



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

A. AGENDA ITEMS

1. Residential Property Revitalization Zone (RPRZ) Application 128-130 School Street
2. Relating to the Allocation of Funds for Construction of the Monadnock View Cemetery Expansion Project
Resolution R-2026-42
3. Execution of a Federal Funding Project Agreement for the THT Phase 2 Project NHDOT#45251 - City Engineer
4. Acceptance of Donations from Pathways for Keene — Public Works Director
5. 3 Million Gallon Tank Repair - Recommendation for Additional Scope of Work - City Engineer
6. Re-allocation of Funds from the Sullivan Road Bridge Project to the George Street Bridge Project - City Engineer
7. Execution of an Agreement for Engineering Services with KenWave Solutions, Inc for the Scope of the Transmission Water Main Inspection Project - City Engineer
8. Relating to the Execution of a Change Order with Structural Preservation Services - City Hall Parking Garage Rehab Project - City Engineer
9. Relating to Wells Garage Lower Level Public Parking
Ordinance O-2026-16

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT

From: developers@paradigmdigital.com
To: Help Desk; Paul Andrus; Daniel Laquille
Subject: New submission from Community Revitalization Tax Relief Application (RSA 79-E)
Date: Wednesday, August 19, 2026 9:28:42 PM

Applicant Information

Applicant Name

Evan Ray

Is the Applicant the Property Owner?

Yes

Address

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Phone

[REDACTED]

Email

[REDACTED]

Building Information

Building Address

128-130 School St
Keene, New Hampshire 03431
United States
[Map It](#)

Tax Map Lot #

555 / 001/000 000/000

Zoning District

Low Density

Cheshire County Registry of Deeds Book #

3237

Page #

1051

Gross Square Footage of Building

2832

Year Built

1880

Is the building eligible for listing or listed individually on the National or State Register of Historic Places or located within a locally designated, State or National Historic District?

No

Does the property currently have any credit or exemption from real estate tax assessment?

No

Project Information

Describe Existing Uses

The property at 128–130 School Street is currently used as a residential two-family dwelling consisting of two residential apartment units. The building is currently configured as two horizontally conjoined residential units, with each unit functioning as an independent dwelling.

The property is entirely residential in use and does not currently contain any commercial or office space. The property does not have any employees associated with its current use.

The existing residential units are approximately 632 square feet and 2200 square feet, respectively, and are currently used as long-term residential housing.

Describe Proposed Uses

The proposed use of the property will remain residential. The project will expand the existing two-unit residential building at 128–130 School Street by adding a third horizontally conjoined residential dwelling unit. Upon completion, the property will contain three residential units. The new unit will be a one-bedroom apartment consisting of approximately 646 square feet. The existing two residential units will remain in their current residential use.

The project will not create any new employment positions, as the property will continue to be used exclusively for residential purposes and will not contain commercial or office space.

Please disregard the first-floor portion of the attached drawings for purposes of this application. At this time, I am only proposing to complete the second-floor portion of the project, which will consist of a one-bedroom residential apartment within the existing barn structure. The first-floor work shown on the drawings is not part of the current project scope.

Is a change of use associated with this project?

No

Will any state or federal grants or funds be used to finance the rehabilitation or construction?

No

Does the project involve the replacement of an existing structure?

No

Describe the work to be done and estimated cost

(1). Attach a copy of a contract, contractor estimates, or itemized list of materials (2). Attach a project narrative, building plans or sketches, renderings or photographs to help explain the proposed rehabilitation or construction. Attach additional files if neccessary.

- [schoolst.pdf](#)
- [quote-28-3d669.pdf](#)

Structural Work:

No structural work is separately identified in the contractor's quote.

Cost of Work:

\$0

Exterior Alterations (storefront, walls, windows, doors, etc.):

Addition of an exterior door to provide access to the new apartment. No other significant exterior alterations are proposed. The cost of the door is not separately itemized in the contractor's quote.

Cost of Work:

Not separately itemized

Interior Alterations (walls, ceilings, moldings, doors, etc.):

Interior renovation of the existing barn to create a one-bedroom apartment, including demolition and preparation, flooring, bedroom work, bathroom and kitchen work, and stairs to the second story.

Cost of Work:

\$45,500 Total. This is the sum of: Demo and preparation: \$2,750 Flooring: \$5,000 Bathroom and kitchen: \$22,750 Bedroom: \$10,000 Stairs to second story: \$5,000

Electrical:

Electrical work associated with the new apartment.

Cost of Work:

\$8,750

Plumbing/Heating:

Plumbing work associated with the new apartment.

Cost of Work:

\$10,750

Mechanical:

Heating and cooling for the new apartment.

Cost of Work:

\$10,000

Energy Efficiency:

No energy-efficiency work is separately identified in the contractor's quote.

Cost of Work:

\$0

Other:

Design, planning board approvals, permitting and coordination.

Cost of Work:

\$3,750

Total Estimated Project Cost:

\$78,750

Estimated Project Start Date:

10/01/2026

Expected Project Completion Date:

12/01/2026

Public Benefit

Enhances the economic vitality of downtown areas.

Yes

If yes, please describe:

The addition of a new residential apartment in downtown Keene will contribute to the economic vitality of the area by increasing the availability of housing within the downtown district and making productive use of existing building space. Adding another residential unit will bring an additional resident or household into the downtown area, increasing the potential customer base for nearby restaurants, shops, businesses, and services. By creating new housing within an existing downtown property, the project also supports the continued use and improvement of the existing building while contributing to a more active and vibrant downtown community.

Enhances & improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located.

No

Promotes the preservation and reuse of existing building stock by the rehabilitation of historic structures, in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

No

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

Yes

If yes, please describe:

The project promotes efficient design, safety, and a greater sense of community by converting an existing barn structure into a new residential apartment. The project makes efficient use of existing building space and infrastructure while improving the structure for safe and functional residential use. Adding another housing unit within the established downtown Keene area also supports a more active and connected community by providing additional housing close to existing businesses, services, and amenities.

Will add to the City's employment base by creating at least one new, full-time job in Keene's downtown area.

No

Directly supports the integration of public art in the downtown.

No

Promotes development of a sustainable building stock in the downtown that achieves a nationally or internationally recognized green building standard (e.g. LEED, Green Globes, National Green Building Standard, and International Green Construction Code).

No

Maintains owner occupancy of a residential building or it returns a residential building to owner occupancy.

Yes

If yes, please describe:

The project maintains owner occupancy of the residential property, as the property owner will continue to reside on-site. The addition of a residential apartment within the existing barn will allow the property to provide additional housing while maintaining the owner's residence within the building.

Results in an increase in energy sustainability in conformance with the City adopted greenhouse gas initiatives as determined by a home energy score of at least six (6), and demonstrated carbon emission reduction of at least 10%.

No

Affidavit

Applicant

Signature Image



Date

08/18/2026

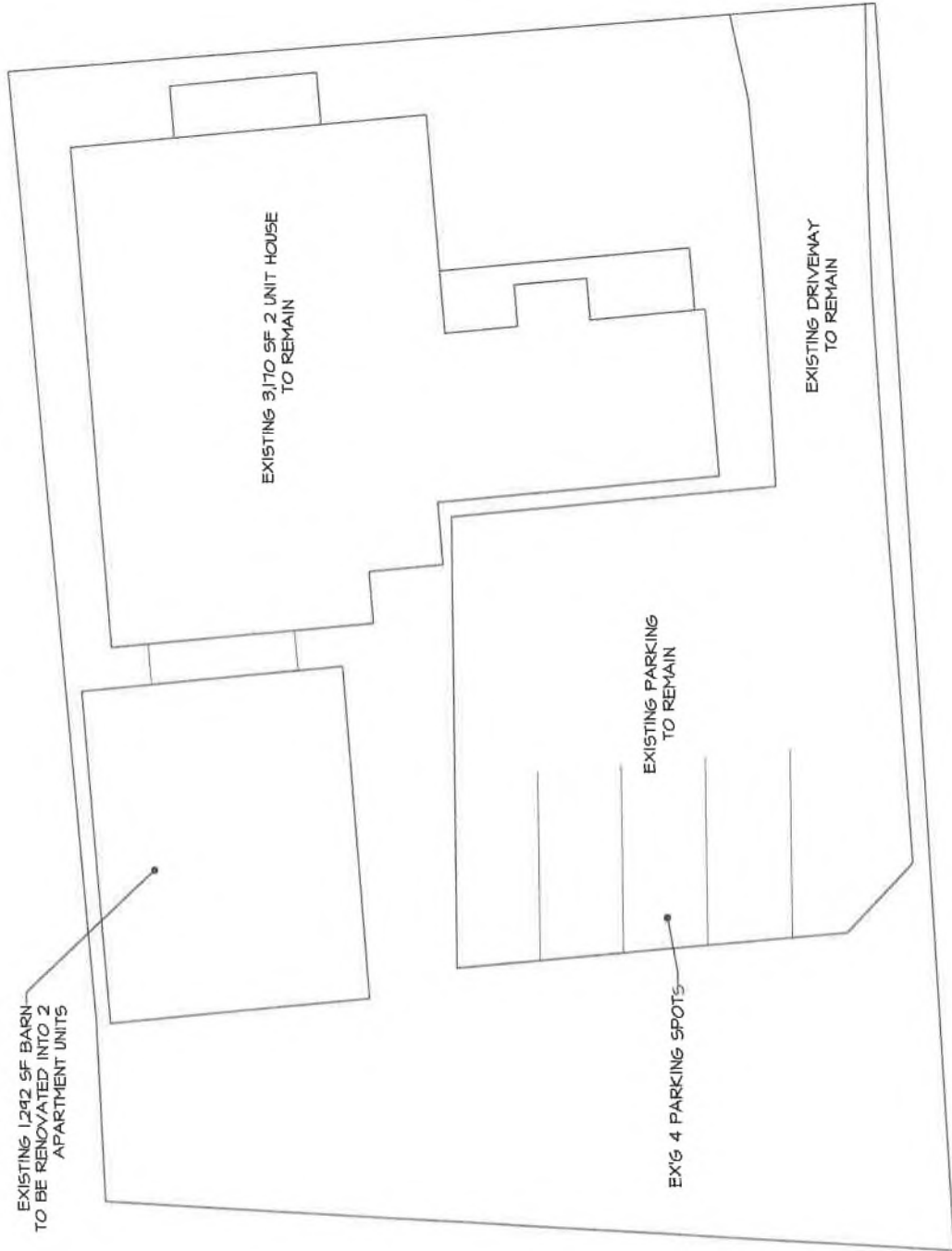
Owner

Signature Image



Date

08/19/2026



- DRAWING LIST
- A0 COVER & SITE PLAN
 - A01 DEMO PLANS
 - A1 PLANS
 - A3 SECTIONS & DETAILS

SQUARE FOOTAGE:
BUILDING FOOTPRINT: 646 SF

APPLICABLE BUILDING CODES:
IRC 2021
IEBC 2021
IECC 2018

ALL CONSTRUCTION SHALL COMPLY WITH LOCAL AND STATE CODES THAT PERTAIN.

GENERAL NOTES:

1. ALL MATERIALS AND PRODUCTS AS HEREIN DRAWN AND SPECIFIED SHALL BE TRANSPORTED, STORED, INSTALLED, FINISHED AND MAINTAINED ACCORDING TO THE MANUFACTURER'S SPECIFICATIONS.
2. DRAWINGS ARE NOT TO BE SCALED. USE ONLY WRITTEN DIMENSIONS.
3. ALL WRITTEN DIMENSIONS ARE TO FINISH, UNLESS OTHERWISE NOTED.
4. PLUMBING, HVAC & ELECTRICAL ARE TO BE DESIGN-BUILD BY THE SUB CONTRACTOR PERFORMING THE WORK.



1 APPROXIMATE SITE PLAN
NOT SURVEYED

EVAN MICHAEL BARN RENOVATION 128 SCHOOL STREET KEENE, NH	
COVER & SITE PLAN	SCALE: AS NOTED
04-24-26	REVIEW
A0	

NOT FOR CONSTRUCTION

PHASE KEY

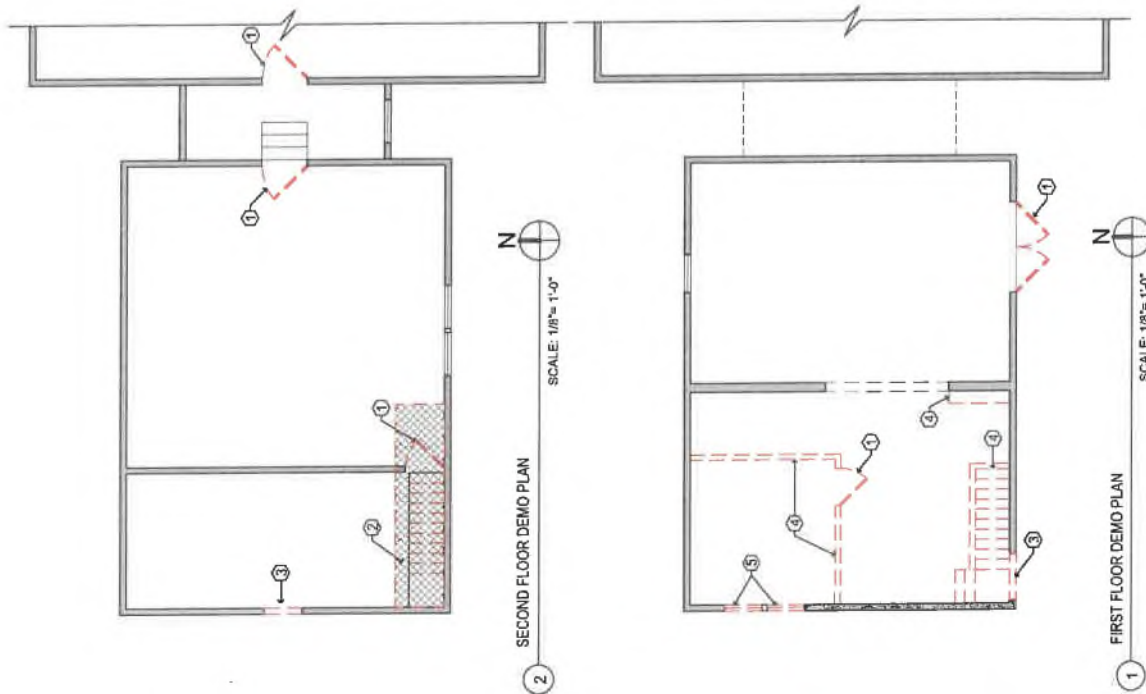
- EXISTING
- DEMO
- NEW

DEMO KEY NOTES

- REMOVE DOOR
- ENLARGE FLOOR FOR NEW STAIR OPENING
- DEMO FOR NEW WINDOW/ DOOR OPENING
- DEMO WALLS
- REMOVE EX'G WINDOWS, ENLARGE FOR NEW EXPRESS WINDOWS

DEMO NOTES

- THE G.C. SHALL BE RESPONSIBLE FOR MAINTAINING THE STRUCTURAL INTEGRITY OF THE BUILDING THROUGHOUT THE ENTIRE CONSTRUCTION PROCESS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION OF PROPER AND ADEQUATE TEMPORARY SHORING DURING THE PROGRESS OF THE WORK.
- IT IS THE RESPONSIBILITY OF THE G.C. TO LEGALLY DISPOSE OF ALL WASTE OFF SITE.
- IT IS THE RESPONSIBILITY OF THE G.C. TO PROTECT LANDSCAPING DURING DEMOLITION & CONSTRUCTION.
- IT IS THE RESPONSIBILITY OF THE G.C. TO CONTACT 'DIS SAFE' PRIOR TO ANY EXCAVATION/ UTILITY WORK.
- DEMOLITION OF EXISTING CONSTRUCTION SHALL BE AS SHOWN AND LIMITED TO THAT WHICH IS REQUIRED TO BE REMOVED IN ORDER TO ACCOMMODATE THE NEW PLAN.
- EXCAVATE ORGANIC MATERIAL PRIOR TO THE INSTALLATION OF ANY CONCRETE FOUNDATIONS, SLABS OR PADS.
- ALL DAMAGED MATERIALS, OPENINGS AND VOIDS CREATED BY THE REMOVAL OF EXISTING CONSTRUCTION EQUIPMENT, PIPING, DUCTS, ETC., SHALL BE PROPERLY PATCHED AND CLOSED OFF. ALL DAMAGED WALLS SHALL BE PATCHED TO RECEIVE NEW FINISH AS REQUIRED.
- WHERE THE PATCHING OF EXISTING FLOOR IS REQUIRED, ANY SLOPING OR RAISING TO A LEVEL FLOOR SHALL NOT EXCEED 1/8" PER 10 FEET UNLESS OTHERWISE NOTED.
- IN DEMOLITION, TO ALLOW FOR NEW DOOR, & WINDOW OPENINGS, PROVIDE TEMPORARY SUPPORT UNTIL NEW HEADERS ARE INSTALLED.
- REMOVAL OF PLUMBING ITEMS SHALL INCLUDE ALL FIXTURES AND ASSOCIATED PIPING. ALL PLUMBING SHALL BE REMOVED TO A POINT AS NOT TO CREATE "DEAD END LINES".
- PROVIDE TEMPORARY PROTECTION AS REQUIRED AT UNPROTECTED EXTERIOR ROOF AND WALL OPENINGS.



EVAN MICHAEL
BARN RENOVATION
128 SCHOOL STREET
KEENE, NH

DEMO PLANS

SCALE: AS NOTED

04-24-28

REVIEW

AD1

NOT FOR CONSTRUCTION

PHASE KEY

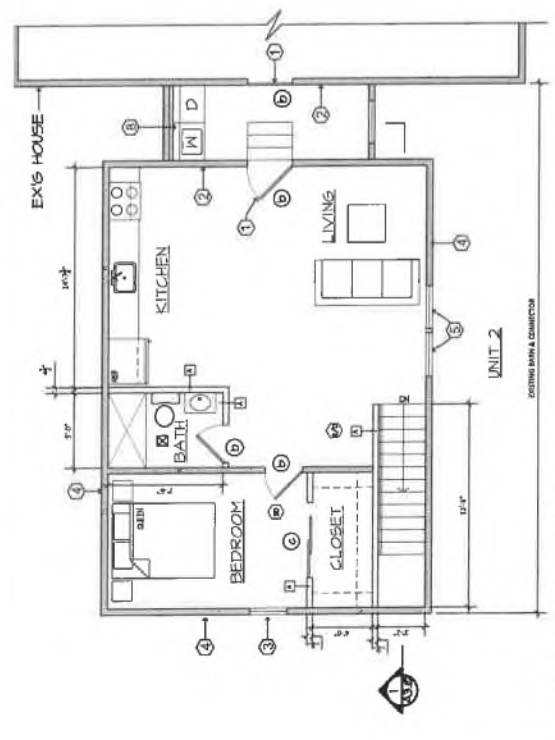
EXISTING	1 - HOUR RATED WALL
DEMO	
NEW	

PARTITION TYPE

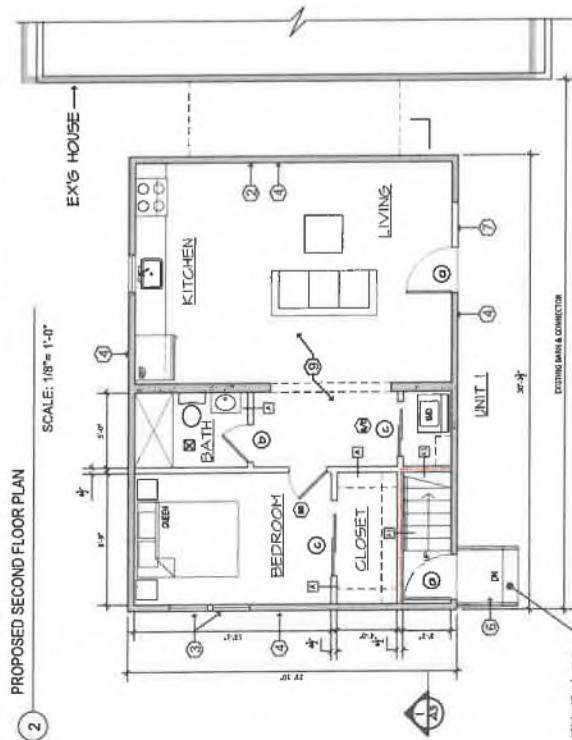
A	2x4 stud @ 16" o.c. 1" gmb ea. side
A1	1 HOUR RATED 2x4 stud @ 16" o.c. fiberglass batt 3" gmb ea. side

- KEY NOTES**
- 1 NEW 20 MIN. RATED DOOR
 - 2 NEW FIRE RATED WALL-2 LAYERS OF 5/8" GMB
 - 3 NEW EGRESS WINDOW MIN. 5.7 SF
 - 4 NEW WALL INSULATION, MIN. R-20 OR FILL EX'G CAVITY
 - 5 PROVIDE TEMPERED FILM TO EX'G WINDOWS
 - 6 NEW PT STAIR, LANDINGS & HANDRAIL
 - 7 NEW WALL INFILL @ DOOR OPENING
 - 8 NEW WASHER & DRYER IN CONNECTOR
 - 9 NEW FIRE RATED CEILING-2 LAYERS OF 5/8" GMB, BETWEEN FIRST AND SECOND FLOORS

- EXHAUST FAN & HEATER
- S/M CO SMOKE/ CO DETECTOR
- SD SMOKE DETECTOR



2



1



EVAN MICHAEL
BARN RENOVATION
128 SCHOOL STREET
KEENE, NH

PROPOSED PLANS
SCALE: AS NOTED
04-24-26
REVIEW

A1

NOT FOR CONSTRUCTION

Quote #28

Prepared for
Evan Ray



REconstruct Realty
30 Hanover St
Keene, NH 03431

Provided by
Zack LeRoy
603-321-6952
zack@reconstructrealty.com

Scope of work

Convert existing barn in a one bedroom apartment.

Products and services

Design, Planning board approvals, Permitting and coordination.	\$3,750.00 \$3,750.00 × 1
Demo and preparation	\$2,750.00 \$2,750.00 × 1
Flooring	\$5,000.00 \$5,000.00 × 1
Bathroom and Kitchen	\$22,750.00 \$22,750.00 × 1
Bedroom	\$10,000.00 \$10,000.00 × 1
Stairs to second story	\$5,000.00 \$5,000.00 × 1
Hearing and cooling	\$10,000.00 \$10,000.00 × 1
Electrician	\$8,750.00 \$8,750.00 × 1

Plumber	\$10,750.00
	\$10,750.00 × 1
Subtotal	\$78,750.00
Discount	\$2,500.00
Fees	\$0.00
Taxes	\$0.00
Total	\$76,250.00
Deposit	
Deposit (18.61%)	\$14,187.50



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

A RESOLUTION Relating to Adopting the Provisions of RSA 79-E “Community Revitalization Tax Relief Incentive”

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

WHEREAS, RSA 79-E “Community Revitalization Tax Relief Incentive” (hereinafter “RSA 79-E”) declares it a public benefit to enhance downtown and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality; and

WHEREAS, RSA 79-E further declares it a public benefit to encourage the rehabilitation of underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B; and

WHEREAS, RSA 79-E also declares it a public benefit to provide short-term property assessment tax relief and a related covenant to protect public benefits in order to encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of qualifying structures, as described herein; and

WHEREAS, RSA 79-E:4-b, “Residential Property Revitalization Zone,” further declares it a public benefit to revitalize and preserve existing housing stock by providing temporary tax relief for renovation projects that significantly improve the quality, condition, or use of qualifying residential structures in a designated residential property revitalization zone; and

WHEREAS, RSA 79-E:3 permits municipalities to adopt modifications of the provisions of RSA 79-E, as set forth within the Statute.

WHEREAS, on December 21, 2017 the City Council adopted RSA 79-E within certain districts located within the City as defined in R-2017-41; and

WHEREAS, on November 15, 2018 the City Council rescinded R-2017-41 and adopted RSA 79-E within certain districts located within the City as defined in R-2018-33; and

WHEREAS, the downtown district map changed when the City adopted in May 2021 with Ordinance O-2020-10-B the Land Use Code, along with the remapping of the City’s downtown zoning districts with Ordinance O-2020-11-A;

WHEREAS, on April 17, 2025, the City Council rescinded R-2017-41 and further updated the downtown district map as defined in R-2025-09;

WHEREAS, the City Council hereby rescinds R-2018-33 and R-2025-09, and readopts RSA 79-E in accordance with this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that the Council hereby adopts and implements the provisions of RSA 79-E:4, with certain modifications, as follows:

RSA 79-E:4 Community Revitalization Tax Relief Incentive

A. For purposes of administering a RSA 79-E program within Keene, the City hereby defines that a “qualifying structure” shall mean non-residential use building or a mixed use building, being located within the area depicted on the map labeled “City of Keene Community Revitalization Tax Relief Incentive (RSA 79-E) District” dated December 4, 2025 attached hereto and made part of this Resolution.

B. “Substantial Rehabilitation” shall mean rehabilitation of a qualifying structure which costs at least \$75,000 and, in certain cases, replacement of a qualifying structure which costs at least \$75,000;

C. For purposes of administering the RSA 79-E program, the City Council shall ensure that the proposed substantial rehabilitation provides one or more of the following public benefits, or that the proposed replacement provides one or more of the public benefits to a greater degree than would substantial rehabilitation of the same qualifying structure:

I. It enhances the economic vitality of downtown areas;

II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;

III. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior’s Standards for Rehabilitation;

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

V. It will add to the City’s employment base by creating at least one new, full-time job in Keene’s downtown area;

VI. It directly supports the integration of public art in the downtown; or

VII. It addresses one or more of the City’s adopted energy and climate goals as outlined in Resolution R-2018-36 and the Keene Comprehensive Master Plan.

D. “Tax Relief Period” shall mean that for a period of up to five (5) years, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation or reconstruction thereof, beginning only upon completion of substantial rehabilitation or, in the case of a replacement structure, upon completion of its construction.

E. In accordance with RSA 79-E:5, the duration of the tax relief period for applications filed in Keene shall be considered in the context of each specific application and shall only provide that level of tax relief necessary in the discretion of the City Council to effectuate the specific targeted public benefit(s) outlined as determined by the City Council. By way of example, a qualifying project that is deemed by the City Council to provide one or two of the public benefits listed above may be granted a tax relief period of up to two years, and a qualifying project that provides three or more public benefits may be granted a tax relief period of up to five years; provided, however, that in determining what, if any, tax relief duration to provide, the City Council may consider the impact the proposed substantial rehabilitation will have on existing, or required, City infrastructure.

BE IT FURTHER RESOLVED by the Council of the City of Keene that the Council hereby adopts the provisions of RSA 79-E 4-b, as follows:

RSA 79-E: 4-b Residential Property Revitalization Zone

A. For purposes of administering the RSA 79-E:4-b Residential Property Revitalization program within Keene, the City hereby defines that a “qualifying structure” shall mean an existing residential structure which is at least 40 years old and is a one or 2-family home or an attached multi-family home with not more than 4 units. Parcel(s) must also have both city water and sewer service.

B. “Significant improvement” shall mean rehabilitation of a qualifying structure which costs at least 15 percent of the pre-rehabilitation assessed valuation or at least \$50,000, whichever is less, and includes the creation of at least one new housing unit or resolves significant life safety or health risks, as determined by the Building and Health Official.

C. For purposes of administering a RSA 79-E:4-b Residential Property Revitalization program within Keene, the City Council shall ensure that the proposed significant improvement provides one or more of the following public benefits:

I. It results in the creation of at least one new housing unit;

II. It prevents at least one housing unit from falling into obsolescence by addressing a life safety or health issue that would render the unit unlivable otherwise;

III. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of a historic district, town center, or village center in which the building is located; or it preserves a historically significant structure that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places, such as existing carriage barns;

IV. It maintains owner occupancy of a residential building or it returns a residential building to owner occupancy;

V. It increases the livability of the home by flood proofing a structure in a flood hazard zone, remediating contamination such as lead or asbestos, or significantly improving the energy performance of a home as determined by the NHSaves Home Heating Index tool by reducing the home heating index from a score of 9 or above to a score of 4 or below;

VI. It results in a net-zero home that produces as much (or more) energy as it consumes by minimizing energy use through efficiency and meeting its remaining needs through renewable energy systems.

D. "Tax Relief Period" shall mean that for a period of up to five (5) years the property tax on a qualifying structure shall not increase as a result of the significant improvement or reconstruction thereof, beginning only upon completion of significant improvement. The City Council may, in its discretion, add up to an additional two (2) years of tax relief for a project that results in new residential units and add up to an additional four (4) years of tax relief for the substantial rehabilitation or significant improvement of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

E. In accordance with RSA 79-E:5, the duration of the tax relief period for applications filed in Keene shall be considered in the context of each specific application and shall only provide that level of tax relief necessary in the discretion of the City Council to effectuate the specific targeted public benefit(s) outlined as determined by the City Council. In making a determination about the duration of tax relief the City Council shall consider the following: a qualifying project may be granted a base level of tax relief of up to five years and may only receive additional years as outlined in Section D based on the extent to which the project meets the criteria and public benefit(s); provided, however, that in determining what, if any, tax relief duration to provide, the City Council may consider the impact the proposed substantial rehabilitation will have on existing, or required, City infrastructure.

No property may be granted tax relief under this chapter more than once in a 20-year period.

BE IT FURTHER RESOLVED that a property owner, as a condition of being granted such tax relief, shall

A. Document the proposed public benefit(s) at the time of the application for tax relief under the Keene RSA 79-E program; and

B. Provide the City promptly with all information and documentation that the City may deem relevant for review of the application for such tax relief, as well as for review of the rehabilitation or replacement project under federal, state, and local laws, codes, and regulations, as may be applicable; and

C. Grant to the City a Covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefit(s) for which the property tax relief was granted and shall require the property owner to obtain casualty insurance, and flood insurance, if appropriate, for twice the term of the tax relief granted; and

D. Grant to the City a lien against the property for the purpose of ensuring proper restoration or demolition of damaged structures and property; and

E. Maintain the property as taxable, regardless of whether the property owner is otherwise subject to property taxes under RSA 72; and

F. The City reserves the right to conduct inspections of the property to ensure compliance with the covenant at the discretion of Community Development Director; and

BE IT FURTHER RESOLVED that if the Covenant is terminated for any reason, the City shall assess all current and arrears taxes, with interest, to the property owner as though no tax relief was granted in accordance with RSA 79-E:9,II; and

BE IT FURTHER RESOLVED that the City Manager or their designee is hereby authorized to execute all documents and undertake all actions as may be required to implement this resolution. This resolution shall take effect upon approval by City Council.



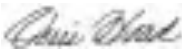
Jay V. Kahn, Mayor

In City Council December 4, 2025.
Referred to the Planning, Licenses and
Development Committee.



City Clerk

A true copy;

Attest: 
City Clerk

PASSED: December 18, 2025



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Allocation of Funds for Construction of the Monadnock View Cemetery Expansion Project

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

WHEREAS, The City has a planned Capital Improvements Project, planned to start construction in FY27 for the Monadnock View Cemetery Expansion Project as part of the Cemetery Improvements and Expansion Program (65J0016A); and

WHEREAS, The City and the Cemetery Trustees desire to execute the most efficient and cost effective project and maximize the benefits of the available funding for our residents and the community;

WHEREAS, the most cost effective and efficient option to the City is to bid, award, and to construct the full scope of the Cemetery Expansion Project as one project in lieu of multi year, phased projects as previously planned;

NOW THEREFORE BE IT RESOLVED That the sum of One million, four hundred thousand dollars (\$1,400,000) is hereby appropriated in fiscal year 2027 for the purpose of funding the Monadnock View Cemetery Expansion Project (65J0016A) scope, which will be reimbursed by the Cemetery Trustees, based on the actual costs necessary and paid by the City for the scope of the improvements for the project.

Jay V. Kahn, Mayor

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

City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: October 22, 2026

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Execution of a Federal Funding Project Agreement for the THT Phase 2 Project NHDOT#45251 - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a project agreement with the New Hampshire Department of Transportation for the Transportation Heritage Trail Phase 2 Project (NHDOT Project No. 45251) and to accept and expend funds from a Federal Highway Administration "Transportation Alternatives Program" grant for said project.

Attachments:

None

Background:

The City, in partnership with the New Hampshire Department of Transportation (NHDOT), is advancing the Transportation Heritage Trail (THT) Phase 2 Project (NHDOT Project #45251) through the City's Capital Improvement Program (CIP) and NHDOT's Ten-Year Plan. The project will continue the design and construction of improvements to the THT following completion of Phase 1.

Phase 2 will extend the trail from the southernmost point of Phase 1 at its intersection with NH Route 101. The scope will include installation of the historic Prowse Bridge over NH Route 101 and construction of safety railings on the Stone Arch Bridge. The project is currently scheduled for construction in FY31.

In accordance with federal funding requirements, the project will include an Engineering Study phase, Preliminary Design, Final Design, (collectively; "Preliminary Engineering"), Right-of-Way (ROW) acquisition, and construction. The project will be 80% funded with the federal grant and administered through NHDOT. The City is responsible for a 20% local match. Pathway's for Keene has expressed its goal of contributing one half of the required local match.

The current estimated total project cost is approximately \$3.11 million. The estimated cost for Preliminary Engineering is approximately \$357,000.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: October 22, 2026

To: Finance, Organization and Personnel Committee

From: Donald Lussier, Public Works Director

Through: Elizabeth Ferland, City Manager

Subject: **Acceptance of Donations from Pathways for Keene — Public Works Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and expend a donation in the amount of \$35,746 from Pathways for Keene for the Preliminary Engineering of the Transportation Heritage Trail Phase 2 project.

Attachments:

None

Background:

The City has been awarded a Federal Highway Administration "Transportation Alternatives Program" Grant for the Transportation Heritage Trail (THT) Phase 2 Project (NHDOT Project #45251). The project will continue the design and construction of improvements to the THT following completion of Phase 1.

Phase 2 will extend the trail from the southernmost point of Phase 1 at its intersection with NH Route 101. The scope will include installation of the historic Prowse Bridge over NH Route 101 and construction of safety railings on the Stone Arch Bridge. The project is currently scheduled for construction in FY31.

In accordance with federal funding requirements, the project will include an Engineering Study phase, Preliminary Design, Final Design, (collectively; "Preliminary Engineering"), Right-of-Way (ROW) acquisition, and construction. The project will be 80% funded with the federal grant and administered through NHDOT. The City is responsible for a 20% local match. The estimated cost for Preliminary Engineering is \$357,460 and will require a local match of \$71,492.

Pathways for Keene has expressed its goal of raising one half of the total required local match for the project through its annual Four on the Fourth race events and private fundraising. The organization is prepared to donate \$35,746, representing 10% of the expected Preliminary Engineering fees.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: October 22, 2026

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **3 Million Gallon Tank Repair - Recommendation for Additional Scope of Work - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to complete additional scope of work as part of the 3 Million Gallon Water Tank Repair Project.

Attachments:

None

Background:

Public Works has completed the original scope of work described in the FY25 to FY31 Capital Improvement Program for the *3.0 MG Water Storage Tank Repair Project* (34J004A). The contract for the work was executed and completed approximately \$1.6M under budget. However, during the course of the project, staff identified additional, related work that should be completed but was not part of the project scope described within the CIP. Public Works is recommending that the remaining funds be used for additional rehabilitation of the 3.0 MG Water Storage Tank, including replacement of the yard piping and gate valves that provide water from the tank to the City's transmission water main and, ultimately, the City's water distribution system.

In addition, lead paint chips were identified in the soil surrounding the 3.0 MG Water Storage Tank. The lead-contaminated soil requires removal and remediation as part of the additional rehabilitation work.

If approved, the additional scope will be designed, and publicly bid in accordance with the City's purchasing regulations during the winter of 2026/2027. Construct is planned for 2027. The second contract and its associated budget will be tracked as a subaccount (34J004B) of the original CIP 3.0 MG Water Storage Tank Rehabilitation Project (34J004A). Establishing the subaccount will allow the City to separately track the funding and expenditures associated with this additional scope of work necessary to maintain the operation and extend the serviceability of the City's water system infrastructure.

Public Works has completed the original scope of work outlined in the FY25 to FY31 Capital Improvement Program for the 3.0 MG Water Storage Tank Repair Project (34J004A). The contract was executed and completed under budget. During the project, additional related work was identified that was not included in the original project scope. Public Works recommends utilizing the remaining funds for further rehabilitation of the 3.0 MG Water Storage Tank, specifically the replacement of yard piping and gate valves that connect the tank to the City's transmission water main and overall water distribution system.

Additionally, lead paint chips were found in the soil around the water storage tank, necessitating removal and remediation as part of the supplemental rehabilitation efforts.

If approved, the additional scope will be designed and publicly bid in accordance with the City's purchasing regulations during the winter of 2026/2027, with construction planned for 2027. The second contract and its budget will be tracked as a subaccount (34J004B) of the original project (34J004A). Establishing this subaccount will enable the City to separately monitor the funding and expenditures related to this additional necessary work to maintain and extend the serviceability of the City's water system infrastructure.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: October 22, 2026

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Re-allocation of Funds from the Sullivan Road Bridge Project to the George Street Bridge Project - City Engineer**

Recommendation:

Move to that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to re-allocate \$125,000 in project budget from the Sullivan Road Bridge Replacement Project (75M020B) to the George Street Bridge Replacement Project (75M020A).

Attachments:

None

Background:

In 2023, City Council approved funding through resolution R-2023-07 to provide a local match in anticipation of receiving federal FEMA funding for the rehabilitation of the Sullivan Road Bridge. However, based on FEMA's review of the City's applications and supporting documentation, the eligibility criteria for funding were not met, and the City was not awarded federal funds for the project. The funds appropriated through R-2023-07 were unanticipated revenue distributed by the New Hampshire legislature via SB 401. This state bill restricted the use of the funds specifically for "maintenance, construction, or reconstruction of municipally owned bridges."

As there are currently no plans to replace the Sullivan Road Bridge, the Public Works Department recommends that the previously allocated funds for the Sullivan Road Bridge Replacement Project (75M020B) be reallocated to the George Street Bridge Replacement Project (75M020A) to cover a current shortage in the required local match. The project is scheduled for completion in May 2027.

The available funds in the Sullivan Road Project exceed what is needed for the George Street local match. Any leftover funds will be returned to the Bridge Capital Reserve at the conclusion of the project.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: October 22, 2026

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Execution of an Agreement for Engineering Services with KenWave Solutions, Inc for the Scope of the Transmission Water Main Inspection Project - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a contract with KenWave Solutions, Inc for the Transmission Water Main Inspection Project (34JW016A) in an amount not to exceed \$134,280.74

Attachments:

None

Background:

Over the past 5 years there have been a number of major water main breaks on the City's cross-town 16-inch ductile iron transmission water main, specifically located on Water Street, in the area of Main Street to the bridge over Beaver Brook. In consideration of this, a project was planned, scheduled in the CIP and funds were allocated for the inspection, identification of deficiencies and development of recommendations for the replacement and/or repair of the transmission water main as necessary. As part of the City's CIP planned Transmission Water Main Inspection Project (34JW016A) the City publicly requested scope and fee proposals for engineering services in September 2026, with a corresponding bid opening on October 8th, 2026. Three (3) proposals were received by the City that were reviewed by the City Engineer, the Infrastructure Project Manager and the Engineer Technician. Proposals were evaluated based on 4 criteria:

- Firm's experience with similar projects
- Experience of assigned staff
- Project Understanding
- Proposed fee

After careful review of the proposals that were submitted to the City, it was determined that the

second-lowest price proposal that was received, in the amount of \$134,280.74 from KenWave Solutions, Inc. provided the most complete and comprehensive project understanding, demonstration of successfully completing similar project work and best represented the goals and desired objectives for the City's Engineering Division for the project. In consideration of this, KenWave Solutions, Inc was identified by the selection team as the City's preferred consultant and is the most efficient and cost-effective option to the City for the scope of engineering services for the project. Funding is currently available as part of the Transmission Water Main Inspection Project (34JW016A) in the amount of \$250,000 in unspent and unencumbered funds available to pay for the contract. Work is anticipated to start in fall 2026 with the final delivery of the report of findings and recommendation to the City prior to the start of FY28.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: October 22, 2026

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Relating to the Execution of a Change Order with Structural Preservation Services - City Hall Parking Garage Rehab Project - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a change order with Structural Preservation Services, Inc in an amount not to exceed \$67,000 for the City Hall Parking Garage Rehab Project (22M006AA).

Attachments:

None

Background:

As part of the City Hall Parking Garage Rehab Project (22M006AA), additional repairs were identified during construction that were necessary to complete the project as intended. The additional work primarily includes:

- Full-depth removal and replacement of concrete at a construction joint that initially appeared to be in good condition but was subsequently found to be completely deteriorated;
- Replacement of expansion joints;
- Sandblasting and repainting of the existing metal stairs;
- Weld repair of the lowest stair tread; and
- Overhead and wall concrete repairs on the lower level of the parking garage.

The change order costs are based on field-verified quantities and additional work identified by the City's Engineering Division as necessary during construction. Costs are calculated using the original bid unit prices for the applicable additional quantities.

Execution of this revised change order would increase the contract and associated purchase order amount for the City Hall Parking Garage Rehab Project (22M006AA) by \$67,000, representing a 26.69% increase over the original purchase order amount. This amount accounts for all necessary

costs to complete the project scope.

The change order was previously presented to and approved by City Council at its September 17 meeting. However, the authorized amount did not include repairs to the metal stairs, which were completed near the end of the project after the original agenda item and request were submitted to City Council.

Approval of this revised change order amount, approximately \$1,500 more than the previously authorized amount, will supersede the prior City Council authorization. **This request is for a revision to the previously authorized change order amount, not for an additional change order.**



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to Wells Garage Lower Level Public Parking

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

“That the City Code of the City of Keene, New Hampshire, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in section 94-211 “Meter Rates” of Chapter 94 entitled “Traffic, Parking, and Public Ways” as follows:

Sec. 94-211. - Meter rates.

(a) The meter rates set forth in this chapter pertain to all single space parking meters, multi-space meters and any other payment technologies.

(b) Parking rates.

(1) On street parking is defined as any metered space directly accessed from the roadway, except for Roxbury Plaza and Library Annex Lot.

a. Rate of parking is \$ 1.00 for one hour of time.

(2) Off street parking includes Elm Street, Commercial Street, Wells Street lot, Gilbo East and West parking lots, City Hall and any other assigned location.

b. Rate of parking is \$0.50 cents for one hour of time.

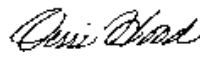
(3) Covered, off street parking includes the lower level of Wells Garage and any other assigned location.

a. Rate of parking is \$2.00 for one hour of time.

Jay V. Kahn, Mayor

In City Council October 15, 2026.

Referred to the Finance, Organization and
Personnel Committee.


City Clerk