petitioner's suggestion and contact the State, the proper way to phrase it would be to ask to clarify the City of Keene's authority and the authority of all communities in NH, with respect to regulating single-use plastics at their source as part of the City of Keene's waste management strategy. Because there has been legislation around this issue, he and the City Attorney think the City is currently pre-empted. They think the State is doing its thing to regulate waste at its source, which makes it complicated for the City to do so, as the Council knows, having been through something like this several times.

Chair Greenwald stated that part of the issue that came up in the previous discussion was that if the City of Keene said, "no more single-use plastic bags," it would handicap Keene's merchants in dealing competitively with Swanzey, Chesterfield, and other places that have lesser priced packaging. He continued that previously, that was a large argument against getting involved with commerce. He likes the idea that within City Hall, they could have an Administrative Directive of no more single-use plastic bags. He thinks the City Manager can do that. Going beyond that, he fears, will get confusing and complicated.

Councilor Favolise stated that he has thoughts on each of these, having heard from the City Attorney and thinking about it more. He continued that he does not have a sense of the scope of what kind of purchasing of these products is going on right now. He asked the City Manager if departments are buying a lot of single-use plastic bags or Styrofoam containers.

The City Manager replied no, she does not think so, but she is sure they are buying *some* single-use plastic items. She continued that in addition, when the City hires caterers, they use single-use plastic items. It is definitely being used within City facilities. If this is the direction the Committee is headed in, she recommends they first start with an Administrative Directive to reduce, not completely eliminate, the City's use of single-use plastics, because she, too, does not understand the full scope of it.

Chair Greenwald stated that single-use plastic bags would include trash bags. The City Manager replied that there are many single-use plastics, including plastic forks. Ms. Hansel stated that "single-use plastic bag" is specific and does not mean garbage bags. The City Manager replied that the letter says "single-use plastic bags, food service products, and Styrofoam containers."

Councilor Favolise stated that regarding the second piece of the request, he has several thoughts about the City sending communications, such as Resolutions or letters, directly to the State legislature. He continued that the most recent one the City sent was around downshifting. That process got underway at a time when the State legislature was in session. The Council passed that the night the legislature went out of session. He would offer that regardless of what they think about the merits of a letter or the merits of such a State statute, clarifying or otherwise, this may not be an opportune time, given that there will be a new legislature coming in. The other thing to consider, for the Council and so the public understands his thinking around this, is that he thinks the letters the Council sends to the legislature are most impactful when they are few and far between. They want to be careful about going down the road of the City getting involved in every kind of issue that community members or Councilors feel strongly about, because it dilutes the effectiveness of any one letter if they come rapid-fire. During his time on Council, they have had approximately two or three letters directed to the State legislature. One was about the State budget and university system funding, another was about renewable energy projects in a specific bill, and the most recent one was about downshifting. Part of their impact and the weight they carry is that the City of Keene is not a City that gets involved in that way in a Council capacity often. If they can continue the work that he is sure departments are already doing to be sustainable in accordance with the Comprehensive Master Plan, he is all for that. He thinks this is a different discussion about whether this is something they want to spend some political capital as a Council on at the State legislative level.

Councilor Tobin stated that another thought, regarding City-sponsored events, is that she knows there are "zero waste events." She continued that maybe in the licensing process they could make sure that is a clear option laid out.

Councilor Tobin continued that her apartment does not have a place to recycle. It is important to find ways to divert waste. Having the option does bring it more to the minds of people, so in terms of ways the City can make sure recycling is available to all people, there may be options they can do. She had reached out to the City Attorney about that.

The City Attorney replied that she thinks she asked the Public Works Director for an answer and passed it on to Councilor Tobin, and did not absorb it very well, but she can try and find that and get back to Councilor Tobin in a minute.

Public Works Director Don Lussier stated that the Solid Waste regulations in the City Code place the onus for recycling on the contractors who are performing a service. He continued that if a landlord hires a company to provide waste management services to an apartment building, they are required to also offer a recycling service. However, if the landlord wants to pick up the trash each week himself and bring it to the Transfer Station himself to save some money, there is no mechanism for the City to require the landlord to provide recycling service to the tenant.

Chair Greenwald stated that the waste haulers may have to provide the recycling service, but they charge the landlord for it. Mr. Lussier agreed. Chair Greenwald replied that that would discourage the landlord from doing it. Mr. Lussier replied that the way that the Flow Control Ordinance and Solid Waste Regulations are written is that they are required to offer that service.

Ms. Hansel stated that she thinks they are getting off track. She continued that recycling is another issue for another time. They should not be thinking that recycling will solve things. This is addressing the use of single-use plastic, which is a little different. She understands that it is hard, and that sending a Resolution to the State legislature might not work. However, the first part is that the City could be an example to others, showing that we do not use plastic water bottles or single-use plastic bags, and we try to restrict the use of plastic in City events. Making the public aware of what the City is doing is an important component of this.

Chair Greenwald replied that that would be an easy, positive way to do this, an Administrative Directive as well as for the protocols for other events, strongly discouraging the use of single-use plastic. He continued that he thinks Ms. Hansel accomplished something by bringing it up again.

Councilor Workman asked if there is a way to incentivize events using that option of “zero waste.” She continued that she knows it can be a cost barrier and cost prohibitive for event organizers, so it would be great if the City considered incentivizing that option.

Elsa Worth of 13 Westview Ave stated that two years ago, on sabbatical in Stockholm, she stayed in an Airbnb. She continued that the host showed her where the composting and recycling were and offered her paper bags to bring to the store, because people had to bring their own bags or buy paper ones; you could not buy plastic ones. She told the host that she was familiar with composting and recycling, as she had those services at her house in the US, although she had to pay for it. The host looked at her like she had three heads, shocked that people in the US have to pay for those services. In Stockholm, the host said, if residents do not have compost in their bins or have the recycling separated out, the residents are charged for that. She (Rev. Worth) realized she was in a different culture with a different mindset. The resistance to making changes always relates to convenience, financial cost, and all of those factors that the US always puts first. However, some cultures put the Earth first. It might be time for Keene to think about that, and to be a model, as Ms. Hansel is saying. Her point is that not everyone thinks about the cost first. Some people think about the long-term gain first.

Chair Greenwald stated that he happily pays for the recycling service from the waste hauler he uses. He continued that it also reduces the waste going in the dumpster, so it is a win on all sides.

Councilor Ellis stated that as she was driving through a small town in a different state, she stopped to get a bottle of water, and there were no plastic water bottles in the store. She continued that the store only sold aluminum water bottles. She was surprised, and did an online search, and found that the Town had passed an ordinance saying no plastic water bottles could be sold. Similarly, she was in a Starbucks in France, and all of the drink cups were commercially compostable. Thus, she sees that it is possible. She knows that in NH, municipalities are not allowed to make legislation that they are not expressly permitted to make, but those are possible regulations to achieve.

Councilor Ellis continued that her other thought was that NH's landfills are old and are filling up and will be very expensive to maintain. It is important to remember that, too. When we put an item in the trash can, it does not just vanish; it actually goes somewhere and takes up space. Even from a cost-effective perspective, it is good to be diverting waste from the waste stream. She would love it if they could come up with some ways, as Councilor Workman suggested, to incentivize composting, encourage people to bring their own bags, or only allow paper bags in stores, or something like that.

The following motion by Councilor Favolise was duly seconded by Councilor Tobin.

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the communication "Request for Resolutions Regarding Single-Use Plastic Reduction" as informational.

Councilor Favolise stated that to clarify the record, the overall acceptance is informational, but he thinks it was the Committee's consensus that the City Manager will work on some of the priorities in the communication.

3. Skye Stephenson – Tree Replacement along Maple Avenue

Skye Stephenson of 14 Barrett Ave. stated that she is bringing forward a thought and suggestion that is not just hers. She continued that considering the massive Red Pine cutting that had to happen along Maple Ave. that she knows has caused a lot of sadness for many residents, as well as the possibility looking ahead that this might have to happen in other locations in Keene with Red Pines, it occurred to her that it could be a time to not just leave things as they are, which is quite ugly along the road, but to try to think creatively and see this as an opportunity to plant some new seeds for the future. This year is the 250th Anniversary of the United States, and the Liberty Elm is well associated with that event because it all began around the Liberty Elm in Boston, and Keene was once known as the "Elm City" before a blight came and killed the elms. Thus, Red Pines were put in, and now a blight is killing them. Luckily, there are now blight-resistant elms. There is a precedent at North Street Park, where the City planted two Liberty Elms about 13 years ago. There was a ceremony for that when the park began, with then-Mayor Kendall Lane. Those trees are doing extraordinarily well. Someone told her Liberty Elms do not

live long, but she does not know if that is accurate. One of the two trees was in her backyard for about nine months as a teeny sapling. It had been donated by the Elm Institute. Now it is three times as tall as she is and beautiful. She is not putting forward a specific suggestion for where trees should be, but she is suggesting the City consider planting a few Liberty Elms along the area that was cleared, maybe in a few strategic places to fill in and have something to look forward to for the future that will bloom and grow.

Carrah Fisk-Hennessey, Parks and Recreation Director, stated that the Parks and Recreation Department managed the Dinsmoor harvest for all the Red Pines. She continued that they are in support of this planting happening, but they are utilizing the guidance of their professional forestry partners, in that they will not look to plant anything until the fall of 2027. They need to make sure the ground has time to recover, and they need to make sure they give the ground ample opportunity for the seedlings that are currently there and are getting all the nutrients they need and the soil resources they need to actually come up. Staff is in full support of planting a diverse native species of trees, including Liberty Elms, and making sure they wait until the fall of 2027 to do so.

Councilor Tobin stated that she loves that the community wants to be involved in the process of rehabilitating that piece of land. She continued that 2027 is only next year, but it also feels like a long time away when you are waiting. She wonders if Ms. Fisk-Hennessey has ideas for how the public can be involved now, maybe by helping to brainstorm that process, exploring things, or monitoring things.

Ms. Fisk-Hennessey replied that as the herbaceous growth starts to really take off, there are saplings that are coming up out of the ground. She continued that if you drive by, you can see some Red Maple saplings coming up, as well as fern growth. Amazing things are happening under the ground. She knows that it is hard to wait, and hard to be patient, but nature takes time. One way that the community can help is by assisting with monitoring and managing invasive species. That will also really start to pick up in the fall of this year, which is only a few months away.

Councilor Tobin stated that the forest walk before they cut the trees was great. She continued that she wonders if there are opportunities for things like that in the future, such as a guided walk through the area to point out different things, including identifying invasive species. That might be a great way to involve the community. Ms. Fisk-Hennessey replied that that thought is really timely. She continued that staff spoke with Alex Barrett, the Forester they partnered with for this project, as well as Ilissa Sargent, the Forester who manages the Dinsmoor Woods area. It is part of a deeded easement that dates back to the 1920s. Ms. Sargent came out and did a closeout with staff the first week of June. Staff got her feedback, and she is thrilled with the way it looks right now and with the action steps the City is taking moving forward, knowing that there is the baseline of a coordinated management plan and that the City will be able to accept the planting ideas starting in the fall of 2027. They had talked about having the Foresters come in and do a wrap presentation, because they did a pre-presentation before the harvest happened. Ms. Sargent and Mr. Barrett were not available to give that presentation tonight, but they did mention, as Councilor Tobin just suggested, that they would be willing to combine and do another woods walk. Along with that opportunity, the City also has the Natural Resource Stewards program

coming to Keene, which they are really excited about, with the UNH Cooperative Extension. It will be the first time it has come to Keene. They will be working on all of Keene's forested spaces, making sure the City is a proper steward.

Councilor Ellis stated that she loves the idea of doing another forest walk, and she thinks that will be excellent. She asked if staff could, on the City's website, post a list and photos of the invasive species that they want the public to look for. Ms. Fisk-Hennessey replied yes that they can do that.

Chair Greenwald replied that these are some great ideas. He asked for public comment. Hearing none, he asked for a motion.

The following motion by Councilor Workman was duly seconded by Councilor Tobin.

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the communication "Tree Replacement Along Maple Avenue" as informational.

4. **Kenneth Kost – Update on Neighborhood Stewardship of 100 Church Street and Request for Permanent Pocket Park Designation**

Chair Greenwald asked to hear from Kenneth Kost.

Kenneth Kost stated that the Committee has his correspondence, which he thinks makes all his points. He continued that he wanted to take this opportunity to thank the Committee for putting forward the recommendation to not sell the property, and thank the Council for doing that, and thank City staff for their help. The area has been active now that it is spring. It was winter when they made the decision to not sell the area, so there was not much activity then. Since the spring, the neighborhood group committed to do three things. The first is to watch the space, for safety reasons. The main reason the idea of selling the property was in play was because the adjoining neighbors did not feel safe because of activities that were happening in the property. The other two actions the neighborhood group committed to are cleaning the space and activating it. Regarding watching the space, the neighbors directly next to it, as well as many community members from the east side, do walk by continually and do watch the space. They have had contact with City social workers and police officers, who provided some great guidance and contact. The idea was that if a neighbor walks by and sees something happening to a person in the property, they can contact the social workers to have them come and help. They want to do that before calling the KPD, because they understand that there is a shortage of police officers, and this was evidently the biggest hotbed of KPD activity in the city. It is good that the whole neighborhood now has contacts with these social workers. The neighborhood group is watching the area, without being pests. They watch the KPD activity there. As the letter notes, from April to June in 2025, there were four calls of different types. In 2026, there were three calls. The calls in 2026 took more hours, but that was because there were people that the responders were helping and trying to talk through different things. The City putting up the ordinance sign has helped a lot, which they appreciate. It spells out the rules and specifies the activities you cannot do in the space. He thinks people do read it and abide by it, to some extent. Regarding cleaning

the space, the neighbors do pick up trash. He thanks Councilor Favolise and Councilor Chadbourne for their work on getting a pet waste bag station. That is good to have.

Mr. Kost continued that the most exciting part is to activate the space. They have had 15 really nice neighborhood events there of all types, and they have 10 more planned for this season. Maybe there will be more. The events are quiet and low-key. The big one coming up is a fantastic musician on July 7, 2026, who will be playing low-key jazz, including never-before-heard music because it was just written. The neighbors come out for the events and enjoy them. He wants to point out one more thing. Councilor Chalice sent a letter with some pictures of the Pie in the Park event and her events with the plants, and a nice letter from the Keene Sentinel, which also had a quote from one of the neighbors saying, *“I feel safer here, and the park seems better, and we appreciate that this is happening.”*

Mr. Kost stated that the neighborhood group has a request, which is to retain the park continually. He continued that they think it is a great asset. It has become a neighborhood rallying point, and the neighborhood does use it, so they hope the City retains it and does not look to sell it again in the future. Maybe off in the way future when it makes sense, they could consider turning it into an actual park. They would look forward to that. Again, he thanks the whole group here for letting the neighborhood have this really nice space.

The City Manager stated that she wants to thank Mr. Kost and the entire neighborhood group for all of the work that they have done in watching, cleaning, and activating the space. She continued that they have really taken ownership of the space, which is wonderful to see. The City has many spaces they are looking for the same sort of help with, and they are trying to engage the public more through the City’s volunteer portal, to find ways to volunteer and help the city. This is a great example of how that can work. In terms of whether this is a space maintained by Public Works or Parks and Rec, it does not make much of a difference at this moment, because in both situations, the City has put up signs to regulate the activity on the site and there is maintenance, and there are no additional conversations happening about selling the property. She thinks this was a success.

Mr. Kost stated that he wants to also thank the Parks and Rec Department, which mows the space, and it looks great. He continued that a pile of topsoil was delivered there, which the neighborhood group dealt with, so grass should be growing there soon. The other neighbors maintain the plantings along the street, which are looking great. It is a nice little place.

Councilor Ellis stated that she wants to second the City Manager’s comments and thank Mr. Kost and all the east side neighbors. She continued that they have done a great job, and the space looks beautiful.

Councilor Workman stated that she is the Chair of the Monadnock Diversity, Equity, Inclusion, and Belonging Coalition (MDEIB), and they have been having conversations similar to this one, about activating spaces and activating neighborhood groups to become more involved and really grow that sense of community and belonging. She continued that it warms her heart to see the success this initiative has had. She has a couple of questions. Just for background, there is another pocket park not too far from this location that unfortunately, for whatever reason, has not

been as activated as this location. There does not seem to be any urgency right now, but she wonders what the process would be, or the barriers, for making it an official pocket park of the City. She asked if it is possible to swap one out for the other, because the other location seems to be a perfect location for a home.

The City Manager replied that she thinks Andy Bohannon, who was the Parks and Recreation Director for a long time, has some additional information to share.

Mr. Bohannon stated that the existing pocket park further down on Church St. was purchased through FEMA, and it has to remain green space for perpetuity.

Councilor Tobin stated that she appreciates all the work that the neighborhood has done for this Church St. location, and she can imagine it maybe someday becoming a pocket park. She continued that that said, she really likes the idea of the neighborhood taking ownership of the space. She would love to see more of that. She does not know how feasible it is to think about a pathway to doing that, and maybe a more formalized MOU, because she can imagine the neighbors might feel concerned that the City could sell it out from under them at any time. She does not think that is the intent, but it would be important to note that the neighbors would be part of the conversation if that topic came up again.

The City Manager replied that the challenge with that has been that the neighborhood group is not an official organization, so the City would not know who to have an MOU with and how to determine that. She continued that they thus have this pilot agreement, this experiment, and she thinks it has worked very well. Even if it was a pocket park, the City could sell it, unless, as the Deputy City Manager said, they use some funds that would restrict it. The City can continue to engage volunteers through the volunteer portal and try to reinforce the importance of neighborhoods taking ownership of the spaces that they live nearby.

The following motion by Councilor Tobin was duly seconded by Councilor Workman.

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the communication "Update on Neighborhood Stewardship of 100 Church Street and Request for a Permanent Pocket Park Designation" as informational.

5. Relating to the Absolute Discontinuance of a Portion of a Right-of-way Across a Portion of Property Located on Elm Street (Identified by Tax Map Number 521-004-000) - Corrected Petition and Resolution

Chair Greenwald stated that he has a stated conflict of interest on this issue, so he will not participate in this agenda item and Vice Chair Workman will take over.

Vice Chair Workman asked to hear from the Petitioner.

Jim Callahan stated that he is a lawyer with the law firm Shaheen & Gordon, and on this petition, he is representing Paul and Gail Dubriske at 454 Elm St. He continued that the Dubriskes brought him in to help with a registration for the project that was approved by the Planning

Board and to help with filing a petition to discontinue a right-of-way. He thanked the City Attorney, the Public Works Department, and the Planning Department for helping him through this, because this is not in his wheelhouse. This was done under a bit of a time constraint. The right-of-way has been in place since 1866. Someone in his office stumbled upon this as part of a title search and the emergence of this right-of-way as a concern brought some project financing to a halt until this gets settled. There was confusion about how to proceed. Thanks to guidance from the City Attorney and other City staff, they are here tonight with this petition. The City of Keene has great staff, and it is great to hear about everything that is happening in this community.

Attorney Callahan asked Vice Chair Workman if he should review the petition that has been submitted. Vice Chair Workman replied that the Committee has it in front of them, so she has a question for the City Attorney, regarding where they are with the completion of the application. She continued that she understands there was some confusion there.

The City Attorney replied yes, as Attorney Callahan mentioned, she has been working with him to correct some errors that were in the initial submission. She continued that in the agenda packet, the Committee should have a redlined/revised version of the petition, which was revised with her guidance. If the Committee does not have any objection to it, they will make that change, and the changed version will be what goes to the City Council for action. The rest of the packet, which Attorney Callahan can walk them through, is a description of the property and a Resolution, which is necessary for the City Council to carry out in order to effect the discontinuance. There is just one more error to the metes and bounds description, which she is trying to find right now so that it can be corrected. It was something like changing “north” to “south.”

Attorney Callahan stated that he believes that in the corrections, there was not anything substantive; the corrections were more technical in nature. He suggested he go through on a summary basis as to what is happening here, rather than read this verbatim. Vice Chair Workman agreed.

Attorney Callahan stated that Mr. and Mrs. Dubriske received approval from the Planning Board last December to develop this property as an 18-unit condominium project, to introduce more housing in the market. He continued that they are in the process of conveying the property into an LLC for development purposes. As part of this process, Mr. and Mrs. Dubriske obtained fee title to a couple of adjacent properties that were owned by the State of NH. They got those from the NH DOT. They discerned that the City right-of-way that was laid out would go right through some houses that were on the approved Planning Board plan. Even though it was a surprise and there was a scramble because it was holding up some financing, as he said to his clients, it is better to find this out now instead of a week before closing on a sale to a third person after the place has been built. Thus, he thinks this is a good corrective feature. There is a statutory process they need to go through.

Attorney Callahan stated that the approved site plan that was submitted shows units within the right-of-way. As the City Attorney said, the metes and bounds description is shown on the plan. It is described in the petition, and if they have to tweak it to change it north to south, they will do

that. He is here, on behalf of his clients, to request that the MSFI Committee recommend to the City Council that this right-of-way be discontinued absolutely and completely. Under the statute, there is a due process aspect of this where they want to give the abutters notice of this. There are two abutters to this. One is Sarah Vezzani, who used to be on the Planning Board, and the other is the State of NH DOT. Because the initial application was submitted under a short timeline, they did not hear back from Ms. Vezzani and did not get in touch with the agent for the NH DOT subsequent to this being submitted. He heard from Tom Hanna, a well-known lawyer here in Keene, who is representing Ms. Vezzani. He said Ms. Vezzani would be willing to consent to this application. It would have been great if they could do it in one fell swoop, but because of the timing constraints, there will be another petition submitted to discontinue the right-of-way through Ms. Vezzani's property, too, which he (Attorney Callahan) will probably be doing for them. He also spoke the other day with the District Engineer from the NH DOT on this, and he said, no problem, he consents. It was also evidenced by the fact that the State conveyed the areas they had with the deed. He thinks this is a "right-of-way to nowhere" because it was laid out 166 years ago and Elm St. was subsequently built. There is no need for it. It does not deprive anyone of access to a property. It is just kind of there. Discontinuing it will help his clients clean up the parcel they have. It will help make the approved site plan with the housing go forward, and when they come in later for Ms. Vezzani, it will just remove a cloud on title that is unnecessarily there, because obviously, Elm St. has been built. He found one case in Chesterfield, NH. A balancing test is applied, to determine whether the public benefit is outweighed by the discontinuance. Here, there is no public need for this, so he thinks his clients have established and met that test.

Vice Chair Workman asked, for clarification, if they are just looking to adopt the Resolution that has been drafted. Attorney Callahan replied that he thinks the procedure would be for the MSFI Committee to recommend to the City Council that they grant the petition, in that they discontinue that right-of-way portion. He continued that some conditions apply to the approval and are laid out on page 3 of the petition. One is that the Petitioner grants the City a temporary access easement for the purpose of maintaining and repairing a public water main. The second one is that working in connection with the Public Works Director, they relocate the City water main from that portion of the right-of-way to the Elm St. right-of-way as it is currently traveled, to be done within 36 months of the complete discontinuance of this right-of-way. It will be done in accordance with the City infrastructure standards and approved in advance by the City Engineer. This will all be done at the cost of the Applicant, including the relocation of the water main, restoration of the roadway and sidewalk surfaces, replacement of an existing catch basin, including engineering fees, and so on and so forth.

Vice Chair Workman stated that Attorney Callahan does not need to read it all, because it is included in the agenda packet and they have it in front of them. She continued that at this time, if Attorney Callahan is all set, she will ask if anyone has questions.

The City Attorney stated that she, along with Attorney Callahan, has had this opportunity to learn about discontinuances very thoroughly, so regarding Councilor Workman's question about the process, yes, there is a Resolution. She continued that the Resolution is a vehicle for what the statute requires, which is for the Council to vote to discontinue the portion of the right-of-way. It is put in a Resolution because it makes the intent clear. Sometimes a layout process is done at the same time, but a layout process is a different statutory process. A layout process has a site visit,

and it might be a little bit more involved, and it has longer notice requirements. She is not sure why, but the discontinuance process is a little simpler. There is no site visit and there is a slightly shorter notice period. Regarding abutters, there are waivers that abutters can provide. That is typically a condition of discontinuance. Those are usually provided later. Thus, the status of an abutter right now is not necessary for the Committee's decision.

Councilor Tobin stated that she does not have a clear understanding of what this right-of-way is. She continued that she has read the packet multiple times, and she watched the Planning Board meeting at which this was approved. She reviewed all of those plans. However, it is difficult to come to the decision that this right-of-way is not important. She believes the Planning Board decision was contingent upon this, so her understanding is that this is not a given. She wants to make sure she has a clear understanding of what this right-of-way is and what the potential impacts are, not just for abutters, but for the rest of the public.

Attorney Callahan replied that he will explain his best understanding, and someone can correct him if he is wrong. He continued that right after the Civil War, there was a right-of-way reserved for Elm St. He does not know when Elm St. was built, but it was built. This was the old layout before Elm St. was built. It is just kind of there, but no one uses it. It is on a document here at the City. It was identified on the site plan by the surveyor that his clients hired. This right-of-way portion is just kind of there, and does not provide access to anyone. He has now learned more about public way layouts and discontinuances than he has ever needed to know, and he can understand from a due process perspective. For example, if he lived in a rural area and accessed his house by a private way that is long and curvy, and some abutter wants to discontinue it, the protection under the statute would be that it does not happen in the dead of night so all of a sudden, he cannot get to his house. The right-of-way portion they are talking about tonight does not provide any kind of access. It was just done 166 years ago because maybe Elm St. was going to go there, but subsequently, Elm St. was built. Thus, this right-of-way portion is just kind of there. The City Attorney can clarify this if needed.

The City Attorney stated that she would like the Public Works Director's input, since they are not having a site visit. She continued that he can describe what is out there. She will note that as with every right-of-way, it is not just about public access; it is also about the City's ability to maintain it. If no one is using it, it is at least still the City's right to maintain.

Mr. Lussier stated that he largely agrees with Attorney Callahan. He continued that this is mostly about cleaning up the historic record. His understanding is that Elm St. was relocated as part of the Keene Bypass project in the 1970s or 1980s. That is why this historic right-of-way existed in one location, but Elm St. as the public travels it today is in a different location. It has not been used as a public highway for many years. He believes the Dubriskes have a couple sheds in this old right-of-way. If you went out there today, you would have no idea there is a right-of-way laid out over this land. Staff supports this application. The City has no need to maintain this right-of-way, except that there is a water main that was installed within the old right-of-way. That is why the Resolution has some conditions of the approval that require the Applicant to relocate that infrastructure. It will be relocated within the existing, traveled way of Elm St., so staff will be able to more easily maintain it. They will not have this water main going through the Dubriskes' yard. In that respect, it is a win-win.

Vice Chair Workman asked if that satisfies Councilor Tobin's question. Councilor Tobin replied that looking at the graphic, she is not clear which area they are talking about. She continued that she does not think the new proposed development is on the graphic. Attorney Callahan asked if she has the document in which the area they are talking about is highlighted in red. He continued that that area in red is the old right-of-way, and as the Public Works Director said, you can see the sheds. The condition is that the water main be relocated closer to the Elm St. right-of-way. Councilor Tobin replied that that is helpful. Mr. Lussier added that the other colored shapes on that plan were parcels that were acquired by the NH DOT as part of the bypass project. He continued that they have sold off to the Dubrises for their development. The proposed development plan has housing units that are going within those acquired parcels.

Councilor Ellis stated that slightly in response to what Councilor Tobin said, she has been to the site, doing a site visit in her capacity as a member of the Demolition Review Committee for the Heritage Commission. She continued that it is very clear that there is no path; it does not go anywhere. It is not like this is some old path that people have hiked for centuries, or anything like that. She did not see anything, other than the shed. You would not know that anything was there. She personally feels comfortable with this discontinuance.

Vice Chair Workman asked if there was any public comment. Hearing none, she asked for a motion.

The City Attorney stated that first, she found the correction she wanted to make. She continued that it is very slight, to metes and bounds. On page 17 of the packet, in the second sentence beginning with "thence," the "N" needs to change to "S" and the "E" needs to change to "W." So long as the Committee has no objection to that, they will reflect that in the final petition and Resolution that goes to the next Council meeting for approval. Attorney Callahan stated that he thinks that was changed in the revised version. The City Attorney replied that it was changed in the petition, it just was not changed in the description. She continued that they will match once they make that change.

The following motion by Councilor Ellis was duly seconded by Councilor Tobin.

On a vote of 4 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Resolution R-2026-22-A with the changes expressed by the City Attorney. Councilor Greenwald abstained due to a previous explained conflict of interest.

Chair Greenwald returned to the dais.

6. Downtown Infrastructure Project Update - Public Works Director

Mr. Lussier stated that since they last spoke, the Transportation Center has been occupied and turned into the project headquarters. He continued that the Purchasing Manager acquired some free furniture, so they have office space in there for the Project Ombudsman, the Engineer, and a meeting room that they can hold events in. They did that in preparation for their very first Coffee and Hard Hats meeting, which occurred this month. It went well. He was impressed with the

attendance of about 25 people, including three Councilors. All three Councilors were from different committees, so they did not accidentally create a quorum. Also in attendance were members of the press and people from downtown businesses. There were many good questions and a lot of discussion. Generally, people were understanding that this project is moving forward and looking for ways to make it move forward together. It was a great session. Those Coffee and Hard Hats meetings will continue. One of the business owners pointed out that many of the businesses open at 10:00 AM, and asked if the Coffee and Hard Hats meetings could be earlier, at 9:00 AM. Thus, the next meeting will be July 8, 2026, at 9:00 AM at the Transportation Center. He also mentioned at the meeting that as the summer goes on and more activity is happening on site, he will be looking for a chance to put a pop-up tent on the common and hold some of those meetings on site so they can point to some of the things that are happening.

Mr. Lussier continued that the other thing they discussed last month was the binders. He asked the Project Ombudsman to weigh in on that.

George Downing, Project Ombudsman, stated that they do have informational binders, and he understands that those were distributed to Council members. He continued that he and Mr. Lussier will need to talk about how to get the addendum updates that they are getting to business people to the Councilors. City Council meetings might be the way to do it. Mr. Lussier replied that he talked with the City Clerk's Office, and they will be putting the addendums in Councilors' mailboxes. Mr. Downing stated that he has all of the binders at the Transportation Center and has been carrying a boxful at a time down Main St. and distributing them to businesses. He has distributed them to 85-90% of the businesses that he has on his contact list. The remaining 10-15% are on vacation, or people who are only open by appointment and whom he has been unable to make an appointment with yet. Most people have the binders, and he thinks he will be able to finish the rest of them up this week. Anyone who is not reachable by foot, he has already reached out to via email and/or phone to make sure they know these binders are available and start talking about how to get the binders to them. People are appreciative of this. He does not think many people are "excited," but they are glad to have dates so they can plan. They have been saying that it is very hard to plan when they do not know the details.

Mr. Downing continued that he thanks the City for making that space available downtown in the Transportation Center. He has had some people stop in already, even though he has not been there a lot, since he has been out walking around. It will work well as a space for people to come with questions. Both he and the oversight engineers will be in that space.

Mr. Lussier stated that in terms of the details, they have started the pre-construction process. He and his staff met with Liberty Utilities yesterday, talking about Liberty Utilities' process and what they will be doing, traffic control, where they will be working, and so on and so forth. Liberty Utilities has committed to beginning construction on July 13, 2026. That is a bit of a change. Earlier in the month during the Coffee and Hard Hats meeting, they were tentatively scheduled for July 6, 2026. Their contractor who is doing the work now expects to be on their current project a little longer than expected. They will finish there on July 10, 2026 and then mobilize to Keene to start on July 13, 2026. That delay should not impact the overall project.

Mr. Lussier continued that a pre-construction meeting is scheduled with Casella Construction next Tuesday. That is when they will start working out their detailed schedules, the sequence of work, and that sort of thing. Over the next week or two, Mr. Downing will have many more of those details to start feeding to businesses. Staff will do the same through the City's social media accounts, the website, and through the City Council process.

Mr. Lussier stated that Jeff Chase and Brian Rossier from Casella Construction have graciously made themselves available tonight, and he would like to invite them to introduce themselves to the Committee and answer any questions the Committee has for them.

Jeff Chase stated that he is the Project Manager, and introduced Brian Rossier, the Superintendent. Mr. Chase continued that he and Mr. Rossier are the faces people will see day-to-day on the project and there will be numerous other people working with them. Mr. Rossier stated that if the Committee members find that someone is yelling at them, they can come talk to him and Mr. Chase. He continued that their goal is to try and make this project go as smoothly as possible with as little interruption to people's lives as possible. Mr. Chase stated that they want to minimize the impact to all of these downtown businesses. He continued that they will work with the Public Works Department on sequencing and finding the most efficient way, both for the construction team and for impact, because it is a very busy downtown. They are looking forward to the challenge. Mr. Rossier stated that they know they are here in downtown Keene temporarily, but the people here are in downtown Keene permanently, so they want to do their best to make it easy for everyone involved.

Chair Greenwald stated that it is nice to put a face with the project after all this time. He asked if it is premature to ask them questions about their plans and their staging. Mr. Chase replied that their staging will be worked out, and they can be flexible.

The City Manager stated that they are planning to have the construction team stage on Gilbo Ave. in the dirt lot. She continued that the City Attorney is working with the owners on the access agreement for that. It will be at no charge to the City.

Mr. Chase stated that that will be their primary staging, but there may be other spots for staging. He continued that it will be dynamic as they progress through in the different phases. They are drafting a schedule right now, which will be a draft document, because they obviously need to work with the City to make sure it works for everyone. He and Mr. Rossier will present what they think works best for the construction team. It is a dynamic document with a hard date on the finish.

Chair Greenwald stated that personally, he is really anxious for any information about the real process that is going to happen. For example, when the groundbreaking will happen. Mr. Chase replied that there is some exploratory work; they want to make sure they know where services are. He continued that they cannot go working on mains until they know more. They do not want to interrupt all of these buildings, so they need to understand where all of the tie-ins are. That is the first priority. Other priorities are to get more real estate, which can include that median, working to temporarily pave through that median, which will probably be the biggest impact for people to see. Mr. Rossier stated that the biggest change for people will be seeing that median

gone right down the middle, to get another lane of traffic right off the bat, so the construction team can start shifting traffic whichever way they need to. Mr. Chase stated that one advantage this project has is there is quite a bit of road width there to move traffic. Mr. Rossier stated that they have done other jobs with roads that are much narrower and there was really no room to put traffic, and that is not the case here.

Chair Greenwald stated that he is sure they will find solutions for every problem. Mr. Rossier replied that they call this a “soft start.” He continued that he does not want to come in here with 15 excavators swinging the first day and have a shock and awe effect, so they will start easing in. They are looking forward to the work. This is his second project in Keene, having just finished up the project at the airport. It was a pleasure working with the people there. They are excited to get started on the Downtown Infrastructure Project.

Councilor Tobin stated that regarding the Gilbo Ave. lot being used for staging, she is sure they will work that out with Farmer’s Market and everything. The City Manager replied that a little further down, there is a gravel lot. She continued that it should not interrupt the Farmer’s Market.

Councilor Tobin stated that she is looking forward to getting to the other side of this. She continued that as they work out the timeline, she hopes they note that notice about noise is always helpful, as is being realistic about it. She is thinking about offices downtown and just people’s lives working. Sometimes when construction is happening, you cannot hear conversations on the phone. Being able to anticipate that is really helpful.

Mr. Chase replied that the equipment nowadays is a lot quieter than it used to be back in the day. Mr. Rossier stated that it will be noisier than the everyday traffic they hear on Central Square, but it will not be a diesel engine screaming in the background with no muffler. He continued that it is more like you will hear a tailgate slam every once in a while. All of their employees are very professional. They are not ones who will hoot and holler and use profanity. They will make sure everyone knows who they are around. He knows construction people can have that persona about that, but they hold themselves to a high standard.

Mr. Chase stated that they want to start the job, but ease into it. He continued that the real mess comes when they are doing sidewalks, curbing, and paving. The approach they want to take, which they need to work through and coordinate with City staff, is to get the deep underground work done. Maybe the first year, they will not see new sidewalks. They have a phasing plan to work through, but he thinks it will make more sense from the standpoint of all the businesses to just get the water and sewer work done, get rid of the concerns about leaks, make sure the sewer is in good shape, and then they can move faster through that spot, although they will not go flying through it. They can then move faster through the sidewalks, because they will not be trying to be in front of a business for a whole season, trying to get the deep work done in addition to the other work. If they move through, they can put 50 feet of pipe a day in, assuming they know exactly where everything is. He is sure there will be some surprise underground utilities, which will slow them down, but if they get past that business this year, there is a little bit of impact, and then that sidewalk period is just a couple months. They will make sure the entrances into the businesses are there. He will not go into too much detail, but tonight, he and Mr. Rossier were walking around downtown tonight, just go get a good sense of everything, and

one thing they picked up on was the cafes with the outdoor eating. Thinking about those impacts, maybe the construction team would do that work later when nobody wants to be outside, which could be better. The team has done a similar project where there was outdoor seating, and there was a lot more outdoor seating when the project was done because there were many more places to sit. They worked with the ombudsman in that town and were able to get good communication with those businesses, and that is their goal with this, too – to not wreak havoc here.

Mr. Rossier stated that he spent three to four hours in downtown Keene today. He continued that people are going to have a shock and awe factor, but the more the construction team can limit it, the better. They can do the deep pipe work first. The finish work is when businesses will really be interrupted, when the work is right up to their front door. If the construction team can limit that in certain areas, it will benefit everyone. That is the plan they will present, and they will work through that together.

Mr. Chase added that there might be a portion of the Central Square intersection where they will request night work, if the City will let them do that. He continued that if they do the work during the day, it will be a lot more disruptive. If they could do a week of night shifts here and a week of night shifts there, things would happen quicker. They will ask the City for that permission.

Chair Greenwald stated that he is sure there will be a lot more questions at the July 8, 2026 meeting at the Transportation Center, when the downtown community is there, and they have had a bit of time to digest some of this. He thanked Mr. Chase and Mr. Rossier.

The following motion by Councilor Tobin was duly seconded by Councilor Favolise.

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the Downtown Infrastructure Project Update as informational.

7. Adjournment

There being no further business, Chair Greenwald adjourned the meeting at 7:32 PM.

Respectfully submitted by,
Britta Reida, Minute Taker

Reviewed and edited by,
Terri Hood, City Clerk and Kathleen Richards, Deputy City Clerk