KEENE CITY COUNCIL
Council Chambers, Keene City Hall
July 16, 2026
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- July 2, 2026 Minutes

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

C. COMMUNICATIONS

1. Eversource Energy - Request for Temporary Access and Use of Old Gilsum Road for Eversource Transmission Structure Replacement Project

D. REPORTS - COUNCIL COMMITTEES

1. Let It Shine - Request for Use of City Property - Keene Pumpkin Festival - October 17, 2026
2. Councilor Ruttle-Miller - Request to Reinstate the College City Commission
3. Yankee Bottle Club - Support for the Installation of a Keene Glass Company Historical Marker
4. Residential Property Revitalization Zone (RPRZ) (RSA 79-E:4-b) Application for 429 Elm Street
5. Execution of a Change Order for Construction Services With Lakes Region Fuel Systems for the Martell Court Fuel Tank Replacement Project — City Engineer

6. Re-allocation of Unspent Funds from the Martel Court Sewer Force Main Inspection Project — City Engineer
7. Execution of a Change Order for Engineering Services with McFarland Johnson for the Lower Winchester Street 40666 Reconstruction Project - City Engineer

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

G. REPORTS - BOARDS AND COMMISSIONS

H. REPORTS - MORE TIME

1. Councilor Williams – Request to Consider Restricting the Sale of 7-Hydroxymitragynine (7-OH) and Concentrated Kratom Products
2. Councilor Filiault - Request for Consideration of an Ordinance Amendment Regulating Dogs at Downtown Events
3. Relating to Fiscal Policies
   Resolution R-2026-34

I. ORDINANCES FOR FIRST READING

J. ORDINANCES FOR SECOND READING

1. Relating to Wage Schedule Revision
   Ordinance O-2026-12

K. RESOLUTIONS

1. Property Tax Exemptions and Credits - City Assessor
   Resolution R-2026-25
   Resolution R-2026-26
   Resolution R-2026-27
   Resolution R-2026-28
   Resolution R-2026-29
   Resolution R-2026-30
   Resolution R-2026-31
   Resolution R-2026-32
   Resolution R-2026-33
2. Endorsing and Applauding the Mission Statement of the Citizens for Keene State College
   Resolution R-2026-35

3. Relating to the Appropriation of Wastewater Treatment Plant Capital Reserve Funds to the Wastewater Treatment Plant HVAC Replacement Project
Resolution R-2026-36

NON PUBLIC SESSION

ADJOURNMENT

A regular meeting of the Keene City Council was held on Thursday, July 2, 2026. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:00 PM. Roll called: Randy L. Filiault, Michele A. Chalice, Catherine I. Workman, Bryan J. Lake, Jacob R. Favolise, Laura E. Tobin, Robert C. Williams, Kris E. Roberts, Bettina A. Chadbourne, Edward J. Haas, Laura E. Ruttle-Miller, Molly V. Ellis, Thomas F. Powers, and Mitchell H. Greenwald were present. Councilor Philip M. Jones was absent. Councilor Haas led the Pledge of Allegiance.

MINUTES OF THE PRECEDING MEETING

A motion by Councilor Greenwald to adopt the June 18, 2026 minutes as presented was duly seconded by Councilor Powers. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Jones was absent.

ANNOUNCEMENTS

Mayor Kahn announced upcoming dates of interest in July 2026:

- Friday, July 3, 2026: SwampBats Independence Day Eve game and fireworks
    - The baseball game would begin at 6:30 PM on Friday evening and fireworks would follow between 9:30 and 9:45 PM
- Saturday, July 4, 2026:
    - 4 on the 4th Road Race
        - Sponsored by Pathways for Keene and dollars raised will benefit their work on rail trails throughout the City
    - Monadnock 250th Independence Day Celebration
        - The Mayor said it should be a really good celebration; a lot of work has gone into it, and a lot of people are contributing to it. Councilor Ellis said Councilors should arrive at 10:00 to 10:30 AM at the Public Works Building and be ready to either carry a banner or ride in the carriage and it would be fun. Emergency Management Director Kürt Blomquist had championed the parade. Mayor Kahn provided guidance for younger family members to walk alongside a family member. Youngsters on bikes were invited to take part in the festivities. If they want to decorate their bikes with streamers and things appropriate to the holiday, that opportunity will be at the Keene State College, Spalding Gym parking lot, beginning at 9:30 AM; people just need to bring their bikes and a parent if they need to be accompanied. Materials will be provided by the 250th Committee. Those kids and family members will line up in the parade and be at the forefront, so that they arrive safely at the destination downtown.
        - At 10:45 AM, there would be a reading of the Declaration of Independence, by five members of the Mayor's Youth Council from Keene High School
        - Councilor Powers clarified that the banner would be in front of the horse carriage, not behind it, and those carrying it should meet at the corner of Baker and Main Streets before 11:00 AM
        - Mayor Kahn said the afternoon would be fun. As the parade comes down to Railroad Square, there would be a community sing along of patriotic songs led by vocal leaders in the community. There are other performances beginning at

1:00 PM by the Nelson Town Band, the Keene Jazz orchestra and other pop bands on Main Street. The Colonial Theatre would be open with a movie showing, so people can cool off if needed. There would be porta potties at Wyman Tavern and Railroad Square. There would also be food vendors downtown and a misting tent on Gilbo Avenue.
    - The Mayor said the 250th Committee had done a really good job trying to anticipate people's needs. He thanked the primary event contributors: Savings Bank of Walpole, Cheshire Medical Center, Fenton Family Dealerships, C&S Wholesale Grocers, and Mascoma Savings Bank. He thanked all the other donors in the community who contributed to this event, either with their volunteer labor or with their donations.
    - An announcement made at the beginning of the City Manager's report: The Mayor encouraged everybody in the City do come down to Main Street that day, stating that it would be a truly exceptional parade, with 60 entries at this time, from individuals to antique cars and more that represent the many facets of the Monadnock Region. There would be some transportation on Main Street for those parked someplace else. He recognized Keene State College's in-kind contribution of opening their parking lots, mostly along Winchester Street, for this event.
- Friday, July 10, 2026: chronic disease day

The Mayor thanked all Councilors who attended the Fiscal Policy Workshop on Tuesday, June 30, 2026. He knew the City Manager would be following up with some of the Policy changes, suggestions, and questions.

Councilor Powers announced that the Keene Fire Department Color Guard would present the Colors at the Red Sox game on Friday, July 17, 2026 at 7:00 PM.

Mayor Kahn reported that Dig Into Keene would have an event coinciding with other events on August 8, 2026, sponsored by the Keene Downtown Group.

PROCLAMATION - NATIONAL PARKS & RECREATION MONTH

Mayor Kahn welcomed Parks and Recreation Director Carrah Fisk-Hennessey. The Mayor read into the record and presented Director Fisk-Hennessey with a Proclamation, declaring July 2026 as Parks and Recreation Month in Keene, New Hampshire, and encouraged all residents to celebrate the power of parks by visiting our parks; participating in recreation programs; enjoying our trails and open spaces; and recognizing the dedicated staff, volunteers, and community partners who make this experience possible. Mayor Kahn thanked Director Fisk-Hennessey and her staff for all their efforts.

Director Fisk-Hennessey said there is a jam-packed July for National Park and Recreation Month. She cited the following activities: water workout Wednesdays and pool parties, pop-up parks, summer concerts at Fuller Park, and more. She directed those interested to the Parks and Recreation summer events calendar on the website.

PUBLIC HEARING - RESIDENTIAL PROPERTY REVITALIZATION ZONE (RPRZ) (RSA 79-E:4-B) APPLICATION FOR 429 ELM STREET; *AND* PUBLIC HEARING ATTACHMENTS

Mayor Kahn opened the Public Hearing at 7:16 PM and the City Clerk read the Notice of Hearing. Mayor Kahn welcomed the Community Development Director, Paul Andrus, who provided an introduction.

Mr. Andrus explained this application submitted by Joe and Cheryl Bagster for Residential Property Revitalization Zone (RPRZ) tax relief for the property located at 429 Elm St. The property owners are represented by George Hansel of H.G. Johnson Real Estate, who assisted them in preparing the application and providing an overview of the proposed project. Mr. Andrus recalled that in 2025, the RPRZ program was adopted by City Council to encourage the rehabilitation of existing residential properties and the creation of additional housing units through temporary tax relief. Staff conducted an administrative review of the application for completeness, in accordance with the City's RPRZ program requirements, and determined that the application was complete and as a result, the committee recommended that this public hearing be scheduled in accordance with RSA 79-E. He explained that the proposed project involves rehabilitating an existing barn on the property to create two new residential dwelling units while preserving the existing residential uses on the site. Once complete, the property will increase from three dwelling units to five dwelling units. The applicant estimates approximately $200,000 in rehab costs and the proposed public benefit identified in the application is the creation of two additional housing units. Mr. Andrus said this public hearing is a first step in the City’s review process and following the hearing, the application will be forwarded to the Finance, Organization and Personnel Committee for its review and consideration of whether the proposed project provides a qualifying benefit under the City’s program and RSA 79-E. The FOP Committee will then make a recommendation to City Council for its consideration. Mr. Andrus noted the purpose of tonight's hearing was to provide an opportunity for the Council and members of the public to learn more about the proposed project and offer comments as a part of the City review process.

Mayor Kahn welcomed George Hansel on behalf of the property owners, Cheryl and Joe Bagster, who Mr. Hansel said he would consider small- to medium-sized local developers and residential property owners in the City of Keene. He wished there were more of those sized developers creating housing in the City. He noted that he was working on behalf of the owners and Mr. Hansel works with large and small developers to help them figure out how to do development on their properties. He called the Bagsters on the smaller side and said there are very limited supports, benefits, or programs for folks doing two-unit developments; most are for big projects. So, he said this would be a great opportunity for the applicants to do this work and get a modest benefit over a period of years and have the City recognize their contribution of capital and their ingenuity to convert an otherwise underutilized structure into workforce housing. Mr. Hansel said this would be the first 79-E project he was aware of in the City and the first one being utilized this way.

Mr. Hansel continued, explaining that as the property existed it was three residential units and was really a Cottage Court before they were a thing. They went through the process in 2025 to have it designated as a Cottage Court in order to do this new development. He said the project in question would take an existing barn—used as a garage and storage—and convert it into two units of housing. It is a significant investment of a couple hundred thousand dollars. They are raising the roof on the barn to create some more head space on the second floor and develop a creative design for the two apartments. Mr. Hansel said it fits really well with the existing use of the property, and he did not see any negative impacts to the neighborhood; he thought it would be an enhancement. He said the applicants were asking the Council to consider as much as possible to give them some kind of relief and recognition for this investment. Mr. Hansel understood this would be going to FOP, so he kept his comments short and welcomed questions.

Mayor Kahn saw an estimated start date in the packet of November 2025 and asked if the project was near completion, citing a completion date of August 2026. Mr. Hansel said no, the project was not near completion. At this point, he said they did a lot of work on the shell of the building to get it ready, but right now, all the interior finishes still needed to go in. It was not near completion. In that way, Mr. Hansel looked to the Council because he thought this 79-E Program may have a little way to go as far as being effective for this kind of development. The problem the Bagsters ran into was that they started this project in 2025 but just found out about this program and started working toward it in 2026. He commented on the timing issues but said they had been able to work with staff to make sure there would still hopefully be a good benefit if the Council approves this. He reiterated that the barn was basically just a shell at this time, and they added some height to the barn roof for more height on the second floor. Mayor Kahn asked for the estimated completion date. Mr. Hansel said they hoped by fall 2026, and the goal would be as soon as possible. Mayor Kahn asked whether the applicants are living at this residence. Mr. Hansel said no, it is an investment property for them. Mayor Kahn said the 79-E rules were just adopted in fall 2025, and this application would not have been timely if those rules were not adopted, so the Mayor though things were occurring in the order they could.

Councilor Favolise said because this is the first application under this program, he wanted to understand the maximum range of tax relief the City would provide. His math in reading the resolution adopting this was that the relief provided could be up to seven years: the five-year base and an additional two years of tax relief for a project resulting in new residential units. He asked if that was staff's understanding and interpretation of the cap. Mr. Andrus said that was his understanding. Mayor Kahn said it was his understanding that the estimated value of the improvement is something to be left to the City Assessor. Mr. Andrus said that is correct, it is the format and analysis the Assessor does. The Assessor had been on this site very recently to understand the project.

Councilor Tobin did not remember all the guidelines for 79-E but read that it was for not more than four dwelling units and this project would become five, so she sought clarification around that. Mr. Andrus said staff looked at the guidelines on the program to understand this aspect, and it is a little grey in terms of how it could be interpreted. He continued that staff felt this project met the criteria because it was the creation of two units themselves, separately from the existing three. They looked at it from the standpoint of the actual structure itself that is being worked on. Councilor Tobin read, "at least 40 years old and contains no more than four dwelling units," so she was looking to clarify that by adding two units, it goes from three to five units. She asked if that would still be within the parameters. Mr. Andrus said that City staff determined that it meets the program guidelines and intent.

Councilor Haas noted that this would go to the Finance, Organization and Personnel Committee where the financials would be considered. He said he thinks it is important for the City Assessor to be present at that meeting to speak in terms of this application, the assessed values, and how it is going to reflect in the overall assessment of the City that is underway.

There were no public comments.

Upon hearing no further comments, the Mayor closed the Public Hearing at 7:28 PM, except for written public comments, which would be accepted up until 1:00 PM on Tuesday, July 7, 2026. Written comments must be signed and submitted to the City Clerk by that date and time to be included in the record. Mayor Kahn referred this matter to the Finance, Organization and Personnel Committee meeting on July 9, 2026.

A true record, attest:
City Clerk

COMMUNICATION - LET IT SHINE - REQUEST FOR USE OF CITY PROPERTY - KEENE PUMPKIN FESTIVAL - OCTOBER 17, 2026

A communication was received from Michael Giacomo, on behalf of Let It Shine, requesting the annual license for use of downtown City property on October 17, 2026 to conduct the 2026 Keene Pumpkin Festival. The applicant has requested Community Event funding for this FY27 event. Mayor Kahn referred the communication to the Planning, Licenses and Development Committee.

COMMUNICATION - YANKEE BOTTLE CLUB - SUPPORT FOR THE INSTALLATION OF A KEENE GLASS COMPANY HISTORICAL MARKER

A communication was received from Stephen Seraichick, on behalf of the Yankee Bottle Club, requesting City support for the installation of a historical marker recognizing the Keene Glass Factory. The communication outlines the historical significance of the proposed marker, prior outreach efforts, project costs, and fundraising activities. Mayor Kahn referred the communication to the Finance, Organization and Personnel Committee.

COMMUNICATION - COUNCILOR FILIAULT - REQUEST FOR CONSIDERATION OF AN ORDINANCE AMENDMENT REGULATING DOGS AT DOWNTOWN EVENTS

A communication was received from Councilor Randy Filiault, recommending that the City Council consider amendments to the ordinance regulating dogs at downtown events based on public safety concerns observed at a recent downtown event. Mayor Kahn referred the communication to the Planning, Licenses and Development Committee.

COMMUNICATION - ERIK MURPHY - PETITION - SAFETY IMPROVEMENTS AT THE SOUTH LINCOLN STREET AND ROXBURY STREET INTERSECTION

A communication was received from Erik Murphy, with a petition containing 45 signatures, on behalf of area residents, requesting an engineering and traffic safety review of the South Lincoln Street and Roxbury Street intersection and consideration of improvements to enhance pedestrian and vehicular safety. Mayor Kahn referred the communication to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION - COUNCILOR WILLIAMS – REQUEST TO CONSIDER RESTRICTING THE SALE OF 7- HYDROXYMITRAGYNINE (7-OH) AND CONCENTRATED KRATOM PRODUCTS

A communication was received from Councilor Robert Williams, requesting that the City Council explore local regulatory options to address the retail sale of 7-hydroxymitragynine (7-OH) and other concentrated psychoactive kratom products within the City of Keene. The communication cites concerns regarding the products' opioid-like properties, potential public health impacts, and the perceived need for local action considering limited state and federal regulation. Mayor Kahn referred the communication to the Planning, Licenses and Development Committee.

Councilor Greenwald asked what these products are. Councilor Williams explained that there is a tree called the kratom tree that grows in Southeast Asia and it has leaves that have some interesting chemical properties and has been used in Indonesia for generations as a tea. More recently, it has been exported to the United States, and he said some clever people have been able to figure out how to extract the more interesting chemicals from this leaf. Because it is marketed as an herbal supplement, it can be sold in gas stations and convenience stores without any regulation at all. He said the problem is that some of these chemicals affect opiate receptors in the brain and he recalled the very tragic history in the past of opioids getting out of hand with Oxycontin turning into a heroin epidemic. Councilor Williams is concerned that if we have these unregulated products available in stores without any restrictions at all, this could cause some serious problems for a lot of people. So, he thinks the City should look at this. Mayor Kahn said it would be an interesting PLD hearing, noting the State Legislature had dealt with this question in the past, but he did not think they had developed any regulations or guidance around it. Although, there would probably be a public record and plenty of information available.

MSFI REPORT - COUNCILOR HAAS - REQUEST FOR PROJECT INFORMATION SIGNAGE AND ENHANCED PUBLIC OUTREACH FOR CAPITAL PROJECTS

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the communication "Request for Project Information Signage and Enhanced Public Outreach for Capital Projects" be referred to the City Manager. A motion by Councilor Greenwald to carry out the intent of the Committee report was duly seconded by Councilor Workman. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Jones was absent.

MSFI REPORTS - ELIZABETH HANSEL - REQUEST FOR RESOLUTIONS REGARDING SINGLE-USE PLASTIC REDUCTION; SKYE STEPHENSON - TREE REPLACEMENT ALONG MAPLE AVENUE; KENNETH KOST - UPDATE ON NEIGHBORHOOD STEWARDSHIP OF 100 CHURCH STREET AND REQUEST FOR PERMANENT POCKET PARK DESIGNATION; *AND* DOWNTOWN INFRASTRUCTURE PROJECT UPDATE - PUBLIC WORKS DIRECTOR

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the communication “Request for Resolutions Regarding Single-Use Plastic Reduction” as informational. A second Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the communication “Tree Replacement Along Maple Avenue” as informational. A third Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the communication “Update on Neighborhood Stewardship of 100 Church Street and Request for a Permanent Pocket Park Designation” as informational. A fourth Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the Downtown Infrastructure Project Update as informational. Mayor Kahn accepted the four reports as informational.

Regarding the Keene Downtown Project, Councilor Greenwald noted that there was a “Coffee and Hard Hats” meeting scheduled for July 8, 2026 at 9:00 AM. [These are hosted by Keene Public Works at the Transportation Center, 12 Gilbo Avenue.]

FOP REPORT - ACCEPTANCE OF DONATION - SUSTAINABILITY - ASSISTANT PLANNER

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to accept a donation of $25,000 per year in aggregate for three years beginning in fiscal year 2026-27 from various donors, and that the money is allocated to fund a portion of the annual salary of the Assistant Planner – Sustainability position in the Community Development Department (CDD). A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Lake. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Jones was absent.

FOP REPORT - UPDATE ON FY26 FIRE DEPARTMENT BUDGET - FIRE CHIEF

A Finance, Organization and Personnel Committee report was read, unanimously recommending the update on the Fire Department FY26 Operating budget be accepted as informational. Mayor Kahn filed the report as informational.

FOP REPORT - PROPERTY TAX EXEMPTIONS AND CREDITS REVIEW - CITY ASSESSOR

The first recommendation in the Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager direct staff to draft resolutions for the following exemptions and credits with the following amounts:

- Deaf severely hearing-impaired exemption, $55,000
- Blind exemption, $30,000
- Elderly exemption 65 years to 75 years old, $55,000
- Elderly exemption for 75 to 79 years old, $75,000
- Elderly exemption 80 years plus, $100,000
- Disabled exemption, $55,000
- Income limits for the deaf, elderly, disabled exemptions for single, $40,000 and married, $60,000
- Asset limits for the deaf, elderly, disabled exemptions single, $75,000 and married, $110,000, and also
- Readopt the solar exemption

A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Chadbourne.

Councilor Haas asked the Mayor to specify what exemptions and credits are included in this section. The Mayor referred him to page 83 for the items recognized: the deaf and severely hearing impaired exemption, blind exemption, elderly exemptions, disabled exemption, and a solar exemption.

Councilor Haas requested to recuse himself as a recipient of the solar exemption. Councilor Chalice requested to recuse herself as well for the same item. Councilor Greenwald also requested to recuse himself.

Mayor Kahn requested guidance from the City Attorney, noting this request is to draft the resolution and not the vote on the resolution. City Attorney Palmeira said under the rules, it is fully up to the City Council to determine if the other Councilors do have a conflict. She said the vote, even though it is about a Resolution, there are amounts assigned to it, so while that could still change if the Councilors feel that is a financial interest that they would be receiving through that vote, it would be appropriate for them to raise that.

Councilor Lake personally thought the Councilors should not need to recuse themselves. He went back to budget season and thought about the fact that there would be Councilors involved in several different things. If accepting these as a package and those Councilors were not making amendments to specifics that they are therefore affected by, he did not see where the conflict would be. He said these were being accepted as a package just like the budget. Mayor Kahn thought Councilor Lake was interpreting this as anyone in the City with a solar panel could qualify for this exemption, so there is not a specific benefit that accrues to these Councilors that does not exist for everyone else in the City. Mayor Kahn called that a valid interpretation.

The City Manager added that this would not be adoption of the solar exemption, the solar exemption was already adopted and is in place. What this vote would do is make the assessed value of solar panels or solar projects exempt from taxation; it is increased by the assessed value and then taken off, so there is no impact on the taxes from solar projects throughout the City of Keene.

Councilor Filiault agreed with Councilor Lake, stating that over the years the Council had obviously debated conflicts, but said if they get to this point, they could literally say none of them could vote on increasing the budget because it affects all their tax rates individually. Councilor Filiault appreciated that the Council was being very careful when talking about conflicts but thought they were going too far.

Mayor Kahn appreciated the Councilors raising the question because there is a benefit that they receive but again said that anybody in the City would qualify for this benefit. There was nothing they applied for that gives them a gain anybody in the City could not receive.

Councilor Favolise said he understood the points made by Councilors Filiault and Lake. However, he noted that when the Veteran's Tax Credit was previously considered, the Council allowed Councilor Roberts to recuse himself from that portion of the matter. Because of that prior action, Councilor Favolise questioned why the Veteran's Tax Credit would be considered separately in this instance if the position now was that all of the tax credits constituted a single package and therefore no recusals were necessary. He believed this appeared inconsistent with the Council's previous handling of the same issue. While he appreciated the arguments made by Councilors Lake and Filiault, his view was shaped more by the Council's prior practice than by the legal or procedural arguments presented.

Councilor Roberts said he thinks he fits into a different category. First, one is the perception. He said that when you are taking $4,300 off your tax bill, it really gives the perception that he is doing something to personally gain. Additionally, his job as a Veteran’s Support Officer (VSO) is to get as many people who he thinks qualify for tax exemption as possible qualified; there have been about 25 people over his nine years. So, people could say he is picking and choosing who he wants to work with to get the exemption. Councilor Roberts said there is so much doubt and question that can be applied in his situation and whether he is being fair. He said that he does not benefit any more than any other normal disabled veteran but because of his job it makes a big difference in his conflict.

Councilor Ellis thought a big difference was that, for example, she does not have solar panels right now, but she would like to get them eventually: should she recuse herself because she is planning to get them in the future? She did not think anybody was planning on becoming a totally disabled veteran. Councilor Ellis thought it became a little ridiculous to all start recusing themselves because maybe someday they may buy a home, and install solar panels, and could benefit. She said it did not make sense.

Councilor Workman thanked the Councilors who brought this to the Council’s attention. She reminded everyone that this was still up to the Council. She said it is the Councilors’ responsibility to raise the question of a potential conflict of interest. Right now, she said the question was whether the Council accepted those conflicts. Councilor Workman called the question.

On a vote with 2 Councilors voting in favor and 12 Councilors voting in opposition, Councilors' Haas, Chalice, and Greenwald's recusals were denied. Councilors Tobin and Haas voted in the minority. Councilor Jones was absent.

Mayor Kahn asked if there were any changes to these dollar amounts from previous years. The City Manager said yes, the City Assessor brought forward an increase that was based on an anticipated increase in assessed values of 60%. To equalize the value of the exemption, so that those who are receiving the exemption now continue to get the same level, the Assessor proposed these numbers. Hence, Mayor Kahn said we need a new resolution, which will note the changes.

Councilor Greenwald asked if the Council needs to reaffirm the solar exemption every year. The City Manager said no. City Assessor Dan Langille added that the reason he asked the Council to readopt the solar exemption this year was because the law changed: to exempt properties that have net metering, you have to readopt the solar exemption because it happened after 2020. The new law came into place in 2020, and the Council previously adopted the solar exemption prior to that, so to allow net metering, he said they would have to readopt it. Once it is readopted, it will be final.

Councilor Haas said he thinks it becomes a bonus that the Council should be scrupulously careful when voting for anything that essentially puts money into their pockets. Now he understood the idea of the broader view of things. He thought about if most Councilors had solar panels on their houses; at that point he thought they would maybe need to reconsider how solar exemptions are considered and just build into the City Code that they are not taxed or something, rather than granting exemptions to individuals. Councilor Haas said he supports the idea of exemptions, of course, to promote different things and support some populations, but he is uncomfortable any time he votes on something that is giving him a direct benefit.

Councilor Ruttle-Miller thought it was on the record who is benefiting from it at this point; it is not hidden. She asked if anyone else would like to share, noting it would be in The Sentinel article, so everyone is aware.

The motion to carry out the intent of the first recommendation in the Finance, Organization and Personnel Committee report carried unanimously with 14 Councilors present and voting in favor. Councilor Jones was absent.

Mayor Kahn recognized Councilor Roberts' standing Conflict of Interest on the next two items.

A second recommendation from the Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager direct staff to draft resolutions for the following exemptions and credits with the following amounts:

- Optional veterans credit $450
- All veterans credit $450
- Service connected disabled veteran credit $4,500

A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Chadbourne.

The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Roberts abstained. Councilor Jones was absent.

A third recommendation from the Finance, Organization and Personnel Committee report was read, unanimously recommending amending the motion to include a Resolution for RSA 72:28C – optional tax credit for combat service. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Greenwald. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Roberts abstained. Councilor Jones was absent.

CITY MANAGER COMMENTS

The City Manager, Elizabeth Ferland, reported another Dinsmoor Woods walk. The Parks and Recreation Director secured both Alex Barrett, Contracted Forester with Long View Forest, and Ilissa Sargent, Southwest Regional Stewardship Manager with the Society for the Protection of New Hampshire Forests for a post-harvest Dinsmoor Walk on Thursday, July 9, 2026 at 10:00 AM. Please park at Jonathan Daniels School parking lot and start the walk from there.

The City Manager mentioned the Fiscal Policy Workshop on June 30, 2026, noting that based on the feedback received staff would be preparing a draft resolution that incorporates the proposed changes. The Resolution would go to the Finance, Organization and Personnel Committee meeting on Thursday, July 9, 2026, when the Council would continue to review the proposed updates to the Fiscal Policy.

Lastly, City Manager Ferland reported on the pre-construction meeting for the downtown infrastructure improvement project on June 30, 2026. This meeting included our contractor, GPI, our engineering oversight consultants, our internal staff (DPW, Water, Sewer, Keene Police Department, Fire, Parking, Communications), our Ombudsman, New Hampshire Department of Environmental Services, and Liberty Utilities. This meeting was of note because Liberty Utilities are expected to begin work on July 13, 2026, and then Casella will begin work on July 27. The hope is Liberty Utilities will be able to accomplish their underground work on one side of the road and move to the other side, so that Casella can come in and the two will not interfere. There is a lot of coordination involved with this project and a lot of technical ground was covered during this meeting regarding contract requirements, funding requirements, and traffic plans. Most importantly, the City stressed the need for constant communication and coordination because honestly, she said we will work hard to coordinate all these things, but things will change and they will evolve. The City Manager said the most important thing is to have good information and to communicate that information, which is a full-time job. The next Coffee and Hard Hats meeting is July 8 at 9:00 AM at the Transportation Center and they will continue the second Wednesday of each month at 9:00 AM.

Councilor Ruttle-Miller reported meeting someone who just moved to Keene and was registering their child for classes at Keene State College. In their personal life experience at University of

Michigan and University of Pennsylvania, he said his experience in Keene and at Keene State had blown both those places out of the water with how kind, personable, and caring everybody had been. He had some positive interactions with the City so far too. Councilor Ruttle-Miller thinks of Keene State as how she came to the City too and she is really proud to hear when people have been here for only a week and have been so welcomed into the community so fast. The City Manager thanked her for sharing the awesome story.

ORDINANCE FOR FIRST READING - RELATING TO WAGE SCHEDULE REVISION - ORDINANCE O-2026-12

A memorandum was received from Human Resources Director Darcy Newport, recommending that Ordinance O-2026-12: Relating to Wage Schedule Revision be referred to the Finance, Organization and Personnel Committee for discussion and a recommendation to the City Council for adoption. Mayor Kahn referred Ordinance O-2026-12 to the Finance, Organization and Personnel Committee.

ORDINANCE FOR FIRST READING - RELATING TO ZONING MAP AMENDMENT - 0 HOWARD STREET - MEDIUM DENSITY TO CONSERVATION - ORDINANCE O-2026-13

An application was received from Steven Ringland, requesting to amend the official City of Keene Zoning Map to re-zone a .91-acre parcel located at 0 Howard Street (TMP 536-034-000) from Medium Density to Conservation, which was accompanied by Ordinance O-2026-13: Relating to Zoning Map Amendment – 0 Howard Street – Medium Density to Conservation. The subject property is owned by the City of Keene. Mayor Kahn referred the application and Ordinance O-2026-13 to the Joint Planning Board / Planning, Licenses and Development Committee.

RESOLUTION - 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) - PETITION AND RESOLUTION R-2026-22-A

Mayor Kahn recognized that Councilor Greenwald has a conflict of interest on record for this matter and would be recused from discussion and voting on the matter.

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the adoption of Resolution R-2026-22-A: Relating to the Absolute Discontinuance of a Portion of Right of Way Across a Portion of Property Located on Elm Street, with changes as requested by the City Attorney. Mayor Kahn filed the report. A motion by Councilor Workman to adopt Resolution R-2026-22-A was duly seconded by Councilor Favolise. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Greenwald abstained. Councilor Jones was absent.

CITY MANAGER – ADDITIONAL COMMENTS

The City Manager provided a detailed update on the 5 MW Keene Airport Solar Project and the status of potential federal tax credit eligibility. She reminded the Council that the project was approved in 2025 based on analyses prepared by ReVision Energy and independently reviewed by Beacon Integrated. Those analyses demonstrated that the project would provide significant long-term financial benefits even without federal tax credits, with estimated net savings of approximately $8 million to $13 million over the 25-year warranty period through a net metering arrangement.

The City Manager reviewed the actions taken in late 2025 to preserve eligibility for the federal tax credit by meeting the 5% Safe Harbor requirements through the purchase of eligible project equipment. She explained that the City knew it would not meet the federal physical work test before the deadline and therefore relied on the alternative safe harbor provision by purchasing qualifying solar modules.

City Manager Ferland further explained that subsequent IRS guidance indicated projects larger than 1.5 MW would not qualify under that approach, prompting ReVision Energy to evaluate an alternative pathway based on domestic content requirements. During her review of the issue, the City Manager identified a June 2026 federal court decision that vacated IRS Notice 2025-42, restoring the 5% Safe Harbor pathway for projects that began construction by incurring at least 5% of eligible costs before the applicable deadline. Because the City purchased qualifying equipment in 2025, ReVision Energy advised that the project may once again qualify for an elective payment currently estimated at up to approximately $2.9 million, subject to the outcome of the pending appeal period.

The City Manager explained that ReVision Energy also identified an opportunity to strengthen the City’s tax credit position by using domestically produced steel for the project's racking system. Although this could increase project costs by approximately $200,000, it would provide an additional pathway to federal tax credit eligibility if the court decision were overturned and could also increase the value of the available tax credit.

The City Manager also explained that because the project's solar modules were purchased in 2025 before sufficient domestic manufacturing capacity existed, the City and ReVision Energy were working to obtain independent documentation, demonstrating that compliant domestic modules were not commercially available at that time. Such documentation may support an exception allowing those modules to be treated as qualifying components for purposes of calculating the project’s domestic content percentage.

The City Manager further explained that, under the restored 5% Safe Harbor provisions, the project must be placed in service by December 31, 2027, to maintain eligibility for the federal tax credit. As a result, ReVision Energy was evaluating the availability, delivery schedule, and cost of domestic steel, as well as whether it can be obtained without delaying project completion. She emphasized that protecting the project’s required in-service date remains the City's highest priority, as failure to meet that deadline could eliminate eligibility for the federal incentive.

The City Manager stated that, unless significant concerns are identified, she intends to authorize a change order under her purchasing authority if ReVision Energy can reasonably demonstrate that domestic steel can be obtained without jeopardizing the project schedule. Should that occur, she will return to the Finance, Organization and Personnel Committee and the City Council with a request to amend the previously approved bond authorization by up to approximately $200,000. If ReVision Energy cannot provide confidence that domestic steel can be obtained without risking the project's schedule or federal tax credit eligibility, no change order will be issued and the City will continue relying on the restored 5% Safe Harbor while awaiting the outcome of the pending federal litigation.

The City Manager concluded by emphasizing that the City's objective remains maximizing available federal reimbursement while protecting a project that provides substantial long-term financial benefits regardless of the ultimate tax credit outcome.

Mayor Kahn thought there were two takeaways: (1) the City Manager is trying to act in the best interest of the City and have the greatest savings from this project as possible and clearly there are hurdles in executing that. So, it is great that the City Manager is staying on top of it and holding people accountable. (2) There is a bit of a catch-22, and the City Manager is making this initial bet that if risking the $200,000, there is the potential of a $400,000 gain, which pays off the 200,000 and winds up with even greater savings on the project. So, the Mayor called this a good thing, and he appreciated the City Manager bringing this to the Council's attention because it was complicated from the beginning. The City Manager agreed, very complicated. She said she had pretty much settled on the fact that the City would not get that original 5% Safe Harbor until she found the court reversal and she was excited to have that opportunity again, because going the other path is more work and it is not as guaranteed. She reminded the Council that even without these tax credits, the City is still saving $8 to $13 million in net savings on the solar project over the next 25 years. So, factoring in the cost, this is a net metering project; the credits come from our net metering agreements. She said it is still a very good project that makes a lot of financial sense. Still, she obviously wants to get as much money as possible to offset the overall cost and make those savings more.

Councilor Favolise said he had intended to note that, based on his recollection of the Council's initial discussion, we maybe didn't think we were going to get the full 5% encumbrance in, but he believed the overall financial arrangement would still be favorable. He appreciated the City Manager's comments, as they confirmed his understanding of the matter. Councilor Favolise also recalled the City Manager stating that the matter stemmed from a federal court decision that was expected to be appealed. He asked whether she had any sense of whether the appeal would be heard in a circuit that might be favorable to the City's position. The City Manager said she was unsure. The City Attorney responded that the appeal would be heard by the U.S. Court of Appeals for the District of Columbia Circuit and based on her understanding, the outcome there could go either way.

Mayor Kahn thanked the City Manager for the update. There will be more at a future Council meeting.

ADJOURNMENT

Councilor Filiault raised a point of order regarding the Rules of Order for Calling the Question. He said that for the past few Council meetings, the Council had skirted the Rule when somebody called the question. He said it requires a motion and a second, then there is no more discussion, and it requires a 2/3 vote of the Council to uphold. If not following that process, it is not procedurally correct. Councilor Filiault wanted to point it out for the future.

There being no further business, Mayor Kahn adjourned the meeting at 8:27 PM.

A true record, attest:

City Clerk

ITEM #C.1.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Remy Schneider

Through: Terri Hood, City Clerk

Subject: **Eversource Energy - Request for Temporary Access and Use of Old Gilsum Road for Eversource Transmission Structure Replacement Project**

Recommendation:

Attachments:

1. Eversource_Communication
2. NHTA-1265 Old Gilsum Road City of Keene
3. NHSW-61 STONE WALL AGREEMENT 6-30-2026

Background:

Mr. Schneider, representing Eversource Energy, has submitted a request for authorization to use the Class VI portion of Old Gilsum Road for temporary access to the L-163 Transmission Corridor in support of an Asset Condition Replacement Project. The request includes access for up to one year to replace five transmission structures, temporary widening of an existing opening in a stone wall to facilitate construction access, and restoration of the affected area in accordance with a proposed stone wall restoration agreement.

2026-357

780 N Commercial Street,
Manchester, NH, 03101

Remy Schneider
Project Engagement

Keene City Council,

Eversource Energy is seeking temporary access over the Class VI Road on Old Gilsum Road to conduct an Asset Condition Replacement Project (ACR) pursuant to city ordinance.

Through its aerial and ground surveys, Eversource Energy has identified 5 structures along the L-163 Transmission Corridor within Keene that require replacement. These structures, all currently wooden, will be replaced by weathered steel, the new standard for Eversource transmission assets. This asset condition project is slated to start in late August 2026 and Eversource is hoping to gain access to this portion of the transmission line through the Old Gilsum Road, Gate & Road located off of Timberlane Drive for a period up to one year to include all phases of our construction process, Civil, Construction, and Restoration. Construction is expected to last no longer than 6 months and will be split between Keene, Antrim, and Nelson.

Attached is our proposed access route and an additional stone wall agreement. As you can see from our mapsets Eversource will traverse Old Gilsum Road. Once within the ROW, the construction team proposes accessing structures 193 & 192 by utilizing the current road through the breach in the rock wall at structure 191. To do so, we will need to widen the existing breach. Rocks will be replaced in kind during the restoration phase and as laid out in our stone wall agreement, attached with this letter. Additionally, the remainder of the stone wall will remain in place during construction, and we will mat over these areas to prevent any degradation of other stone features.

Thanks,
Remy Schneider
Project Engagement

Remy V. Schneider

TEMPORARY ACCESS PERMIT

The City of Keene, New Hampshire, a Municipal Corporation, having a primary place of business at City Hall, located at 3 Washington Street, Keene, New Hampshire 03431 ("OWNER"), for the agreements set forth below and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby permit and license Public Service Company of New Hampshire, a New Hampshire corporation doing business as Eversource Energy, having its primary office at 780 North Commercial Street in Manchester, New Hampshire 03101 ("EVERSOURCE"), the right, privilege and authority for EVERSOURCE, its agents, employees and contractors, to pass and repass with personnel, vehicles and equipment over and across a strip of land of varied width (the "Temporary Access Area"), in support of the EVERSOURCE L163 Line Structure Replacement Project ("Project"), as shown on an aerial image entitled "Exhibit A". Said Temporary Access Area being a portion of Old Gilsum Road, a Class VI gated public roadway located northerly off Timberlane Drive in Keene, NH, subject to the following terms and conditions.

EVERSOURCE shall have the right to cut and remove trees, brush, rocks, and other obstructions within the Temporary Access Area and to fill depressions or roughly grade the surface of the Temporary Access Area, if necessary, for the purpose of exercising the rights herein. If the Temporary Access Area is disturbed or damaged due to the Project's construction activity, EVERSOURCE agrees to restore said Temporary Access Area to a condition substantially the same as that which existed prior to said construction, at EVERSOURCE's sole cost and expense, and no additional compensation to OWNER shall be required for disturbance or damage to the Temporary Access Area. Restoration shall include final grading and roadway repaving where necessary.

This Temporary Access Permit will begin on August 1, 2026, and shall terminate on May 1, 2027. It is understood by both parties that no electric transmission facilities shall be constructed within the Temporary Access Area.

CITY OF KEENE

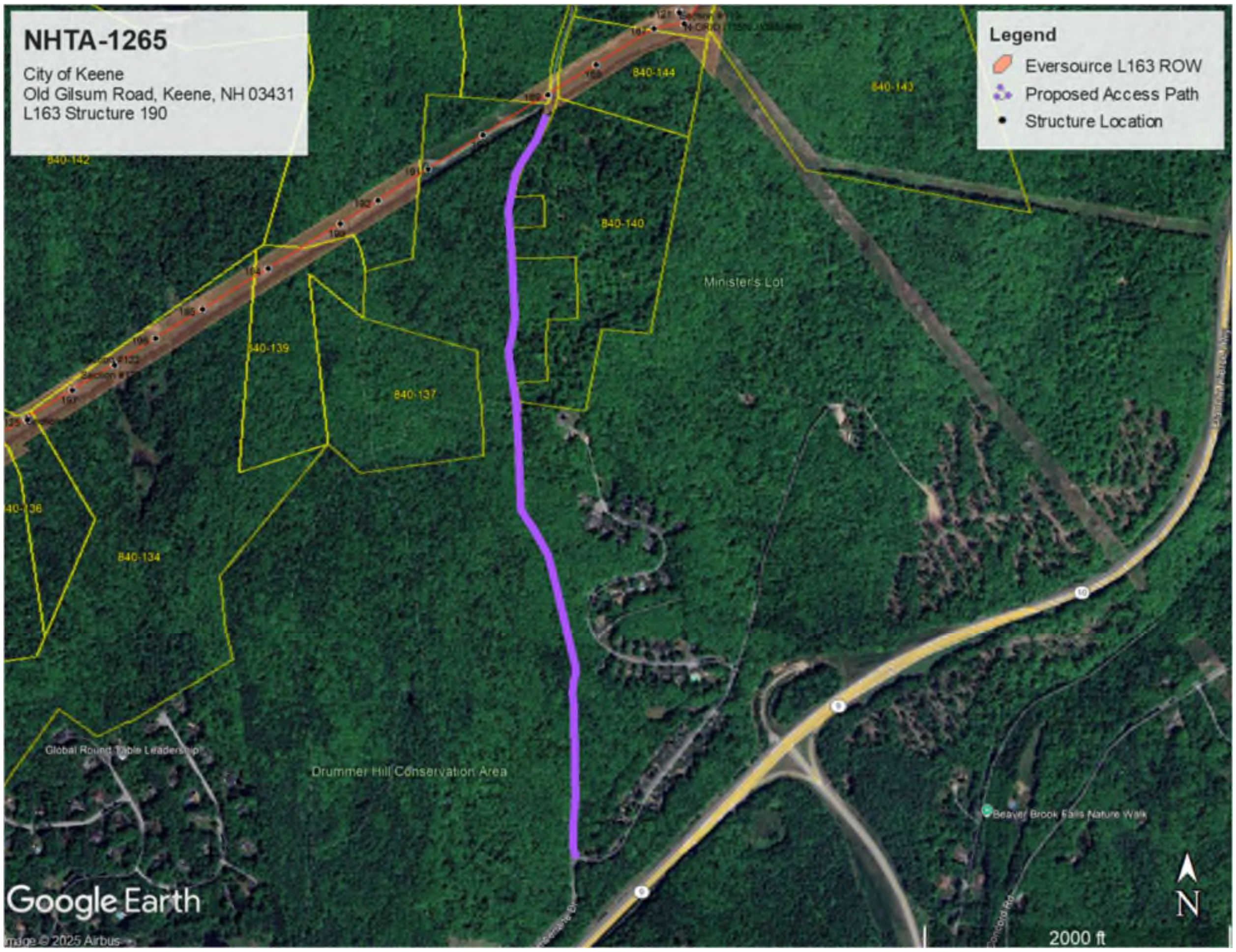
____
By:

____
(Witness)

____
Title (Duly Authorized):

Dated ______________________, 2026

Exhibit A



The Temporary Access Area, as referenced in this Temporary Access Permit, consists of a variable width strip of land, centered on an existing roadway, its approximate location is shown as a purple line in the above image, leading to and from Timberlane Drive and the EVERSOURCE Transmission Right-of-Way, over the land of OWNER.

STONE WALL AGREEMENT

STONE WALL AGREEMENT (this "Agreement") made this ____ day of ______________, 20___, by and between **Public Service Company of New Hampshire, d/b/a Eversource Energy**, of 780 North Commercial Street, Manchester, New Hampshire 03101 ("Eversource"), and **The City of Keene**, of 3 Washington Street, Keene, NH 03431 ("Landowner").

WHEREAS, Landowner is the owner of certain property situated off Old Gilsum Road in the City of Keene, New Hampshire and identified by the City of Keene assessor as Map 218, Lot 7, (the "Property"), which is encumbered by a certain power line easement owned by Eversource recorded in the Cheshire County Registry of Deeds at Book 603, Page 20 (the "Eversource Easement");

WHEREAS, a stone wall is existing on the Property which is wholly or partially within the Eversource Easement, as shown on the attached image entitled "Stone Wall" which is attached hereto and made a part hereof as Appendix A; and,

WHEREAS, in order to conduct certain permissible actions and/or activities within the Eversource Easement, Eversource desires to alter the said stone wall in certain respects, and the Landowner is willing to permit such alteration, as set forth in and in accordance with the terms and conditions of this Agreement below.

NOW, THEREFORE, in consideration of the mutual promises made herein, Eversource and Landowner hereby agree as follows:

1. Landowner consents and agrees that Eversource has permission to temporarily alter the stone wall on the Property as follows: Eversource will temporarily breach the stone wall within the Eversource Easement during the duration of the Transmission Maintenance program. The breach will need to be wide enough to allow for the construction of a temporary work pad and to allow vehicle and equipment access through the breach.

2. In consideration of Landowner's consent and permission hereunder and upon completion of the project, Eversource shall, to the extent possible, rebuild the wall, in the original location and fashion that existed prior to the breach using the existing stones that were removed to create the breach.

3. The alteration of the stone wall shall be undertaken entirely by Eversource or its authorized contractors, at Eversource's sole cost and expense, in compliance by Eversource with all applicable laws, regulations and ordinances, and in accordance with safe and responsible construction and demolition practices.

4. Eversource shall be entirely responsible for, and shall indemnify Landowner against, any and all claims, demands, losses, costs or damages of any kind, including injury or property damage, arising out of or resulting from the work of alteration of the stone wall as set forth under this Agreement.

5. Landowner hereby agrees to and does hereby waive and release Eversource, and its authorized contractors, now or in the future, from and against any and all claims or demands for loss, cost, damage or expense of any kind by reason of the alteration of the stone wall as set forth under this Agreement, provided, however, that this provision shall not apply to any failure or refusal to perform the obligation to restore or replace the altered stone wall as set forth in section 2 above.

6. This Agreement and the terms thereof shall be binding upon and shall inure to the benefit of Eversource and the Landowner, and their respective heirs, administrators, executors, successors and assigns.

7. Nothing in this Agreement shall be deemed or construed to extinguish, relinquish, abridge or otherwise affect the rights of Eversource under the Eversource Easement.

8. Eversource and Landowner shall fully cooperate and coordinate with each other, in good faith, in exercising and carrying out their respective rights and obligations under this Agreement.

EXECUTED by the parties as of the date written above.

City of Keene

By: ______________________________________

Printed Name: ____________________________

Title ____________________________________

Public Service Company of New Hampshire

d/b/a Eversource Energy

By: ____

James Blais, Supervisor

Transmission & Distribution Rights-of-Way

Appendix A

Appendix A depicts a white line which approximately indicates the area within which Eversource may temporarily alter a portion of the existing stone wall to allow vehicles and equipment to pass through the wall. Upon completion of the project work, the disturbed portion of the stone wall will be restored to a substantially similar quality and in the same location as it existed prior to alteration.

ITEM #D.1.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: **Let It Shine - Request for Use of City Property - Keene Pumpkin Festival - October 17, 2026**

Recommendation:

On a vote of 4 to 0, the Planning, Licenses and Development Committee recommends that the City Council grant a revocable license to Let It Shine to use downtown City rights-of-way to conduct the Keene Pumpkin Festival on Saturday, October 17, 2026, subject to the licensing requirements identified in the staff report, including associated road closures and authorization of free parking. All permissions granted herein are subject to compliance with the City-approved safety protocol document, which becomes a part of this license.

Attachments:

None

Background:

Vice Chair Jones welcomed Chairman of the Board of Let It Shine, Michael Giacomo (of 615 Hurricane Road), and Board Member, Michael Remy (of Castle Street).

Mr. Giacomo said they were present to request the use of City property for the Pumpkin Festival this year. They had been working through the Protocol Committee meetings (three or four) and unlike previous years, Protocol made a lot of changes as expected because of the downtown construction project. They felt pretty good that it was already early July and they had a good footprint nailed down and were working on it with a couple of final property owners to solidify some parking lots. The major changes include not using Central Square as that will be the hub of construction, so the footprint of the Festival made up for that lost space as much as possible by extending to the far end of Railroad Square and all that green space that is available for pumpkin carving and family-style events. Mr. Giacomo said they were currently working on some other designs, and the footprints were not completely finalized; they would be sent to the City as for the Fire Department to review them. The top end of the footprint will be the construction zone, just south of the flagpole. They planned to have a three-stage design this year because they want to pull people out of Railroad Square and into all the other businesses downtown. So, they would be putting one main stage as far north as they can, probably in front of Birdies to try to draw people towards the construction. There would be a singer-songwriter stage at the far south end of the footprint near Keene Axe House. The local performance stage—which will be dance troops, jump roping, and MMA skills show off, etc.—would take place on Gilbo Avenue. Mr. Remy said the big part of that is really spreading everyone out of Railroad Square; Central Square is always very dense during Pumpkin Festival given the location of the tower and Railroad Square is much smaller, so they do not want to pull everyone into that one spot. Hence, the activities spread throughout downtown. Mr. Giacomo said that in 2025 he had some fun with Excel and basically plotted the population density in eight different segments of the whole Festival on intervals throughout the Festival to see how the population density changed. They found that some areas are not as full as they would like, and they hoped to help solve that.

Mr. Giacomo said the final thing they were still working on securing was the parking lot on Cypress Street. There are three property owners who share that lot and the organizers were working through contracts to finalize that. The area will be for kids' games and crafts, so it will be relatively close for walkers from Railroad Square. He said the kids' pumpkins would be in virtually the same location as the past few years in the median down the middle of Main Street. They were working on pushing the shutdown time for Main Street a few hours later because the vendors really did not need four hours in the morning to be waiting for people to show up. So, they would be shrinking the setup time and hopefully saving some money on City services. He said they were looking to change the closure of Cypress Street as well, so rather than being the closure of Cypress and Main Streets the closure would be at Cypress essentially just north of the EV charging station at the Monadnock Food Co-Op. The Spectrum lot would remain open and the lots north of that would be closed except for Co-Op truck traffic in the early morning.

Mr. Giacomo concluded by reporting that in 2025, the Festival polls showed that between nonprofits, the Festival raised about $45,000; the total impact for the craft vendors and downtown businesses is impossible to measure but in the hundreds of thousands. They still believe it to be a really net-positive event for the City and the City's approval of it is always appreciated. Mr. Remy added that they were not expecting any major changes and fundraising was going well as far as getting sponsorships, but they could always use more to help to put up the expensive tower.

Vice Chair Jones asked for the location of the private lot on Cypress Street. Mr. Remy said that was still under negotiations. It is a parking lot behind Black Cloud Brewing and Clark-Mortenson. Vice Chair Jones said he was thinking about a different one.

Councilor Haas asked for the tower height and footprint. Mr. Giacomo said it would be narrower than the previous two years. The past two years it was 77 segments wide and seven bays wide, with each bay being eight feet. This year would be 40 feet wide vs. 56 feet wide but the same height as the past two years. The other change is they are adding more scaffolding on the back of the tower this year to display pumpkins facing backwards because there will be so much activity without the benefit of trees and a giant statue in the way (i.e., on Central Square), so it will be a lot more visible. They were trying to work on another unique feature but needed to get the engineering drawings. Councilor Haas loved the idea of the tower being visible from both sides. He said the organizers mentioned counting the crowd in 2025 and asked how they did that. Mr. Giacomo said he has a really good board and committee that did all the things they needed to do during the Festival, so that he could walk up and down the street literally with a cell phone, counting one by one or five by five; he used the GIS system to map the square footage of each area segment and did a block-by-block count of all the people who were there at all the intervals throughout the Festival. In 2025, his calculations totaled about 17,000 people, which they felt was relatively accurate.
Vice Chair Jones asked if the Festival would still be working with nonprofit vendors or whether that had changed with the footprint. Mr. Giacomo said the only thing that had really changed was losing

some circumference to work with, but in the past the nonprofits were spaced pretty wide. So, he said they had some ability to compress their footprint and also to use Cypress Street to extend their space, whereas historically they had only gone down Main Street. They were still determining the exact number of nonprofits they could support. There were 14 applicants at this time and they did not want to turn anyone down, in addition to 40 to 50 craft vendor applicants (usually limited to 20 to 25 but they should fit still).

Vice Chair Jones requested staff comments. Community Development Director Paul Andrus did not have anything to add from the Protocol meetings that was not already reported. Deputy City Manager Rebecca Landry added that Police, Fire, and Public Works Departments all come to the Protocol meetings and this is one of the biggest events of the year, if not the biggest. They had worked out with the veteran organizers where all the barricades need to go, how many staff need to be present for how many hours, etc. So, she said staff felt confident that things were moving in a good direction. Councilor Jones noted that community event status was approved for this Festival so it would be receiving City services.

Vice Chair Jones opened the floor to public comments.

Mayor Jay Kahn (of 17 Mountain View Drive) first applauded the organizers of this event, stating we are really fortunate to have their leadership, managerial skills, and experience in planning for this event. Mayor Kahn hoped the Committee would approve this event. He asked a question about dogs at public events given a later agenda item about that topic. As the Mayor understood, the Pumpkin Festival is the only event that has a condition that prohibits animals on leashes. While Mayor Kahn hoped Mr. Giacomo and Mr. Remy could return and speak to Councilor Filiault's later agenda item when he is present, the Mayor wondered if the Chair would allow the petitioners to discuss how well that prohibition works for their event. The Mayor knew he personally brought a dog to the event once and called it a horrible mistake because there were crowds and the dog panicked bumping into people; he said it was not a great scene. So, he appreciates this condition for this Festival but wanted to know how well it works. Vice Chair Jones said he was glad it was already addressed with the Pumpkin Festival. Mr. Remy said that in 2025, he was the person who had to enforce the regulation during the Festival, and he does not plan to ever try that again: he was screamed at by so many people, and someone shredded the Ordinance in his face. He said the Festival tries to communicate ahead of time that dogs are not allowed at the event per City Ordinance, but he said people do not care. He said it is not that the event does not like dogs, but it is hard to have them at the event. Additionally, it is really hard for it to be the event organizers' responsibility to enforce that Ordinance during the event, telling people they must leave and take their pets home, sometimes when they have traveled long distances. They even had the conversation with other City Councilors in the past. Councilor Jones said that was information the Committee did not know. He thought it spoke to what the Mayor asked about getting the organizers' input when Councilor Filiault's petition about dogs/events returns before the Committee.

Mr. Giacomo continued, stating that the Let It Shine Board likes to keep a smiling face for the public as a Festival; the City makes a better "boogeyman." It is a lot easier in this case to be able to point to a City Ordinance and say it was not the Festival's choice; it is City law. When they ran the first Taste of Keene Food Festival, they learned that the Ordinance only prohibits dogs at Pumpkin Festival. He said it is a problem and he has seen dog fights at two festivals now. He added that it is dangerous for dogs out there during summer festivals on hot pavement and in big crowds that can make dogs anxious or where other dogs may not be friendly. From their perspective, it is good to be able to just say "it is the law, please obey it," vs. making up their own Festival rules. He thought the other festivals would appreciate it as well. Vice Chair Jones said the Pumpkin Festival had always tried to be proactive by listing the prohibition in their advertisements. Mr. Remy said that all the festivals do. He did not want to confuse his dislike of enforcing it himself with his support of the Ordinance and prohibition of dogs at festivals. He said having the Ordinance is a great backup, but he does not want to be the enforcement police either.

Councilor Ruttle-Miller said that as someone who is obsessed with their dog, she felt like she had a leg to stand on when stating she thinks it is pretty inappropriate for people to bring dogs to festivals unless they are service dogs. She said we all love to assume the best of our animals, but it is a lot to put on them. She feels like we have unnaturally high expectations for our dogs a lot of times that we would not expect for people to have to put up with when they are in a crowd of thousands like that. She went to a Farmers' Market last summer and that had a sign at the front "no dogs beyond this point" because of the way it was funneled onto a side street. She wondered if having signs at the front and along the barriers of the footprint of the Festival that said "no dogs allowed past this point" would help, so that police officers could point to them. Mr. Remy said he thought it could help and he would be happy to try, but there are so many entry points to the footprint that it would be impossible to catch them all. Still, having signs at the major entry points might be helpful. Councilor Ruttle-Miller thought about trying to bolster something specific. She added that some people do not pay attention to signs. Mr. Remy noted that the City Communications team may be able to help push the message, reminding people that no dogs are allowed at the event. Vice Chair Jones said to discuss it at upcoming Protocol meetings.

Andrew Madison (of 178 Elm Street) is a dog owner too and said unfortunately there are a lot of people out there who maybe should not have dogs, who do not train their dogs properly, who do not behave properly with their dogs, and who do not take responsibility for their dogs. He said the City does have rules and laws to enforce that. He thinks it is really incumbent upon the City and the City's law enforcement to enforce those rules rather than event planners. He said that unfortunately, no matter how many signs you put up, no matter how many messages you get out on social media, there are going to be a hand full of people who disobey. He cited people disobeying speed limit signs all the time, himself included. So, he encouraged the City's Protocol discussions not to put the onus of enforcing rules regarding dogs at events on the event planners and really have it stay with the City of Keene because we do have people who are paid to enforce laws, and it should really be with event organizers.
Councilor Ruttle-Miller checked the website for this year, noting that there is a Keene, Ontario, Canada, which has a competing pumpkin festival the same weekend this year. Mr. Giacomo said they are delightful people and he had a good phone call with them; their nearest large town is also called Peterborough. It almost felt like another sister City situation to Councilor Ruttle-Miller.

The following motion by Councilor Williams was duly seconded by Councilor Haas.

On a vote of 4 to 0, the Planning, Licenses and Development Committee recommends that the City Council grant a revocable license to Let It Shine to use downtown City rights-of-way to conduct the Keene Pumpkin Festival on Saturday, October 17, 2026, subject to the licensing requirements identified in the staff report, including associated road closures and authorization of free parking. All permissions granted herein are subject to compliance with the City-approved safety protocol document, which becomes a part of this license.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.2.

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: **Councilor Ruttle-Miller - Request to Reinstate the College City Commission**

Recommendation:
On a vote of 4 to 0, the Planning, Licenses and Development Committee expresses its deep support for Keene State College and looks forward to working with them in the future, accepts the letter from Councilor Ruttle-Miller with great thanks for directing the Committee in that way, and accepts the letter as Informational.

Attachments:
None

Background:
Vice Chair Jones welcomed comments from Councilor Laura Ruttle-Miller. Councilor Ruttle-Miller thought most people were aware of a few recent articles and some information over the past eight months regarding issues and contention within the University System; specifically, Keene State College and what may come of its future. She did not restate everything in her letter, but said she essentially wanted to bring it up as a topic to talk about what the City can do to partner with the Citizens for Keene State College group that was putting a lot of effort into helping the College. Councilor Ruttle-Miller wanted to ensure the City remains in the efforts and trenches with everyone.

Councilor Haas asked what the College City Commission might actually do and the difference between a Committee and Commission. He asked what kind of resources would go into this Commission the minute it is appointed: suddenly it must have public meetings, room reservations, etc. He was trying to understand the difference between the Commission and interaction with the Citizens for Keene State College group that already exists. Vice Chair Jones stated some things because he was already appointed to the dormant College City Commission (CCC). He said it was a great Committee that accomplished a lot of things and there was still a list of things they wanted to achieve. He became Chair in the middle of Covid and there were never meetings due to two reasons: (1) on the College side, all the department head members who were working on campus had a hard time meeting at the City where the hardware is for City Minute Takers, and (2) some members of the College did not understand compliance with RSA 91-A and that they could not have meetings without notifying the City. Those issues made it hard for the Commission to continue at the time. Vice Chair

Jones would like to see it continue but was unsure those issues could be overcome.

The City Attorney replied to Councilor Haas. First, City Attorney Palmeira's understanding was that Citizens for Keene State College is a non-governmental group that exists outside of the City Council and Keene City government. It is not like one of the boards or commissions that would be otherwise formed at the City, with members appointed by the Mayor and confirmed by the City Council process. As Vice Chair Jones explained, RSA 91-A very much applies to those City-formed committees, which require Minute Takers, have quorum restrictions on members having discussions outside of public meetings, etc. However, Citizens for Keene State College were not formed by a government entity, so those restrictions do not apply. Vice Chair Jones asked the difference between a commission and a committee. The City Attorney said it is whatever you name them. Councilor Haas asked to clarify the form of what this would be taking based on what was written in the letter and what was discussed here. Deputy City Manager Rebecca Landry understood the confusion. She said Councilor Ruttle-Miller's letter did reference the CCC, which once existed but had not disbanded or been removed. It still exists but has not met in over five years and all the members' terms have expired; it could still be reconvened. Her understanding was that Citizens for Keene State College is managed by another organization or group of people, and since that overcame some of the challenges referenced by the Vice Chair, there was a recommendation for Councilor Ruttle-Miller to participate in that group instead. Councilor Haas said it was pretty clear the choices were to (1) restart the CCC, which he would think falls under the Mayor's purview to assign or recruit people, or (2) ask Councilor Ruttle-Miller to participate as a semi-representative of the City Council to the Citizens for Keene State College.

Councilor Williams said it seemed like they were discussing Councilor Ruttle-Miller being in some sort of liaison role, which was interesting to Councilor Williams because he was in a liaison role with the Keene Library Board of Trustees and taken out of that position because there is no definition for "liaison" in the City Code. So, that position could not be justified. He still attends the meetings sometimes. Councilor Williams said he thinks there is probably value in actually instituting a "liaison" role. He thought the Library Board of Trustees would appreciate having an actual liaison again. He suggested looking at that in this context. Vice Chair Jones asked if he meant to have Councilor Ruttle-Miller as a liaison to the Citizens for Keene State College and Councilor Williams said yes.

Vice Chair Jones opened the floor to public comments.

Jacob Favolise (of Main Street), Ward One Councilor, which includes the College campus proper, thanked Councilor Ruttle-Miller for introducing this. He thinks it is important, always, that the Council expresses its support for the major educational institution in the region. At the same time, he thinks it is important that all Councilors, as leaders in the Community, are responsible with their language. He reiterated that the Board of Trustees system and College leadership have been very clear that it is the intent of the Board of Trustees to maintain three independent campuses. So, he thought the Council should be thoughtful around language about Keene State being in danger or Keene State closing; he thought that leadership had been clear that is not an option on the table. One question he had was similar to what Councilor Haas had asked. Councilor Favolise said this sounds like a good idea in theory. He wondered if Councilor Ruttle-Miller could speak to whether the College had been approached about this idea of restarting the CCC, as opposed to this conversation that had gone in maybe a different direction than how he interpreted the letter in terms of potentially having a liaison from the Council to the citizens group. It struck him that in his conversations with the College, there did not appear to be a ton of additional bandwidth or a ton of additional human resources to do the job that working at the college requires and to be serving on a restarted Commission, which he thought the last time was evenly divided between the Community Members appointed by the Mayor and folks appointed by the College President. So, Councilor Favolise said although this sounded like a really good idea, he certainly had some logistics questions and concerns, and he would be interested to hear as a first step what the college thinks about this.

Former Mayor Kendall Lane (of 5 Hastings Avenue) said he was present in two capacities. First, he recalled that the College City Commission was established at a meeting that he and Anne Huot, who was then President of the College, had during their monthly lunch, which they began to discuss formalizing the relationship between the City and College. He explained that the issues that the CCC was established for were disciplinary. There were neighborhood problems that were difficult to deal with. The Commission was established primarily for the purpose of trying to deal with the neighborhood relationship with the College. At that time, the college had close to 5,000 students and extended extensively into the east side neighborhood. The east side neighborhood was dramatically affected by the existence of those students. So, he said the Commission was established to deal with a lot of the conflicts. Mr. Lane noted that he is also one of the original members of Citizens for Keene State College, whose role is very different than the CCC's. He said Citizens for Keene State College are working with the University System Trustees to encourage some activities that will support Keene State College. They want to maintain the liberal arts foundation at the College, they want Keene State College to have its own independent president, and they will be working in the fall with legislators to support this funding for higher education in the State of New Hampshire. He said Citizens for Keene State College had some successes and had a good relationship with the University System Trustees and a lot of support from them. Further, of the three colleges in the University System, Keene is the only one that has a community-based support organization working with the Trustees. At this time, he cited 200 Citizens for Keene State College members and Mr. Lane said that City Councilors would certainly be welcome to participate. Citizens for Keene State College is not a governmental organization subject to RSA 91-A. He said they are tremendously concerned about the relationship between the College and the City of Keene. If the College was not operating as a College, he said Keene could become Claremont and they do not want that to happen. The Citizens for Keene State College have a variety of subcommittees working on various aspects of the relationship, both economic and legislative, and they are working on a call program. He said the CCC is not really an appropriate forum for the type of work that Citizens for Keene State College was doing but the participation of City Councilors and the City would be welcome; Mayor Kahn works closely with Citizens for Keene State College, almost since the beginning and Mr. Lane called that an important relationship. Mr. Lane said Citizens for Keene State College's function is to continue supporting that relationship between the College and the City of Keene, which is vital to the City of Keene's future.

Vice Chair Jones recalled during Mayor Lane's term, when some things came to the CCC, such as learning there were no streetlights on Ralston Street. Nobody knew those things until the Commission pointed them out from the citizens' level. Mr. Lane agreed some legislation that came out of the CCC was very helpful for that neighborhood. For example, the Disorderly Housing legislation the City adopted, which was very productive. Vice Chair Jones also recalled the incident with street crossings in front of the College on Main Street and the CCC decided to split the cost between the College and City for the two new crosswalks in front of the College. He said the CCC did have its benefits. Mr. Lane said he did not want to downplay it; he certainly worked hard during his years as Mayor to make that successful and it served a very real, very important purpose. Still, it was a very different purpose than Citizens for Keene State College are dealing with today. Vice Chair Jones said that was clear and thanked Mr. Lane for both efforts.

Mayor Jay Kahn (of 17 Mountain View Drive) first supported the suggestion of Citizens for Keene State College as something that all City Councilors, interested people in the City of Keene, and supporters of the College should sign up for: https://www.CitizensforKeeneState College.com. He said it had attracted 200 people in about three months and numbers matter. This is an organization that is using its influence to influence the University System Board of Trustees and by virtue of that, having an impact on the State of New Hampshire. The Mayor called that wonderful. He said Councilor Ruttle-Miller was originally confused by the status of the CCC on the City's website, with stale meeting dates and minutes, and meetings that were never held due to lack of quorum or Covid. He noted there may need to be a step for the Council to delete that Commission from the City's Code of Ordinances, which he thought would be a positive action to consider.

Mayor Kahn continued calling Citizens for Keene State College a crucial organization now. He said he believes that the College has never been put in such a question of its permanence in its 117 years. He said the College was definitely getting asked questions about whether it can continue with the enrollments that there are and the funding situation that it faces; this is not just a local question, this is a question that needs to be dealt with by the University System Board of Trustees and by the State Legislature. That is why he said it is very important that a citizens' group exists and that it uses its influence to influence those two decision-making bodies. Mayor Kahn noted that he participates with the Citizens for Keene State College and was glad they invited him to be an active participant. He thinks it is important for the Mayor to play that role and try to direct others to participate in the group. He would like the ability to say there is a City Councilor who is an alum with a very strong interest and willingness to help continue building participation and advocacy through the citizens' group. The Mayor thinks it is important for the City to continue to take interest in what the citizens are doing. He suggested that the Committee might want to ask for periodic reports from the Citizens for Keene State College; the Mayor offered to serve in that role and suggested Dr. Paul Vincent, present Faculty Emeritus for the College, who may speak on the matter. The Mayor thought there were other steps for the Council to consider and did not want this to get buried as "Informational." He said the Committee might want to consider other steps in directing the City to come back with some recommendation: is suspending the CCC the right action? Are there things that can be done administratively to the website to minimize the presence of the CCC in a time when it is not actively meeting? Councilor Jones thanked the Mayor for his work on both Committees.

Dr. Paul Vincent (of 24 Gate Street) said he had been associated with the College for 41 years and when he got to the College it had 2,900 students, and now it had less than that; it had too many at 5,000. He said the Citizens for Keene State College was formed in early December 2025 on the heels of several layoffs and losing President Melinda Treadwell to another university. He noted the College was living now with a shared presidency between both Plymouth State University and Keene State, which had made life remarkably difficult. He saw the tradition of liberal arts that had evolved all the way from 1909 through the present as potentially under attack and certainly there were voices saying to leave the liberal arts behind. He got very frightened by that and saw a change in the institution. He began as Library Director of Keene State and gave an anecdote he thought was important in talking about the relationship. He has always believed in a strong town–gown relationship. When he was Library Director, he had the experience of walking behind a couple of parents who were taking a tour of the library in 1988/1989 and one of them said to the other: "We just visited a couple of other colleges and their libraries were automated," meaning that they had no card catalog, that they had moved to a computerized system in order to look up book titles, authors, and subjects. Dr. Vincent took that to a Dean's Council meeting and said he thought they were in trouble. It turned out that Jane Perlungher was also interested in automating the Keene Public Library as its Director. They had a good relationship and decided to make it easier and less expensive for both sides by coming together and automating both the City's library and the College's library at the same time. “Keene-Link” was born, so if you look up a book it lets you know whether it is at the College or Keene Public Library and you can check it out either way. He said that did not happen through a citizen’s group or come other collective organization. It happened by two people that were both librarians who felt the need to bring these things together. Ms. Perlungher brought him into the Rotary, which he has been with since 1990, and he considers it another feature of a town–gown relationship: faculty and administrators from the college being a part of community organizations like that. He felt like that was falling apart a little bit. He was at the Monadnock 250th parade and did not see the College represented with a sign and was really bothered. He said that opportunity was lost because the College does not have a President or a Director or Vice President of Advancement at this time, so nobody was on top of the issue. He said a part of what Citizens for Keene State College is for is to take notice of things. Dr. Vincent said he looked forward to having a new College President and looked forward to that job description including the necessity of having a formalized relationship with the City of Keene. He does not see the citizens doing that and acting as that direct conduit. He said the Citizens for Keene State College are there to ensure the survival of the College as a liberal arts college: one that recognizes that it has a responsibility to also train students to be engaged in trades (e.g., construction, engineering) and still gain a liberal arts education in the process. Dr. Vincent thought he was coordinated with Mr. Lane and Mayor Kahn just from a different perspective. Vice Chair Jones said it was clear that communication is key. He mentioned as he did to Mayor Kahn that there were two student members of the CCC, who were the ones who brought to attention the lack of lights on Ralston Street. So, Vice Chair Jones said things come from all ends of the campus and City.

Deputy City Manager, Rebecca Landry, added that when the current City Manager came on board, she developed a very good working professional relationship with the President at Keene State College, at which point in time a number of these issues were addressed, such as lighting, crosswalks, or events that are mutually beneficial for the College and for the City. Both the former President, Melinda Treadwell, and the current City Manager, formed that very good working relationship and worked out a lot of the things that might have otherwise gone to the CCC. Deputy City Manager Landry thought that mutually beneficial working relationship was unprecedented, and it created a lot of improvements in advancing the mutual goals of both organizations and the community. Vice Chair Jones said Ms. Treadwell was a part of the heart of this community.

Councilor Ruttle-Miller went back to the original intent of her letter, in part because coming onto the Council she noticed a section under the Boards and Commissions for the College City Commission that was largely blank and defunct looking, which was a bit alarming considering some of the recent events (i.e., layoffs and loss of the President). She said we do not know what Keene looks like without the College. Councilor Ruttle-Miller stated that her language was very deliberate because she also knows the State of the State and that we live in a state that does not seem to have a lot of respect for higher education. So, she spoke of feeling threatened from the perspective of a student who went to a liberal arts college when it was at its peak of enrollment: she was number 867 on the housing wait list her sophomore year and did not get a dorm until almost August and was frankly terrified that she was going to live on Appian Way. She was there at a unique point in the history of the College. She also had a unique experience at Keene State College because she was the Assistant Student Archivist for all four years that she was there. So, she worked hands on with a lot of Keene State’s history. She has looked at most copies of The Equinox, seen a lot of photos (e.g., kayaking down Main Street during a flood), and
was at the statehouse on “Granny D” Day because Keene State’s archive holds the Granny D collection. She said she gets emotional when she thinks about what could happen without this, and

that is where she was coming from with this letter. She knew Citizens for Keene State College had gained a lot of traction in the time since she wrote the letter. She said the only real goal was not to revive a committee that settled ruffled feathers—she knew things could evolve and change their purpose—but now more than ever the City needs to show that it is behind the College. She said if nothing else, this conversation had shown that all were aligned behind the College and the City would support whatever commission that is. She said she had no specific intention. Councilor Ruttle-Miller wanted to make sure there was no question in anyone's mind about what we see as a critical component of our City. She recalled going to the Statehouse when she was a sophomore to protest talk of increasing state tuition significantly; she came from a normal background and knew her parents could not take on the additional funding. When they protested, she got to go into the Chambers and hear some people make interesting comments about how if some state funding were just cut from Keene State, then University of New Hampshire would have a much nicer football stadium. Again, Councilor Ruttle-Miller stated that she knows where the State of New Hampshire stands with their priorities as far as university funding.

Vice Chair Jones spoke about his opening remarks and said he was not at all recommending abolishing the CCC but saying there would be some kinks to work out before reinstating it.

Mayor Kahn pointed out that Keene State College was one of the organizations that the City gave credit to for helping with the 250th celebration. He was also disappointed that there was no College presence in the parade. However, the parking lots hosted the kid's bikes for the event. As one of the co-chairs of that event, Mayor Kahn greatly appreciated that the College stepped forward and answered that request, which is a part of that partnership that Dr. Vincent was talking about. Next, the Mayor said the College had always been about liberal arts, applied learning, and going forth to serve. He said that is so evident in this community and the economic impact of the college because its students remain: they have internships, they are active in City employment. This region thrives on the College's presence, the students, the parents, the visitors, the events they organize, how it influences the arts and culture of the of the community, and the the service; nearly half of the serving City Councilors were Keene State College graduates at this time. He said that the way that this community outperforms relative to nonprofit organizations is a tribute to the fact that it is populated by Keene State College graduates who volunteer their time and help the nonprofits thrive in this community. Keene has 10% of the nonprofits in the state and only 6% of the population. It shows that "Go forth and serve" is a part of the mantra of Keene State and its graduates. These are things Citizens for Keene State College would be bringing to the Legislature and the Board of Trustees. So, the opportunity for advocacy from the City Council during the next year to help recruit a qualified President who can value the community's role in the College and can help bring the economic interests of our region to the to these discussions at the legislative level would be a success. He said the Council wants to be a part of the written testimony that can be a part of the City Council's actions and can help to influence those kinds of actions from others in the region to help advocate during the next legislative cycle. Mayor Kahn thought there were a lot of roles for Councilors like Councilor Ruttle-Miller to bring their ideas forward for all kinds of advocacy during the next year. Vice Chair Jones added that there is nothing stopping individual City Councilors from privately meeting with students, faculty, and administrators on their own, just not as a board of the City. Mayor Kahn cautioned about quorums.

Discussion ensued briefly about accepting this letter as "Informational" as opposed to the recommended motion to appoint Councilor Ruttle-Miller to the Citizens for Keene State College, which Vice Chair Jones did not think was within the Council's purview.

Councilor Haas wanted to get some specifics on what the Committee could do here. He said the CCC was on the City website with vagaries under it and some kind of statement about positive reinforcement and how the City supports the College. He recommended that the Citizens for Keene State College come up with something and submit it to the City to have on the website to clean it up. Second, Councilor Haas liked the idea of regular connection with the College and having someone from the College regularly update the Committee on what is happening there as a standing monthly item, the way the Municipal Services, Facilities and Infrastructure Committee gets monthly updates on the downtown project. Councilor Ruttle-Miller said to Councilor Haas' point and back to Councilor Favolise's comment, that she would be hesitant to make any sort of motion about asking anyone to come and report to the Committee without input from any group first. She suggested that having a more standing report or update from the Citizens for Keene State College group would be more appropriate at this time, with their input first.

Regarding the College City Commission webpage, Deputy City Manager Landry said it was updated after Councilor Haas last reviewed it. City staff would be happy to list something in support of the importance of the College to the local economy and the community as a whole. Vice Chair Jones thought he remembered three or four years prior, when the Chamber of Commerce posted that the College contributes $562 million per year to the local economy and he was sure that had increased with inflation.

The following motion by Councilor Haas was duly seconded by Councilor Williams.

On a vote of 4 to 0, the Planning, Licenses and Development Committee expresses its deep support for Keene State College and looks forward to working with them in the future, accepts the letter from Councilor Ruttle-Miller with great thanks for directing the Committee in that way, and accepts the letter as Informational.

ITEM #D.3.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Yankee Bottle Club - Support for the Installation of a Keene Glass Company Historical Marker**

Recommendation:

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends that the City Council confirm that its previous authorization for the Yankee Bottle Club to design, fabricate, donate, and install a historical marker on the Cheshire Rail Trail was granted with the understanding that all project costs would be privately funded through donations and fundraising, and that the City Manager be authorized to take all actions necessary to facilitate the installation.

Attachments:

None

Background:

Mr. Steve Seraichick, Keene native and an antique bottle collector addressed the Committee. Mr. Seraichick stated the Yankee Bottle Club has been an organization for about 58 years and their mission is to appreciate, preserve, and promote the history of glassmaking and collecting in the State of New Hampshire.

By 1850, there were around 79 glass-manufacturing enterprises in the United States. Mr. Seraichick stated he is most interested in those that are made in Keene, NH.

He went on to say that about three years ago while walking his dog on the Rail Trail between Eastern Avenue and Water Street he came across the three historical markers that reside on this trail. He stated he noticed an error regarding the City's industrial past. Three markers tell the story of the industries that manufactured goods along Main Street such as Brickyard, Wilkins Toy, New Hampshire Mold Granite, Kingsbury Corporation, Schleicher & Schuell, and the J.A. Wright Company. He noted one industry was missing was the Marlboro Street Glass Factory which manufactured glass bottles from 1815 to 1842.

He then provided some history to the Committee as follows: In April of 1814, Lawrence Schoolcraft, a talented, glassblower and glass-manufacturing superintendent, arrived in Keene with his daughter Katie Ann, at the bequest of Timothy Twitchell and other town fathers to construct a glass factory on

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Marlboro Street. Mr. Schoolcraft was well seasoned in glass making, having been a glassblower and former superintendent of a glass factory in Hamilton, NY.

Over the next several months of construction, the factory moved forward as planned, and at some point in October 1815, the factory was completed and stood ready for production on Marlborough Street and the first glass bottles began to roll out sometime in November of that year.

In order to right a wrong, Mr. Seraichick stated he began investigating how historical markers are approved and planted along City thoroughfares and who is responsible for undertaking such a task. He stated he was director to contact the State Commission that deals with historical markers. He noted historical markers that are on state roads or state highways are the state's responsibility. Historical markers that are on rail trails in a town or city is the responsibility of that town or city. He added that Keene Glass shut down 184 years ago.

Mr. Seraichick stated he has been in contact with the Historic District Commission, the Heritage Commission and the Bicycle Pedestrian Path Advisory Committee. All three of these groups were supportive of locating a new historical marker along this stretch of the rail trail. He added Councilor Haas who is a member of the Bicycle Pedestrian Path Advisory Committee has volunteered to help with this venture. He indicated Councilor Haas took this effort before the full Council where it was voted 12 to 0 in support of a historical mark.

He went on to say Sign Works has been provided with rendering of this marker. The estimate from Sign Works is around $3,700, which price would be higher now due to inflation. The Heritage Commission has agreed to donate $500.00 of seed money to make this goal happen. Mr. Seraichick stated he too would be contributing $200.00 towards this cause.

City Manager Elizabeth Ferland addressed the Committee next. She noted the Bicycle Pedestrian Path Advisory Committee has agreed to fundraise for this project. The MSFI Committee was the body that heard this item. The State has indicated they are not interested in moving the existing marker (near Fuller Park) and anything that would need to be done would have to be done locally. The MSFI Committee has approved the placement and donation of this marker and the City is waiting for funds to be raised.

Councilor Lake used the airplane marker on Main Street as an example and asked whether such markers are funded and installed in the same manner as outlined in the MSFI Report. The City Manager answered in the affirmative.

Mr. Dwight Fischer Chair of the Bicycle and Pedestrian Path Advisory Committee stated he would like to reiterate what has already been stated. Mr. Fischer felt historical markers compliments Keene's network of rail trails.

Parks and Recreation Director, Carrah Fisk-Hennessey addressed the Committee. Ms. Fisk-Hennessey stated there is an existing State marker at Fuller Park that references both major Keene glass factories that were in existence at that time. She explained last year at the MSFI Committee and at City Council it was voted that the Yankee Bottle Club would fundraise to acquire maker and that the City would help with installation.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends that the City Council confirm that its previous authorization for the Yankee Bottle Club to design, fabricate, donate, and install a historical marker on the Cheshire Rail Trail was granted with the understanding that all project costs would be privately funded through donations and fundraising, and that the City Manager be authorized to take all actions necessary to facilitate the installation.

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ITEM #D.4.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Residential Property Revitalization Zone (RPRZ) (RSA 79-E:4-b) Application for 429 Elm Street**

Recommendation:

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends that the structure proposed for redevelopment located at 429 Elm Street is a qualifying structure as defined by RSA 79-E:4-b; that the structure is not within a currently defined Tax Increment Financing District; that the structure is not a residential property subject to an election for tax assessment relief under the low income housing tax credit program of RSA 75:1-a; that the proposed rehabilitation cost estimates exceed the threshold amount of $50,000 and constitutes substantial rehabilitation; that the property is served by city water and sewer; that this proposed rehabilitation is consistent with the City's Master Plan; and that the proposed rehabilitation provides the following public benefits as required by Resolution R -2025-35:

1. It adds at least one unit of new housing;

2. It promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan.

Therefore, the Committee recommends that the Application for real property tax relief on any assessed tax increment resulting from the substantial rehabilitation of the qualifying structure be granted for a period of four years beginning with the completion of the substantial rehabilitation as determined by the City's Community Development Department, and conditioned upon the property owner granting to the City at the time of substantial completion a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for the period of the tax relief, to be recorded at the Cheshire County Registry of Deeds at the cost and expense of the property owner. Further, the committee recommends that the City Council waive the inclusion of a lien against proceeds from casualty and flood insurance claims in the covenant.

Attachments:

None

Background:

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Mr. George Hansel of HG Johnson Real Estate was the next speaker representing Cheryl and Joe Bagster of JC & C Rentals. Mr. Hansel stated this item is in reference to an application for 79E tax relief under the program that has been established by the City Council. Mr. Hansel stated the applicants had approached him about a year ago regarding converting one of their existing rental properties into three small houses; converting a barn structure into two new rental units.

Mr. Hansel stated they have obtained the designation of Cottage Court for this property and have gone through the building permit process. The plan is to have the building completed by fall. Mr. Hansel stated with the assistance of City staff they were able to submit an application for 79E tax relief. Mr. Hansel stated this project would be at a cost of approximately $200,000 for two units and would yield a benefit in the range of $1,500 a year.

Mr. Hansel felt there are lots of other opportunities throughout the City where this could be done and sees these applicants as trailblazers for this type of venture.

Mr. Hansel next reviewed the application. He felt it met all the criteria. The structure is at least 40 years old and has City water and sewer. There are three built structures that have been in existence and are occupied. This project creates two new housing units for a total of five units on the property. Does it resolve a significant life-safety issue on the property? Mr. Hansel answered by saying it does not, but the water and sewer service lines are for the existing structures and are going to be replaced and updated to add security for the people who live there. Mr. Hansel stated these units qualify for workforce housing.

With reference to the public benefit portion of the application, it adds an additional unit, which is another criterion.

With reference to how this project relates to the Master Plan. One of the criteria of the Master Plan "*… is to promote efficient design safety and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan…"* Mr. Hansel stated in reviewing the Master Plan he noticed that relative to Pillar 1 of the 2025 Plan, one of the stated objectives is to *expand enticing housing options for all*. He felt this project accomplishes that.
In a different section of the Master Plan, one of the goals is to *boost infill development and redevelopment*. This project is a perfect example of doing that.

Also in the Master Plan, one of the stated goals was to remove barriers for housing development. Specifically listed as an idea is *City-backed financial mechanisms and incentives*, to boost housing, and this is exactly what is being referred to here.

This program is not just for big developers who are doing big projects, but also small developers trying to maximize the value of their property, and this would accomplish that goal stated in the Master Plan.

The Master Plan also has applicability in the Flourishing Environment Section, which specifically speaks to adaptive reuse of existing buildings. Mr. Hansel noted that this is not a component of every project. Most developers are looking to construct brand new housing because it is more predictable and easier sometimes than taking on an existing structure.

As far as the tax relief period, Mr. Hansel noted the adopted program allows for up to five years of property tax relief on a qualifying structure and then two additional years if it adds housing units, which he stated this project does. He stated because there is no other project to compare to the tax relief period would have to be the Council's prerogative. This concluded Mr. Hansel's comments.

Community Development Director Paul Andrus addressed the Committee next. He explained this program came about during the end of last year as part of an ongoing effort by the City to encourage infill development and smart planning development. He went on to say the Committee's role is to review the application for completeness, evaluate the objective eligibility criteria, and identify where statutory interpretation is required. Because this is the first RPRZ Zone Application, the Committee concluded establishing the City's interpretation of the RSA is an appropriate policy determination by the City Council. He stated regardless of the Committee's recommendation, the statute requires that each application, after the determination of completion, be brought before the governing body for review and decision.

Mr. Andrus stated Joe and Cheryl Baxter, owners of property located at 429 Elm Street, are looking at adaptive reuse of an existing barn on the property, in addition to an existing house that has three units already on the site. The project will convert the barn into one one-bedroom and one two-bedroom unit, resulting in a total of five units on the property.

Mr. Andrus next reviewed the checklist for administrative review. The application is complete with all documentation. Any required plans, estimates, or supporting materials are included. Estimated project costs have been provided. The owner has agreed by virtue of the application to the execution and recording of a covenant. The property is not located within a tax increment financing district. The property is not receiving tax assessment relief under RSA 75-1A: low-income housing tax credit program. The proposed work is consistent and applicable with zoning and development requirements. The project supports applicable Master Plan housing goals as the applicant mentioned.

With reference to threshold eligibility. Mr. Andrus stated this is where the Committee's review of the statute language comes into areas of debate, with respect to the intent of the program under 79-E and what the actual statute says.

The structure contains an existing residential use. This structure is not a residential use, Mr. Andrus stated the answer hence, had to be no to that question.

The project involves work exceeding 50,000 in value; Yes.

The property is at least 40 years old; Yes.

It is served by municipal water and sewer, and the property contains no more than four existing dwelling units; Yes.

The last criterion is whether the proposed project involves rehabilitation of an existing residential structure; No. Mr. Andrus explained the barn in staff's review is not a residential structure.

With reference to public benefit, the creation of housing units meets the goals of the Master Plan. Mr. Andrus added even though this is not outlined in the statute, this application is an "adaptive reuse of an existing structure."

In closing, Mr. Andrus stated staff's role was to review the application for completeness and review the eligibility criteria. This has been completed and is being sent before a governing body, in this case the City Council.

Councilor Lake stated when this item was adopted by Council it was with the intention of revitalizing old buildings and bringing more housing into the City. He thanked the petitioner for doing this. He clarified that under the RSA this structure would not be a qualifying structure. Mr. Andrus stated the statute does state “structure,” and it does not state “property.”

Councilor Chalice felt this was an unfortunate requirement as the City has many buildings that are not residential structures but could be turned into residential structures. The Councilor felt the purpose of this application is to create more housing using an existing structure rather than constructing a new structure, which will incur additional disturbance to the environment. She added the proximity to downtown is a benefit to the community.

Councilor Roberts referred to the Roosevelt School, which is a structure that has also been turned into affordable housing units. He felt this project would benefit the community.

Mr. Hansel stated “residential structure” is not a fully defined term in the RSA. “Structure” itself is not a fully defined term. He felt like many things: the legislation is imperfect, and it really is up to the Council to determine what the intent is. Was the intent to exclude a property that otherwise would have been eligible if there was a connection between this building and a building that is 15 feet away. He added as City Councilors, weighing the benefits to the community versus the letter of the law; What is the consequence? Who is going to be harmed by determining that this would be a qualifying structure?

Councilor Ed Haas addressed the Committee and thanked the applicants for bringing this item forward and for their tolerance as the City navigates this process. He noted City staff is doing what was requested of this; reviewing the ordinances and giving the Council their opinion, and the Council would then interpret what has been outlined in the ordinance. He questioned if the Council has the means to rescind the abatement should something go awry.

Councilor Laura Tobin stated this looks like an exciting project. She stated when Council was adopting this ordinance, the reason Section C “other structures that are not residential” was not approved is because of income requirements and how that would be difficult to monitor. She questioned if this is something that would be worth exploring.

Mayor Kahn stated he proposed this legislation in 2021 and is happy to see a project coming forward under this ordinance. He stated the definition of residential structure is elsewhere in the statute and it is for up to four units and does not clarify what is before the Committee tonight. He stated it would be good to see how the Assessor interprets this.

He felt the Committee could not quantify the benefit on the basis of the action that it will take place tonight, as it is really on a post-review of what the increased valuation of the property would be. He added that it is also important to encourage more applicants to come forward.

City Assessor Dan Langille addressed the Committee next. He stated he has looked at the value of the property and noted the City is in the midst of a revaluation and hence will not be able to predict the value of the building and what its value is going to be in four or five years.

He added the applicant is adding $200,000 to the already existing property. He noted the average value of rental units in Keene are around $150,000 per unit. This is a two-unit property, but the applicant has started construction, and the estimate would be 50% because it really is a shell at this point. $150,000 would be the value for the building, which would be deferred.

Mr. Langille stated the estimated tax rate during this budget season is $37 per thousand. He indicated after the revaluation if the rate was to be reduced to $23 per thousand that leaves you about $3,500 per year of benefit. Depending on how many years, you would keep adding that number up, giving a ballpark of what kind of value these owners would benefit from this.

City Attorney Palmeira with respect to statutory interpretation, as far as reading the statute, what has been said is correct on both sides. Looking at what residential structure is, means that the structure that is being worked on is already a residential structure. It is also correct that there is an argument to be made about how surrounding statutes might be informing that read or what the intent was. She stated when looking at statutory interpretation, you look at the language, unless there is ambiguity. If there is ambiguity, you start looking at other sources. The Attorney stated she does not find this language to be ambiguous.

She went on to say if this Council decides that it wants to read the statute in that broader way, the risk would be giving tax relief perhaps to a property that the legislature didn't explicitly intend to be given that tax relief. She indicated there is no valve in the statute for someone to bring suit against for the City for providing this relief.

With reference to Councilor Haas' question, she stated there is a provision in 79E, 9; if the tax relief is granted and there is a covenant in place with the property owner. If the terms of that covenant are violated. For example, if the project is not completed, then this body can nullify what was provided or reduce the tax relief.

The Community Development Director stated the Committee has two motions to consider. He stated should the Committee vote to approve, included in it are the number of years, which is the purview of the Committee.

Councilor Lake recalled a presentation on this subject the Council received last year and one of the examples was the reconstruction of a carriage home, similar to what is being considered tonight. He felt what is being proposed aligns with the spirit of what the RSA is trying to accomplish. He noted to staff that the City has qualifying structure wording slightly different to the RSA. He asked whether this was intentional or is the City trying to have the same qualifying structure language as the RSA. Mr. Andrus stated it is intended to match the spirit of the RSA.

He added the intent was that this program would in essence be able to support a variety of different types of infill, cottage court type development. The City was not in a position to deviate on that specific piece from the State Statute.

Attorney Palmeira stated under RSA79E-2, there is definitions of qualifying structure, and it lays out definitions for all other types of 79-E programs as well.
There is one in there that is specific relief for RSA-79E-B it says *one- or two-family home or an attached multifamily home with not more than four units*.

RSA79 E-4B is where you get the *language of an existing residential structure with not more than* *four units at least 40 years old*. She added what the City's Resolution is trying to do is to bring both those sentences into one section.

Councilor Roberts stated what people are realizing is that building large apartment complexes are not profitable anymore and felt the small-scale development being proposed by the applicant might be the solution to Keene's housing issues.

The following motion by Councilor Lake was duly seconded by Councilor Chadbourne.

The Finance, Organization and Personnel Committee recommends that the structure proposed for redevelopment located at 429 Elm Street is a qualifying structure as defined by RSA 79-E:4-b; that the structure is not within a currently defined Tax Increment Financing District; that the structure is not a residential property subject to an election for tax assessment relief under the low income housing tax credit program of RSA 75:1-a; that the proposed rehabilitation cost estimates exceed the threshold amount of $50,000 and constitutes substantial rehabilitation; that the property is served by city water and sewer; that this proposed rehabilitation is consistent with the City's Master Plan; and that the proposed rehabilitation provides the following public benefits as required by Resolution R - 2025-35:

1. It adds at least one unit of new housing;

2. It promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan.

Therefore, the Committee recommends that the Application for real property tax relief on any assessed tax increment resulting from the substantial rehabilitation of the qualifying structure be granted for a period of two years beginning with the completion of the substantial rehabilitation as determined by the City's Community Development Department, and conditioned upon the property owner granting to the City at the time of substantial completion a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for the period of the tax relief, to be recorded at the Cheshire County Registry of Deeds at the cost and expense of the property owner. Further, the committee recommends that the City Council waive the inclusion of a lien against proceeds from casualty and flood insurance claims in the covenant.

Councilor Lake stated he would be interested in input from the Committee. He noted it is outlined that it would be for a period up to five years and then an additional two years of tax relief could be added for a project that results in new residential units. He noted this application provides two additional units and hence he would be leaning more towards the two years plus another two years as a starting point.

Chair Powers stated he was inclined to agree that it should be more than two years.

Councilor Chalice referred to language regarding public benefit: *in order to qualify for the tax relief program, the proposed work must provide at least one of the public benefits*. She agreed it is creating an additional unit. However, it does not meet the net zero home. It is not culturally or historically important. Hence she would be leaning towards two years.

Councilor Lake stated he would allot a base number of two years for this project. The fact that that the project is creating two additional units qualifies for the up to an additional two years of tax relief.

Councilor Lake moved to amend the motion on the floor to change it to four years instead of two years. The amendment was seconded by Councilor Chadbourne.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee passed the amendment.

Relating to the amended motion:

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends that the structure proposed for redevelopment located at 429 Elm Street is a qualifying structure as defined by RSA 79-E:4-b; that the structure is not within a currently defined Tax Increment Financing District; that the structure is not a residential property subject to an election for tax assessment relief under the low income housing tax credit program of RSA 75:1-a; that the proposed rehabilitation cost estimates exceed the threshold amount of $50,000 and constitutes substantial rehabilitation; that the property is served by city water and sewer; that this proposed rehabilitation is consistent with the City's Master Plan; and that the proposed rehabilitation provides the following public benefits as required by Resolution R -2025-35:

1. It adds at least one unit of new housing;

2. It promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan.

Therefore, the Committee recommends that the Application for real property tax relief on any assessed tax increment resulting from the substantial rehabilitation of the qualifying structure be granted for a period of four years beginning with the completion of the substantial rehabilitation as determined by the City's Community Development Department, and conditioned upon the property owner granting to the City at the time of substantial completion a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for the period of the tax relief, to be recorded at the Cheshire County Registry of Deeds at the cost and expense of the property owner. Further, the committee recommends that the City Council waive the inclusion of a lien against proceeds from casualty and flood insurance claims in the covenant.

Attorney Palmeira stated she would like to discuss the last sentence in the motion regarding a lien on flooding casualty insurance. She reminded the Committee over the last couple of years, property owners who were granted RSA79-E relief came before the City to subrogate its covenant because that specific phrase in the covenant made it difficult for them to receive financing. She went on to say in the statute, it puts it squarely within the Council's discretion to require it or not. In order to help future covenant holders, staff is going to start recommending that this language be waived from the onset. She added this is something her predecessor was also proposing, because if it was subrogated and the City receives the proceeds it would be the City's responsibility to complete the project, which is not something the City is wanting to do.

ITEM #D.5.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Execution of a Change Order for Construction Services With Lakes Region Fuel Systems for the Martell Court Fuel Tank Replacement Project — City Engineer**

Recommendation:

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiated and execute a contract change order in an amount not to exceed $150,000 for Construction Services with Lakes Region Fuel Systems as part of the Martell Court Pump Station Fuel Tank Replacement Project (32JM008B).

Attachments:

None

Background:

City Engineer Bryan Ruoff addressed the Committee next. Mr. Ruoff stated this item is for a change order for construction services with Lakes Region Fuel Systems for the Martell Court Fuel Tank Replacement Project. He explained when they were working on the sewer force main project, that scope was included in that design. What the consultant identified is that they did not have intimate knowledge of the scope of work and staff felt it would not be prudent for them to continue with that scope of work.

In consideration of that, staff discussed the possibility of having Lakes Region complete a design and permitting necessary for the fuel tank system. Since they had an intimate knowledge with both the previous system and the temporary system being used for the fuel tank, as well as the fuel systems within the wastewater treatment facilities.

He noted there would be a savings of about $40,000 in engineering services to have Lakes Region perform the design and receive approval for the tank system. The change order is to have them install that tank at a cost not to exceed $150,000.

The following motion by Councilor Roberts was duly seconded by Councilor Chadbourne.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends that the City

Manager be authorized to do all things necessary to negotiated and execute a contract change order in an amount not to exceed $150,000 for Construction Services with Lakes Region Fuel Systems as part of the Martell Court Pump Station Fuel Tank Replacement Project (32JM008B).

ITEM #D.6.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date:	July 16, 2026
To:	Mayor and Keene City Council
From:	Finance, Organization and Personnel Committee, Standing Committee
Through:	
Subject:	**Re-allocation of Unspent Funds from the Martel Court Sewer Force Main Inspection Project — City Engineer**

Recommendation:

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to reallocate $50,000 from the Sewer Force Main Inspection Project (32MI0222) to the Island Street Sewer Improvement Project (32JMI0224).

Attachments:

None

Background:

Mr. Ruoff stated this next item consists of three projects. He stated the project is the Court Street Sewer Force Main Inspection project, which was built into the CIP. Funds have been allocated and appropriated for that project. This is to assess the force main to see if there was a need to replace it immediately. Mr. Ruoff stated as the City progressed with that project, the City was also awarded a Congressional earmark for funding of that project; two sources of funding. The earmark did not cover all engineering services that were performed based on the price that the City received. He noted there was some leftover City funds as part of that project.

The second project is the Island Street Reconstruction project. This project was completed in June. At the completion of that project, on the adjacent street during normal operating cleaning of the sewer main, a collapse of that main was identified. Staff requested pricing from three contractors. SUR Construction (contractors who were already working on Island Street) provided the best price. The City requested them expedite and complete that work as part of their work.

Staff's request here is to utilize that Martel Court unspent money for the force main inspection and pay SUR Construction for the repairs they performed on the sewer main.

The following motion by Councilor Chalice was duly seconded by Councilor Chadbourne.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends that the City

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Manager be authorized to do all things necessary to reallocate $50,000 from the Sewer Force Main Inspection Project (32MI0222) to the Island Street Sewer Improvement Project (32JMI0224).

2026-325

ITEM #D.7.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Execution of a Change Order for Engineering Services with McFarland Johnson for the Lower Winchester Street 40666 Reconstruction Project - City Engineer**

Recommendation:
On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute a contract change order in an amount not to exceed $1,338,000 for Engineering Services with McFarland Johnson as part of the Lower Winchester Street 40666 Reconstruction Project (75J0026A).

Attachments:
None

Background:
Mr. Ruoff addressed the next project regarding a change order for the Lower Winchester Street reconstruction project. He indicated DOT has respectfully declined to cover the cost at 100% of the project. The project is now at $16,000,000 with DOT covering 80% of the cost.

Mr. Ruoff stated it would be advisable to move forward with this work and added the bridge needs to be replaced as soon as possible. The right-of-way acquisition period is anticipated to take about two years, which he added is a long time and staff would like to move this project forward as soon as possible. No additional money needs to be allocated at this time. Any additional monies that may be needed for construction can be done as part of the CIP update.

The Manager thanked staff for pursuing these funds through the state.

The following motion by Councilor Lake was duly seconded by Councilor Chadbourne.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute a contract change order in an amount not to exceed $1,338,000 for Engineering Services with McFarland Johnson as part of the Lower Winchester Street 40666 Reconstruction Project (75J0026A).

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ITEM #H.1.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date:	July 16, 2026
To:	Mayor and Keene City Council
From:	Planning, Licenses and Development Committee, Standing Committee
Through:	
Subject:	**Councilor Williams – Request to Consider Restricting the Sale of 7-Hydroxymitragynine (7-OH) and Concentrated Kratom Products**

Recommendation:

On a vote of 4 to 0, the Planning, Licenses and Development Committee recommends that the Request to Consider Restricting the Sale of 7-Hydroxymitragynine (7-OH) and Concentrated Kratom Products be placed on More Time.

Attachments:

None

Background:

Vice Chair Jones welcomed opening comments from Councilor Bobby Williams, who talked about these products that are marketed as herbal supplements, not as drugs, which puts them in an entirely different category from what gets regulated, and that is the problem. He explained that there is a range of products but the worst of them is called 7-Hydroxymitragynine (7-OH), which is related to kratom, a product that comes out of a tree that grows in Southeast Asia. For a long time, kratom has been considered to have medicinal properties as a tea. One of the active ingredients in this tea is called mitragynine, and in recent years it has been more exported to the United States and concentrated into botanical products that extract the mitragynine into different botanical mixes. When mitragynine enters the body, it gets processed into a metabolite which is called 7-Hydroxymitragynine (7-OH); the active ingredient of kratom becomes 7-OH after it enters the body. Councilor Williams said chemists figured out that they could turn this product into the metabolite before it goes into the body and it is much stronger. This is what is being sold now as well as a number of other concentrated kratom products. He said they are not regulated as drugs, they are regulated as herbal supplements, which means there is little regulation at all. You can buy them in almost any gas station, convenience store, or smoke shop in Keene. Councilor Williams found that alarming because these products are sold next to energy drinks like Five-Hour Energy. He said it is easy for somebody who does not really know much about these products to think they are no worse than concentrated caffeine. However, he said this has a chemical that affects opiate receptors and so it can be very addictive. There are online forums of people talking about how difficult it is to quit this stuff because it is very addictive. So, Councilor Williams was looking for a conversation of where the Council should go with this because he is worried that it is already in our community.

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Councilor Williams continued, explaining that at the federal level there had been an interesting development. The day after he sent his letter to the City Council, and he said after a great deal of delay, the Drug Enforcement Agency (DEA) said it would start the process of putting 7-OH on Schedule I Drugs, which is the hardest of drugs. Councilor Williams said that would presumably lead to far more enforcements on the federal level, which could affect the City. He is worried that one of the things that Schedule I and outlawing possession would do is take a situation where people have a substance abuse problem with this product that they were able to buy legally over the counter and suddenly they are going to be turned into felons for continuing to have this problem. He is worried in part because it might motivate people to find something else they can try. He said if they were to instead maybe move over to kratom leaf, that would not be so bad, but if they decide maybe pressed fentanyl pills or something like that is what they need to prevent the effects of opium withdrawal, that that could be very dangerous. We have seen a situation analogous to that several years ago when Oxycontin was taken off the market. So, Councilor Williams said this is something we need to be very careful about. Ultimately, he said he was very uncomfortable seeing this in gas stations and convenience stores where anybody can get it. He really felt like there was some need to restrict availability, restrict marketing, and make it a lot more difficult for people to get addicted to this stuff in the first place. He said it does not need to be available everywhere. He said it is a matter of figuring out which of these range of substances are appropriate to keep legal and which are appropriate to get rid of entirely. He is a little bit worried about getting rid of them all because there needs to be an avenue for the people addicted to it, so it may be reasonable to keep the kratom leaf available for sale in some highly regulated context. He asked to hear from his colleagues.

Vice Chair Jones thanked Councilor Williams for always being in touch with societal problems, so the Council can learn from him. The Vice Chair saw a recommended motion to place this on “more time” and asked what action Councilor Williams was seeking; Vice Chair Jones did not want to place it on more time without providing directions to staff. Councilor Williams said his preferred method would be to have an ordinance at the very least. He would like to get the product out of gas stations and convenience stores. However, Councilor Williams thought staff would need more time to consider what the City is allowed to do. He was interested to hear from the City Attorney. He thought there were a lot of options, but the state tends to restrict the City. So, he asked what options would be available. Vice Chair Jones recalled twice in the past that the City Council had recommendations from its City Attorney and ignored them, so it does happen. Deputy City Manager, Rebecca Landry, said one reason for recommending this be placed on more time was to allow staff to try to get someone from the Hospital to come to a meeting to provide more information on some of the local impacts. Vice Chair Jones said that would be a part of the directions to staff if going on More Time.

City Attorney Amanda Palmeira said she still wanted to spend some time looking into this because there were questions. This is a Dillon’s Rule state, so the City must be authorized by state law in order to occupy a regulatory space in law. She agreed that there was the federal law to take into consideration and the state law, and the Controlled Drugs Act. She would want to see what space that leaves for the City, if any, to regulate in this area. She understood that there were other New Hampshire towns who had started regulating the product, but she wanted to double check those authorities for Keene. So, the City Attorney said she would need more time and proposed that between now and the next PLD meeting if she found it was something the City could regulate, she could return with a draft ordinance for review; if the answer were no, she would not bring a draft ordinance after More Time. Vice Chair Jones asked the City Attorney to bring a draft ordinance, not an ordinance for first reading that would require lettered changes.

Councilor Haas hoped the City Attorney would not knock herself out researching what the City could or could not do about this. His understanding was that the State of New Hampshire took this up over the past year and started looking at banning them all, but ended up just banning the synthetics, whereas the naturals are still available under state law. He deferred to the City Attorney. Across the country, it looked to him like nine states had completely banned these products, 21 states impose 18 and older restrictions, and 20 states have not done anything with it yet. He was interested to hear that the feds had classified 7-OH as Schedule I, so he said everything would be moving in this direction; it may happen without the City needing to take any action. Councilor Haas looked forward to some statement from the City Attorney, and he agreed with getting more information from health officials, especially Keene's own health officer.

Councilor Ruttle-Miller would be interested to hear what the City could or could not do considering it seemed that at least one city and one town in New Hampshire had banned the product. She thought it was a very well-known product but spoke to someone younger who did not know about it, who might have been an outlier, because Councilor Ruttle-Miller thought most people knew about it at this point. She said the State of New Hampshire does such strange things sometimes, like not even considering the sale of marijuana but thinking this is okay even though we do not know what we are doing as far as long-term addiction. Councilor Ruttle-Miller said she would love to hear from someone at the Hospital as well because she had not heard anything positive about this item. When she was in Georgia in the fall, one of their gas stations had a huge display right in front. She found it very strange and said it felt like walking into a place that sold a weird drug the way they were selling it. She said apparently it is very big in certain other states. So, Councilor Ruttle-Miller said the more information for the Council the better. She said it feels seedy and not a good thing that we are letting people have access to.

Vice Chair Jones said the intention of the Committee was to put this on More Time to get legal and healthcare feedback.

Vice Chair Jones opened the floor to public comments.

Ward One City Councilor Jacob Favolise (of Main Street) said he appreciated Councilor Williams bringing this topic forward for discussion. Councilor Favolise is interested in the exact wording of what some other municipalities have done, as well as what the City Attorney determines about the City of Keene's actual ability to enforce an Ordinance or have that Ordinance survive a challenge. Overall, knowing that there are federal and state statutes and regulations, we should be thoughtful as we move forward in this conversation, we should not hesitate to learn more, including getting perspectives from health and hospital officials. And, we should consider whether the Keene City Council is the appropriate forum for setting drug policy. He said he has no firsthand experience with whatever this product is. Councilor Favolise went on to say that just because the City can do something does not necessarily mean the body should be attempting to wrestle with drug policy and controlled substances.

Councilor Ruttle-Miller thought there was precedence for this Council making it illegal to buy cigarettes in Keene under the age of 21. Vice Chair Jones added that the City Council adopted no smoking in restaurants. Vice Chair Jones added that no vaping under age 21 was enforced. Councilor Ruttle-Miller looked it up and confirmed that this City Council did enforce no tobacco use under age 21 in Keene two years before the state law raised its smoking age.

Councilor Williams pointed out one of the shortcomings of what the federal level was doing right now, he said even with what the State of New Hampshire was considering and did not end up passing synthetic kratom products, was that there are a lot of non-synthetic kratom extract botanical products that functionally do a very similar thing to 7-OH products. He said we can all say we want to get rid of the synthetics but that leaves the door wide open to a specific range of products and its possible those are less harmful but he said he knows that some are still very harmful; they may be less harmful than 7-OH but he does not want to see them in gas stations.

Vice Chair Jones asked what industry is distributing these products: beverage, health and beauty, organic? Councilor Williams said it is a whole new industry that popped up to distribute kratom. He said there are some creative entrepreneurs that have been doing a lot of work.

The following motion by Councilor Ruttle-Miller was duly seconded by Councilor Williams.

On a vote of 4 to 0, the Planning, Licenses and Development Committee recommends that the Request to Consider Restricting the Sale of 7-Hydroxymitragynine (7-OH) and Concentrated Kratom Products be placed on More Time.

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CITY OF KEENE
NEW HAMPSHIRE

ITEM #H.2.

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: **Councilor Filiault - Request for Consideration of an Ordinance Amendment Regulating Dogs at Downtown Events**

Recommendation:

On a vote of 4 to 0, the Planning, Licenses and Development Committee recommends that Councilor Filiault's Request for Consideration of an Ordinance Amendment Regulating Dogs at Downtown Events be placed on More Time.

Attachments:

None

Background:

Vice Chair Jones noted that Chair Randy Filiault was not present to discuss this and asked that it be placed on More Time.

The following motion by Councilor Williams was duly seconded by Councilor Haas.

On a vote of 4 to 0, the Planning, Licenses and Development Committee recommends that Councilor Filiault's Request for Consideration of an Ordinance Amendment Regulating Dogs at Downtown Events be placed on More Time.

2026-311

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Relating to Fiscal Policies**
Resolution R-2026-34

Recommendation:
On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends R-2026-34 be placed on More Time.

Attachments:
1. R-2026-34 Fiscal Policy Redline
2. CPI for FOP 7.9.26 fiscal policy
3. R-2024-32_ Relating to Fiscal Policies_Adopted 11/7/2024

Background:
City Manager Elizabeth Ferland addressed the Committee next. Ms. Ferland stated she would go through the changes discussed at Council workshop on June 30, 2026.

The changes discussed are primarily regarding outside agency funding, fund balance, land use tax allocation, CPI index update, capital plan clarification, and ambulance billing rates.

Regarding page 2 of 14 relating to Outside Agency Funding, there were two changes. Instead of Outside Agencies it says Social Service Agencies, and it changes the Committee that reviews the applications by removing Community Development from the Committee.

Ms. Ferland stated she is less concerned about the language in the fiscal policy; the real difference is made in the process and the application and how the City reviews the applications. Ms. Ferland referred to the guidelines she has proposed for review of outside agencies and added she less concerned about changing outside agency to social service agency and felt the term could be left as outside agency if the definition in the application is clarified. She suggested a purpose statement as follows: "*Funding is intended to support nonprofit organizations that serve as partners in delivering services that complement the City's Human Services and welfare responsibilities. Historically, the City has focused on organizations that provide essential services to Keene residents, which in the absence of those services, could reasonably increase demands on municipal resources or require a* *greater level of City intervention."*

She added a broader purpose statement could be: "*The Committee may also consider other nonprofit organizations that address significant human service or community needs affecting Keene residents. When those services provide a demonstrable public benefit consistent with the intent of this program and evaluating requests, the committee should consider the extent to which an organization's services benefit Keene residents, complement the work of the City's Human Services Department or applicable leverage other funding sources, and provide measurable public value through prevention, intervention and other essential Human Services."*

The Manager noted, for example, the Serenity Center provides services and that may fall more into the prevention or intervention; this could be an application the Committee could see if they wish to fund. The important aspect is how you might then score it. What is included in the actual application.

She indicated tonight the only change she is looking for is to remove the Community Development Department from the Committee. It can remain Outside Agencies. What she would like to do is to go back to the Committee who last reviewed the applications and talk about this structure, refine it, and come to an agreement on what the City is looking to accomplish with funding. She added, during her conversation with Councilor Tobin, they talked about whether or not there should be a budget number. These are the types of things that could be discussed with that Committee and then bring something back to the FOP for further conversation.

The next item the Manager addressed was Consumer Price Index. This is something that is important because the City uses the rolling three-year average to calculate the change that is available for the budget each year. The City has changed the index it uses a couple of times. The City used the Boston-Cambridge Index for a number of years but the Finance Director at the time brought back a request to change it to the Northeast Region New England Index.

The current Finance Director had some difficulties because Northeast Region New England Index was not as widely available and the Bureau of Labor Statistics has focused more on the region-wide indexes. Hence, staff is proposing to go with just the Northeast Region. At the workshop, Council asked what the difference was in terms of the CPI's adjustments for these different indexes over the last several years. The Manager stated she provided a comparison and noted they were relatively close year after year. The Boston-Cambridge, at times is less. Staff is proposing the Northeast Region because staff feels that makes the most sense for this region of the state.

The third item the Manager referred to was on page 5 of 14. The wording change related to the Capital Improvement Program. She explained that the City starts with the first year of the capital improvement plan to roll into the operating budget. More accurately, the description staff is proposing says *the capital improvement program provides a starting point for inclusion in the City Manager's annual operating budget preparation.* Start with that first year and then as the entire budget is put together, and we look to meet the Council's fiscal policies, there are adjustments that are made that are called out during the budget process.

She next referred to Item K, which is a recommendation from the Public Works Department. Instead of "*upon project completion*" changed it to "*upon project close out.*" The reason for that is when a project is completed, there is a significant amount of time that follows before the project is closed because bills are coming in and cleanup is happening. Hence, it makes more sense to use the term *upon project close out.* The Manager noted Councilor Haas raised this issue: Project balances should be on the financial report, this is how the Council can track what the balance is.

The next item was page 7 of 14 relating to Designation of Revenues. This is related to land use change tax and the conservation fund. At the workshop, what she had suggested is changing the language to say "*the City would designate up to $25,000 for conservation purposes, funded through the land use change tax.*" However, if the City gets revenue that is less than that, it would just be up to that amount. She added at the present time what is happening is, regardless of the amount of revenue the City receives, it is being subsidized with the General Fund and are transferring the balance so that it equals $25,000 a year. There is language which indicated if it was higher than $25,000, 50% of that revenue would go to the conservation fund.

At the workshop, there was a question about what was in the conservation fund and details of the fund. Most recently, it has been for purchases of property for conservation purposes on Old Gilsum Road; one purchase has been completed and one that is yet to be completed. The one that was completed, funds came out of the conservation fund for the actual purchase price and for any closing costs. What is not in the document yet is the current agreement to purchase additional property on Old Gilsum Road for $45,000. This would be deducted from the current total. Ms. Ferland explained in the spreadsheet she provided she is also accounting for this year's transfer of $25,000. She noted there is a little over $100,000 in the fund, of which the City is going to spend 45,000 plus a couple more thousand related to the closing costs, leaving $50,000 in the fund.

The next item the Manager addressed is on page 9 of 14 relating to Ambulance Billing. The Manager stated the law has changed related to ambulance billing and instead of having language that specifically says what the City can bill, staff is suggesting language that says we can bill up to the maximum allowed according to current New Hampshire State law. Further down on that same page there is language related to changes in fees and charges. Currently, the language says the rates will be adjusted based on a schedule the Manager develops, which is done biannually. The Manager felt this should be done annually as part of the budget process.

The next item was on page 13 of 14 relating to Unassigned Fund Balance. This is for all remaining budgeted funds. What staff is proposing is that the language should say "*maintain an amount sufficient to provide for estimated expenditures*." The reason is, there are funds that are used for different items in the budget. This is forecast-based on expenditures that the City believes will be incurred over the next five to seven years. Creating a fund balance that supports this makes sense instead of trying to tag it to what is done with the general fund which is related to the actual budget commitment.

The next item is striking through the language related to self-funded health insurance as this has not been done in at least a decade. This concluded the Manager's presentation.

Councilor Chalice referred to page 2 of 14 relating to Funding Evaluation Guidelines. She felt this should say Social Service Funding Evaluation to make it easier for local organizations. This will save time and energy of organizations. Chair Powers agreed.

Councilor Lake referred to page 7 of 14 relating to Designation of Revenues. He stated he would like to keep it at a similar funding level, as it was when this was first stated in 2016 but perhaps place a cap on it. He felt at some point the City would want to wind this program down, as there is only so much land within the City bounds that the City could purchase. He asked the Manager how much opportunity there is still out there compared to when this fund was started. The Manager stated that was a hard question to answer. She said there could be perhaps a couple more parcels the City might want to acquire. She added the Council always has the authority to add dollars through a Resolution, if something were to come up and there weren't enough funds. However, she felt it is a lot easier to get a request through when there are funds available versus requesting more funding from Council. She stated she would be comfortable with $25,000, but the Council at some point needs to decide what is sufficient.

Councilor Chalice noted somebody owns land that is adjacent to our natural areas. If that person ever decides to sell, this is potentially a piece of land the City would be interested in. Those types of real estate transactions have a time-sensitive aspect and not having available funds could become an issue.

Councilor Lake felt placing a limiting factor in some fashion would make sense and asked if Councilor Chalice would agree to a cap of how high we would go with City funds, perhaps $75,000 or 100,000. When the fund gets to that limit, there would no longer be a contribution from the General Fund. Councilor Chalice stated she agreed with that suggestion.

Councilor Lake proposed the following language: "*Contribution from the City's General Fund would not exceed $75,000.*"

The Manager clarified whether $25,000 could be the number unless revenues exceeded 25,000 and then go up to $75,000. She stated currently the number is $25,000 annually and wasn't sure if it was the Council's intention to go up to $75,000. Councilor Lake stated his intention is not to go above $75,000 from the General Fund; to limit how much we would bring in from the General Fund but still allow contributions if it goes above and beyond. The Manager clarified, if the fund was at $100,000, but the City received land use tax revenue of $10,000, questioned whether the City would still transfer the $10,000 because it is not coming from the General Fund. The Councilor agreed.

The Manager asked what happens when there is a large payment from a land use change tax; a large parcel is converted and is now being used for development. Currently, the language talks about 50% and asked whether this should remain at 50%. Councilor Lake stated he would be comfortable leaving that language as is.

Councilor Tobin referred to Outside Agencies. She stated she was on this Committee this past year, and the problem the Committee was running into is how the money is funding to save money (through the spending dollars of outside agencies). She stated at some point she would like to explore the idea of aligning some of the things outlined in the Master Plan that talks about workforce development and sustainability initiatives that we have committed to in the City. She added there are specific nonprofits named in the Master Plan and giving those an opportunity to apply for funding and invest in that. She, however, felt there should be a cap. She said she understands that Human Services are required by statute and the City must do these things. The Councilor added once the City gives an entity money to accomplish a specific task the City has no control over how they are using those funds. She asked for an opportunity to review this at some point.

Councilor Haas addressed the Committee and stated there are at least three items where the wording needs further clarification and asked that the item be placed on more time. Councilor Chadbourne agreed. Councilor Chalice asked the City Manager and Councilor Lake to discuss the language around land use tax further.

Councilor Chadbourne stated what Councilor Lake is proposing is very significant and requires further discussion.

Chair Powers asked whether the Committee ended up with regarding outside agencies. The Manager stated the Committee agreed to social services. The Chair stated when those who wish to apply decide to do that, there are criteria they must meet. The new revision has more operating guidelines for staff, and it is clear to those who apply.

The following motion by Councilor Lake was duly seconded by Councilor Chadbourne.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends R-2026-34 be placed on More Time.

R-2026-34

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to FISCAL POLICIES

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

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

WHEREAS: the National Advisory Council on State and Local Budgeting (NACSLB) has developed a comprehensive set of recommended practices on budgeting; and

WHEREAS: one key component of those recommended practices calls for the adoption of fiscal policies by the local legislative body to help frame resource allocation decisions; and

WHEREAS: the Government Finance Officers' Association (GFOA) has endorsed the recommended practice developed by the NACSLB; and

WHEREAS: it is the intent of the City Council, by this resolution, to articulate this financial blueprint as clearly and completely as possible; and

WHEREAS: The City Manager is hereby granted the authority to appoint a designee to temporarily perform the duties and responsibilities of the City Manager in his or her absence; and

WHEREAS: The City Manager will in writing inform the City Council of the temporary appointment including name and dates of appointment; and

WHEREAS: The Deputy City Manager designated by the City Manager shall be vested with all of the powers, rights, duties and responsibilities imposed upon the City Manager by the Charter, State Statute, the City Budget, or by any city ordinance, resolution, agreement, document or other authority; and

NOW, THEREFORE, BE IT RESOLVED that the fiscal policy should be reviewed and adopted by the City Council on an annual basis effective July 1, superseding any prior fiscal policies; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Keene that its fiscal policies are as follows:

PART 1 – Budgetary Policies

Strategic Governance links both operational and capital budgets to long term goals established by the City's Master Plan and prioritized through the City Council goal's process. Departments prepare budgets with proposed strategies to advance the goals of the Master Plan along with three to five Council priorities which have been stated as outcome focused goals. Budget strategies may involve multiple years of investment above and beyond the City's base budget. This budget strategy is a hybrid of the priority based and the more traditional base budgeting approach. Priority based budgeting helps the city work towards its high level goals and ensures budget dollars are tied to community and council priorities and desired outcomes. The base budgeting approach separates budget items which are supplemental requests from those that are included in the base budget. The base budget is the amount required to maintain the current level of services.

I. Budget

A. The City shall annually adopt and appropriate budgets for the following funds

1. General Fund
2. Parking Fund
3. PC Replacement Fund
4. Solid Waste Fund
5. Sewer Fund
6. Water Fund
7. Equipment Fund
8. Compensated Absences Fund

B. All appropriated budgets shall be balanced.

C. All appropriations for annual operating budgets (exclusive of capital projects) shall lapse at fiscal year-end unless encumbered by a City of Keene purchase order that is recorded in the financial system on or before June 30th of any year, or as authorized by the City Manager in writing, on a case-by-case basis. Those encumbrances shall be reported to the City Council in an informational memorandum by the first week of October each year.

D. All departments are authorized to vary actual departmental spending from line item estimates provided the total departmental budget is not exceeded within each fund; provided, however, that any item specifically eliminated by the City Council during budget approval cannot be purchased from another line item without City Council approval.

E. ~~Outside~~ Social Service Agencies seeking funding from the City shall complete an application substantiating their request, the necessity of the services provided, and financial impact on the City if services were not provided. All applicants shall meet eligibility criteria set by the City and eligible applications shall be reviewed by a committee consisting of at least 2 City Councilors, and representation from Human Services, Finance, ~~Community Development,~~ and Police Departments.

The committee shall put forth a list of ~~Outside~~ Social Service Agencies to the City Manager with recommended funding to be included in the budget.

F. Any unexpended funds in a personnel line related to a vacancy cannot be expended without prior approval from the City Manager and the City Council unless funds are being expended to fill a vacancy, recruiting, or to employ temporary help including professional and contract services. Payments for contracted professional services rendered by temporary employment agencies shall be accounted for from the operating budget of the department. The corresponding budgetary funding shall remain within the personnel budget to ensure proper financial management and transparency.

G. It is the City's policy to permit employees to accumulate earned and unused leave. The City shall maintain an amount equivalent to the total of the earned and unused leave at the close of each fiscal year in a Compensated Absence Fund. All vested earned leave is accrued when incurred and paid to the employee upon separation of employment as specified in the City's then current Employee Handbook and/or current Collective Bargaining Agreements, from the Compensated Absence Fund.

H. A periodic budget status report for each fund will be provided to the City Council.

I. The budget document shall provide multi-year projections of revenues and expenditures/expenses including property taxes and utility (water and sewer) rates.

J. The budget will take into consideration the City's Policies on unassigned Fund Balance projected at the end of June.

K. The City of Keene will contain its General Fund debt service, on a five (5) year average, at or less than twelve percent (12%) of the General Fund operating budget.

L. Upon completion of any project, any residual funds shall be returned to the fund that provided the original appropriation.

M. Property Taxes

1. The City shall limit its property tax revenue increases to a rolling three (3) year average of the Northeast Region ~~New England~~ Consumer Price Index (CPI), as published by U.S. Bureau of Labor Statistics, net of expenditures required by Federal law, State Statute, and debt service payments and capital leases. The Consumer Price Index (CPI) is used to align property tax increases with the overall inflation experienced by its citizens. The objective is to keep the cost of City services as a stable percentage of a taxpayer's overall expenses. The ~~CPI of the~~ Northeast

Region CPI measures the changes in prices of all goods and services purchased by households in Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont, that accurately reflects inflation in the City's region and is reported monthly.

2. Property Tax Credits and Exemptions
   All exemptions and credits will be reviewed with the City Council at least every five (5) years in conjunction with the City revaluation unless there are legislative changes that cause a review to occur on a more frequent basis.

3. The State has chosen to solve its revenue problem by downshifting expenses to the local communities and tapping into the broad based property tax at the local level. Downshifting is an effective strategy for the State; however, it is unsustainable at the local level and would quickly lead to a significant reduction in City services. The City is sensitive to these added expenses to the taxpayers and will attempt to limit the impact; however, as a State expense, the City will pass through the State downshifting to the taxpayers.

II. Capital Improvement Program

A. The City of Keene shall prepare a capital improvement program (CIP) with a span of seven (7) years.

B. The CIP shall be prepared biannually with a review each year during the operating budget cycle.

C. All capital projects or equipment purchases that have an estimated cost of at least $50,000 and an estimated useful life of at least five years will be included in the capital improvement program (CIP) planning process. These projects may include capital asset preservation projects (designed to preserve the functionality and condition of major infrastructure systems and City facilities) with an estimated cost of at least $50,000and which increases the useful life of the asset by at least five years.

D. The CIP shall include all expenditure and funding activity anticipated from any capital reserve fund, including those activities less than $50,000.

E. The CIP shall contain revenue projections and rate impacts that support estimated operating costs as well as the proposed capital program. Expenditures included in each year of the CIP (operations, debt service and capital) will be equal to estimated revenue available to finance proposed activity in each year of the CIP. Cost and revenue estimates in projected years will be presented for planning purposes, and are based upon the then current best available information.

F. City departments will prepare project funding requests for capital projects as instructed by the City Manager.

G. CIP Funding Methodology

1. Whenever possible, CIP projects will be funded with available resources, examples of which are current revenues, grants, donations, and reserves, but not debt.

2. Appropriate uses of debt include projects such as:
   a. One-time nonrecurring investments (e.g. the construction of a new asset, or the expansion or adaptation of an existing asset) to provide added service delivery capacity or to meet changing community needs.
   b. Projects necessary due to regulatory requirements (e.g. water treatment plant expansion due to EPA permit changes) when resources other than debt are not available.
   c. Projects necessary due to asset or system operational failure or obsolescence when resources other than debt are not available.

H. The CIP shall be reviewed by the Finance, Organization and Personnel Committee and the Planning Board.

I. The CIP will be the subject of a public hearing before adoption.

J. The adopted Capital Improvement Program provides a starting point for inclusion in the City Manager's annual Operating Budget preparation.~~funding requests in the first year of the adopted CIP will be included in the next annual budget document. The City Manager after review will include the second year funding request in the subsequent budget document.~~

K. Upon project closeout ~~completion~~, any residual funds shall be returned to the fund that provided the original appropriation unless otherwise directed by the City Council.

L. Project Transfer Requests

1. Memorandums shall be presented to City Council for transfer request approval by majority vote for projects:
   a. Within the same fund and
   b. Not funded with bond proceeds/debt and/or
   c. Have prior authorization to expend capital reserve funds and is within the purpose of the capital reserve.

2. Resolutions shall be presented to City Council for transfer request adoption by 2/3 majority vote for projects:
    a. Within the same fund and
    b. Funded with bond/debt proceeds and/or
    c. Funded with a new capital reserve appropriation.

PART 2 – Financial Policies

I. Fund Structure

A. All funds are intended to be self-supporting, with no subsidies from one fund to another required for operations or capital outlay.

B. The City will continue to conduct its financial activities through the use of the following funds:

1. Governmental Funds

    a. General Fund – shall be used to account for those governmental activities that are not recorded in one of the other City Funds.

    b. Special Revenue Funds - shall be used to account for funds that must be used for a specific purpose.
        i. Special Revenue Fund – shall be used for those activities that are funded in part or in whole by contributions from other entities.
        ii. Parking Fund – shall be used to account for the operations, maintenance and capital outlay needs of the municipal parking areas.
        iii. Solid Waste Fund – shall be used to account for the activities of the transfer and recycling operations and for post-closure costs associated with the landfill.
        iv. Compensated Absences Fund – shall be used to recognize, measure and disclose requirements for compensated absences. A liability for compensated absences is recognized for unused leave and leave that has been used but not yet paid or settled in accordance with GASB 101.

    c. Capital Funds
        i. Capital Project Fund – shall be used to account for the capital projects funded by any of the governmental funds excluding the Sewer Fund and the Water Fund.
        ii. Sewer Capital Project Fund – shall be used to account for the capital projects funded by the Sewer Fund.

iii. Water Capital Project Fund – shall be used to account for the capital projects funded by the Water Fund.
iv. Equipment Capital Project Fund – shall be used to account for the capital projects/assets funded by the Equipment Fund.

2. Proprietary Funds

   a. Enterprise Funds
      i. Sewer Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the sewer collection and treatment systems.
      ii. Water Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the water treatment and distribution systems.

3. Internal Service Funds

   a. PC Replacement Fund – shall be used to account for the on-going replacement of PC's, peripherals, and related software utilized by all City departments.

   b. Equipment Fund - shall be used to account for the operations, maintenance, and capital outlay needs of fleet services.

II. Revenues

A. One-Time Revenues
One-time revenues will only be applied toward one-time expenditures; they will not be used to finance on-going programs or services. On-going revenues should be equal to, or greater than, on-going expenditures.

B. Diversity
The City will diversify its revenues by maximizing the use of non- property tax revenues such as payments in lieu of taxes, and user fees and charges.

C. Designation of Revenues

1. Each year, the City shall designate and set aside up to $25,000 for conservation purposes, funded through the allocation of the Land Use Change Tax (LUCT). If ~~the prior years'~~annual LUCT revenues are less than $25,000, only the amount actually received shall be designated.~~the General Fund will provide the difference from general revenues to ensure an annual contribution of $25,000~~. ~~Additionally, in the years when the LUCT revenues exceed $25,000, fifty percent (50%) of the amount over $25,000 will be designated for conservation purposes, with~~

~~the total annual designation not to exceed $100,000.~~ Expenditure of funds to be made upon approval of the City Council. Balance of said sum not to exceed $500,000.

2. Direct reimbursements from other entities shall be used to offset the appropriate City expense.

3. Except for the provisions stated above, or as provided otherwise by Federal, State law, or by local Code of Ordinances, no unanticipated revenues shall be designated for a specific purpose(s) unless accepted and directed by the City Council.

III. Fees and Charges

A. Certain services provided by the City of Keene will be assigned a fee or charge for the users of the service, dependent upon how the community benefits from the provision of those services.

1. In the case of general governmental services (such as fire protection, law enforcement, or general street maintenance) there will be no user fee or charge assessed.

2. In the event that the service benefits a finite and definable sector of the community, then that group will be assessed a fee or charge for provision of the service.

B. Cost Recovery Standard for Fees and Charges
Cost recovery should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and when permitted organization-wide support costs (e.g. accounting, human resources, data processing, insurance, vehicle maintenance, and regulatory and enforcement costs).

C. Exceptions to Cost Recovery Standard for Fees and Charges

1. Fees and Charges may be set at something less than full cost recovery when:
   a. A high level of cost recovery will negatively impact the delivery of service to low-income groups.
   b. Collecting the fees and charges is not cost effective.
   c. There is no intended relationship between the amount paid and the benefit received (e.g. social service programs).
   d. There is no intent to limit the use of the service (e.g. access to parks and playgrounds).

    e. Collecting the fees would discourage compliance with regulatory requirements and adherence to said requirements is self-identified, and as such, failure to comply would not be readily detected by the City of Keene.

2. Fees and Charges will be set at, or above, full cost recovery when:
    a. The service is also provided, or could be provided, by the private sector.
    b. The use of the service is discouraged (e.g. fire or police responses to false alarms).
    c. The service is regulatory in nature and voluntary compliance is not expected (e.g. building permits, plans review, subdivisions).
    d. When the fee or charge for the use of City property or resources is incurred by a commercial entity.

3. Ambulance
    a. Service fees shall be set consistent with the maximum allowed according to current New Hampshire state law regarding ambulance billing rates and limits. ~~at two hundred fifty percent (250%) above the Medicare-determined usual and customary charge.~~
    b. A fee will be implemented for those instances when responses that involve the use of drugs or specialized services are provided but there is no transport.
    c. There will be no charge for responses determined by the Fire Department to be "public assists."

D. The method of assessing and collecting fees should be made as simple as possible in order to reduce the administrative and support costs of collection.

E. The City will periodically utilize the services of a collection agency when all other reasonable efforts to collect fees and fines have been exhausted; fees for such services to be paid from amounts collected.

F. Rate structures should be sensitive to the market price for comparable services in the private sector or other public sector entities.

G. Fees and charges shall be adopted by the City Council when required.

H. Fees and charges shall be reviewed annually as part of the Operating Budget process.~~in accordance with a schedule developed by the City Manager that has each fee reviewed biannually.~~ Recommended changes will be reviewed and approved by the City Council when required.

IV. Bonded Debt

A. The City of Keene will periodically incur debt to finance capital projects. All issuances of debt are subject to State of New Hampshire Statutes, including but not limited to RSA 33, 33B, 34, and 162K.

B. Debt may be issued to fund projects with a public purpose of a lasting nature or as otherwise allowed by State law.

C. Debt will not be issued to provide for the payment of expenses for current maintenance and operation except as otherwise provided by law.

D. The City of Keene shall not incur debt that exceeds any limits set by State law.

E. All bonds shall be authorized by resolution of the City Council and require a two-thirds (2/3) vote.

F. The City of Keene may use the services of bond counsel and a financial advisor, if required, to assist in preparing for and executing the sale of bonds.

G. The City of Keene issues bonds including but not limited to:

    1. General Obligation Bonds – repayment is backed by the full taxing power of the City of Keene.

    2. Tax Increment Financing Bonds – repayment is first backed by the revenue stream generated by increased revenues created within an established Tax Increment Financing District. To the extent that the increased revenues created within the district are not adequate, the repayment of the bonds would then be backed by the full taxing power of the City of Keene.

    3. Refunding Bonds – these bonds are issued to refinance outstanding bonds before their term in order to either remove restrictions on the original bonds and/or to take advantage of lower interest rates. Repayment is backed by the full taxing power of the City of Keene.

H. Competitive sale or New Hampshire Municipal Bond Bank are the preferred methods of sale; however, negotiated sales may occur for a current or advance refunding, or for other appropriate reasons.

I. Term

    1. Debt will be incurred only for projects with a useful life of at least seven (7) years.

2. The term of any debt incurred by the City shall be limited to no greater than the expected useful life of the improvement or capital asset.

V. Other Sources

A. To the extent they are available, the City of Keene will consider on a case-by-case basis, the use of other financing mechanisms including but not limited to:

1. Capital leases.

2. State programs (e.g. State Revolving Fund Loan programs).

B. To the extent they are available, the City of Keene will actively pursue other funding sources including but not limited to:

1. Grants that reduce the City's initial investment in project/improvement.

2. Grants that contribute to the on-going debt service for city project(s).

3. Other financing tools such as tax credits that leverage the City's initial investment in a project.

4. Public-private partnerships.

5. Unanticipated revenues. These sources will be evaluated for placement and designated as committed fund balance for advancing budgetary policies related to bonded debt, capital outlay or property taxes.

VI. Asset Management Programs

A. The City may develop, implement, and refine asset management programs (defined as an integrated business approach involving planning, engineering, finance, facilities management, utilities, technology and operations to effectively manage existing and new facilities and infrastructure to maximize benefits, manage cost, reduce risk, and provide satisfactory levels of service to community users in a socially, environmentally, and economically sustainable manner). The asset management should contain at least the following elements:

1. Periodic inventories and assessment of the physical condition of City capital assets and infrastructure.

2. Establishment of condition and functional standards for various types of asset.

3. Criteria to evaluate infrastructure and facility assets and set priorities.

4. Financing policies to maintain a condition assessment system(s) and promote sufficient funding for capital asset preservation, repair, and maintenance.

5. Monitoring and development of periodic plain language status reports on the various components of the City's capital assets and infrastructure.

VII. Fund Balance Classification Policies and Procedures

A. Fund Balance
Fund balance represents the difference between current assets and liabilities and shall be comprised of non-spendable, restricted, committed, assigned, and unassigned amounts defined as follows:

1. Non-spendable fund balance - includes amounts that are not in spendable form such as inventory or prepaid expenses or are required to be maintained intact such as perpetual care or the principal of an endowment fund.

2. Restricted fund balance - includes amounts that can only be spent for specific purposes stipulated by external resource providers such as grantors or, as in the case of special revenue funds, as established through enabling legislation.

3. Committed fund balance - includes amounts that can be reported and expended as a result of motions passed by the highest decision making authority - the City Council.

4. Assigned fund balance - includes amounts to be used for specific purposes including encumbrances and authorized carry forwards or fund balance to be used in the subsequent fiscal year.

5. Unassigned fund balance - includes amounts that are not obligated or specifically designated, and is available in future periods.

B. Spending Prioritization
When an expenditure is incurred that would qualify for payment from multiple fund balance types, the City uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

C. Net Assets
Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either

through enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, laws or regulations, or other governments. All other net assets are reported as unrestricted.

VIII. Stabilization Funds

A. Unassigned Fund Balance
That portion of available funds within each fund that can be used to offset emergency expenditures, a downturn in collection of significant revenues, or other unforeseen events.

1. Unassigned fund balance for the General Fund will be maintained at an amount between seven percent (7%) and seventeen percent (17%) of the sum of the total of the General Fund annual operating budget and the property tax commitment for the school (both local and State) and the county.

2. Unrestricted fund balance, excluding capital reserves, for the enterprise funds should be maintained at an amount between the equivalent of 180 days to 365 days of the annual operating budget for that fund.

3. Unassigned/unrestricted fund balance for all remaining budgeted funds should be maintained at amounts sufficient to provide for estimated expenditures.~~an amount between seven percent (7%) and seventeen percent (17%) of the annual operating budget for that fund.~~

~~B. Self-Funded Health Insurance~~
~~The City shall retain funds for its self-funded health insurance program. The intended purposes for these funds are to provide a measure to smooth rate fluctuations, to accommodate an unforeseen increase in claims, and to provide financial protection from run-out costs in the event the City moves toward a fully insured plan. The amount retained shall not exceed three (3) months of estimated claim costs.~~

~~C.~~B. Capital Reserves
The City utilizes capital reserves, classified as committed funds, established under State of New Hampshire law, and invested by the Trustees of Trust Funds, for several purposes that include the construction, reconstruction, or acquisition of a specific capital improvement, or the acquisition of a specific item or of specific items of equipment, or other purposes identified in NH RSA 34, relating to Capital Reserve Funds for Cities.

~~D.~~C. Expendable Trust Funds
The City Council may create and fund through annual operating budget appropriations, various expendable trust funds as it deems necessary for the maintenance and operation of the City; and any other public purpose that is not

foreign to the City's institution or incompatible with the objects of its organization. The trust funds will be administered by the Trustees of the Trust Funds.

~~E.~~D. Revolving Funds

The City Council may authorize the establishment and use of revolving funds as it deems necessary. The purpose of the funds and source of revenues will be determined at the time of creation. Monies in the revolving fund shall be allowed to accumulate from year to year and shall not be considered a part of the City's general surplus.

IX. Deposits of Funds in Custody of City Treasurer

A. Objectives (in priority order):

1. Safety – the safety of principal is the foremost objective.

2. Liquidity – investments shall remain sufficiently liquid to meet the operational cash needs of the City of Keene.

3. Yield – taking into account the priority objectives of safety of principal and liquidity, a market rate of return.

B. Authorized Investments

1. US Treasury obligations.

2. US government agency and instrumentality obligations.

3. Repurchase agreements with New Hampshire Banks acting as principal or agent, collateralized by US Treasury/Agency obligations.

4. Certificates of Deposits in New Hampshire Banks (collateralized).

5. New Hampshire Public Deposit Investment Pool.

6. Certificate of Deposit Account Registry Service (CDARS).

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Jay V. Kahn, Mayor

Consumer Price Indexes - Annually (May)
0

	Northeast Region (May)	NE New England (May)	*Boston-Cambridge (May)*
2017	1.70	n/a	*2.90*
2018	1.70	2.20	*3.20*
2019	1.50	1.90	*2.30*
2020	0.60	-0.10	*-1.00*
2021	3.90	3.60	*3.20*
2022	7.50	7.90	*7.50*
2023	3.10	3.60	*3.60*
2024	3.90	3.80	*4.00*
2025	2.40	2.80	*3.00*
2026	5.00	4.60	*3.20*
Ten year Average %	3.13	n/a	3.19
Nine Year Average %	3.29	3.37	*3.22*
3 year Average	4.83		*5.03*
5 year Average	3.80		*3.46*
7 year Average	3.17		*3.26*
Five Year Average %	4.38	4.54	*4.26*
3 year Average (Fiscal Policy	3.77	3.73	*3.40*

*NOTE: Social Security adjust issued in October - 9 months ago
2026 is an estimate from Senior Citizens League (July 2026)

FYI - Background

CITY COLA PAB (July)	*Social Security (October)**
2.00	*2.00*
2.25	*2.80*
2.50	*1.60*
2.50	*1.30*
2.00	*5.90*
2.00	*8.70*
3.00	*3.20*
3.00	*2.50*
3.00	*3.50*
3.00	*3.80*
2.53	3.53
2.58	*3.92*
2.67	*4.80*
2.50	*4.32*
2.46	*3.71*
2.60	*4.76*
3.00	*3.07*

R-2024-32

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to FISCAL POLICIES

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

WHEREAS: the National Advisory Council on State and Local Budg developed a comprehensive set of recommended practices on budge

WHEREAS: one key component of those recommended practices calls for cal policies by the local legislative body to help frame resource allocation decisions; and

WHEREAS: the Government Finance Officers' Association (GFOA) has endorsed the recommended practice developed by the NACSLB; and

WHEREAS: it is the intent of the City Council, by this resolution, to articulate this financial blueprint as clearly and completely as possible; and

WHEREAS: The City Manager is hereby granted the authority to appoint a designee to temporarily perform the duties and responsibilities of the City Manager in his or her absence; and

WHEREAS: The City Manager will in writing inform the City Council of the temporary appointment including name and dates of appointment; and

WHEREAS: The Deputy City Manager designated by the City Manager shall be vested with all of the powers, rights, duties and responsibilities imposed upon the City Manager by the Charter, State Statute, the City Budget, or by any city ordinance, resolution, agreement, document or other authority; and

NOW, THEREFORE, BE IT RESOLVED that the fiscal policy should be reviewed and adopted by the City Council on an annual basis effective July 1, superseding any prior fiscal policies and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Keene that its fiscal policies are as follows:

PART 1 – Budgetary Policies

Strategic Governance links both operational and capital budgets to long term goals established by the City's Master Plan and prioritized through the City Council goal's process. Departments prepare budgets with proposed strategies to advance the goals of the Master Plan along with three to five Council priorities which have been stated as outcome focused goals. Budget strategies may involve multiple years of investment above and beyond the City's base budget. This budget strategy is a hybrid of the priority based and the more traditional base budgeting approach. Priority based budgeting helps the city work towards its high level goals and ensures budget dollars are tied to community and council priorities and desired outcomes. The base budgeting approach separates budget items which are supplemental requests from those that are included in the base budget. The base budget is the amount required to maintain the current level of services.

I. Budget

A. The City shall annually adopt and appropriate budgets for the following funds

1) General Fund
2) Parking Fund
3) PC Replacement Fund
4) Solid Waste Fund
5) Sewer Fund
6) Water Fund
7) Equipment Fund
8) Compensated Absences Fund

B. All appropriated budgets shall be balanced.

C. All appropriations for annual operating budgets (exclusive of capital projects) shall lapse at fiscal year-end unless encumbered by a City of Keene purchase order that is recorded in the financial system on or before June 30th of any year, or as authorized by the City Manager in writing, on a case-by-case basis. Those encumbrances shall be reported to the City Council in an informational memorandum by the first week of October each year.

D. All departments are authorized to vary actual departmental spending from line item estimates provided the total departmental budget is not exceeded within each fund; provided, however, that any item specifically eliminated by the City Council during budget approval cannot be purchased from another line item without City Council approval.

E. Outside Agencies seeking funding from the City shall complete an application substantiating their request, the necessity of the services provided, and financial impact on the City if services were not provided. All applicants shall meet eligibility criteria set by the City and eligible applications shall be reviewed by a committee consisting of at least 2 City Councilors, and representation from Human Services, Finance, Community Development, and Police Departments. The committee shall put forth a list of Outside Agencies to the City Manager with recommended funding to be included in the budget.

F. Any unexpended funds in a personnel line related to a vacancy cannot be expended without prior approval from the City Manager and the City Council unless funds are being expended to fill a vacancy, recruiting, or to employ temporary help including professional and contract services. Payments for contracted professional services rendered by temporary employment agencies shall be accounted for from the operating budget of the department. The corresponding budgetary funding shall remain within the personnel budget to ensure proper financial management and transparency.

G. It is the City's policy to permit employees to accumulate earned and unused leave. The City shall maintain an amount equivalent to the total of the earned and unused leave at the close of each fiscal year in a Compensated Absence Fund. All vested earned leave is accrued when incurred and paid to the employee upon separation of employment as specified in the City's then current Employee Handbook and/or current Collective Bargaining Agreements, from the Compensated Absence Fund.

H. A periodic budget status report for each fund will be provided to the City Council.

I. The budget document shall provide multi-year projections of revenues and expenditures/expenses including property taxes and utility (water and sewer) rates.

J. The budget will take into consideration the City's Policies on unassigned Fund Balance projected at the end of June.

K. The City of Keene will contain its General Fund debt service, on a five (5) year average, at or less than twelve percent (12%) of the General Fund operating budget.

L. Upon completion of any project, any residual funds shall be returned to the fund that provided the original appropriation.

M. Property Taxes.

1) The City shall limit its property tax revenue increases to a rolling three (3) year average of the Northeast Region-New England Consumer Price Index (CPI) as published by U.S. Bureau of Labor Statistics net of expenditures required by Federal law, State Statute, and debt service payments and capital leases. The Consumer Price Index (CPI) is used to align property tax increases with the overall inflation experienced by its citizens. The objective is to keep the cost of City services as a stable percentage of a taxpayer's overall expenses. The CPI of the Northeast Region measures the changes in prices of all goods and services purchased by households in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont, that accurately reflects inflation in the City's region and is reported monthly.

2) Property Tax Credits and Exemptions.
All exemptions and credits will be reviewed with the City Council at least every five (5) years in conjunction with the City revaluation unless there are legislative changes that cause a review to occur on a more frequent basis.

3) The State has chosen to solve its revenue problem by downshifting expenses to the local communities and tapping into the broad based property tax at the local level. Downshifting is an effective strategy for the State; however, it is unsustainable at the local level and would quickly lead to a significant reduction in City services. The City is sensitive to these added expenses to the taxpayers and will attempt to limit the impact; however, as a State expense, the City will pass through the State downshifting to the taxpayers.

II. Capital Improvement Program

A. The City of Keene shall prepare a capital improvement program (CIP) with a span of seven (7) years.

B. The CIP shall be prepared biannually with a review each year during the operating budget cycle.

C. All capital projects or equipment purchases that have an estimated cost of at least $50,000 and an estimated useful life of at least five years will be included in the capital improvement program (CIP) planning process. These projects may include capital asset preservation projects (designed to preserve the functionality and condition of major infrastructure systems and City facilities) with an estimated cost of at least $50,000and which increases the useful life of the asset by at least five years.

D. The CIP shall include all expenditure and funding activity anticipated from any capital reserve fund, including those activities less than $50,000.

E. The CIP shall contain revenue projections and rate impacts that support estimated operating costs as well as the proposed capital program. Expenditures included in each year of the CIP (operations, debt service and capital) will be equal to estimated revenue available to finance proposed activity in each year of the CIP. Cost and revenue estimates in projected years will be presented for planning purposes, and are based upon the then current best available information.

F. City departments will prepare project funding-requests for capital projects as instructed by the City Manager.

G. CIP Funding Methodology

1) Whenever possible, CIP projects will be funded with available resources, examples of which are current revenues, grants, donations, and reserves, but not debt.

2) Appropriate uses of debt include projects such as:

   a) One-time nonrecurring investments (e.g. the construction of a new asset, or the expansion or adaptation of an existing asset) to provide added service delivery capacity or to meet changing community needs.

   b) Projects necessary due to regulatory requirements (e.g. water treatment plant expansion due to EPA permit changes) when resources other than debt are not available.

   c) Projects necessary due to asset or system operational failure or obsolescence when resources other than debt are not available.

H. The CIP shall be reviewed by the Finance, Organization and Personnel Committee and the Planning Board.

I. The CIP will be the subject of a public hearing before adoption.

J. The funding requests in the first year of the adopted CIP will be included in the next annual budget document. The City Manager after review will include the second year funding request in the subsequent budget document.

K. Upon project completion, any residual funds shall be returned to the fund that provided the original appropriation unless otherwise directed by the City Council.

L. Project transfer requests:

1) Memorandums shall be presented to City Council for transfer request approval by majority vote for projects:

   a) Within the same fund and
   b) Not funded with bond proceeds/debt and/or
   c) Have prior authorization to expend capital reserve funds and is within the purpose of the capital reserve.

2) Resolutions shall be presented to City Council for transfer request adoption by 2/3 majority vote for projects:

   a) Within the same fund and
   b) Funded with bond/debt proceeds and/or
   c) Funded with a new capital reserve appropriation.

PART 2 - Financial Policies

I. Fund Structure

A. All funds are intended to be self-supporting, with no subsidies from one fund to another required for operations or capital outlay.

B. The City will continue to conduct its financial activities through the use of the following funds:

1) Governmental Funds.
   a) General Fund – shall be used to account for those governmental activities that are not recorded in one of the other City Funds.
   b) Special Revenue Funds - shall be used to account for funds that must be used for a specific purpose.
      I. Special Revenue Fund – shall be used for those activities that are funded in part or in whole by contributions from other entities.
      ii. Parking Fund – shall be used to account for the operations, maintenance and capital outlay needs of the municipal parking areas.
      iii. Solid Waste Fund – shall be used to account for the activities of the transfer and recycling operations and for post-closure costs associated with the landfill.
      iv. Compensated Absences Fund – shall be used to recognize, measure and disclose requirements for compensated absences. A liability for compensated absences is recognized for unused leave and leave that has been used but not yet paid or settled in accordance with GASB 101.
   c) Capital Funds.
      i. Capital Project Fund – shall be used to account for the capital projects funded by any of the governmental funds excluding the Sewer Fund and the Water Fund.
      ii. Sewer Capital Project Fund – shall be used to account for the capital projects funded by the Sewer Fund.
      iii. Water Capital Project Fund – shall be used to account for the

capital projects funded by the Water Fund.

iv. Equipment Capital Project Fund – shall be used to account for the capital projects/assets funded by the Equipment Fund.

2) Proprietary Funds.

a) Enterprise Funds.

i. Sewer Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the sewer collection and treatment systems.

ii. Water Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the water treatment and distribution systems.

3) Internal Service Funds.

a) PC Replacement Fund – shall be used to account for the on-going replacement of PC's, peripherals, and related software utilized by all City departments.

b) Equipment Fund - shall be used to account for the operations, maintenance, and capital outlay needs of fleet services.

II. Revenues

A. One-Time Revenues.

One-time revenues will only be applied toward one-time expenditures; they will not be used to finance on-going programs or services. On-going revenues should be equal to, or greater than, on-going expenditures.

B. Diversity.

The City will diversify its revenues by maximizing the use of non- property tax revenues such as payments in lieu of taxes, and user fees and charges.

C. Designation of Revenues.

1) Each year, the City shall designate and set aside $25,000 for conservation purposes, funded through the allocation of the Land Use Change Tax (LUCT). If the prior years' LUCT revenues are less than $25,000, the General Fund will provide the difference from general revenues to ensure an annual contribution of $25,000. Additionally, in the years when the LUCT revenues exceed $25,000, fifty percent (50%) of the amount over $25,000 will be designated for conservation purposes, with the total annual designation not to exceed $100,000. Expenditure of funds to be made upon approval of the City Council. Balance of said sum not to exceed $500,000.

2) Direct reimbursements from other entities shall be used to offset the appropriate City expense.

3) Except for the provisions stated above, or as provided otherwise by Federal, State law, or by local Code of Ordinances, no unanticipated revenues shall be designated for a specific purpose(s) unless accepted and directed by the City Council.

III. Fees and Charges

A. Certain services provided by the City of Keene will be assigned a fee or charge for the users of the service, dependent upon how the community benefits from the provision of those services.

1) In the case of general governmental services (such as fire protection, law

enforcement, or general street maintenance) there will be no user fee or charge assessed.

2) In the event that the service benefits a finite and definable sector of the community then that group will be assessed a fee or charge for provision of the service.

B. Cost Recovery Standard for Fees and Charges.

Cost recovery should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and when permitted organization-wide support costs (e.g. accounting, human resources, data processing, insurance, vehicle maintenance, and regulatory and enforcement costs).

C. Exceptions to Cost Recovery Standard for Fees and Charges:

1) Fees and Charges may be set at something less than full cost recovery when:

   a) A high level of cost recovery will negatively impact the delivery of service to low-income groups.
   b) Collecting the fees and charges is not cost effective.
   c) There is no intended relationship between the amount paid and the benefit received (e.g. social service programs).
   d) There is no intent to limit the use of the service (e.g. access to parks and playgrounds).
   e) Collecting the fees would discourage compliance with regulatory requirements and adherence to said requirements is self-identified, and as such, failure to comply would not be readily detected by the City of Keene.

2) Fees and Charges will be set at, or above, full cost recovery when:

   a) The service is also provided, or could be provided, by the private sector.
   b) The use of the service is discouraged (e.g. fire or police responses to false alarms).
   c) The service is regulatory in nature and voluntary compliance is not expected (e.g. building permits, plans review, subdivisions).
   d) When the fee or charge for the use of City property or resources is incurred by a commercial entity.

3) Ambulance:

   a) Service fees shall be set at two hundred fifty percent (250%) above the Medicare-determined usual and customary charge.
   b) A fee will be implemented for those instances when responses that involve the use of drugs or specialized services are provided but there is no transport.
   c) There will be no charge for responses determined by the Fire Department to be "public assists."

D. The method of assessing and collecting fees should be made as simple as possible in order to reduce the administrative and support costs of collection.

E. The City will periodically utilize the services of a collection agency when all other reasonable efforts to collect fees and fines have been exhausted; fees for such services to be paid from amounts collected.

F. Rate structures should be sensitive to the market price for comparable services in the private sector or other public sector entities.

G. Fees and charges shall be adopted by the City Council when required.

H. Fees and charges shall be reviewed in accordance with a schedule developed by the City Manager that has each fee reviewed biannually. Recommended changes will be reviewed and approved by the City Council when required.

IV. Bonded Debt

A. The City of Keene will periodically incur debt to finance ca issuances of debt are subject to State of New Hampshir not limited to RSA 33, 33B, 34, and 162K.

B. Debt may be issued to fund projects with a public purpose as otherwise allowed by State law.

C. Debt will not be issued to provide for the payment of expenses fo maintenance and operation except as otherwise provided by law.

D. The City of Keene shall not incur debt that exceeds any limits set by State law.

E. All bonds shall be authorized by resolution of the City Council and require a two-thirds (2/3) vote.

F. The City of Keene may use the services of bond counsel and a financial advisor, if required, to assist in preparing for and executing the sale of bonds.

G. The City of Keene issues bonds including but not limited to:

1) General Obligation Bonds – repayment is backed by the full taxing power of the City of Keene.
2) Tax Increment Financing Bonds – repayment is first backed by the revenue stream generated by increased revenues created within an established Tax Increment Financing District. To the extent that the increased revenues created within the district are not adequate, the repayment of the bonds would then be backed by the full taxing power of the City of Keene.
3) Refunding Bonds – these bonds are issued to refinance outstanding bonds before their term in order to either remove restrictions on the original bonds and/or to take advantage of lower interest rates. Repayment is backed by the full taxing power of the City of Keene.

H. Competitive sale or New Hampshire Municipal Bond Bank are the preferred methods of sale; however, negotiated sales may occur for a current or advance refunding, or for other appropriate reasons.

I. Term.

1) Debt will be incurred only for projects with a useful life of at least seven (7) years.
2) The term of any debt incurred by the City shall be limited to no greater than the expected useful life of the improvement or capital asset.

V. Other Sources

A. To the extent they are available, the City of Keene will consider on a case-by-case basis, the use of other financing mechanisms including but not limited to:

1) Capital leases.
2) State programs (e.g. State Revolving Fund Loan programs).

B. To the extent they are available, the City of Keene will actively pursue other funding sources including but not limited to:

1) Grants that reduce the City's initial investment in project/improvement.
2) Grants that contribute to the on-going debt service for city project(s).
3) Other financing tools such as tax credits that leverage the City's initial investment in a project.
4) Public-private partnerships.
5) Unanticipated revenues. These sources will be evaluated for placement and designated as committed fund balance for advancing budgetary policies related to bonded debt, capital outlay or property taxes.

VI. Asset Management Programs

A. The City may develop, implement, and refine asset management programs (defined as an integrated business approach involving planning, engineering, finance, facilities management, utilities, technology and operations to effectively manage existing and new facilities and infrastructure to maximize benefits, manage cost, reduce risk, and provide satisfactory levels of service to community users in a socially, environmentally, and economically sustainable manner). The asset management should contain at least the following elements:

1) Periodic inventories and assessment of the physical condition of City capital assets and infrastructure.
2) Establishment of condition and functional standards for various types of asset.
3) Criteria to evaluate infrastructure and facility assets and set priorities.
4) Financing policies to maintain a condition assessment system(s) and promote sufficient funding for capital asset preservation, repair, and maintenance.
5) Monitoring and development of periodic plain language status reports on the various components of the City's capital assets and infrastructure.

VII. Fund Balance Classification Policies and Procedures

A. Fund Balance.

Fund balance represents the difference between current assets and liabilities and shall be comprised of non-spendable, restricted, committed, assigned, and unassigned amounts defined as follows:

1) Non-spendable fund balance - includes amounts that are not in spendable form such as inventory or prepaid expenses or are required to be maintained intact such as perpetual care or the principal of an endowment fund.
2) Restricted fund balance - includes amounts that can only be spent for specific purposes stipulated by external resource providers such as grantors or, as in the case of special revenue funds, as established through enabling legislation.
3) Committed fund balance - includes amounts that can be reported and expended as a result of motions passed by the highest decision making authority - the City Council.
4) Assigned fund balance - includes amounts to be used for specific purposes

including encumbrances and authorized carry forwards or fund balance to be used in the subsequent fiscal year.

5) Unassigned fund balance - includes amounts that are not obligated or specifically designated, and is available in future periods.

B. Spending Prioritization.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the City uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

C. Net Assets.

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, laws or regulations, or other governments. All other net assets are reported as unrestricted.

VIII. Stabilization Funds

A. Unassigned Fund Balance.

That portion of available funds within each fund that can be used to offset emergency expenditures, a downturn in collection of significant revenues, or other unforeseen events.

1) Unassigned fund balance for the General Fund will be maintained at an amount between seven percent (7%) and seventeen percent (17%) of the sum of the total of the General Fund annual operating budget and the property tax commitment for the school (both local and State) and the county.

2) Unrestricted fund balance, excluding capital reserves, for the enterprise funds should be maintained at an amount between the equivalent of 180 days to 365 days of the annual operating budget for that fund.

3) Unassigned/unrestricted fund balance for all remaining budgeted funds should be maintained at an amount between seven percent (7%) and seventeen percent (17%) of the annual operating budget for that fund.

B. Self-Funded Health Insurance.

The City shall retain funds for its self-funded health insurance program. The intended purposes for these funds are to provide a measure to smooth rate fluctuations, to accommodate an unforeseen increase in claims, and to provide financial protection from run-out costs in the event the City moves toward a fully insured plan. The amount retained shall not exceed three (3) months of estimated claim costs.

C. Capital Reserves.

The City utilizes capital reserves, classified as committed funds, established under State of New Hampshire law, and invested by the Trustees of Trust Funds, for several purposes that include the construction, reconstruction, or acquisition of a specific capital improvement, or the acquisition of a specific item or of specific items of equipment, or other purposes identified in NH RSA 34, relating to Capital Reserve Funds for Cities.

D. Expendable Trust Funds.

The City Council may create and fund through annual operating budget appropriations, various expendable trust funds as it deems necessary for the maintenance and operation of the City; and any other public purpose that is not foreign to the City's institution or incompatible with the objects of its organization. The trust funds will be administered by the Trustees of the Trust Funds.

E. Revolving Funds.

The City Council may authorize the establishment and use of revolving funds as it deems necessary. The purpose of the funds and source of revenues will be determined at the time of creation. Monies in the revolving fund shall be allowed to accumulate from year to year and shall not be considered a part of the City's general surplus.

IX. Deposits of Funds in Custody of City Treasurer

A. Objectives (in priority order):

1) Safety – the safety of principal is the foremost objective.
2) Liquidity – investments shall remain sufficiently liquid to meet the operational cash needs of the City of Keene.
3) Yield – taking into account the priority objectives of safety of principal and liquidity, a market rate of return.

B. Authorized Investments:

1) US Treasury obligations.
2) US government agency and instrumentality obligations.
3) Repurchase agreements with New Hampshire Banks acting as principal or agent, collateralized by US Treasury/Agency obligations.
4) Certificates of Deposits in New Hampshire Banks (collateralized).
5) New Hampshire Public Deposit Investment Pool.
6) Certificate of Deposit Account Registry Service (CDARS).

Jay V. Kahn, Mayor

In City Council October 3, 2024
Referred to the Finance, Organization
and Personnel Committee.

City Clerk

A true copy;
Attest:
City Clerk

PASSED: November 7, 2024

ITEM #J.1.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date:	July 16, 2026
To:	Mayor and Keene City Council
From:	Finance, Organization and Personnel Committee, Standing Committee
Through:	
Subject:	**Relating to Wage Schedule Revision Ordinance O-2026-12**

Recommendation:
On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2026-12.

Attachments:
1. O-2026-12- Wage Schedule Revision_Referral

Background:
Attorney Palmeira stated the Human Resources Director would ordinarily address these wage schedules, However, because these schedules are for her department she was happy to address them.

She explained the ordinance before the Committee is to add the position of Legal Assistant under S13. She noted the Paralegal in her office is heading towards retirement and in anticipation of hiring a replacement, the position they would be looking to fill would be a Legal Assistant.

She noted the current Paralegal has two decades of experience. However, the new position would be entry level and it provides the City opportunity to open it up to more candidates.

The following motion by Councilor Chadbourne was duly seconded by Councilor Roberts.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2026-12.

2026-309

ORDINANCE

O-2026-12

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Wage Schedule Revision

Be it ordained by the City Council of the City of Keene, as follows:

That the ordinances of the City of Keene as amended, are hereby further amended by inserting the bold text and removing the strike-through text in Section 62-194, “Administrative, Office, Technical and Management Personnel” of Chapter 62 entitled Personnel as follows:

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

S 4 Library Aide

S 5 Minute Taker

S 6 Administrative Assistant; Records Clerk

S 7 Administrative Assistant I

S 8 NO POSITIONS ASSIGNED

S 9 NO POSITIONS ASSIGNED

S 10 Audio Video Production Specialist, Recreation Specialist

S 11 Office Manager; Parking Services Technician

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

S 13 **Legal Assistant**

S 14 Assistant Planner

S 15 Executive Assistant; Librarian II; Payroll Administrator; Human Resources Administrator;

Youth Services Manager; Engineering Technician; Assistant City Clerk; Senior Paralegal Police Dispatch Supervisor; Social Worker; Fire Department Administrator; Deputy Revenue Collector

S 16 Planner; Laboratory Supervisor; GIS Coordinator

S 17 Property Appraiser; Recreation Programmer; Librarian III; Airport Maintenance & Operations Manager;

IT Systems Specialist; Parking Operations Manager; Recreation Facilities Manager
Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue
S 18 Collector;

Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager;

Treatment Plant Manager; Deputy City Clerk; Infrastructure Project Manager
Senior Planner, Recreation Manager: Fleet Services Manager; Accounting & Fund
S 19 Manager;

Highway Operations Manager; Building Construction Manager
Systems Administrator; Purchasing & Contract Services Manager: Water/Sewer Operations
S 20 Manager

S 21 NO POSITIONS ASSIGNED

S 22 Assistant City Engineer

S 23 NO POSITIONS ASSIGNED

S 24 City Engineer; Database Administrator; Building/Health Official; Deputy City Attorney
Assistant Finance Director/Assistant Treasurer; Assistant Public Works Director/Division
S 25 Head;

Airport Director

S 26 City Assessor; Human Resources Director; Library Director; Parks & Recreation Director
IT Director; Community Development Director; Police Captain; Deputy Fire Chief; Fire
S 27 Marshal

S 28 Finance Director/Treasurer

S 29 Public Works Director

S 30 Police Chief: Fire Chief

S 31 Deputy City Manager

S 32 NO POSITIONS ASSIGNED

Jay V. Kahn, Mayor

In City Council July 2, 2026.
Referred to the Finance, Organization and
Personnel Committee.

City Clerk

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Property Tax Exemptions and Credits - City Assessor**
Resolution R-2026-25
Resolution R-2026-26
Resolution R-2026-27
Resolution R-2026-28
Resolution R-2026-29
Resolution R-2026-30
Resolution R-2026-31
Resolution R-2026-32
Resolution R-2026-33

Council Action:

Recommendation:
On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-25.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-26.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-27.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-28.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-29.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-30.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-31.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee moves to suspend Section 33 of the Rules of Order to act on Resolution R-2026-32. Councilor Roberts abstained.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-32.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-33.

Attachments:
1. R-2026-25 Relating to Deaf or Severely Hearing-Impaired Persons Exemption
2. R-2026-26 Relating to Blind Exemption
3. R-2026-27 Relating to Elderly Exemption Qualifications
4. R-2026-28 Relating to Disabled Exemption
5. R-2026-29 Relating to Solar, Wind Powered & Wood Heating Energy System Exemptions
6. R-2026-30 Relating to the Optional Veterans' Tax Credit
7. R-2026-31 Relating to the All Veterans' Tax Credit
8. R-2026-32 Relating to Service Connected Total Disability Veteran Tax Credits
9. R-2026-33 Relating to Optional Tax Credit for Combat Service

Background:
City Assessor Dan Langille stated that Resolution R-2026-25 relates to Deaf or Severely Hearing-Impaired Exemptions. The exemption amount was adjusted from $33,000 to $55,000 and we adjusted the income and asset limits for the elderly and disabled (R-2026-27 and R-2026-28) at the same rate. Assets for Single from $61,000 to $75,000 and for Married from $87,000 to $110,000. Asset Income was changed for Single from $32,000 to $40,000 and for Married from $43,000 to $60,000.

Resolution R-2026-26 relates to the Blind Exemptions. The change was from $18,000 to $30,000.

Resolution R-2026-27 relates to the Elderly Exemptions. Mr. Langille explained this is one resolution that deals with three different age classes, the 67 to 74 years, 75 to 79 years, and 80 plus. The first category the change was from $33,000 to 55,000. The second category change was from $45,000 to $75,000. The third category change was from $60,000 to $100,000. Asset and income limits were increased.

R-2026-28 relates to is the Disabled Exemption. The change was from $32,000 to $55,000.

R-2026-29 relates to the Solar, Wind Powered & Wood Heating Energy System Exemptions. The reason this item is before the Committee is because of solar. The re-adoption would provide this benefit for off the grid systems and net metered.

R-2026-30 relates to the Optional Veterans’ Tax Credit. The change was from $300 to 450.

R-2026-31 relates to the All Veterans’ Tax Credit. This has to equal the same credit as R-2026-30 so it is also going from $300 to 450.

R-2026-32 relates to Service Connected Total Disability Veteran Tax Credits. Mr. Langille stated he had previously indicated the maximum was $4,500 but the statute has changed the maximum to $5,000. Staff's recommendation is $4,500 but Council has the option to change it to $5,000. Earlier in the year, the credit was changed from $4,000 to 4,300. The Committee would need to suspend the rules to increase it again.

R-2026-33 relates to Optional Tax Credit for Combat Service. Mr. Langille stated Councilor Lake had raised this issue at the last meeting and noted this item is more complicated than he was expecting it to be. He explained this credit is specifically for New Hampshire National Guard or Reserve component of the US Armed Forces that are serving during combat duty. The credit is only provided during the time of that combat duty. The City could prorate the credit when their duty ends. This credit is used instead of the vet credit. There are only a few communities in the state that have adopted this and currently no credits are being given out, so we don't know that there is any demand for this. The credit amount can go up to $500.

Chair Powers clarified to be able to get this credit one has to be on active duty. Mr. Langille stated in order to qualify for active duty it needs to be designated by the President through an Executive Order or the Department of Defense in the direct sustainment of military operations in a combat zone.

Councilor Chalice noted currently service people have been directed by the President but they are not authorized by Congress and asked for clarification. Mr. Langille referred this question to the City Attorney. Attorney Palmeira in response stated this was a difficult question to answer.
She stated there are a few different contexts where that distinction might matter. She stated perhaps federal funding would be one of the main points of argument of what is authorized and what is spent during the time of war. In this context, the Attorney did not feel that distinction was going to be critical.

Councilor Roberts added to that comment by saying that the President of the United States has the authority to call up to 250,000 reserves from National Guard at his/her whim at any time and deploy them any place worldwide without constituting war and what can be considered a combat zone.

Councilor Robert requested to be recused from Resolution R-2026-32. There was no objection with respect to this recusal.

Mayor Kahn addressed the Committee and stated the definitions outlined are all income qualified and it is not a blanket exemption for anybody who has a visual or hearing impairment etc. There is an income qualification, which he noted was significant.

The Mayor noted to a typographic error on page 37 of the packet (R-2026-27): The amount of $100,000 for a person 80 years and noted there was a 0 missing.

The Mayor asked for clarification about the rate change. How did the City determine going for example from $33,000 to $55,000. Mr. Langille explained the City is going through a revaluation and what they are seeing for residential properties is an increase of at least 60% which was applied to these exemptions to bring them to that amount.

The following motion by Councilor Chadbourne was duly seconded by Councilor Roberts.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-25.

The following motion by Councilor Chadbourne was duly seconded by Councilor Lake.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-26.

The following motion by Councilor Chadbourne was duly seconded by Councilor Lake.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-27.

The following motion by Councilor Chadbourne was duly seconded by Councilor Roberts.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-28.

The following motion by Councilor Chadbourne was duly seconded by Councilor Roberts.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-29.

The following motion by Councilor Chadbourne was duly seconded by Councilor Roberts.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-30.

The following motion by Councilor Chadbourne was duly seconded by Councilor Roberts.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-31.

The following motion by Councilor Chadbourne was duly seconded by Councilor Lake.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee moves to suspend Section 33 of the Rules of Order to act on Resolution R-2026-32. Councilor Roberts abstained.

The following motion by Councilor Chadbourne was duly seconded by Councilor Chalice.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-32.

The following motion by Councilor Chadbourne was duly seconded by Councilor Roberts.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-33.

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to Deaf or Severely Hearing-Impaired Persons Exemption

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

Whereas, RSA 72:38-b was established for the purpose of granting an exemption to qualified deaf or severely hearing impaired persons and an exemption for improvements to assist persons who are deaf or severely hearing impaired and

Whereas, the City Council wishes to amend the exemption amount and the income and assets limitations related to the exemption for deaf or severely hearing impaired persons and an exemption for improvements to assist persons who are deaf or severely hearing impaired.

Now Therefore Be It Resolved by the Council of the City of Keene that Resolution R-2021-26, adopted June 3, 2021, is rescinded.

And Be It Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the modifications as set out in RSA 72:27-a, by responding in the affirmative to the following:

"Shall the Council of the City of Keene amend the exemption for qualified deaf or severely hearing impaired persons and an exemption for improvements to assist persons who are deaf or severely hearing impaired to read:

Any deaf person or person with severe hearing impairment shall be exempt each year on the assessed value, for property tax purposes, of his or her residential real estate to the value of $55,000. The exemption applies only to property which is occupied as the principal place of abode by the eligible deaf person or person with severe hearing impairment. A deaf person or person with severe hearing impairment"' means a person who has a 71 Db hearing average hearing loss or greater in the better ear as determined by a licensed audiologist or qualified otolaryngologist, who may rely on a visual means or communication, as American Sign Language or speech recognition and whose hearing is so impaired as to substantially limit the person from processing linguistic information through hearing, with or without amplification, so as to require the use of an interpreter or auxiliary aid.

The eligible person shall have resided in the state for at least 5 consecutive years preceding April 1 in the year in which the exemption is claimed, and if married, must have been married for at least 5 years. In addition, the eligible party must have a net income of not more than $40,000, or, if married, a combined net income of not more than $60,000 and own net assets not in excess of $75,000, or if married, combined net asset limit of $110,000 excluding the value of the residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance.

In addition to the exemption provided above, a person may claim an exemption for improvements to assist persons who are deaf or severely hearing impaired. The exemption for improvements shall apply to every owner of residential real estate upon which he or she resides, and to which he or she has made improvements for the purpose of assisting a person who is deaf or severely hearing impaired who also resides on such real estate. The exemption shall be determined by deducting the value of such improvements from the assessed value of the residential real estate before determining the taxes upon such real estate. The exemption shall only apply in taxable years during which the person who is deaf or severely hearing impaired resided on the residential l real estate for which the exemption is claimed on April 1 in any given year." This act shall take effect as of April 1, 2026.

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Jay V. Kahn, Mayor

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to Blind Exemption

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

Whereas, RSA 72:37 was established to allow an exemption for the Blind and

Whereas, the City Council wishes to amend the exemption amount for the Blind.

Now Therefore Be It Resolved by the Council or the City of Keene that Resolution R-2021-25 adopted June 3, 2021, is rescinded.

And Be It Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the modifications as set out in RSA 72:27-a, by responding in the affirmative to the following:

"Shall the Council of the City of Keene amend the Blind Exemption to read**:**

Every inhabitant who is legally blind as determined by the blind services program, bureau of vocational rehabilitation, department of education shall be exempt each year on the assessed value, for property tax purposes, of his or her residential real estate in the amount of $30,000," This act shall take effect as of April 1, 2026.

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Jay V. Kahn, Mayor

R-2026-27

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Elderly Exemption Qualifications

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

Whereas, RSA 72:39-a was established for the purposes or standardizing the Elderly Exemption program and

Whereas, the City Council wishes to amend the exemption amounts and the income and assets limitations related to the Elderly Exemption.

Now Therefore Be It Resolved by the Council or the City of Keene that Resolution R-2021-30 adopted June 3, 2021, is rescinded.

And Be It Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the modifications as set out in RSA 72:27-a, by responding in the affirmative to the following:

"Shall the Council of the City of Keene amend the Elderly Exemption Qualifications to read:

An elderly exemption, shall be granted for qualified taxpayers in the amount of $55,000 for a person 65 years of age up to 75 years of age: $75,000 for a person 75 years of age up to 80 years of age and $100,000 for a person 80 years of age or older. To qualify, the property shall be owned by a resident, owned by a resident jointly or in common with the resident's spouse, either of whom meets the requirements for the exemption claimed, owned by a resident jointly or in common with a person not the resident's spouse, if the resident meets the applicable requirements for the exemption claimed, or owned by the resident's spouse, either of whom meets the requirements for the exemption claimed and when they have been married for at least 5 consecutive years. In addition, the eligible party must have a net income of not more than $40,000 or if married a combined net income of not more than $60,000; and own net assets not in excess of $75,000, or if married a combined net asset limit of $110,000 excluding the value of the residence and the land upon which it is located up to the greater or 2 acres or the minimum single family residential lot size specified in the local zoning ordinance. The combined net asset amount for married persons shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse". This act shall take effect as April 1, 2026.

Jay V. Kahn, Mayor

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to Disabled Exemption

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

Whereas, RSA 72:37-b was established for the purpose of granting an exemption to property which is occupied as the principal place of abode by any person eligible under Title Il or Title XVI of the federal Social Security Act for benefits to the disabled and

Whereas, the City Council wishes to amend the exemption amount and the income and asset limitation amounts related to the Exemption for the Disabled.

Now Therefore Be It Resolved by the Council of the City of Keene that Resolution R-2021-29, adopted June 3, 2021, is rescinded.

And Be It Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the modifications as set out in RSA 72:27-a, by responding in the affirmative to the following:

"Shall the Council of the City of Keene amend the Exemption for the Disabled to read:

An exemption for persons eligible under Title 11 or Title XVI of the federal Social Security Act shall be granted to qualified taxpayers in the amount of $55,000. To qualify, the property shall be owned by a resident, owned by a resident jointly or in common with the resident's spouse, either or whom meets the requirements for the exemption claimed, owned by a resident jointly or in common with a person not the resident's spouse, if the resident meets the applicable requirements for the exemption claimed, or owned by the resident's spouse, either or whom meets the requirements for the exemption claimed and when they have been married for at least 5 consecutive years. In addition, the eligible party must have a net income of not more than $40,000, or if married a combined net income of not more than $60,000; and own net assets not in excess of $75,000, or if married a combined net asset limit or $110,000, excluding the value of the residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinances. Further, upon their sixty-fifth birthday, a person eligible for the Exemption for the Disabled shall remain eligible for a yearly exemption either in the amount of the Exemption for the Disabled or the Exemption for the Elderly, whichever is greater." This act shall take effect as of April 1, 2026.

Jay V. Kahn, Mayor

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to Solar, Wind Powered & Wood Heating Energy System Exemptions

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

Whereas, in 1975 the legislature enacted RSA 72:62, an Exemption for Solar Energy Systems, and RSA 72:66, an Exemption for Wind Powered Energy Systems, and RSA 72:70, an Exemption for Wood heating Energy Systems, as amended from time to time: and

Whereas, the City of Keene is an active participant and leader in the "Cities for Climate Protection Program;" and

Whereas, the City Council of the City of Keene wishes to readopt the Exemption for Solar Energy, Wind Powered Energy and Wood heating Energy Systems in recognition of energy conservation;

Now Therefore, Be It Resolved by the City Council of the City of Keene that Resolution R-2019-05 adopted March 7, 2019, is hereby rescinded through the adoption of this Resolution.

And Be It Further Resolved by the City Council of the City of Keene that, in accordance with the requirements of RSA 72:27-a, the following exemptions are hereby adopted:

"The provisions of RSA 72:62 for a property tax exemption on real property equipped with a solar energy system in an amount equal to the assessed value of the solar energy system."

"The provisions of RSA 72:66 for a property tax exemption on real property equipped with a wind powered energy system in an amount equal to the assessed value of the wind powered energy system."

"The provisions of RSA 72:70 for a property tax exemption on real property equipped with a wood heating energy system in an amount equal to the cost, including installation, of the wood heating energy systems, up to $10,000 in value.

This Resolution shall be effective as of April 1, 2026.

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Jay V. Kahn, Mayor

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to the Optional Veterans' Tax Credit

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

Whereas, the City Council wishes to modify the amount of the Optional Veterans' Tax Credit.

Now Therefore Be It Resolved by the Council of the City of Keene that Resolution R-2023-08, adopted February 16, 2023, is rescinded.

And be it Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the procedure for modification of the Optional Veterans' Tax Credit set forth in RSA72:27-a and RSA 72:28 IV by responding in the affirmative to the following:

"Shall the Council of the City of Keene modify the Optional Veterans' Tax Credit to $**450" This** act shall take effect as of April 1, 2026.

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Jay V. Kahn, Mayor

R-2026-31

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Six

A RESOLUTION Relating to the All Veterans' Tax Credit

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

Whereas, RSA 72:28b was established for the purpose of granting the All Veterans' Tax Credit to veterans who do not qualify for the Veteran Credit (RSA 72:28)/ and

Whereas, the City Council wishes to modify the amount of the All Veterans' Tax Credit.

Now Therefore Be It Resolved by the Council of the City of Keene that Resolution R-2023-09, adopted February 16, 2023, is rescinded.

And Be it Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the procedure for modification of the All Veterans' Tax Credit set forth in RSA 72:27-a and 72:28 IV, by responding in the affirmative to the following:

"Shall the Council of the City of Keene modify the All Veterans' Tax Credit to $**450**". This act shall take effect as of April 1, 2026.

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Jay V. Kahn, Mayor

R-2026-32

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to Service Connected Total Disability Veteran Tax Credits

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

Whereas, RSA 72:35 was established for the purpose of allowing tax credits to qualifying disabled Veterans; and

Whereas, the City Council wishes to modify the amount of the Service-Connected Total Disability Veterans' Tax Credit.

Now Therefore Be It Resolved by the Council of the City of Keene that Resolution R-2026-07, is rescinded.

And Be It Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the procedure for modification of the Tax Credit for Service Connected Total Disability set forth in RSA 72:35, by responding in the affirmative to the following:

"Shall the Council of the City of Keene amend the Optional Service Connected Total Disability Veteran Tax Credit in the amount of $4,500."
This act shall take effect as of April 1, 2026.

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Jay V. Kahn, Mayor

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to Optional Tax Credit for Combat Service

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

Whereas, RSA 72:28-c was established for the purpose of granting the Optional Tax Credit for Combat Service to members of the NH National Guard or a reserve component of the US armed forces called to combat duty during the taxable period.

Now Therefore Be It Resolved by the Council of the City of Keene that it hereby wishes to comply with the procedure for adopting the Optional Tax Credit for Combat Service set forth in RSA 72:28-c, by responding in the affirmative to the following:

"Shall the Council of the City of Keene adopt the Optional Tax Credit for Combat Service of $**450**". This act shall take effect as of April 1, 2026.

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Jay V. Kahn, Mayor

ITEM #K.2.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Councilor Philip M. Jones

Through: Terri Hood, City Clerk

Subject: **Endorsing and Applauding the Mission Statement of the Citizens for Keene State College**
Resolution R-2026-35

Recommendation:

Attachments:
1. R-2026-35 Applauding and Endorsing the Mission Statement of the Citizens for KSC

Background:
Councilor Jones drafted Resolution R-2026-35 to express the City Council's support for the mission of Citizens for Keene State College, a volunteer coalition advocating for the continued strength and independence of Keene State College. The resolution recognizes the College's importance as a center of public higher education, workforce development, economic vitality, and civic engagement within the City of Keene and the Monadnock Region. It further applauds the coalition's advocacy efforts and formally endorses its mission to promote the long-term success and autonomy of Keene State College. The intent is for the resolution to be adopted upon introduction as a demonstration of the City Council's strong and unified support for both Citizens for Keene State College and the continued success and vitality of Keene State College.

2026-334

R-2026-35

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Applauding and Endorsing the Mission Statement of the Citizens for Keene State College

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

WHEREAS, Keene State College serves as New Hampshire's public liberal arts college and stands as a foundational pillar of academic excellence, civic engagement, and community culture within the City of Keene; and

WHEREAS, Keene State College is a vital economic engine for the Monadnock Region and the State of New Hampshire, actively contributing to workforce development by educating future generations of leaders, innovators, and skilled professionals; and

WHEREAS, Citizens for Keene State College is an independent, nonpartisan, volunteer-led coalition composed of dedicated students, parents, business and nonprofit leaders, alumni, retired faculty, local community members, and all other concerned citizens who wish to participate; and

WHEREAS, the mission statement of Citizens for Keene State College advocates for the essential role of the College in public higher education, emphasizes its contributions to regional economic growth, and supports the University System of New Hampshire Board of Trustees in maintaining the institutional and presidential autonomy necessary to preserve Keene State College's distinctive liberal arts mission; and

WHEREAS, the volunteer coalition actively strengthens the local economy by establishing vital public-private partnerships and serving as a direct connector between New Hampshire industries and Keene State students to secure robust career pathways and internship opportunities; and

WHEREAS, the City Council of the City of Keene shares the coalition's deeply held belief that investing in public higher education and defending the vibrancy of Keene State College is paramount to meeting the evolving needs of regional employers and ensuring students can live, work, and thrive in our community;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keene that the City Council officially applauds, endorses, and aligns itself with the mission statement of the Citizens for Keene State College.

BE IT FURTHER RESOLVED that the City Council expresses its sincere gratitude to the members of the Citizens for Keene State College for their grassroots advocacy, community leadership, and unwavering commitment to securing the long-term vitality of Keene State College and the broader Monadnock region.

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Jay V. Kahn, Mayor

ITEM #K.3.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: July 16, 2026

To: Mayor and Keene City Council

From: Aaron Costa, Asst. Public Works Directors/ Operations Mgr.

Through: Elizabeth Ferland, City Manager

Subject: **Relating to the Appropriation of Wastewater Treatment Plant Capital Reserve Funds to the Wastewater Treatment Plant HVAC Replacement Project**
Resolution R-2026-36

Recommendation:
Move that the Finance, Organization and Personnel Committee recommend that the City Council Adopt Resolution R-2026-36 Relating to the Appropriation of $32,000 of WWTP Capital Reserve Funds to the WWTP HVAC Replacement Project (32JW004A).

Attachments:
1. R-2026-36 Relating to Appropriation of WWTP Capital Reserve Funds to the WWTP HVAC Replacement Project

Background:
The City owns and operates a wastewater treatment plant (WWTP) that came online in 1985. The WWTP is designed to treat 6 million gallons of wastewater per day and operates 24 hours a day, 7 days a week.

In January 2026, the City contracted with Precision Temperature Control Inc to perform an HVAC Replacement Project. The work included replacement of a large rooftop unit, hydronic heating coils and system controls. During construction, City staff along with Precision Temperature Control staff identified several other system components that should be addressed.

Precision Temperature Control gave the City a proposal for $35,900.00 to perform the additional work which includes the following;

- Up to 500 gallons of new propylene glycol, a filter system and associated piping, valves and plumbing
- Supply and installation of a new Fernox system cleaner and circulate and flush system
- Replace failed valves throughout the system

There is approximately $7,550 in remaining funds in the current HVAC Replacement Project, that, combined with the additional $32,000, will be enough to cover the additional work and leave approximately $3,650 for contingency.

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to the Appropriation of Wastewater Treatment Plant Capital Reserve Funds to the Wastewater Treatment Plant HVAC Replacement Project

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

That the sum of $32,000 from the Wastewater Treatment Plant Capital Reserve Fund be appropriated to the Wastewater Treatment Plant HVAC Replacement Project (32JW004A).

Jay V. Kahn, Mayor