KEENE CITY COUNCIL
Council Chambers, Keene City Hall
November 19, 2026
7:00 PM

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MINUTES FROM PRECEDING MEETING**

- November 5, 2026 Minutes

## A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

## B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Nomination - Bicycle, Pedestrian Path Advisory Committee, Conservation Commission

## C. COMMUNICATIONS

1. Keene Downtown Group - Request to Use City Property - Ice and Snow Festival - February 6, 2027
2. Councilor Ruttle-Miller - Resignation - At-Large Councilor
3. Thomas White - Resignation - Human Rights Committee
4. Councilor Filiault – Temporary Allowance of "Right Turn on Red" at Two Downtown Intersections
5. Frederick B. Parsells - Request for Raised Crosswalks on Main Street and at Court Street/Central Square

## D. REPORTS - COUNCIL COMMITTEES

1. Direct Referral to Committee: Keene Sno-Riders - Requesting Permission to Run Snowmobiles in the Right-of-Way along Krif Road from Ashuelot Rail Trail to Winchester Street
2. Acceptance of Donation for Library Makerspace Staffing

3. Authorization to Negotiate and Execute Agreements with Monadnock Aviation, Inc.

## E. CITY MANAGER COMMENTS

## F. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. Community Revitalization Tax Relief Incentive Program (RSA 79-E) - 64 Main Steet
2. Application for Community Revitalization Tax Relief Incentive Program (RSA 79-E) - 17 93rd Street

## G. REPORTS - BOARDS AND COMMISSIONS

1. Lisa Maxfield - Resignation - Energy & Climate Committee
2. Sam Jackson - Resignation - Bicycle/Pedestrian Path Advisory Committee

## H. REPORTS - MORE TIME

1. Revised Draft Ordinance Amendment Regulating Dogs at Downtown Events - City Attorney

## I. ORDINANCES FOR FIRST READING

1. Relating to Specific Street Regulation – Speed Limits
   Ordinance O-2026-22
2. Relating to the Sale of Kratom and Other 7-OH Products
   Ordinance O-2026-21
3. Relating to Congregate Living and Social Service Uses
   Ordinance O-2026-19

## J. ORDINANCES FOR SECOND READING

1. Relating to Short-term Rental Uses
   Ordinance O-2026-09-A
2. Relating to the Definition of Short-term Rental
   Ordinance O-2026-10

## K. RESOLUTIONS

1. Retirement Resolutions - Human Resources Director
   Resolution R-2026-46
   Resolution R-2026-48
   Resolution R-2026-49
   Resolution R-2026-50
   Resolution R-2026-53

Resolution R-2026-54
Resolution R-2026-55

2. Sole Source - Professional services contract with Aries Engineering *and* Relating to an Appropriation of Funds for Water Supply Technical Services
Resolution R-2026-56

3. Acceptance and Expenditure of FY2025 FEMA SAFER Grant *and* Relating to the Appropriation of Funds from the General Fund Unassigned Fund Balance
Resolution R-2026-57

**NON PUBLIC SESSION**

**ADJOURNMENT**

A regular meeting of the Keene City Council was held on Thursday, November 5, 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, Philip M. Jones, Bettina A. Chadbourne, Edward J. Haas, Laura E. Ruttle-Miller, Molly V. Ellis, Thomas F. Powers, and Mitchell H. Greenwald were present. Councilor Kris E. Roberts was absent. Councilor Lake led the Pledge of Allegiance.

MINUTES OF THE PRECEDING MEETING

A motion by Councilor Greenwald to adopt the October 15, 2026, meeting minutes as presented was duly seconded by Councilor Powers. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Roberts was absent.

ANNOUNCEMENTS

Mayor Kahn reported that the State General Election on November 3, 2026 saw record voter turnout for a mid-term election, with 70% turnout Citywide. The Mayor thanked the City Clerk, election officials, and volunteers who registered over 1,000 voters and the 9,921 voters who participated. Our City Clerk wanted to thank the volunteers, which numbered over 100 people in our community, who assisted on Election Day. The Mayor extended a heartfelt thank you to the City Clerk, Deputy City Clerks, and their team for all their hard work.

The Mayor announced upcoming dates of interest in November 2026:

- Friday, November 6, 2026: Momentum yearly celebration honoring Keene State College's supporters and showcasing some of the students who have benefited from their generosity - 4:00 PM - Technology, Design, and Safety Building at KSC. The program is from 5:00 to 5:30 PM.
- Mondays, November 9, 2026 and November 16, 2026: Hundred Nights warming shelter volunteer training at United Church of Christ Church - 5:30 PM. All members of the community are eligible to volunteer and help this be a successful event for the next four months. The Mayor will be training.
- Tuesday, November 10, 2026: US Marine Corps 251st Anniversary
- Wednesday, November 11, 2026: Veterans Day Ceremony at Recreation Center Fuller Field - 11:00 AM; City Hall would be closed in observance of Veterans Day.
- Thursday, November 26, 2026: Thanksgiving Day; City Hall would be closed, and on November 27, 2026, as well
- Friday, November 27, 2026
    - Native American Heritage Day
    - Tree Lighting Ceremony: 5:00 PM – 8:00 PM on Central Square

The Mayor also announced that the City of Keene would be closed in observance of Veterans Day and the Planning, Licenses and Development Committee meeting that would have been held that evening was moved to Thursday, November 12, 2026 at 5:30 PM, followed by the Finance, Organization and Personnel Committee meeting at 6:00 PM (or when the PLD meeting has concluded). He noted the City would also be closed on November 26 and 27, 2026 for the Thanksgiving holiday, with the Municipal Services, Facilities and Infrastructure Committee

meeting moved to Tuesday, November 24, 2026 at 5:30 PM, followed by the Finance, Organization and Personnel Committee meeting at 7:00 PM.

PROCLAMATION - HONORING AND THANKING VETERANS FOR THEIR SERVICE

Mayor Kahn welcomed Rob Campbell of the Keene VFW, accompanied by Todd Rogers in the audience. The Mayor read into the record and presented Mr. Campbell with a Proclamation as suggested by the City of Keene's City Council, recognizing the veterans of our community and nation and called upon residents of Keene to extend our deepest respect, praise, and sincere thanks to all veterans for their service and steadfast commitment to our country.

The Mayor said he would read the Proclamation again at the Veteran's Day Ceremony on November 11, 2026.

Councilor Jones noted that he started the subject of honoring the Veterans and Veteran's Day. He took a moment to honor the Veteran's on the Council: Councilors Filiault, Roberts, and Powers, as well as Deputy City Clerk, Kathleen Richards.

COMMUNITY RECOGNITION: KEENE STATE COLLEGE MEN'S AND WOMEN'S ICE HOCKEY

Mayor Kahn welcomed Bobby Rodrigue for a tribute. The Mayor had known Mr. Rodrigue for a long time, since their time together in Keene State College Management Class.

Tonight, the Mayor said he was pleased to recognize Bobby Rodrigue of the Keene State College Men's Ice Hockey Team for an outstanding achievement on the international stage and for the contributions he continues to make to collegiate athletics and our greater Keene community. This past summer, Mr. Rodrigue was selected to serve as team leader for the United States Youth 17 National Team at a Foreign Nation Tournament which took place in Khamzat,Chechnya. He was a delegate representing the United States alongside a coaching and support staff comprised mostly of Division I hockey professionals. Mr. Rodrigue brought his leadership to an international competition featuring some of the country's most promising young hockey players under the team's leadership. The United States went undefeated, finishing five wins and no losses, and captured the gold medal in a dramatic shootout victory over the host country, Chechnya. Thus, the roster included several players already committed to future Division I hockey programs, highlighting the incredible level of talent and potential represented at this tournament. The Mayor said Mr. Rodrigue's involvement with US hockey extends well beyond the summer's achievement. He served on the USA Hockey National Camp staff for six consecutive summers and serves as the Director of Boys Player Development Camps for the New England District. He also hosts the New England Select Camp for 19-year-old players here in Keene each summer, providing opportunities for young athletes to develop their skills and advance their hockey careers. This program has helped develop players who have gone on to compete at the highest levels, including the National Hockey League (NHL). Mr. Rodrigue is now entering his third season leading the Keene State Ice Hockey Team, which continues to build its identity and establish himself in the NCAA Division III competition. Beyond the Team's development on the ice, the program has developed an impressive commitment to academic

achievement and community involvement. Last semester, the hockey team recorded an average grade point of 3.72, the highest among team state men's athletic programs, and 12 players earned All American Scholar recognition. The team has contributed more than 100 hours of community service already this year, demonstrating its impact far beyond the rink. The program is making its mark on collegiate hockey. For example, they have an NHL backup goalie who graduated in 2025 and is now making his way into the NHL with the Colorado Avalanche this season. Mr. Rodrigue's accomplishments reflect not only his knowledge and passion for hockey, but also his commitment to developing young athletes, building strong teams, creating opportunities for the next generation, and his success on the international stage brings tremendous recognition to Keene State College and reinforces the important role our College plays and its athletic programs play in our community. So, on behalf of the City of Keene, Mayor Kahn congratulated Mr. Rodrigue on the well-deserved gold medal and thanked him for the leadership and dedication he brings to Keene State College and our community.

Mr. Rodrigue thanked everyone so much. He said it was an incredible honor to represent the country. Everyone says you know that it is special and there is nothing like it. But, until you actually do it, it really does not hit you. He said they had an unbelievable group of athletes and staff and had a terrific experience. They were most struck by how well received they were everywhere they went. Sometimes he said there may be some concerns or some fears about how well we may be received abroad. He said they were welcomed everywhere and the team performed really, really well. So, it was just really a great experience for our athletes overall and certainly a great time for him. He was able to bring a lot of that experience back here to work with our team and our program and our College, which is really important to us. He noted that we enjoy a great partnership between the College, Keene Ice, and the City; he thinks that partnership is probably an example of something that maybe none of the three entities could have accomplished on their own, and all three entities greatly benefit from the partnership. He said that when we bring that player development camp here to Keene from USA Hockey each summer, they have had players and coaches here who are in the NHL today. They come here and they enjoy and love their time in Keene in the summer. Mr. Rodrigue thinks it speaks to the partnership we have and the program we are growing. He said the next home game would be the next Friday against Middlebury.

Mayor Kahn welcomed Ellie Patrick to represent the Keene State College Women's Ice Hockey Team. The Mayor was pleased to recognize Ms. Patrick as a member of the Women's Ice Hockey Team for an outstanding accomplishment that has brought international recognition to Keene State College and to the Keene community. Ms. Patrick was recently selected to represent her home country of Great Britain as a member of its Women's National Ice Hockey Team. She had the opportunity to compete in a four-nation international tournament in Sosnowiec, Poland, alongside teams from Poland, Slovenia, and Spain. Among the highlights of the tournament: Ms. Patrick scored a goal against Slovenia and helped Great Britain secure an impressive victory. The tournament was an important part of Great Britain's preparation for the 2027 international Hockey Women's World Championship Division I competition, where the team will work towards earning promotion to the top division of international women's hockey. Mayor Kahn said competing at this level is an incredible accomplishment and represents an important step toward Great Britain's long-term international and Olympic aspirations. He noted that all these accomplishments extend well beyond the international stage. Here at Keene State, Ms. Patrick

has established herself as an important contributor to the Women's Hockey Team both on and off the ice. She was recently named an Assistant Captain for the 2026–2027 season, a reflection on her leadership, character, and the commitment she brings to her team as one of the founding members of the Keene State Women's Ice Hockey Team. Ms. Patrick has shaped the program that began its Division III competition in 2024. The Owls finished their inaugural season with a winning record and advanced to Little E Conference playoffs in their second season. Ms. Patrick played a significant role in the growth and establishing herself as one of the team's leading offensive players, while also setting records for blocked shots, including an impressive 79 blocks during the season. What makes Ms. Patrick's accomplishments particularly meaningful is that she represents the very best of what collegiate athletics can offer: her dedication, teamwork, accountability, and willingness to put to her team first have helped her succeed at the collegiate level while opening doors to opportunities on the international stage. Mayor Kahn said Ms. Patrick's accomplishments are a tremendous source of pride for Keene State College and for the Keene community. On behalf of the City, the Mayor congratulated Ms. Patrick on her well-deserved recognitions, and wished her the best of luck this season, both with the Owls and as she represents her home country of Great Britain.

Ms. Patrick said thank you for the recognition. She said the next game would be on the road against Norwich and then the team would be back in action at home in Keene the next Friday for their game against University of Massachusetts.

CONFIRMATIONS - ENERGY AND CLIMATE COMMITTEE

Mayor Kahn nominated Catherine Koning and Matthew Bolton to move from Alternate to Regular members of the Energy and Climate Committee, with terms to expire December 31, 2028. A motion by Councilor Greenwald to confirm the nomination was duly seconded by Councilor Powers. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Roberts was absent.

COMMUNICATION - RESIGNATION - CONNIE JOYCE - HERITAGE COMMISSION

A communication was received from Connie Joyce, resigning from the Heritage Commission, effective October 14, 2026. A motion by Councilor Greenwald to accept the resignation with gratitude for her service was duly seconded by Councilor Powers. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Roberts was absent.

Mayor Kahn explained that some Committee resignations come from a person who has signed a letter received by the City Clerk's office and sometimes they are received by Committee Chairs, so they are handled at different places on the Council agenda.

COMMUNICATIONS - KEN KOST - IN SUPPORT OF SINGLE LANE CONFIGURATION ON THE NORTH SIDE OF CENTRAL SQUARE; AUTUMN DELACROIX - IN SUPPORT OF SINGLE LANE CONFIGURATION ON THE NORTH SIDE OF CENTRAL SQUARE; *AND* SAM JACKSON - IN SUPPORT OF SINGLE LANE CONFIGURATION ON NORTH SIDE OF CENTRAL SQUARE

The first communication was received from Ken Kost, requesting the City Council uphold its previous decision approving a single 22-foot travel lane along the north side of Central Square. A second communication was received from Autumn DelaCroix, in support of the City Council maintaining its previous decision approving a single 22-foot travel lane along the north side of Central Square. A third communication was received from Sam Jackson, in support of the City Council maintaining its previous decision approving a single 22-foot travel lane along the north side of Central Square.

The City Clerk, Terri Hood, explained that their background referenced a 22-foot travel lane but she understood it to really be an 18-foot travel lane with a four-foot sort of area, which was a little confusing, and she thought the public was a little confused about that. So, she wanted to make that note. Mayor Kahn said the Public Works Director pointed out that it is only paint and so there is 22 feet there, only 18 of which have been designated for the single lane.

Mayor Kahn filed the communications into the record as informational.

Mayor Kahn noted that he would not be filing into the record two communications that were received unsigned as anonymous from people who supported two lanes on Central Square.

MSFI REPORT - COURT STREET DRAIN REPLACEMENT ACCEPTANCE OF PERMANENT EASEMENTS

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the City Manager be authorized to do all things necessary to negotiate and execute permanent easements and temporary access agreements with the affected property owners for the access, installation, and future maintenance of the Court Street Culvert Replacement Project. 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 Roberts was absent.

MSFI REPORT - GUITARD HOMES COURT STREET COTTAGE COURT ACCEPTANCE OF A UTILITY EASEMENT

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the City Manager be authorized to do all things necessary to negotiate and execute a permanent easement with the property owner for the access and future maintenance of the public water and sewer utilities for the Guitard Homes Cottage Court Project. 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 Roberts was absent.

MSFI REPORT - VERBAL UPDATE: TRAFFIC AND SAFETY ASSESSMENT OF SCHOOL STREET

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending City staff continue to monitor traffic, implement improvements to address

identified safety concerns, including creating an ordinance to reduce the speed to 25 miles per hour, and report back in six months. 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 Roberts was absent.

MSFI REPORT - COUNCILOR FILIAULT - REQUEST TO REVIEW PLANNED TRAFFIC LANE CONFIGURATION AROUND CENTRAL SQUARE

A Municipal Services, Facilities and Infrastructure Committee report was read, on a vote of 4 to 1, recommending the City Council not reconsider the current plan of one traffic lane around the north section of Central Square and maintain the one lane plan. A motion by Councilor Greenwald to carry out the intent of the Committee report was duly seconded by Councilor Workman.

Councilor Greenwald explained that the Committee vote was 4 to 1, so he gave the opposing view. He said the Committee discussed the lane configuration in front of the church and for safety reasons and design reasons, committee members felt that the single lane configuration in front of the church would be a better idea than the plan as proposed by Council Filiault to be a two lane.

A motion by Councilor Greenwald to amend the Committee report to go with the two-lane configuration in opposition to the single lane was duly seconded by Councilor Jones.

Councilor Greenwald said he had heard quite a bit from the public on the streets because he is downtown all the time; he hears it in the supermarket. He hears all the things. He thinks it is very important that the Council listens to what the public is saying. He was hearing that the dual lane weave and merge would be very confusing. In essence, he said it would be changing a traffic pattern that works. Right now, it is almost three lanes; to try to squash it all into one, he was hearing it would be very confusing and dangerous. In essence, he called it an attempt to fix something that was already working, so it was not really all that imperative in his mind. As the Mayor stated, it is only paint and that is reassuring. Councilor Greenwald said that during the planning process they made a lot of decisions and it became very time-consuming and weary as the Council worked through all these decisions. He said preserving the width for two lanes was imperative. Councilor Filiault was Vice Chair at the time and Councilor Greenwald said he frankly liked the two lanes back then but just to get the project moving along, he said fine, they would fight about it later. Well, now he said it was the time to fight about it. He said this concept was designed by a non-local individual, which he thought was an important distinction. He said the Council needed to listen to residents. He said that when doing sidewalk planning for his properties, he looks at where the people walk and how they walk: that is how you design a sidewalk. He said you do not move the behavior, you try to modify it a little. He said the Square works with no lines. He referred to the roundabout at Marlboro Street and said there are no lines and said it works: there is enough activity that the traffic moves slowly. So, he thought the hope for traffic calming was overstated. He urged the Council to do what the public wants on this one.

Councilor Filiault, being the author of the letter, wanted to follow up on a couple of things that Councilor Greenwald said. As Councilor Filiault mentioned at the Municipal Services, Facilities

and Infrastructure (MSFI) Committee meeting, when the letter was brought forward, he said he had spoken—like Councilor Greenwald had—to dozens of people in the community overwhelmingly in favor of two lanes. He had been a part of the downtown project and working on this for five or six years and there had been a lot of changes. He heard a couple of comments that this was decided on, but said this was not what the Council decided on: it had been a moving target since this project started. He recalled the original project as it was proposed, stating that many of the Councilors were not here, noting that if they had not made that change, with Washington Street and Court Street being paved over, Central Square would not be the same as we know it. That was the original plan by an eight-to-seven vote. The Council changed that. So, he said there had been a lot of changes over times on this particular project, including coming north: there was not going to be a slip lane—that was going to be eliminated, and the Council brought that back in. He said going down Main Street was going to be one lane. There is a designated lane going down Court Street and only one designated lane going down Main Street: they changed that. They had made the changes over the four or five years to make the project work better. He said it had been a moving target. Like he said, the original concept was going to close off Central Square from Washington Street to Court Street and build a mini roundabout in front of the Common, which he called a disastrous plan the community did not like at all. Still, he said it was an eight-to-seven vote: one vote and Central Square as we know it now would have been eliminated. Yet, he said the public overwhelmingly did not like that at all. Still, for some reason he said the Council was not falling in line with what the constituents were asking. Now, he said here the Council was on this particular issue and as he mentioned at MSFI, he was pleading with the Council to keep Central Square to two lanes. Councilor Filiault said those affected most are asking us to keep it as two lanes. For those talking about safety issues, he had heard a couple of comments. He said if you look right now there are about 44 feet around the Common with no bike lanes. He said 44 feet would become 22 feet, so drivers now who are used to going through 44 feet would be squeezed down to 22 feet. For those talking about safety, he said traffic would slow down significantly, going down to the 22 feet because it would be half the size of what drivers are used to. He said if we squeeze it even more into one lane and have heavy traffic at times coming at Main Street and into Washington Street, and those backing out of the Square: he said those spaces backing out of the Square in front of the Stage and the Church would pinch now. He said at times like right now, one lane would work, but that was not what they were talking about; he said if you saw construction this particular week with one lane, you would know how badly one lane does not work. He reiterated that people were calling it more of a safety issue because the travel lane is going to be reduced by 50%. He thought the single lane would not only tighten things up during heavy traffic hours but would create a more dangerous situation with cars trying to weave in and out. Whichever way the Council goes, he said it would be 22 feet from curb to curb instead of 44 feet. He said if safety were truly an issue that some of the Councilors said they cared about (e.g., pedestrians getting from the sidewalk to the Common)—Councilor Filiault said he was repeating himself, but the pedestrians need more safety. He suggested eliminating bike lanes in front of the church because pedestrians have to cross an active bike lane before getting to the crosswalk. So, if talking about safety, he said to take that into consideration.

Mayor Kahn welcomed the Public Works Director, Don Lussier. Mayor Kahn stated first that he favors two lanes, and the Council would tell him whether they agree just like they would tell Councilor Greenwald about his amendment. However, the Mayor heard it cited as 42 feet from

curb-to-curb, but he thought that parking would take up a certain amount of that, so he did not think the current travel lanes were really 42 feet. Mr. Lussier said it would of course depend on where you are measuring in the Common (e.g., whether you include parking stalls). Mayor Kahn thought the point that Councilor Filiault was trying to make was still the same: there are currently 22 feet there that allow two or three lanes and the proposal is for one lane that still has the potential to be approximately 18 feet, which is beyond what the other lanes are down Main Street (i.e., 11 feet wide each). Mr. Lussier agreed.

Councilor Ellis did not think it was appropriate to try to change the original intent of the Council just because there are several new Councilors. She thought that this decision was made and the Council should act on the original intent of the Council when it was discussed, whenever that was discussed. She was also hearing (from Councilor Greenwald) that the Square works and it is fine, whereas Councilor Ellis heard several people at MSFI saying that it is a mess. Councilor Ellis thinks it is terrible and the Council should try to change something to see if a tweak helps. Also, she heard a lot of people at MSFI saying they were not traffic engineers, but she thought the Council should follow the expertise of the traffic engineers who created this design because they are traffic engineers and the Councilors are not. She also recalled the Public Works Director's report to MSFI, stating that the new design for the Square is expected to create marginal improvements in traffic, not more congestion. So, Councilor Ellis thought it was worth finding out if that was truly the case. She said it may not be, but as Mr. Lussier said, if it is not the case then we can switch to two lanes, which Councilor Ellis was not opposed to, she just thought it was worth trying something new and following the plan the City paid for. She cited the example of walking downtown with her family the previous evening and crossing the street at Washington Street and the head of the Square with her child and dog: the person coming southbound stopped for them but the person coming northbound flew by and did not see them in the middle of the crosswalk. So, she thinks anything that can create any incremental change for pedestrians in Central Square is going to be a benefit. To that point, she had heard a lot of people talking about it not being safer for pedestrians, but she said there are not that many pedestrians down there. She said that maybe more people like her family would walk down there if they did not almost get blown away in the crosswalks. Councilor Ellis said she did not hear people arguing other than Councilor Filiault that this would not be safer for pedestrians. She said the increased safety for pedestrians did not seem to be a priority for most people and she thought it should be a priority.

Councilor Powers did not mean to be contradictory but said that if they tried to make any judgments on how Central Square was tonight, last night, or a few weeks ago, they should stop because it was being dug up and the lights were not on. He said Councilor Filiault explained in depth how the Council got here over the past almost six years: they had gotten to this point and made concessions to do things differently. Councilor Powers said they did have a lot of information from engineers but that does not always mean it works: you really have to know what it going on out there—you have to see it. He recalled digging up downtown in 1988 and said they did not change the entirety of Central Square, they just put it back, but the two lanes and parking made it much better, and sidewalks and curbs enhanced appearance. He said we are back there now doing what the City should have done underground, stating that there is really no need to change the traffic pattern based on what is happening underground. He said the traffic pattern works for the conditions that exist there. He cited the two major streets coming into

Central Square at different angles, stating that it works perfectly well and keeps traffic flowing during peak periods right now. He asked how that would work for the amount of traffic. He said this was probably the opportunity to bring it back to where it was that the council knows works and worked for a lot of years before it really gets into serious construction. He said it is a little more than just paint. Councilor Powers suggested putting it back where they started when the Council first tried to design downtown.

Councilor Lake said there had been several comments about how the Council got here tonight, all the decisions that they made, and all the changes they made. So, he reviewed a couple of those: not just the one at the top of the Square, but a little further south on Main Street. He said that when talking about traffic you need to talk about the entirety of the traffic downtown; you cannot just focus on the little strip at the top of the Square. Councilor Lake thought back to two years prior, when the MSFI Committee was debating the different options. He called it a healthy debate about things such as the U-turn near the flagpole, along with that was to eliminate the ability for that lane to go into the Square, reducing northbound Main Street from three lanes to two. He said there were not three lanes in the future plan going northbound, there were two: one to go to Roxbury Street and one to go to Washington Street. The other singular lane that is going at the top of the Square would not have two lanes in the current plan. He said they made a lot of changes to the plans throughout the rest of the Square to accommodate the fact that they were reducing the lanes going northbound. He said they would have to make a plethora of other changes to get back to having two lanes going into the top of the Square: widening the road, taking away greenspace from the middle, taking sidewalk space from the eastside. So, Councilor Lake asked, if we go to two lanes at the top of the Square, what does that mean: where does that second lane come from if this passes tonight? He said it would come from Washington Street and go straight into the top of the Square as mentioned at MSFI; he said they talked about this almost two years ago. He said if Washington Street is able to drive into that second lane and those people are not going to be able to go on Court Street they are either going down Main Street or West Street. He said they would have to cross at a crosswalk in the about 100 feet available there across the northbound traffic that wants to go up Court Street. He said the Council would just be causing a point of conflict in the traffic by creating two lanes. Councilor Lake said the plan/idea to go to two lanes just because they should would be ignoring the rest of the traffic pattern downtown. He said they needed to take into consideration the fact that if they scrapped the whole plan and restarted that maybe there would be a way to fit two lanes up there, but given how it was at this time and given the rest of the plan, he said it simply would not work.

Councilor Workman thanked Councilors Lake and Ellis for covering a lot of her talking points. Councilor Workman thought it was doing a disservice to even be having this discussion right now, stating that the Council deliberated this extensively two years prior. She said the Council heard all the same arguments two weeks prior at the MSFI meeting. She noted that no new information had been provided to the Council. So, she asked the Council to consider, what specific traffic data demonstrates that the two lanes would improve traffic flow right now compared to the single lane that is already approved? She said we do not have it and it says otherwise as Councilor Ellis pointed out. Councilor Workman asked what additional safety or operational benefits do we gain by dividing the same 22 feet into two lanes? Had the Fire or Police Departments identified any new deficiencies with emergency vehicle access, because two years ago, they said that the one lane would be sufficient, that we have mounting, we have room

for bypassing? Again, Councilor Workman urged her fellow Councilors to lean on facts, not feelings, not opinions, not opportunistic Councilors who are taking advantage of the community's opinions on this matter. Because she said that is what this is. Councilor Workman said the Council should follow and should not nullify a decision that a Council made two years ago that has not been implemented yet and with no information to contradict why we should even be having this conversation right now. She really urged everyone to vote "no" on this amendment and to continue with the approved configuration.

Mayor Kahn said that when it went to one lane because of the construction, it had been obvious that the backup was going to Water Street; that is when it is coming in the northbound direction. So, he thought that was the start of seeing one lane constrictions, particularly with the traffic lights as they were set at the time.

Councilor Tobin agreed with Councilor Powers that it is difficult to measure anything by current conditions just because they were under construction. She had listed out questions for herself because one of her immediate reactions was frustration in receiving that letter just because she knows how much time the Council spent deciding this the first time. She knows how many people they heard from and knows how carefully she made that decision, how much time she spent going and thinking about things and asking questions. So now, being asked the question again, she did try to take a step back from that frustration and asked herself: did I receive any new information? So far, she had not. Did something change? No. Was there a problem with the way we made the decision the first time? Did we not consider it carefully enough? Were we hasty? She thought for all of those questions she really had to say she thought they made a good decision the last time: they were thorough. Hearing the reasons again, the safety concern, hearing the presentation from our Public Works Director at the last meeting, Councilor Tobin honestly felt more confident that the Council had made the right decision. Then, she looked at the goals of the project and went back and looked at the sort of initial discovery process (i.e., asking questions and where should we be going with this?). She said there is so much attention about multimodal transportation; there were multiple points that brought that up. There were lots to be said about pedestrian safety and wanting to prioritize crosswalks and making those safer. She quoted one of the project goals sections: "Balancing car facilities while recognizing the continued need for car facilities. There is a strong push to reduce car-centric design. Streamlining could involve optimizing traffic flows, reducing roadways to create more space for pedestrians and cyclists, and encouraging carpooling and electric vehicle use." One of the things she had heard people say is that we have been doing it this way for 38 years and it has worked. While she said that may be true for vehicles, she said it was not working for pedestrians. It is not easy to access the green space, it is not easy to cross the street (you have to look behind you and in front of you at the same time, and cars do not stop). So, if the goal were to maximize car efficiency and getting people there faster, then she said we should have just made the green space smaller and added more lines, but that was not the goal that the Council set out to accomplish. The goal was multimodal transportation that would work for different types of users. She noted we would be seeing a lot more of those users as people who are getting older do not drive in terms of businesses downtown; as it becomes easier to walk downtown, there are going to be people spending more time downtown, not just trying to get to the one place and leave. Councilor Tobin said she came across a picture of the last time [a time] construction was done and it was a really cool thing to see, but it was in the late 1800s. So, when she thinks about this space needing to

provide not just for the next 30 to 50 years, she said this is what we are planning for the next 150 years. She asked how we can create a space that is going to adapt to all of those different types of people and users. She thinks it is a really important thing to consider.

Councilor Chalice noted that she was not here during this design process. She admitted that when the first drawings came out and she saw such spectacular possibilities for prioritizing pedestrians, public space, and green space, and then she watched that get whittled down, it broke her heart. She actually pulled back from all kinds of our dealings for seven years. She said she was having a very different experience than what she was hearing here. Her constituents had communicated that the current well-considered configuration for one lane at the top of the square accomplishes our community's goals: one very important one to our downtown businesses is the prioritization of pedestrians. She understood that some felt that it worked right now. She said it works really well for cars. Councilor Chalice raised a child in Keene too, and it did not work for her and her child. So, this configuration that has been so thought through, she felt, would give a priority to our downtown businesses over automobiles: priority for the quickest path of travel from point A to point B. Councilor Chalice said she would be voting against the amendment.

Councilor Haas said he heard about this long process they went through of design and trying to figure out the best way to do it. He said the consulting engineers, the traffic engineers, they provide us with information; he said if they are sure about anything is 55%–60% sure or 60%–40% or 55%–45%. Still, he said they provide the City with all that information and help guide us and the choices that were made along the way, which he said were pretty good choices for the most part. He said of course, when you are making a whole bunch of choices, when it finally comes down to one vote, it is tough to say: “all right, what about all these little things in here?” He compared it to the federal budget; they stick things in there that you did not know were there and then things get by that we did not think about further. So, Councilor Haas respected Councilor Filiault for bringing this forward, and said they should disagree with Councilor Workman. He said they should look at what they are doing as they go and always think hard about and say whether what they are doing is right. On the other hand, he said traffic will go, cars will fill whatever space is available; lanes in this especially small space mean nothing merged there. He said the merge is going to happen: it is going to happen to the east side of the crosswalk where Washington Street comes down, and Court Street/Main Street comes up. But he said he is not a traffic engineer; he just sees where the traffic is going to come from and where it is going to go. So, Councilor Haas said we should respect the process that we had but criticize it as we go along. We should understand that the merge is going to happen just east of that crosswalk, and we also should know that as Councilor Lake pointed out, the traffic will be metered into this area by what happens with the traffic signals north and south of the Square. Councilor Haas noted those are those are critical aspects as to how the traffic will flow into this and that can be changed as we as we learn about it and he said we can always put down more paint.

Councilor Williams said he thinks we should try one lane. He said it really is the safest option for pedestrians. If it turns out it was a bad idea, the City will find out and can make the change then. However, he said this agreement was pretty hard-bargained, and he would hate to have to start opening up every little decision the Council had made over time. So, Councilor Williams thought

the Council should stick with the decision they made and if it turns out it was a bad idea, they would find that out soon enough and could change it.

Councilor Jones said that when you think about the north side of Central Square, what is coming in is people from two different destinations: one is Washington Street coming south and the other is Main Street coming north, both entering there. What are the destinations when you are leaving? One is going right going up Court Street or straight to Winter Street, or going left and down south. So, he said there are two going in and two going out: he said you would create a bottleneck if you put one in the middle. He said he would not keep harping on the situation, but asked what happens when the UPS truck stops and there is only one lane to make a delivery? He said he saw that while the construction was going on out there: people had to squeeze by on the left side. He heard having faith in the consultant but said the Council did not have faith in its consultant; they rejected that consultant for another project because they did not have faith in them. Councilor Jones thought it was up to the City Council to make these kinds of decisions. He supported the amendment.

Councilor Chadbourne thought good points were being made on both sides. She was kind of annoyed that the Council was put in this position because in the 1980s, the Council went against the recommendations of the engineers and did not do the underground work. So, she said they listened to engineers when they wanted to, when it fits what they want, and they reject it when they do not agree. She supposed that was politics. She understood that Councilors do change their minds. She was all set on the one lane and with all of this construction going on and the bottlenecking that happens (because she comes down either Washington or Court Streets and it is backed up for miles and it is not because the light was still working). Another example she thought of was the connectivity of all of our trails and bike paths; initially the Council wanted a bike lane on both Washington and Court Streets, and Washington passed only. So, she said things are getting constantly switched up and changed. Councilor Chadbourne said information changes, and years and years go by, and the Council is still discussing things, and they cannot always agree and they make compromises. She thought that either way they went tonight, like if they do one lane and paint, they can always go back to the two lanes; or if they do two lanes because they were already feeling the effects of one lane. She thought either way it would still work. She was unsure she was very helpful because she was not coming out with any specifics.

On a roll call vote with four Councilors voting in favor and 10 Councilors voting in opposition, the motion to amend the Committee report failed. Councilors Filiault, Jones, Powers, and Greenwald voted in the minority. Councilor Roberts was absent.

Councilor Ellis said she had received as many comments for one lane as against, so she did not think this was disregarding the will of the people at all. She had taken her constituents comments to heart.

Councilor Workman said the conversation a second ago got a little pedestrian versus motorist. She wanted to highlight that when the Council made this decision two years ago, they really considered motorist safety as well as pedestrian and cyclist safety. So, it was a well-thought-out, well-deliberated decision made then, and she hoped people would vote in favor of it.

On a roll call vote with 11 Councilors voting in favor and three voting in opposition, the motion to carry out the intent of the MSFI Committee report carried. Councilors Filiault, Jones, and Greenwald voted in the minority. Councilor Roberts was absent.

MSFI REPORT - DIRECT REFERRAL: COMMUNICATION/DORRIE MASTEN - CONCERNS RELATED TO DOWNTOWN INFRASTRUCTURE PROJECT

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending that the communication regarding concerns related to the Downtown Infrastructure Project be accepted as informational. Mayor Kahn accepted the report as informational.

MSFI REPORT - DOWNTOWN INFRASTRUCTURE PROJECT UPDATE

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the update on the Downtown Infrastructure Project as informational. Mayor Kahn filed the report as informational.

Mayor Kahn noted that anyone interested in receiving updates related to the Downtown Project can sign up at keenenh.gov/downtown-project to receive email updates and text alerts. They can also request emails because they are coming out on a weekly basis from the Public Works Department and from other City leaders. If you are interested in receiving those updates and text messages, please sign up.

FOP REPORT - RESIDENTIAL PROPERTY REVITALIZATION ZONE (RPRZ) APPLICATION 128–130 SCHOOL STREET

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the structure proposed for redevelopment located at 128-130 School 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 maintains owner occupancy of a residential building;
3. 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.

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

Councilor Favolise said since this is a fairly new program for the state and for the City, and we are still in the process of determining what is the precedent here (i.e., what are the cases where we are going to give three years versus four years?). He said he was fine with four years in this case. There was some discussion at the Committee level as the Chair mentioned about whether or not this shifts burden to other taxpayers, and Councilor Favolise said not necessarily in this case. But he said, there is an opportunity cost to the City for lost revenue from improvements. So, he thought four years in this case would be appropriate. He would encourage the Council and the Committee to continue thinking and continue having conversations as they build out the precedent set moving forward and is asking that they think about which kinds of cases qualify for which kinds of relief. He thinks it is important work, and thinks that utilizing this program is an important way to continue to send a message that the City of Keene is open for business when it comes to housing. Councilor Favolise said we got the Housing Champion designation for a reason and a part of our responsibility as a community for inviting all this housing in and encouraging people to build and convert is to give them some incentives for doing so. This was all to say that Councilor Favolise was happy with where the Committee ended up, but thought that the thread that was started to be pulled out at the Committee level was an important one to continue pulling out. Mayor Kahn thought the Community Development Department staff had heard that a couple of times and it was taken to heart, but said this was the second time they had come to this kind of recommendation.

Councilor Tobin echoed Councilor Favolise. Councilor Tobin really appreciated that Councilor Lake brought that up at the at the Committee just to start the discussion about how to show some consistency in different projects.

The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Roberts was absent.

FOP REPORT - EXECUTION OF A FEDERAL FUNDING PROJECT AGREEMENT FOR THE THT PHASE 2 PROJECT NHDOT#45251

A Finance, Organization and Personnel Committee report was read, unanimously recommending 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. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Chadbourne.

Mayor Kahn thought they could agree that the State of New Hampshire would be providing 80% toward this and the City's share would be 20%. Councilor Powers said yes. The Mayor thanked Public Works Director Don Lussier for coordinating the ribbon cutting the prior week for the first leg of the Transportation Heritage Trail that connects the downtown portion to Rt-101. Mayor Kahn called it a really beautiful path to see the oak leaves in the fall. He said it was a great job executed by the City.

Councilor Haas said it truly is a beautiful path, and it is great to see that this really happened. This has been a long time coming. He looked forward to and said it would be great when those bridges come in. He also looked forward to the City sharing this with Cheshire County. He said this is a benefit to our entire region, not just Keene, and he was looking forward to the other communities that would be highly benefited by this, particularly Troy, because the trail now goes to wonderful downtown Troy, which he said would blossom thanks to this trail. Councilor Haas called it something to look forward to in the future.

Councilor Jones said that Phase Two would probably be the most important link. It is the part that is going to link Massachusetts to Vermont. He said Pathways for Keene has their donation for their percentage of it and looked forward to this project moving along.

The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Roberts was absent.

FOP REPORT - ACCEPTANCE OF DONATIONS FROM PATHWAYS FOR KEENE

A Finance, Organization and Personnel Committee report was read, unanimously recommending 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 Engineering Services for Transportation Heritage Trail Phase 2 project. 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 14 Councilors present and voting in favor. Councilor Roberts was absent.

FOP REPORT - 3 MILLION GALLON TANK REPAIR - RECOMMENDATION FOR ADDITIONAL SCOPE OF WORK

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to add and execute additional scope of work as part of the 3 Million Gallon Water Tank Repair Project 34JI004A. 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 14 Councilors present and voting in favor. Councilor Roberts was absent.

FOP REPORT - RE-ALLOCATION OF FUNDS FROM THE SULLIVAN ROAD BRIDGE PROJECT TO THE GEORGE STREET BRIDGE PROJECT

A Finance, Organization and Personnel Committee report was read, unanimously recommending 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). 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 14 Councilors present and voting in favor. Councilor Roberts was absent.

FOP REPORT - EXECUTION OF AN AGREEMENT FOR ENGINEERING SERVICES WITH KENWAVE SOLUTIONS, INC FOR THE SCOPE OF THE TRANSMISSION WATER MAIN INSPECTION PROJECT

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with KenWave Solutions, Inc for the Transmission Water Main Inspection Project (34JW016A) in an amount not to exceed $134,280.74. 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 14 Councilors present and voting in favor. Councilor Roberts was absent.

FOP REPORT - RELATING TO THE EXECUTION OF A CHANGE ORDER WITH STRUCTURAL PRESERVATION SERVICES - CITY HALL PARKING GARAGE REHAB PROJECT

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to negotiate and execute a contract change order with Structural Preservation Services, Inc. in an amount not to exceed $67,000 for the City Hall Parking Garage Rehab Project (22M006AA). 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 14 Councilors present and voting in favor. Councilor Roberts was absent.

CITY MANAGER COMMENTS

City Manager Elizabeth Ferland began by announcing that the Tree Lighting Ceremony would happen in its usual place. She noted that the tree had arrived early.

Next, the City Manager provided an update on the Airport Solar Project construction, which was underway at this time. One of the key milestones that the City was waiting for was the Federal Aviation Administration (FAA) approval and had received that. The Airport Layout Plan also needed to be updated and that was done. So, she said the following items still need to be completed over the winter: (1) We are currently working on a market rate lease agreement between the City and the Airport; the City needs a separate market rate lease for the Airport Solar Project because FAA requirements mandate that the Airport receive fair market value for non-aeronautical uses of the property. So, the City Attorney was working on that with the Airport Director right now and hopefully it would be complete soon. (2) Net metering

agreements, which the Council had talked about. These agreements have been reviewed by the City Attorney and the Attorney for Cheshire County. The last step is finalizing the kilowatt hours that will be shared between the City, the County, and potentially Swanzey; she would know tomorrow if Swanzey in fact is going to move forward and the City should be ready to complete those agreements. (3) The other agreements are one called a Renewable Energy Credit Agreement and then an Operation and Maintenance (O&M) Agreement. The Renewable Energy Credit (REC) agreement establishes how the environmental credits generated by the project will be managed and sold, providing an additional revenue stream for the project. This has always been a part of the financial analysis that the Council has reviewed. This agreement was currently under review by the City Attorney and the City Manager anticipated executing both the REC agreement and the O&M agreement once the review is complete. With construction happening throughout the winter, she expected to go live in either the spring or the summer of 2027 at the latest. Although, she had asked that Revision Energy provide an update for the next Council meeting; if there were any changes to the schedule, she would definitely let the Council know.

City Manager Ferland said Councilors probably already saw this on social media, but Keene was awarded one census tract under the new Opportunity Zone 2.0 Program. The tract is the southernmost tract in the City and it was included in the original Opportunity Zone Program: south side of Marlboro St. to Optical Ave., west side of Optical Ave., the Keene State area, and everything south of Routes 9 and 101. It is a good portion of the City. This federal program is designed to encourage private investment and economic development by offering tax credits to investors who make qualifying investments in these areas. She said the great thing about this is that it is not tax credits coming from the City; there are very few programs that are not coming from the City when it comes to economic development in the State of New Hampshire. So, the City Manager said it is nice to have this opportunity and the City would be working with the Business Affairs Office at the state and Monadnock Economic Development Corporation to promote this opportunity and hopefully attract some new development.

The City Manager also provided an update from the Keene Fire Department. She said there had been some fire engine mechanical failures that required the temporary use of a fire apparatus loan by Richmond Fire Department. She said it was around town for a little while on loan; it did respond to the fire at 125 Davis St. That vehicle has since been returned to the town. The City Manager said the City of Keene was very grateful for their assistance, and our Fire Department was working closely with Fleet Services, Purchasing, and equipment manufacturers to address immediate issues while evaluating longer term replacement needs. She noted that this is something the Council would be talking about more as they look to revise the upcoming Capital Plan. She also noted that it takes the City two years to get an ambulance or a fire truck in service. So, she mentioned needing to plan ahead for these replacements even further than in the past.

City Manager Ferland also reported that Public Works was in the process of upgrading the Scale House software used by the Solid Waste Facility. She recalled about a year prior, when the Council talked about laying fiber to the Transfer Station. That is because, the City is getting ready to accept electronic payments at the Transfer Station. They anticipate the software will be upgraded in early January 2027. At that time, they will begin the process of phasing out paper punch cards. If someone does not want to use their debit or credit card, they can have the option

of a virtual punch card that they can purchase at the Revenue Office. Staff were planning to do a presentation on this at an upcoming MSFI meeting.

The City Manager also wanted to update the Council on a new notification system. She said that a few times tonight there had been talk about signing up for the downtown announcements. She said the City has lots of opportunities to share information with the public. Beginning November 13, 2026, the City would transition from Constant Contact to a new citizen notification system for both e-mail and text messages. It is called GoGov. The City was in the process of migrating all e-mail subscriptions to GoGov, so that people do not have to sign up again; the City will be able to bring them over automatically. She said this was one of the goals in the City's Communication Strategic Plan for this fiscal year. There are about 4,000 e-mail subscribers and almost 400,000 e-mail messages have been sent and delivered over the past 12 months. The City also uses this platform to send out text messaging and that has become important when we change the winter parking ban downtown; there are about 500 people signed up to receive text messages. The GoGov system has advantages for us over Constant Contact because it is not designed specifically as a promotional or marketing tool. It will allow the City to send important text messages around the clock, if needed, and the messages are less likely to be trapped by spam. Another advantage of the GoGov platform is the availability of the app. She signed permission for them to put the GoGov app for the City of Keene on the Apple App Store and Google Play Store. The City Manager said the City plans to focus our public education efforts on the e-mail and text message changes as we soft-launch the app, with a plan for more app-focused communication in the winter. The app will eventually provide another option for people to have quick and easy access to the City information they need on a daily basis. It will not replace things like SeeClickFix, the City website, or the state emergency notification system, but it will have all the included links on the app dashboard. She said Deputy City Manager, Rebecca Landry, had been working on this transition. The City Manager said it would be a great improvement for communication, so she was excited to see it roll out on November 13, 2026 for the soft launch before getting more functionality from the system during the winter.

The City Manager also wanted to recognize Deputy City Manager, Andy Bohannon, who was recently selected to join Leadership New Hampshire as a part of the class of 2027. Leadership New Hampshire recently published a biography highlighting Mr. Bohannon's career and his many contributions to the City of Keene. The City Manager provided Councilors with a copy.

Next, the City Manager turned it over to City Attorney Amanda Palmeira for an update regarding the School Funding Amicus Brief. City Attorney Palmeira provided a little bit of background. She said the Council may have been aware of the several education funding cases that were going on in the state since 2019 (they have been going on since of course the '90s). More recently, she said there was the Conval case and the Steven Rand case. She said that ConVal talked about what is adequate education, what is being provided by the state, and whether it is sufficient. The Rand case was more about the equality and uniformity of taxes and how funding school education has been pretty disparate between communities despite the swept being a uniform rate. She said the Council would all be familiar with how the City of Keene collects taxes from our taxpayers to then send the funds to the Keene School District to provide funding for their operations. For the Rand case, which was in the Supreme Court at this time, City Attorney Palmeira worked with three other cities and their attorneys in Dover, Somersworth, and

Berlin to file what is called an Amicus Brief with the Supreme Court. *Amicus curiae* is a Latin way of saying "friend of the court"; it basically means you are not a party, but you have information that is relevant to the court in making its decision. In this regard, they took this opportunity to enlighten the Court about how this would affect municipalities. Right now, she said the people in front of them, the parties, are taxpayers in the State of New Hampshire. This case took an unprecedented position, where it asked the Supreme Court. To overturn Claremont, which is the long-standing precedent from the 1990s that said that the state has a constitutional obligation to provide an education. The effect of that request to the court is if they did overturn Claremont, the state would no longer have an obligation to provide an adequate education and of course, in the financial realm, that means that they would not pay potentially anything unless they felt so generous. Of course, the City Attorney noted the perspective from the municipalities would be while they currently have been collecting taxpayer funding to pick up the rest of what the state has not been funding, what that would effectively mean is we would be taking up the entire bill to provide education. So, in the Brief, which was filed on November 3, 2026, the municipalities talked about what the impact to the City of Keene would be, about how we collect for the school budget, but also have to collect for the governmental services that our citizens rely on, provided by the City of Keene. She said there have been several other Amicus Briefs filed by other organizations, such as the NEA and other groups interested in the decision. She noted that it was not yet scheduled for oral argument, but she would be keeping an eye on it, as would the whole Keene administration. Mayor Kahn thanked the City Attorney for the work she put into this, and for the collaboration with other cities in the state. The City Attorney also thanked the City Manager and Finance Department for walking her through the numbers.

REPORT - CITY OFFICERS AND DEPARTMENTS - RESIGNATION - JOHN THERRIAULT - CONSERVATION COMMISSION

A memorandum was received from Senior Planner Mari Brunner, recommending that the City Council accept the resignation of John Therriault from the Conservation Commission with gratitude for his service. A motion by Councilor Greenwald to accept the resignation with gratitude for time served was duly seconded by Councilor Powers.

Councilor Williams noted that John Therriault is the reason that Keene is a Bee City today.

The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Roberts was absent.

REPORT - CITY OFFICERS AND DEPARTMENTS - RESIGNATION - JILL BOUCHILLON - HERITAGE COMMISSION

A memorandum was received from Planner Megan Fortson, recommending that the City Council accept the resignation of Jill Bouchillon from the Heritage Commission with gratitude for her service. A motion by Councilor Greenwald to accept the resignation with gratitude for time served was duly seconded by Councilor Powers. The motion carried unanimously with 14 Councilors present and voting in favor. Councilor Roberts was absent.

ORDINANCE FOR FIRST READING - ESTABLISHING A MORATORIUM ON LARGE-SCALE DATA CENTER USES ORDINANCE O-2026-17

A memorandum was received from City Attorney Amanda Palmeira, recommending that Ordinance O-2026-17 be referred to the Joint Planning Board and Planning Licenses and Development Committee. Mayor Kahn referred Ordinance O-2026-17 to the Joint Planning Board and Planning Licenses and Development Committee for consideration at their December meeting. This Ordinance can be accessed on the website and in the City Clerk's office.

The Mayor noted that interested members of the public could also check in with the City Attorney about this Ordinance. He said he had been getting emails about what to do about data centers and what kind of conditions are set forth in the moratorium, and what expectations there will be on public bodies who set the moratoriums to follow certain guidance. He said there may be some people in the community with good knowledge of this and City staff would be scouring the nation as other states consider these guidelines.

Councilor Jones noted that when he introduced this item, he included data centers and cryptocurrency mining operations, and he asked whether the latter fell under the category of major data centers. Mayor Kahn said that within the packet and draft Ordinance, cryptocurrency mining operations were covered. The City Attorney agreed: the way the moratorium is structured right now is that cryptocurrency mining is like a use within data mining centers. So, she said it is kind of inclusive. She clarified that cryptocurrency mining is in the Ordinance but said it could be added to the title of the Ordinance as well.

Councilor Jones said, for the public, that December 17, 2026 is the day this Ordinance would be before the Council and that is when people could speak out. Mayor Kahn wondered what the step at the Joint Planning Board-Planning, Licenses and Development (PB-PLD) Committee would be for public input. Councilor Jones did not think the public would be allowed to speak at that meeting. He said the Planning Board would determine whether the Ordinance is consistent with the Master Plan and the Planning, Licenses and Development Committee would recommend the Public Hearing. Mayor Kahn thought the PB-PLD Committee had already recommended a Public Hearing. The City Attorney said the process they had gone through so far was the statutory step at the Planning Board, where they do their findings and they send it to City Council as the zoning ordinance technically going through the process. The PB-PLD Committee on December 14, 2026, as Councilor Jones mentioned, that would be before the public hearing. Then the public hearing would be three days later at City Council on December 17, 2026. Mayor Kahn said that then the Ordinance would be forwarded to the PLD Committee for their final recommendations. The City Attorney agreed, noting that would occur in January 2027.

ORDINANCE FOR SECOND READING - RELATING TO WELLS GARAGE LOWER LEVEL PUBLIC PARKING - ORDINANCE O-2026-16

A Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Ordinance O-2026-16. Mayor Kahn filed the Committee report. Ordinance O-2026-16, Relating to Wells Garage Lower Level Public Parking, was read into the record for a

second time. A motion by Councilor Powers to adopt Ordinance O-2026-16 was duly seconded by Councilor Chadbourne.

Mayor Kahn thanked Parking Operations Manager Chelsea North for bringing this forward. He also thanked Councilor Lake for pointing out what the Mayor thought everyone's feelings were, including the Parking Manager's. The Mayor said there were a few experiments going on: one on Main Street now and one in the Garage. He said the City would see how those work out. There would be more decisions in the next six months, he was sure, as the City would address how permanent these changes should be.

Councilor Tobin thought there was some discussion at the Committee about the amounts and the balance, and how those relate: maybe this is the right amount and maybe not. She did think that discussion was worth exploring. She also noticed that in the Parking Garage survey and feasibility study, there was some data about how people are choosing parking. She was hoping to factor that in forward in these decisions.

The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Roberts was absent.

RESOLUTION - RELATING TO THE ALLOCATION OF FUNDS FOR CONSTRUCTION OF THE MONADNOCK VIEW CEMETERY EXPANSION PROJECT - RESOLUTION R-2026-42

A Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-42. Mayor Kahn filed the Committee report. A motion by Councilor Powers to adopt Resolution R-2026-42 was duly seconded by Councilor Chadbourne. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Roberts was absent.

RESOLUTION - RELATING TO AN APPROPRIATION OF FUNDS FOR WATER SUPPLY TECHNICAL SERVICES - RESOLUTION R-2026-56

A memorandum was received from Assistant Public Works Director / Operations Manager, Aaron Costa, recommending that Resolution R-2026-56 be referred to the Finance, Organization and Personnel Committee for consideration and a recommendation to the City Council. Mayor Kahn referred Resolution R-2026-56 to the Finance, Organization and Personnel Committee.

NON-PUBLIC SESSION

At 9:01 PM, a motion by Councilor Greenwald to go into non-public session to discuss land matters pursuant to RSA 91-A:3,II(d), and personnel matters pursuant to RSA 91-A:3,II(a) was duly seconded by Councilor Powers. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Roberts was absent. Deputy City Manager Rebecca Landry and Public Works Director Don Lussier were invited to remain present for the first discussion item. The Mayor called a brief recess. The session commenced at 9:09 PM.

The session concluded at 9:58 PM. A motion by Councilor Greenwald to seal the minutes of the non-public session held this evening as divulgence of the information would render the proposed actions ineffective was duly seconded by Councilor Filiault. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Roberts was absent.

ADJOURNMENT

There being no further business, Mayor Kahn adjourned the meeting at 9:59 PM.

A true record, attest: Jessi Wood
City Clerk

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Mayor Jay V. Kahn

**Through:** Terri Hood, City Clerk

**Subject:** **Nomination - Bicycle, Pedestrian Path Advisory Committee, Conservation Commission**

---

**Recommendation:**

**Attachments:**
1. Cook, Kelly_redacted

**Background:**
I hereby nominate the following individual(s) to serve of the designated City board or commission:

**Bicycle, Pedestrian Path Advisory Committee**

Andy Holte — December 31, 2029
Moving from Alternate to Regular Member
Slot 1

**Conservation Commission**

Kelly Cook — December 31, 2027
Keene, NH
Regular Member
Slot 1

2026-550

**From:** City of Keene <developers@paragondigital.com>
**Sent:** Tuesday, November 17, 2026 8:39 AM
**To:** Meagan McLaughlin; Terri Hood; Heather Fitz-Simon
**Subject:** New submission from City Board or Commission Volunteer Form

Submitted on 11/17/2026

Submitted fields are:

**Name**

Kelly Cook

**Email**

[redacted]

**Phone**

[redacted]

**Address**

[redacted]
Keene, New Hampshire 03431
United States
Map It

**How long have you resided in Keene?**

32 years

**Employer**

Retired

**Occupation**

Retired Pharmacist

**Retired?**

Yes

**Please list any organizations, groups, or other committees you are involved in**

Ashuelot Park Advisory Board Member
Friends of Ashuelot Park
Natural Resources Steward through UNH Extension
Robin Hood Park Renovation Steering Committee

**Have you ever served on a public body before?**

Yes

**Please select the Boards or Commissions you would be most interested in serving on.**

- Conservation Commission

**Please let us know the Board or Commission that you are most interested in serving on.**

Conservation Commission

**Please share what your interests are and your background or any skill sets that may apply.**

I am in the current class for Natural Resources Stewards through UNH Extension. Stewards are strongly encouraged to volunteer to support our natural communities. I have helped Conservation Commission members with invasive plant removals and would like to make that a special interest if I am appointed to the Commission. Hiking the many trails in our local forests, I developed a fascination with the native plants populating the understory and want to protect them, which will also help our local wildlife.

**Suggest other public bodies of interest**

Many people I've talked to have expressed an interest in starting "Friends of" groups for some of our parks- Patricia Russell , Robin Hood etc. Perhaps this is something the Parks dept could coordinate with the Conservation Commission.

**Please provide two personal references:**

**Name**

Tracy Shalit

**Email**

[redacted]

**Phone**

[redacted]

**Name**

Charlotte Greenhalgh

**Email**

[redacted]

**Phone**

[redacted]

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Mark Rebillard

**Through:** Terri Hood, City Clerk

**Subject:** **Keene Downtown Group - Request to Use City Property - Ice and Snow Festival - February 6, 2027**

---

**Recommendation:**

**Attachments:**
1. 2027 KISF City Council Letter

**Background:**
Mr. Rebillard has submitted the annual request for a license to conduct the 2027 Ice and Snow Festival on City property on February 6, 2027.

2026-499

**Mark Rebillard**
Chairperson
PO Box 80
Keene, NH 03431
(603) 439-0321
Mark@DeepRootsMB.com

October 10, 2026

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

Dear Mayor Kahn and City Council,

On behalf of the Keene Downtown Group I ask the City of Keene to grant a license for the 24th annual Keene Ice & Snow Festival to be held on Saturday, February 6, 2027.

The Keene Downtown Group is a 501c3 nonprofit organization that has hosted the Keene Ice & Snow Festival as well as other community events such as the Keene Art Walk and The Keene Music Festival.

The Keene Ice & Snow Festival provides a free day of family fun in mid-winter and an economic boost to downtown businesses during a slow season. Scheduled activities include; a children's train ride, a snow slide, free hot chocolate at 12 participating downtown merchants, a scavenger hunt, campfire smores, character actors, face painting, a sugar on snow station and art from 15 ice carvers whose sculptures are illuminated to shine into the evening. Weather permitting this public art can last for a few days.

Thank you for your consideration.

Sincerely,

Mark Rebillard

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Councilor Laura Ruttle-Miller

**Through:** Terri Hood, City Clerk

**Subject:** **Councilor Ruttle-Miller - Resignation - At-Large Councilor**

---

**Recommendation:**

**Attachments:**
1. Communication_Ruttle-Miller

**Background:**
Councilor Ruttle-Miller has submitted her resignation as At-Large City Councilor effective January 21, 2027.

2026-536

November 11, 2026

City of Keene Clerk's Office
3 Washington Street
Keene, NH 03431

To the Honorable Mayor and City Council,

I am writing to inform you of my decision to resign from the City Council, effective January 21, 2027. This decision is solely the result of changing personal circumstances, as I will be relocating outside of the Keene community and will no longer be able to serve the residents I was elected to represent.

Serving as a member of the Keene City Council has been both an honor and a privilege. This experience has taught me how deeply rewarding it is to work on behalf of my friends and neighbors and to contribute to the community I care so much about.

I am grateful for the opportunity to serve alongside each of you, and I plan to continue finding ways to participate in local government and public service in the next chapter of my life.

Respectfully,

Laura E. Ruttle-Miller

Laura E. Ruttle-Miller

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Thomas White

**Through:** Terri Hood, City Clerk

**Subject:** **Thomas White - Resignation - Human Rights Committee**

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**Recommendation:**

**Attachments:**
1. Communication_White_redacted

**Background:**
Mr. White has submitted his resignation as an alternate member of the Human Rights Committee. He has served since October, 2025.

2026-537

27 October 2026

Alyssa Bender
312 Washington Street
Keene, NH 034312
abender@keenenh.gov

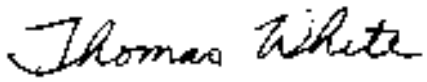
Dear Alyssa,

I am writing to inform you of my decision to resign from Keene's Human Rights Committee. Regretfully, due to my changing circumstances and the demands of my new work, I will not be able to remain an active participant in the important committee's mission in the way that I had imagined.

It has been an honor to be nominated to serve on a committee with such extraordinary individuals who represent the values and aspirations of our city so well. I will continue to support and promote the committee's work and help wherever and whenever I am able.

Thank you for the opportunity to serve. The work of the committee has never been more important and acts as a beacon of hope for democratic decency, diversity, safety, and welcoming.

Sincerely,



Thomas White
[redacted]
Keene, NH 03431

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Councilor Randy Filiault

**Through:** Terri Hood, City Clerk

**Subject:** **Councilor Filiault – Temporary Allowance of "Right Turn on Red" at Two Downtown Intersections**

---

**Recommendation:**

**Attachments:**
1. Communication_Filiault

**Background:**
Councilor Filiault has submitted a letter proposing that right turns on red be permitted at the intersections of Roxbury Street and West Street approaching Central Square as a temporary measure to help alleviate traffic congestion resulting from lane closures associated with the downtown construction project.

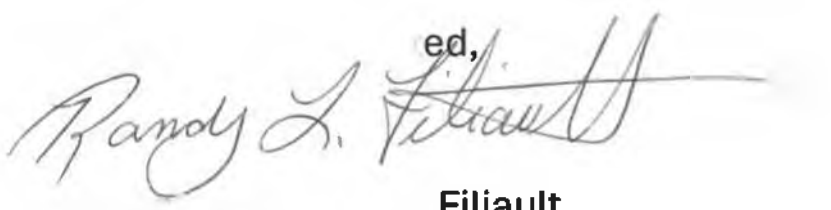
2026-543

November 16, 2026

To: Mayor Kahn and Keene City Council
From: City Councilor Randy Filiault
Subject: Right turns on red

During the current downtown construction project, several times I've sat in traffic on both Roxbury and West Streets, heading into Central Square, backed up significantly because of lane closures. Allowing a simple "right turn on red" at both those intersections would help alleviate unneeded traffic backup, until the time when new traffic control equipment is installed. This is a simple and common sense approach to assist keeping traffic moving more efficiently. I look forward to discussing my proposal at an upcoming MSFI committee meeting.

ed,



Filiault

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Frederick B. Parsells

**Through:** Terri Hood, City Clerk

**Subject:** **Frederick B. Parsells - Request for Raised Crosswalks on Main Street and at Court Street/Central Square**

---

**Recommendation:**

**Attachments:**
1. Communication_Parsells

**Background:**
Mr. Parsells has submitted a letter requesting the installation of raised crosswalks on Main Street near Eagle Court and at the intersection of Court Street and Central Square to reduce vehicle speeds and improve pedestrian safety.

2026-547

Honorable Mayor and Council

I recently learned from the Keene Director of Public Works that the current final plan for downtown does not include a raised/tabletop crosswalk on Main Street near Eagle Court or leading into Central Square from Court Street. I am aware of the proposed raised section of Main Street-Railroad Street-Gilbo Avenue and the proposed raised/tabletop crosswalk in Central Square in front of the church and on some of the side streets.

Given the concern raised by many Councilors during the one lane/two lane debate in Central Square as it regards pedestrian safety in front of the church, where there is almost no data or history of accidents involving pedestrians and motor vehicles, I don't understand why not one raised/tabletop crosswalk has been included in the final plan for Main Street by Eagle Court or where Court Street enters Central Square. These two areas cry out for a means of reducing the speed of some vehicles entering into the retail/pedestrian-friendly area of downtown. Virtually anyone who frequents downtown, as a pedestrian or motorist, can attest to the fact that these two areas are prone to vehicles driving too fast or not yielding to pedestrians or other vehicles as they enter the retail section of Main Street and Central Square. Accident records will prove that far more pedestrians have been struck over the years by vehicles on Main Street and accidents or near miss accidents have occurred in Central Square near Court Street then have ever happened or occurred in front of the church on Central Square; yet not a peep from those Councilors who were so passionate about pedestrian safety at the referenced Council meeting.

Perhaps the fact that a number of Councilors are relatively new to Keene and lacking in historical or institutional knowledge would speak to this pedestrian and vehicle safety oversight.

Such raised/tabletop crosswalks are relatively inexpensive and easy to create. Why is the Council not as concerned about pedestrian and vehicle safety on Main Street and Central Square as it is on Central Square in front of the Church?

I urge you to not accept this letter merely as informational and file it away but rather assign it to the MSFI Committee and allow for public input and the committee's consideration.

Frede lls

[redacted], Keene NH

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Planning, Licenses and Development Committee, Standing Committee

**Through:**

**Subject:** **Direct Referral to Committee: Keene Sno-Riders - Requesting Permission to Run Snowmobiles in the Right-of-Way along Krif Road from Ashuelot Rail Trail to Winchester Street**

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**Recommendation:**

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to Keene Sno-Riders to use the following locations on City property for a snowmobile trail: the right-of-way along the north side of Krif Road from Krif Court to Winchester Street; City property identified by tax map numbers: 115- 023-000-000-000; 109-027-000-000-000; 204-001-000-000-000; the crossing of Winchester Street at Krif Road; and the crossing of Production Avenue approximately 200 +/- feet south of NH Route 9. As well as access to the Class VI Portion of the Old Gilsum Road starting approximately one mile from the Gilsum Town Line and going north, ("Premises") for the following purpose: for a snowmobile trail, and under the following conditions: Said use shall commence on December 15, 2026, and expire on March 30, 2027, and is subject to the following conditions: the signing of a revocable license and indemnification agreement; and the submittal of a certificate of liability insurance in the amount of $1,000,000, naming the City of Keene as additionally insured. In addition, the Keene Sno-Riders, Inc. will be responsible (including all associated costs) for furnishing, installing and maintaining of all signage/marking; which shall be furnished and installed in accordance with the Snowmobile Trail Standards published by NH Department of Business and Economic Affairs and the Manual for Uniform Traffic Control Devices (MUTCD); all signage/markings installed shall be removed from the City right-of-way and City property when there is no longer any snow cover; no structures, including but not limited to buildings, shelters, lights, displays, walls, etc. shall be permitted with the City right-of-way or on City property; no parking of motor vehicles or trailers and no catering servicing activities of any kind shall be permitted within the City right-of-way or on City property; grooming shall not extend outside the right-of-way of Krif Road; snow windows shall be groomed to provide adequate sight distances in conformance with AASHTO Standards and a gentle sloping approach at all road and driveway intersections; no part of the City Street (paved surfaces) may be used by off- highway recreational vehicles (OHRV) or their operators for any purpose, other than direct crossing; and that Keene Sno-Riders, Inc. shall be responsible for the repair of any damage (including costs) in the City right-of-way and property shall only be used when there is snow cover. All crossing of public right of ways shall be made and maintained as perpendicular with the right of way being crossed.

**Attachments:**
None

**Background:**
City Manager Elizabeth Ferland addressed the Committee and stated that this letter is an annual request from the Keene Sno-Riders to utilize City rights-of-way along Krif Road and Ashuelot Rail Trail to Winchester Street. They are not requesting any changes. She noted the request came in after the last Council meeting and hence has been directed to the PLD Committee.

Mr. Jeremy Evans, President for Sno-Riders thanked the City for their consideration.

Councilor Haas thanked the Sno-Riders for keeping the trails maintained.

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

On a vote of 5 to 0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to Keene Sno-Riders to use the following locations on City property for a snowmobile trail: the right-of-way along the north side of Krif Road from Krif Court to Winchester Street; City property identified by tax map numbers: 115- 023-000-000-000; 109-027-000-000-000; 204-001-000-000-000; the crossing of Winchester Street at Krif Road; and the crossing of Production Avenue approximately 200 +/- feet south of NH Route 9. As well as access to the Class VI Portion of the Old Gilsum Road starting approximately one mile from the Gilsum Town Line and going north, ("Premises") for the following purpose: for a snowmobile trail, and under the following conditions: Said use shall commence on December 15, 2026, and expire on March 30, 2027, and is subject to the following conditions: the signing of a revocable license and indemnification agreement; and the submittal of a certificate of liability insurance in the amount of $1,000,000, naming the City of Keene as additionally insured. In addition, the Keene Sno-Riders, Inc. will be responsible (including all associated costs) for furnishing, installing and maintaining of all signage/marking; which shall be furnished and installed in accordance with the Snowmobile Trail Standards published by NH Department of Business and Economic Affairs and the Manual for Uniform Traffic Control Devices (MUTCD); all signage/markings installed shall be removed from the City right-of-way and City property when there is no longer any snow cover; no structures, including but not limited to buildings, shelters, lights, displays, walls, etc. shall be permitted with the City right-of-way or on City property; no parking of motor vehicles or trailers and no catering servicing activities of any kind shall be permitted within the City right-of-way or on City property; grooming shall not extend outside the right-of-way of Krif Road; snow windows shall be groomed to provide adequate sight distances in conformance with AASHTO Standards and a gentle sloping approach at all road and driveway intersections; no part of the City Street (paved surfaces) may be used by off- highway recreational vehicles (OHRV) or their operators for any purpose, other than direct crossing; and that Keene Sno-Riders, Inc. shall be responsible for the repair of any damage (including costs) in the City right-of-way and property shall only be used when there is snow cover. All crossing of public right of ways shall be made and maintained as perpendicular with the right of way being crossed.

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Finance, Organization and Personnel Committee, Standing Committee

**Through:**

**Subject:** **Acceptance of Donation for Library Makerspace Staffing**

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**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 accept and expend a donation of $22,000 from the Friends of the Keene Public Library to fund Makerspace staff.

**Attachments:**
None

**Background:**
Library Director Marty Fiske addressed the Committee and introduced Amy Kraemer, Head of Youth Services and Community Engagement. She indicated the Library has received a donation of $22,000 from the Friends of the Keene Public Library to fund the Makerspace staff. The Friends have been paying for this staffing since 2016. She explained Makerspace staff maintain all the equipment and conduct training for community members. They also work with librarians to design and provide the programs and order materials that is used for programming in Makerspace. Makerspace currently has one person on staff who works 25 hours a week.

Ms. Fiske next talked about usage, noting that the total new users to date is 65. Last year new users were 42. Total usage is up by 145%. Makerspace has staff available 93% of the time.

Ms. Kraemer talked about some of the things the community use Makerspace for. There are high school students and middle school students who are learning how to use 3D modeling software and because they don't have the opportunity to print at school, they use Makerspace for printing. There is an individual who does a lot of charitable work, and they come in makes flyers and posters for kids. There is a non-profit that has been using Makerspace to create educational literacy materials for their educational programs.

Councilor Chadbourne commended the success of this program and stated she has used this program for her gardening projects. She asked staff with the program continuing to grow whether they anticipate at some point having to increase the number of staff hours and whether the Friends of the Library would continue to fund it, or would it have to be semi funded by taxpayers. Ms. Fiske

stated they are working on an idea that may allow them to expand the program by not using any taxpayer funding but are not ready to discuss details yet.

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 Manager be authorized to do all things necessary to accept and expend a donation of $22,000 from the Friends of the Keene Public Library to fund Makerspace staff.

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Finance, Organization and Personnel Committee, Standing Committee

**Through:**

**Subject:** **Authorization to Negotiate and Execute Agreements with Monadnock Aviation, Inc.**

---

**Recommendation:**
On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute extensions of, or replacement agreements for the Terminal Lease, Operating Rights Agreement for FBO Services, Fuel Operating Rights Agreement, and Refueling Equipment Lease with Monadnock Aviation, Inc. at Dillant-Hopkins Airport.

**Attachments:**
None

**Background:**
Airport Director, Ryan Cooley was the next speaker. Mr. Cooley stated Monadnock Aviation, the Airport's fixed based operator is looking to extend their lease and operating agreement which are scheduled to expire in 2029. The request involves four agreements covering FBO operations, fueling flights, fuel farm equipment and terminal space. Even though there are three remaining years left on their current agreement, they are looking for greater long-term certainties to support financing future investments and continued business development at the airport. They have requested a five-year extension with two additional five-year renewal options. Mr. Cooley stated staff at this point is not asking the Committee to approve any specific lease terms but are requesting authorization for the City Manager to negotiate and execute extensions or replacement agreements.

Councilor Chalice asked how long Monadnock Aviation has had a lease agreement with the City.

Mr. Cooley stated Monadnock Aviation has been the City's FBO for decades and have run the airport operations for many years.
Councilor Chadbourne felt Monadnock Aviation has been instrumental in the success of the airport and has helped grow the airport and felt the City should be supportive of this request.

Councilor Roberts felt the City should wholeheartedly support this request and noted when he first started on the City Council there were quite few issues with other groups operating out of the airport.

The City has not had any of those problems in the last 10 or 15 years with the current operator.

Councilor Favolise stated he would like to make a general statement about the importance of having stable operations and a stable FBO at the airport if the City is trying to move forward on many development and investment projects at the airport.

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

On a vote of 5 to 0 the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute extensions of, or replacement agreements for the Terminal Lease, Operating Rights Agreement for FBO Services, Fuel Operating Rights Agreement, and Refueling Equipment Lease with Monadnock Aviation, Inc. at Dillant-Hopkins Airport.

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Paul Andrus, Community Development Director

**Through:** Elizabeth Ferland, City Manager

**Subject:** **Community Revitalization Tax Relief Incentive Program (RSA 79-E) - 64 Main Steet**

---

**Recommendation:**
That the Mayor set a public hearing regarding the RSA 79-E Community Revitalization Tax Relief application submitted by Panayiotis Panourgias, owner of the property located at 64 Main Street.

**Attachments:**
1. 64 main st full app with attachments_redacted
2. R-2025-35_Adopted (1)

**Background:**
The City's RSA 79-E Committee has completed its review of the application submitted by Panayiotis Panourgias, owner of 64 Main Street, who is seeking temporary tax relief through the City's Community Revitalization Tax Relief Incentive Program.

The Committee has determined that the application is complete and recommends that a public hearing be scheduled in accordance with RSA 79-E. The proposed project involves the substantial rehabilitation of an existing three-story commercial building, converting the second and third floors from commercial office space into 22 residential apartments, with 11 units on each floor. The existing ground-floor commercial spaces, including a restaurant, salon, and one vacant retail space, would remain in commercial use.

The building was constructed in approximately 1930 and is located within both the City's designated RSA 79-E district and Historic District. The proposed redevelopment would preserve the building's mixed-use character while introducing additional housing into downtown Keene and supporting the continued use of existing building stock.

The application identifies an estimated project cost of approximately $1.3 million. Proposed improvements include substantial interior renovations, construction of new residential units, electrical and plumbing upgrades, heating and cooling systems, and new fire sprinkler and alarm systems.

Exterior improvements would include window repairs or selective replacements and general façade maintenance.

The applicant identifies several public benefits associated with the project, including the creation of additional downtown housing, increased economic activity, efficient reuse of existing commercial space, and improvements to building safety.

The project has received the necessary Planning Board approvals. At this time, no construction work has commenced, as the applicant is awaiting consideration of the RSA 79-E tax relief application, consistent with guidance provided by City staff.

The City Council will make the final findings required under RSA 79-E, including whether the property constitutes a qualifying structure, whether the proposed work meets the substantial rehabilitation requirements, and whether the project provides the required public benefit.

Following the public hearing, the application would be referred to the Finance, Organization and Personnel Committee for review and recommendation to the City Council. The Council will ultimately determine whether to approve the application and, if approved, the duration of tax relief.

## Applicant Information

### Applicant Name

PANAYIOTIS PANOURGIAS

### Is the Applicant the Property Owner?

Yes

### Address

[redacted]
WINDHAM, NH 03087
United States
Map It

### Phone

[redacted]

### Email

[redacted]

## Building Information

### Building Name (If Any)

64 MAIN STREET

**Building Address**

64 MAIN STREET
KEENE, NH 03431
United States
Map It

**Tax Map Lot #**

575-056-000-001

**Cheshire County Registry of Deeds Book #**

3365

**Page #**

0678

**Gross Square Footage of Building**

TBD

**Year Built**

1930

**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 existing property at 64 Main Street in Keene, New Hampshire, is a three-story mixed-use commercial building. The first floor consists of three commercial retail units, including an operating Chinese restaurant, a salon, and one currently vacant unit. The second and third floors are presently configured for commercial office use.

**Describe Proposed Uses**

The proposed redevelopment of 64 Main Street in Keene, New Hampshire, will transform the existing three-story commercial building into a mixed-use property incorporating both commercial and residential spaces. The first floor will maintain its existing commercial use, preserving the current Chinese restaurant and salon while actively seeking to attract a new business to occupy the vacant retail space. This approach will support downtown Keene's commercial activity, encourage local business growth, and contribute to a vibrant Main Street environment.

The second and third floors will undergo a comprehensive conversion from commercial office space into residential apartments, with 11 units on each floor, creating a total of 22

new residential units. This redevelopment will introduce much-needed housing opportunities in downtown Keene, increase the number of residents living within walking distance of local businesses, restaurants, and services, and contribute to the long-term economic vitality of the downtown district. The project aims to revitalize underutilized commercial space while preserving the building's mixed-use character and supporting the continued growth and development of downtown Keene.

**Is a change of use associated with this project?**

Yes

**If yes, please describe:**

The proposed project involves a change of use of the upper floors of the existing building at 64 Main Street, Keene, New Hampshire, from commercial office space to residential use. The redevelopment will convert the existing commercial areas into 22 residential apartment units, including new kitchens, bathrooms, bedrooms, and living spaces. The existing ground-floor commercial spaces will remain in commercial use. The project will provide additional housing in downtown Keene while preserving the building's mixed-use character.

**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**

**Structural Work:**

N/A

**Cost of Work:**

N/A

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

WINDOWS:
Exterior alterations will be limited to window repairs and selective replacements. The majority of existing windows will remain in place, while windows that are damaged or deteriorated will be repaired or replaced as necessary to improve functionality, energy efficiency, and overall building condition.

**Estimated Cost (Windows): $15,000**

FACADE:
Facade improvements will include cleaning, minor exterior repairs, routine maintenance, and general upkeep of the existing building facade. The work will focus on addressing areas of deterioration, improving the building's overall appearance, and preserving its architectural character.

**Estimated Cost: $25,000**

**Cost of Work:**

$40,000

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

**Interior Alterations:**

The proposed renovations will include substantial interior alterations to convert the existing commercial space on the upper floors of the building into 22 residential apartment units. Work will involve demolition and removal of existing interior materials and finishes as necessary to accommodate the new residential layouts. New interior walls and partitions will be constructed to establish individual apartment units, bedrooms, bathrooms, kitchens, hallways, and common areas.

Interior construction will include framing, insulation, drywall installation, taping, finishing, and painting throughout the renovated areas. Additional improvements will include the installation of interior doors, apartment entry doors, door hardware, baseboards, moldings, and other necessary interior finishes. Existing surfaces will be repaired or replaced as needed to accommodate the proposed residential use.

Each apartment will receive kitchen cabinetry, countertops, bathroom vanities, and associated interior finishes. Flooring improvements will be completed throughout the residential units and applicable common areas. The renovations will focus on creating functional, comfortable residential living spaces while making practical use of the building's existing layout and structural configuration.

The overall scope of interior alterations will be completed in accordance with applicable building codes and residential occupancy requirements. Final material selections and construction details will be determined based on existing building conditions, project requirements, and overall feasibility.

Total Estimated Cost: $450,000+

**Cost of Work:**

$450,000+

**Electrical:**

Electrical work will include the installation and upgrading of wiring, electrical panels, outlets, switches, lighting, and associated electrical systems to accommodate all 22 new residential units. Additional electrical improvements will be made throughout common areas, including hallways, stairwells, and shared facilities, to ensure safe and efficient operation.

**Estimated Cost: $340,000**

**Cost of Work:**

$340,000

**Plumbing/Heating:**

Plumbing:
Plumbing work will include the installation and upgrading of water supply lines, drainage systems, and plumbing fixtures for all 22 residential units, including kitchens and bathrooms. Additional plumbing improvements will accommodate common areas and shared facilities.

**Estimated Cost (Materials & Labor): $300,000**

**Cost of Work:**

$300,000

**Mechanical:**

Heating & Air Conditioning (HVAC):
HVAC work will include the installation of heating and air conditioning systems to provide efficient temperature control throughout the 22 residential units, along with necessary improvements to serve applicable common areas.

**Estimated Cost: $48,000**

**Cost of Work:**

$48,000

**Energy Efficiency:**

Energy Efficiency Improvements:
The proposed renovations will incorporate energy-efficient appliances and LED lighting throughout the property. As the project progresses, additional opportunities to improve energy efficiency may be considered, including insulation, building materials, and other practical improvements. Any additional measures will be determined based on the existing building conditions, project feasibility, and overall renovation requirements.

Estimated Cost: TBD

**Cost of Work:**

TBD

**Other:**

Sprinkler System:
Work will include the installation of a new fire sprinkler system throughout the building to provide fire protection for all 22 residential units, hallways, stairwells, and applicable

common areas. The new system will be designed and installed to meet applicable fire safety and building code requirements.

**Estimated Cost (Including Preparation): $100,000

Fire Alarm System:
Work will include the replacement and upgrading of the existing fire alarm system with a new, comprehensive fire alarm and detection system throughout the building. Improvements will include new smoke detectors, alarm notification devices, associated wiring, and control equipment to enhance occupant safety and ensure compliance with applicable fire and life safety regulations.

**Estimated Cost: $30,000**

**Cost of Work:**

$130,000

**Total Estimated Project Cost:**

$1,308,000+

**Estimated Project Start Date:**

11/01/2026

**Expected Project Completion Date:**

11/01/2027

**Public Benefit**

**Enhances the economic vitality of downtown areas.**

Yes

**If yes, please describe:**

The proposed redevelopment of 64 Main Street will contribute to the economic vitality of downtown Keene by converting underutilized commercial space into 22 residential apartment units. The addition of new residential housing in the downtown area is expected to increase foot traffic and support local businesses, restaurants, and service providers by bringing additional residents within walking distance of existing establishments. The project will also promote the productive reuse of existing building space, support continued investment in the downtown area, and contribute to the long-term economic stability and vibrancy of downtown Keene.

**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 proposed redevelopment of 64 Main Street will promote efficient use of existing building space through the conversion of underutilized commercial areas into 22 residential apartment units. The project will provide additional housing within downtown Keene, offering residents convenient access to local businesses, services, and community amenities. The renovations will incorporate applicable building and life safety requirements while supporting the continued use and improvement of the existing property. The project is intended to contribute to a more active, accessible, and connected downtown community, consistent with the general objectives of Keene's Comprehensive Master Plan.

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

Yes

**If yes, please describe:**

The proposed redevelopment is expected to create at least one new, permanent, full-time employment opportunity in downtown Keene. The position will involve ongoing property maintenance, general repairs, upkeep of common areas, and other responsibilities associated with the operation and management of the properties. This position will support the long-term operation and maintenance of the properties.

**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.**

No

**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**



**Date**

10/25/2026

**Owner**



**Date**

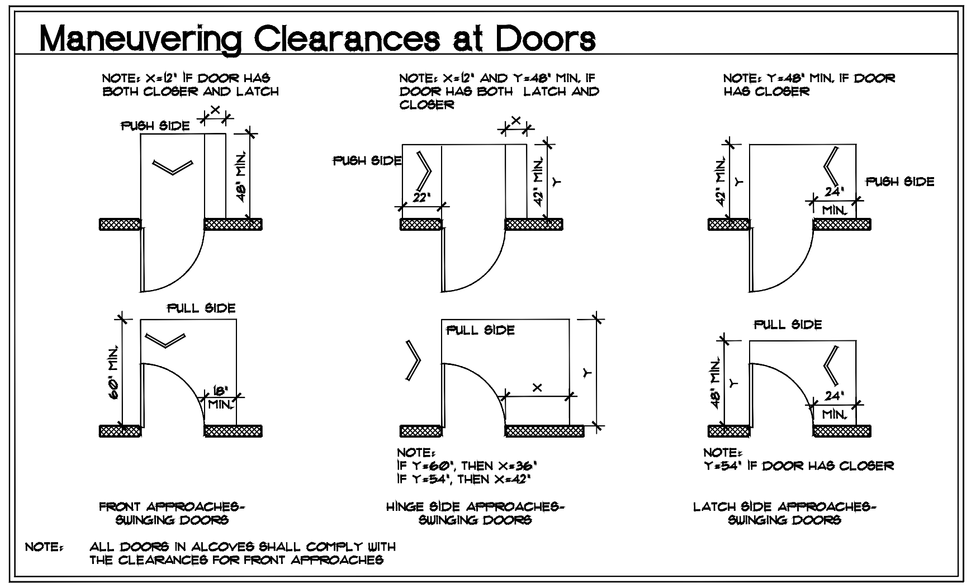
10/25/2026

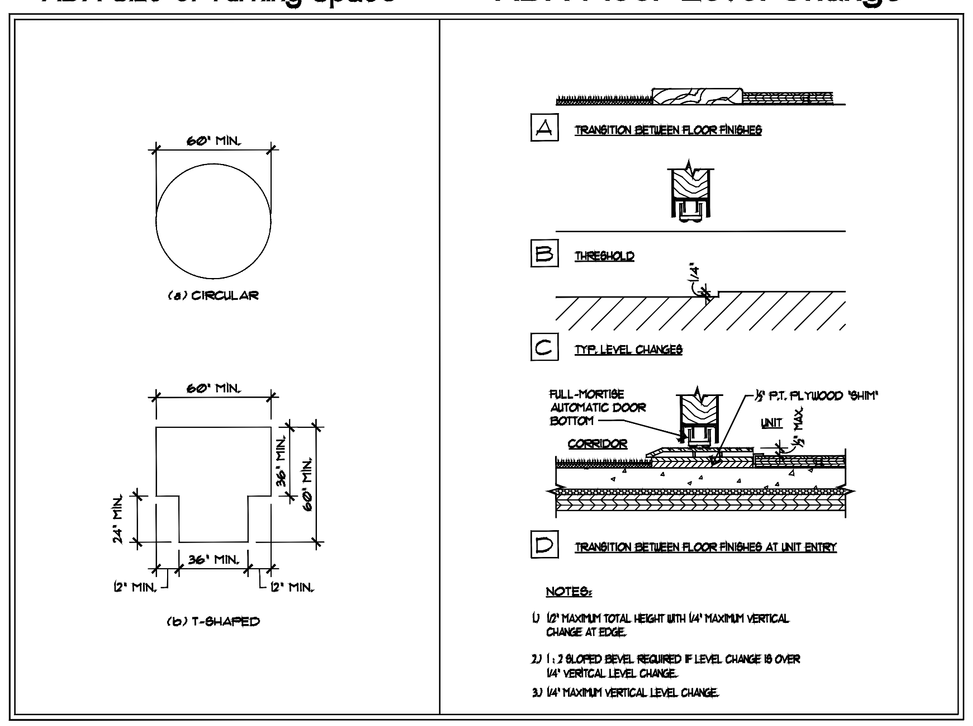
# 64 Main st cost summary and vendor quotes.

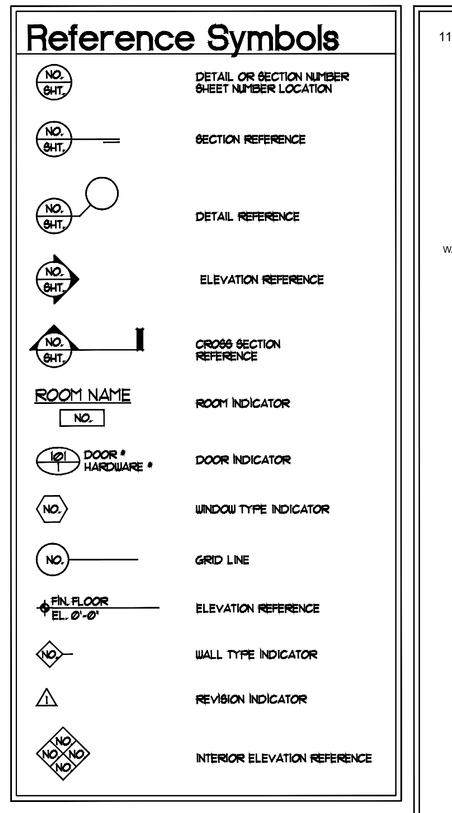
| | totals | | |
|---|---|---|---|
| DMC drywall systems | 287,043.00 | framing, insulation, drywall, taping | |
| JMA architect | 19,200.00 | architectural drawings 60% of total | |
| AB precision Electric | 340,000.00 | materials+labor | |
| Monadnock plumbing | 300,000.00 | materials +labor. excludes coring | |
| coring cost | 13000 | | |
| heat+ac | 48000 | heat and ac | |
| flooring 15400 sq ft | 77,000.00 | labor+ sealer polished cement | |
| | 0.00 | materials | |
| cabinets materials | 37,500 | based on hd pricing. 4 lowers 4 uppers+ toe kicks and hardware $1753 per unit. - 10%bidroom | |
| granite counters | 11,440 | based on bargain outlet slab prices | |
| counter labor | 5,000 | | |
| paint labor + materials | 51,000 | 1800k 1 bedrrom, 2200 2 bedroom, 2600 3 bedroom 41k without halls | |
| wood trim materials | 17500 | calculated off linear feet of trim witjh 20% off hd bld room | 1.55Xtotal sq footageX15% waste=27,000-29819 linear ft of base trim |
| 22 exterior doors | 5049 | calculated off pricing of doors. metal exterior doors, hollow core interior doors. 10% off bidroom prices | |
| 48 interior doors | 5961 | | |
| door install labor | 5200 | based off 80 hours $65 per hour 1 guy | |
| demo labor 3 weeks 8 guys | 24000 | | |
| drop ceiling demo and reintal | ? | | |
| dumpsters 1330 each. monadnock disposal. 12 dumpsters | 16000 | | |
| dumpster permits | 1000 | 603-352-6550 dumpster permits | |
| water main | 42000 | estimate based on online data | |
| windows | 15000 | 10-15 window 6x5 roughly $1000 each $28 sq ft roughly materials only | |
| exterior dumster area | ? | | |
| sprinkler system | 115000 | been waiting for 2 months for design | |
| sprinkler system prep | 1500 | sprinkler co does not cover any wall penetrations | |
| alarm | 30000 | waiting on design/ my estimate | |
| facade materials and labor | 25000 | | |
| scaffolding | | | |
| gc budget | 115000 | | |
| bathroom vanity | 7700 | $350 a piece | |
| vanity labor | 1000 | | |
| legal | 2500 | | |
| | | | |
| | | | |
| | | granite state glass numbers $800 per window 5x6 tmpered tinted | |
| | | | |
| | | | |
| | | | |
| | 1,618,593.00 | total | |

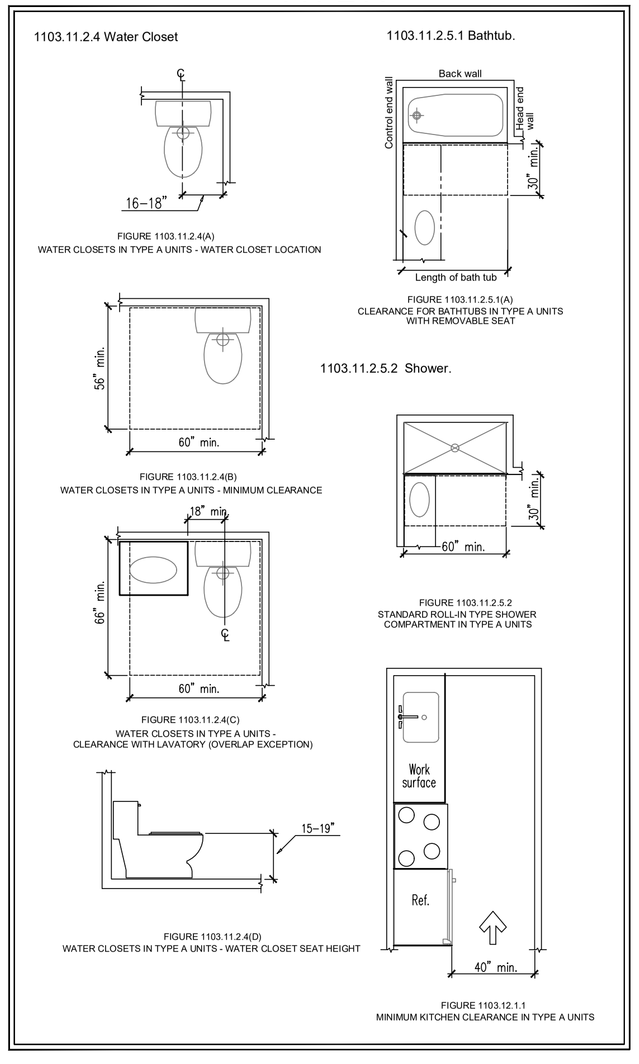
# 64 Main st cost summary and vendor quotes.

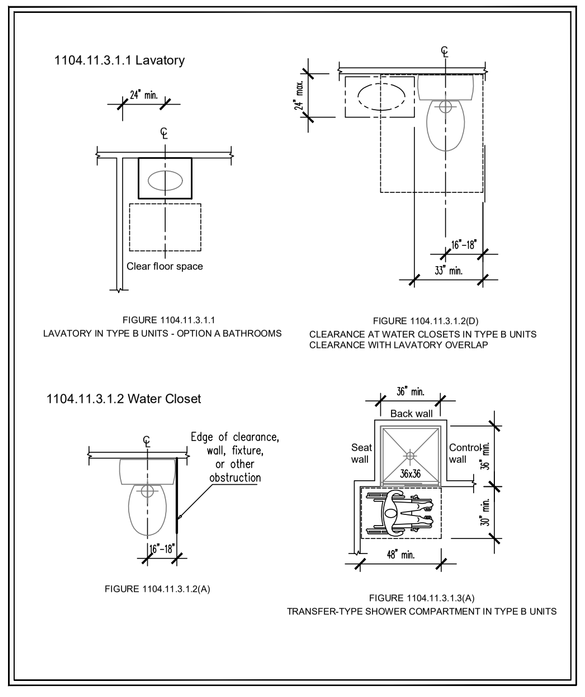
| | totals | | | | | | |
|---|---|---|---|---|---|---|---|
| DMC drywall systems | $287,043.00 | framing, insulation, drywall, taping | | | | | |
| JMA architect | $19,200.00 | architectural drawings 60% of total | | | | | |
| AB precision Electric | $340,000.00 | materials+labor | | | | | |
| Monadnock plumbing | $300,000.00 | materials +labor. excludes coring | | | | | |
| coring cost | $13,000.00 | | | | | | |
| heat+ac | $48,000.00 | heat and ac | | | | | |
| flooring 15400 sq ft | $77,000.00 | labor+ sealer polished cement | | | | | |
| | $0.00 | materials | | | | | |
| cabinets materials | $37,500.00 | based on hd pricing. 4 lowers 4 uppers+ toe kicks and hardware $1753 per unit. - 10%bldroom | | | | | |
| granite counters | $11,440.00 | based on bargain outlet slab prices | | | | | |
| counter labor | $5,000.00 | | | | | | |
| paint labor + materials | $51,000.00 | 1800k 1 badrrom, 2200 2 bedroom, 2600 3 badroom 41k without halls | | | | | |
| wood trim materials | $17,500.00 | calculated off linear feet of trim witjh 20% off hd bid room | 1.55Xtotal sq footageX15% waste=27,000-29819 linear ft of base trim | | | | |
| 22 exterior doors | $5,049.00 | calculated off pricing of doors. metal exterior doors. hollow core interior doors. 10% off bidroom prices | | | | | |
| 48 interior doors | $5,961.00 | | | | | | |
| door install labor | $5,200.00 | based off 80 hours $65 per hour 1 guy | | | | | |
| demo labor 3 weeks 8 guys | $24,000.00 | | | | | | |
| drop ceiling demo and reintal | ? | | | | | | |
| dumpsters 1330 each. monadnock disposal. 12 dumpsters | $16,000.00 | | | | | | |
| dumpster permits | $1,000.00 | 603-352-6550 dumpster permits | | | | | |
| water main | $42,000.00 | estimate based on online data | | | | | |
| windows | $15,000.00 | 10-15 window 6x5 roughly $1000 each $28 sq ft roughly materials only | | | | | |
| exterior dumster area | ? | | | | | | |
| sprinkler system | $115,000.00 | been waiting for 2 months for design | | | | | |
| sprinkler system prep | $1,500.00 | sprinkler co does not cover any wall penetrations | | | | | |
| alarm | $30,000.00 | waiting on design/ my estimate | | | | | |
| facade materials and labor | $25,000.00 | | | | | | |
| scaffolding | | | | | | | |
| gc budget | $115,000.00 | | | | | | |
| bathroom vanity | $7,700.00 | $350 a piece | | | | | |
| vanity labor | $1,000.00 | | | | | | |
| legal | $2,500.00 | | | | | | |
| mortgage int $900000 259 day | $48,000.00 | | | | | | |
| renovation intrest | $48,000.00 | | | | | | |
| Holding cost | $110,000.00 | granite state glass numbers $800 per window 5x6 tmpered tinted | | | | | |
| misc | | | | | | | |
| | | | | | | | |
| Total renovation + holding costs: | $1,824,593.00 | total | | | | | |
| Aqusition | $800,000.00 | | | | | | |
| down payment | -$300,000.00 | | | | | | |
| Property cost | $2,724,593.00 | | | | | | |
| total rents commercial | $8,500.00 | | | | | | |
| projected rents - 22 units | $33,000.00 | | | | | | |
| operating expenses | -$12,700.00 | | | | | | |
| net | $27,645.00 | | | | | | |
| net yearly | $331,700.00 | | | | | | |
| value at 7% cap | $4,738,571.43 | | | | | | |
| refi at 75% of value | $3,553,928.57 | | | | | | |
| refi pullout cash | $1,184,642.86 | | | | | | |
| net if sold | $2,013,978.43 | | | | | | |




# PYK INVESTMENT GROUP, LLC

218 Federal Hill Road

Hollis, New Hampshire 03049

# 64 Main Street Apartments

64 Main Street

Keene, New Hampshire 03431

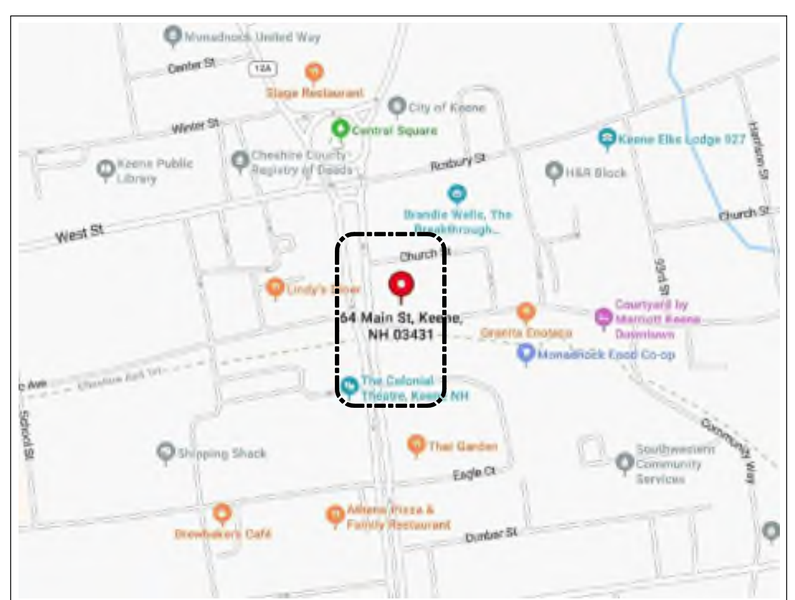
OCTOBER 19, 2026 BUILDING PERMIT DRAWINGS

## SCOPE OF PROJECT:

- CONVERT SECOND AND THIRD FLOOR AND CLINICAL OFFICES INTO A TOTAL OF 22 RENTAL APARTMENTS
- THREE EXISTING COMMERICAL TENANT SPACES ON THE FIRST FLOOR TO REMAIN

DRAWING LIST


| | |
|---|---|
| | COVER |
| A1.00 | FIRESTOPPING DETAILS |
| A1.01 | UNIT SQUARE FOOTAGE DIAGRAMS |
| A1.02 | EXISTING SECOND FLOOR/DEMO PLAN |
| A1.03 | EXISTING THIRD FLOOR/DEMO PLAN |
| A2.00 | PROPOSED GROUND FLOOR PLAN |
| A2.01 | PROPOSED SECOND FLOOR PLAN |
| A2.02 | PROPOSED THIRD FLOOR PLAN |
| A3.00 | EXTERIOR ELEVATION, BUILDING SECTION |
| A3.01 | EXTERIOR ELEVATION |


LOCATION MAP




AERIAL VIEW


JMA ARCHITECTS + PLANNERS
Four New Street, Unit 101
Newburyport, Massachusetts 01950
[phone] 978. 465. 2263 [mobile] 978.621. 0811


LICENSED ARCHITECT JEANNE M ALLEN No. 03941 STATE OF NEW HAMPSHIRE

PROJECT NAME:
APARTMENT CONVERSION PROJECT
64 MAIN STREET
KEENE, NEW HAMPSHIRE 03431

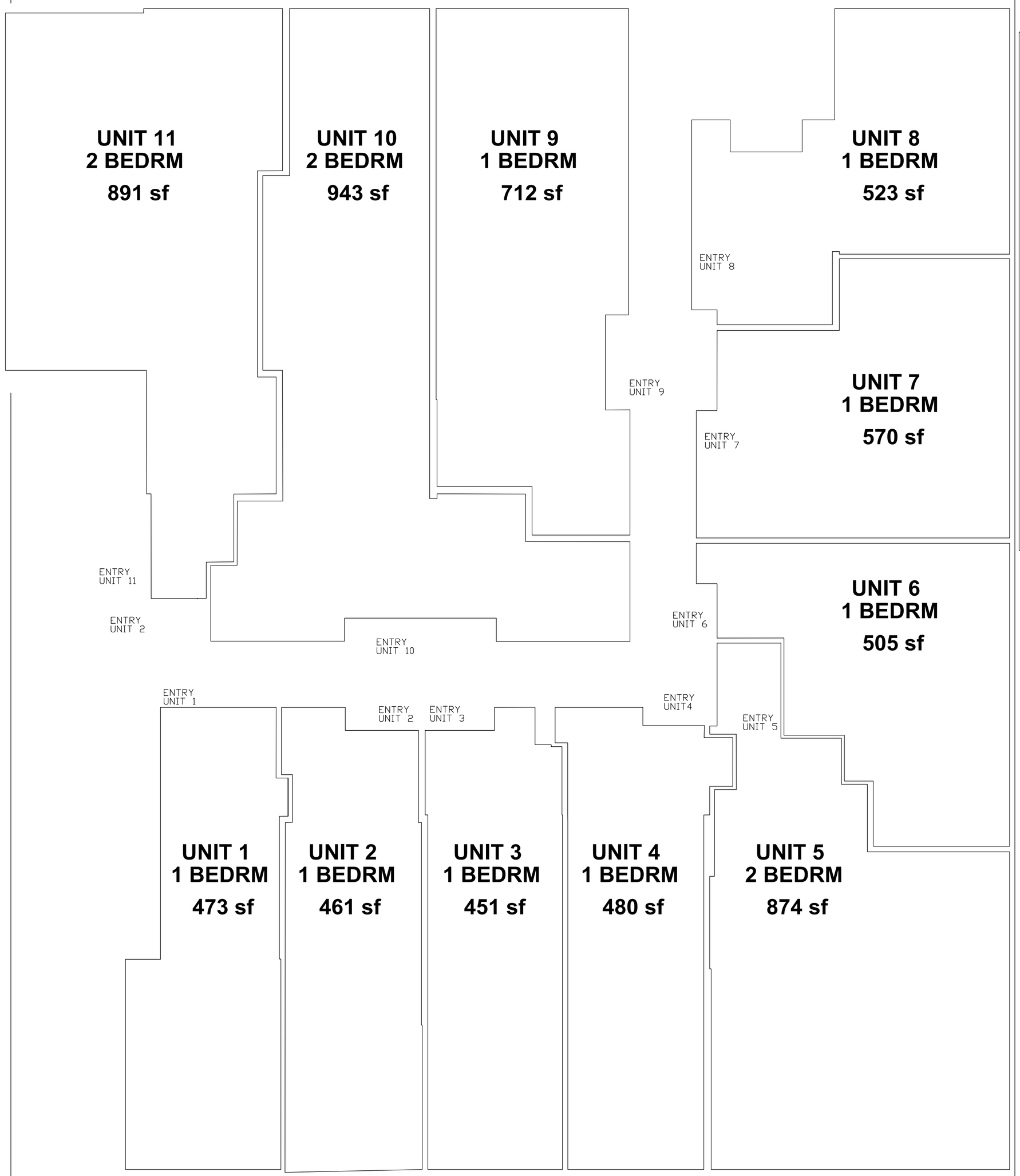
SHEET TITLE:
COVER

REVISIONS

| NO. | DATE | REVISION |
|---|---|---|
| | | |

| | |
|---|---|
| DRAWN BY: | BDO |
| DATE : | OCTOBER 19, 2026 |
| SCALE: | 3/16" = 1'-0" |
| JOB NO.: | JU13 - 75K |

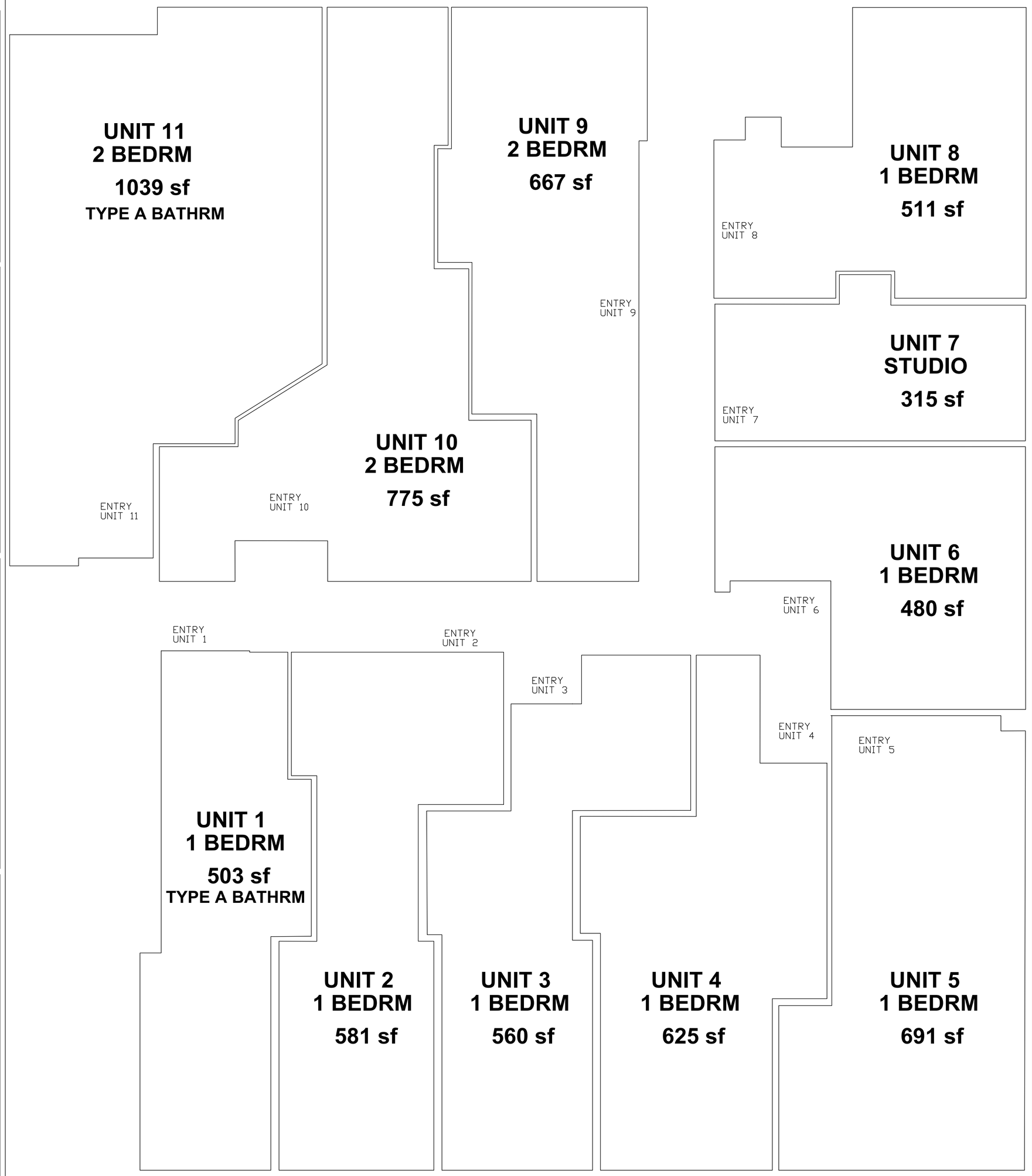
SHEET
COVER




## THIRD FLOOR - 11 APARTMENTS

8 – ONE BEDROOM
3 – TWO BEDROOM

SCALE : 3/16" = 1'-0"




## SECOND FLOOR - 11 APARTMENTS

1 – STUDIO
8 – ONE BEDROOM
2 – TWO BEDROOM

SCALE : 3/16" = 1'-0"

JMA ARCHITECTS + PLANNERS
Four New Street, Unit 101
Newburyport, Massachusetts 01950
[phone] 978. 465. 2263 [mobile] 978.621. 0811

LICENSED ARCHITECT
JEANNE M ALLEN
No. 10941
STATE OF NEW HAMPSHIRE

PROJECT NAME:
APARTMENT CONVERSION PROJECT
64 MAIN STREET
KEENE, NEW HAMPSHIRE 03431

SHEET TITLE:
UNIT SF DIAGRAM

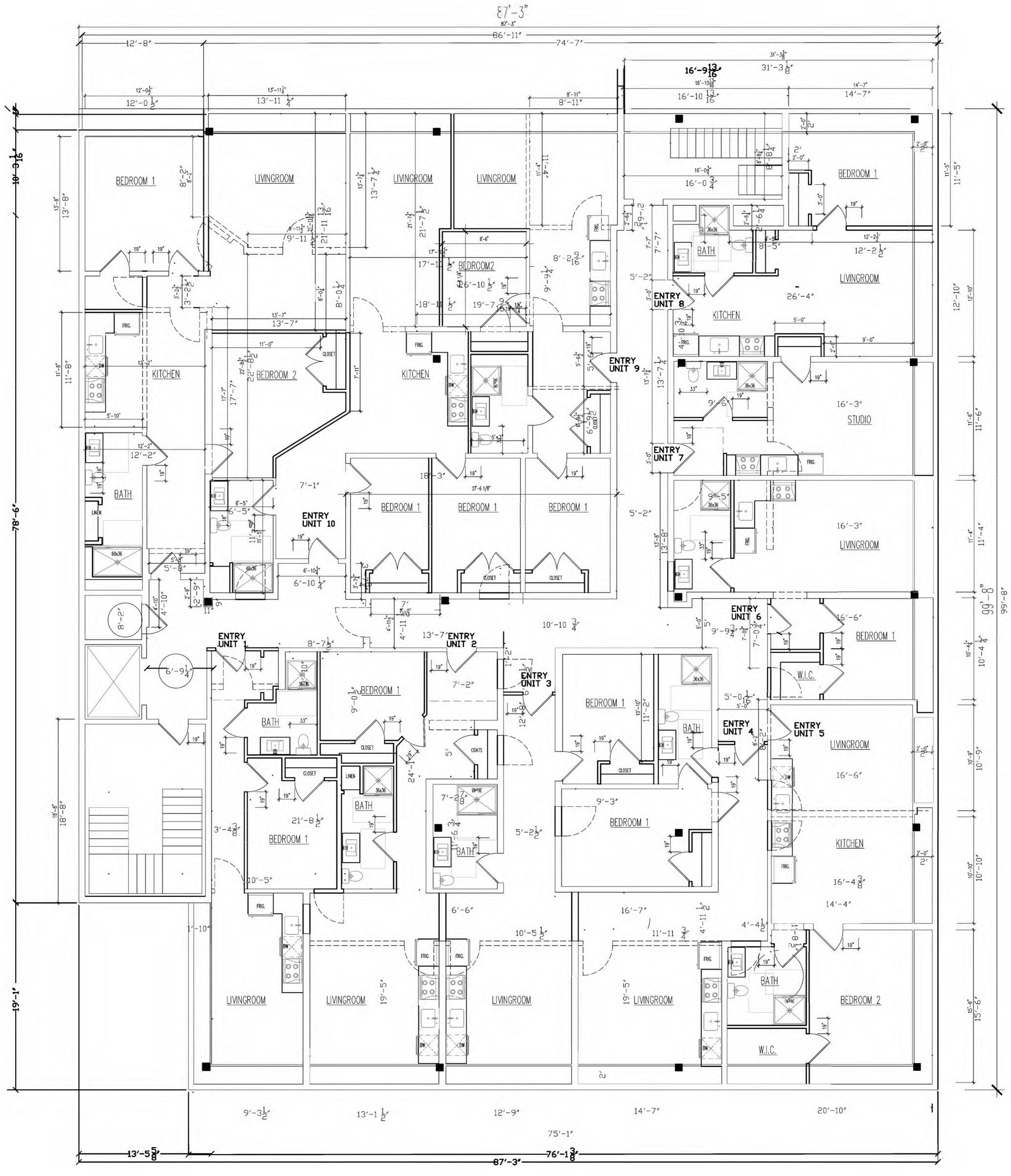
REVISIONS

| NO. | DATE | REVISION |
|---|---|---|
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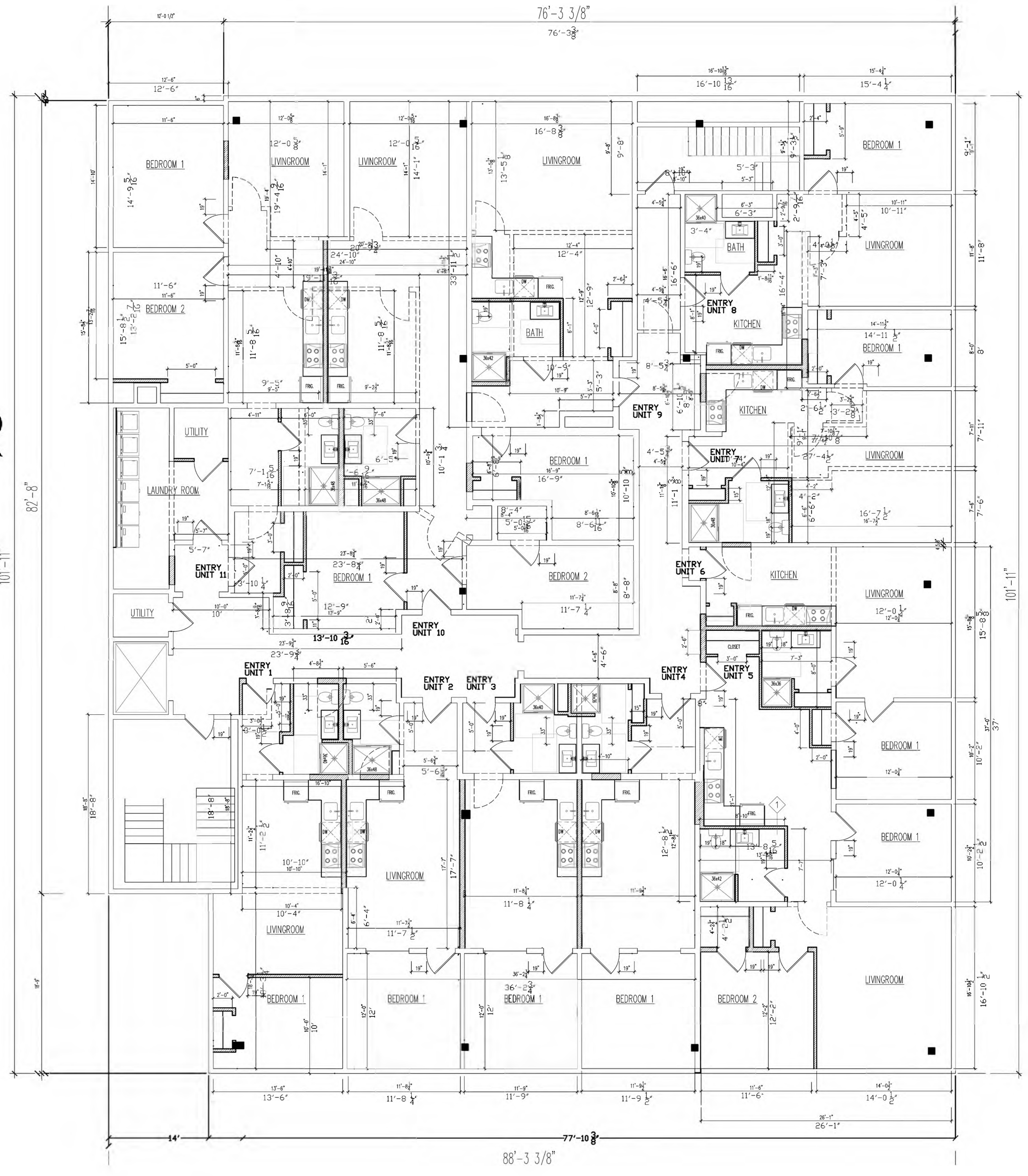
DRAWN BY: BDO
DATE : OCTOBER 19, 2026
SCALE: 3/16" = 1'-0"
JOB NO.: JU13 - 75K

SHEET
A1.01

# 2nd FLOOR
# 10/7



# 3rd FLOOR
# 10/6



# 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
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Paul Andrus, Community Development Director

**Through:** Elizabeth Ferland, City Manager

**Subject:** **Application for Community Revitalization Tax Relief Incentive Program (RSA 79-E) - 17 93rd Street**

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**Recommendation:**

That the Mayor set a public hearing regarding the RSA 79-E Community Revitalization Tax Relief application submitted by Panayiotis Panourgias, owner of the property located at 17 93rd Street.

**Attachments:**

1. 17 93rd Street application with attachments_redacted
2. R-2025-35_Adopted (1)

**Background:**

The City's RSA 79-E Committee has completed its review of the application submitted by Panayiotis Panourgias, owner of 17 93rd Street, who is seeking temporary tax relief through the City's Community Revitalization Tax Relief Incentive Program.

The Committee has determined that the application is complete and recommends that a public hearing be scheduled in accordance with RSA 79-E. The proposed project involves the substantial rehabilitation of an existing three-story commercial office building, converting the existing office space into approximately 14 to 15 residential apartments and 12 single-room occupancy (SRO) units. The redevelopment would introduce a variety of residential housing options while making productive use of an existing commercial structure.

The building was constructed in approximately 1989 and is located within the City's designated RSA 79-E district. The proposed redevelopment would transform the existing commercial building into residential use, expanding housing availability in Keene while supporting the reuse of existing building stock and infrastructure.

The application identifies an estimated project cost of approximately $700,000 to $800,000. Proposed improvements include substantial interior renovations, construction of new residential living spaces, electrical and plumbing upgrades, installation of high-efficiency heating and cooling systems, and

improvements to fire sprinkler and alarm systems. Exterior improvements would include façade enhancements, window repairs or replacements, and improvements to the main entrance.

The applicant identifies several public benefits associated with the project, including the creation of additional housing, productive reuse of existing commercial space, increased economic activity, and improvements to building safety and energy efficiency.

The project has received the necessary Planning Board approvals. At this time, no construction work has commenced, as the applicant is awaiting consideration of the RSA 79-E tax relief application, consistent with guidance provided by City staff.

The City Council will make the final findings required under RSA 79-E, including whether the property constitutes a qualifying structure, whether the proposed work meets the substantial rehabilitation requirements, and whether the project provides the required public benefit.

Following the public hearing, the application would be referred to the Finance, Organization and Personnel Committee for review and recommendation to the City Council. The Council will ultimately determine whether to approve the application and, if approved, the duration of tax relief.

## Applicant Information

**Applicant Name**

Panayiotis Panourgias

**Is the Applicant the Property Owner?**

Yes

**Address**

[redacted]
WINDHAM, NH 03087
United States
Map It

**Phone**

[redacted]

**Email**

[redacted]

## Building Information

**Building Name (If Any)**

17 93rd ST

**Building Address**

17 93rd Street
Keene, NH 03431
United States
Map It

**Tax Map Lot #**

574/ / 012/000 000/000

**Cheshire County Registry of Deeds Book #**

3365

**Page #**

0698

**Gross Square Footage of Building**

TBD

**Year Built**

1989

**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 is an existing three-story commercial office building. All three floors are currently used for office purposes.

**Describe Proposed Uses**

The proposed redevelopment will transform the existing three-story commercial office building into a modern residential property consisting of approximately 14 to 15 apartment units and 12 single-room occupancy (SRO) units. The project will incorporate thoughtfully designed living spaces and shared common areas to provide comfortable, functional housing options for a diverse range of residents. This redevelopment will revitalize an existing commercial property, expand housing availability in Keene, and contribute to the long-term growth and vitality of the community.

**Is a change of use associated with this project?**

Yes

**If yes, please describe:**

The proposed project involves the conversion of an existing three-story commercial office building into a residential property consisting of approximately 14 to 15 apartment units and 12 single-room occupancy (SRO) units. This change of use will transform underutilized commercial space into modern, functional residential accommodations, incorporating private living quarters and shared common areas. The redevelopment will preserve and repurpose the existing building while providing a variety of housing options to accommodate different residential needs.

The project will benefit the City of Keene by expanding the availability of housing, supporting the community's growing residential needs, and encouraging the productive reuse of existing building stock. The addition of new residents is expected to generate increased economic activity for local businesses, restaurants, and service providers. Furthermore, the redevelopment represents a significant private investment in the community, helping strengthen the local tax base, improve the utilization of existing infrastructure, and contribute to Keene's long-term economic vitality and sustainable growth.

**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

**Structural Work:**

N/A

**Cost of Work:**

N/A

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

The proposed exterior improvements will focus on enhancing the building's overall appearance and curb appeal while maintaining its existing architectural character. Planned improvements include:

* **Facade improvements:** General restoration, cleaning, and cosmetic enhancements, including materials and labor ($25,000).

* **Windows:** Repairs or replacement of existing windows as needed ($2,000).
Main lobby entrance:** Improvements to the exterior entrance door, sidelights, and surrounding siding, including materials and labor ($3,000).

These improvements will refresh the property's exterior, improve its functionality, and contribute to a more attractive and welcoming appearance.

Total estimated exterior improvement budget: $30,000.

**Cost of Work:**

$30,000

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

The proposed interior renovations will involve substantial improvements to the existing three-story commercial office building to accommodate its conversion into residential housing. The work will include the following improvements:

* **Framing, insulation, drywall, and taping:** $150,000
* **Flooring installation, including materials and labor:** $55,000
* **Interior painting, including materials and labor:** $35,000
* **Wood trim and moldings:** $3,100
* **Installation of 14 metal doors:** $3,570
* **41 additional interior doors:** $4,961
* **Door installation labor:** $1,950
* **Interior demolition and preparation:** $24,000
* **Kitchen cabinetry and materials:** $26,295
* **Kitchen cabinet installation labor:** $7,500
* **Granite countertops:** $9,750
* **Bathroom vanities:** $5,200
* **Bathroom vanity installation:** $750
* **Removal and reinstallation of existing drop ceilings:** Cost to be determined.

These renovations will transform the existing office interiors into modern, functional residential living spaces. Improvements will focus on creating comfortable apartments and SRO accommodations while maximizing the efficient use of the building's existing structure.

**Total estimated interior alteration costs: $327,076**, excluding unpriced ceiling work and separately budgeted mechanical, electrical, plumbing, and fire protection improvements.

**Cost of Work:**

$300,000+

**Electrical:**

The proposed electrical improvements will include comprehensive rewiring and installation of electrical systems throughout the building to support its conversion to residential use. Work will include new wiring, outlets, switches, electrical circuits, and connections for appliances and building equipment.

The project will incorporate energy-efficient LED lighting and electrical connections for high-efficiency mini-split heating and cooling systems. All work will be performed in accordance with applicable electrical and building codes.

**Total Estimated Electrical Budget: $120,000**, including materials and labor.

**Cost of Work:**

$100,000+

**Plumbing/Heating:**

The proposed plumbing improvements will include the installation and modification of water supply lines, drainage systems, and plumbing connections throughout the building to accommodate its conversion into residential housing. Work will include plumbing infrastructure for residential kitchens, bathrooms, showers, toilets, sinks, and shared facilities.

The improvements will provide reliable water distribution and wastewater drainage while ensuring compliance with applicable plumbing and building codes.

**Total Estimated Plumbing Budget: $171,445**, including materials and labor, excluding concrete coring.

**Cost of Work:**

$140,000+

**Mechanical:**

The proposed mechanical improvements will include the installation of high-efficiency mini-split heating and cooling systems throughout the building to accommodate its conversion into residential housing. These systems will provide efficient, individually controlled heating and air conditioning for residential living spaces.

Work will include the installation of indoor and outdoor HVAC equipment, refrigerant lines, condensate drainage, and necessary controls and connections. The improvements are intended to enhance energy efficiency, provide reliable year-round climate control, and improve overall comfort for residents. All installations will comply with applicable mechanical and building codes.

**Total Estimated Mechanical Budget: $15,000.**

**Cost of Work:**

$15,000+

**Energy Efficiency:**

The proposed redevelopment will incorporate energy-efficient improvements, including high-efficiency mini-split heating and cooling systems, LED lighting throughout the building, and upgraded insulation where applicable. These improvements are intended to reduce energy consumption, improve indoor comfort, lower operating costs, and promote the long-term sustainability of the property.

The project currently allocates approximately $15,000 specifically toward heating and cooling improvements, with additional energy-efficiency measures incorporated into the electrical and insulation portions of the overall construction budget.

**Other:**

The proposed redevelopment will include additional improvements and construction-related services necessary to successfully convert the existing three-story commercial office building into modern residential housing.

These improvements will focus on enhancing building safety, meeting applicable building and fire codes,

and ensuring the efficient coordination and completion of the renovation project.

Planned improvements and associated costs include:

* **Fire Sprinkler System – $30,000:** Installation and upgrading of fire sprinkler infrastructure to provide enhanced fire protection throughout the building.
* **Fire Alarm System – $25,000:** Installation of a fire alarm system to improve occupant safety and meet applicable fire safety requirements.
* **Architectural Planning and Drawings – $12,800:** Professional architectural services, including preparation of construction drawings and plans necessary for the proposed residential conversion.
* **Construction Debris Removal and Dumpsters – $9,310:** Removal and disposal of construction debris generated during demolition and renovation activities.
* **General Contracting and Construction Management – $58,000:** Oversight, coordination, scheduling, and management of construction activities to ensure the successful execution of the redevelopment.

Collectively, these improvements will support the safe and efficient transformation of the property into residential housing while ensuring that the building meets modern safety and functional standards.

**Total Estimated Other Improvements Budget: $135,110.**

**Cost of Work:**

$120,000+

**Total Estimated Project Cost:**

$700,000 to $800,000

**Estimated Project Start Date:**

10/20/2026

**Expected Project Completion Date:**

10/01/2027

## Public Benefit

**Enhances the economic vitality of downtown areas.**

Yes

**If yes, please describe:**

The proposed redevelopment of 17 93rd Street will contribute to the economic vitality of the City of Keene by transforming an existing three-story commercial office building into a modern residential property consisting of approximately 14 apartments and 12 single-room occupancy (SRO) units. This substantial private investment will revitalize an existing property, improve its long-term economic productivity, and

introduce additional housing opportunities to accommodate Keene's growing residential needs.

The addition of new residents will help support the economic activity of downtown Keene and surrounding commercial areas. Residents will contribute to the local economy through increased spending at nearby restaurants, retail establishments, grocery stores, and service providers. By expanding the residential population within the community, the project will help strengthen the customer base for existing businesses, encourage additional economic activity, and support the continued vitality of Keene's commercial districts.

Furthermore, the redevelopment will create economic opportunities through construction-related employment, purchases of building materials, and the utilization of local contractors and professional services. The project will also promote the efficient reuse of existing infrastructure, improve the property's overall condition, and strengthen its long-term contribution to the municipal tax base. Collectively, these improvements will support sustainable economic growth, neighborhood revitalization, and the continued prosperity of the City of Keene.

**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 proposed redevelopment of 17 93rd Street will promote efficient building design and responsible land use by converting an existing three-story commercial office building into approximately 14 residential apartments and 12 single-room occupancy (SRO) units. By repurposing the existing structure rather than pursuing new construction, the project will maximize the use of established infrastructure, reduce the need for additional land development, and provide a variety of housing options to accommodate different household sizes and income levels. The incorporation of energy-efficient heating and cooling systems, LED lighting, and improved insulation will further support the property's long-term sustainability and operational efficiency.

Building safety will be a central priority throughout the redevelopment. Planned improvements include upgraded fire sprinkler and fire alarm systems, modernized electrical and plumbing infrastructure, and renovations designed to meet applicable residential building and fire safety requirements. These investments will enhance occupant protection, improve the overall functionality of the building, and provide residents with a safe, comfortable, and well-maintained living environment.

The project will also encourage a greater sense of community by introducing new residential opportunities and incorporating shared common areas within the SRO portion of the development. These spaces will provide opportunities for residents to interact, establish connections, and develop a sense of belonging. By

expanding housing availability, revitalizing an existing property, and encouraging neighborhood stability, the redevelopment will advance the broader objectives of the Keene Comprehensive Master Plan relating to efficient land use, housing diversity, public safety, sustainability, and community development.

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

Yes

**If yes, please describe:**

The proposed redevelopment of 17 93rd Street, in conjunction with the residential redevelopment of 64 Main Street, will create at least one permanent, full-time property management position within the City of Keene. This employee will be responsible for overseeing daily operations at both properties, coordinating maintenance and repairs, addressing tenant needs, and ensuring that the buildings remain safe, functional, and well-maintained. The creation of this position will contribute to Keene's local employment base while supporting the long-term success of both residential developments and strengthening the city's economic vitality.

**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.**

No

**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**



**Date**

10/26/2026

**Owner**



**Date**

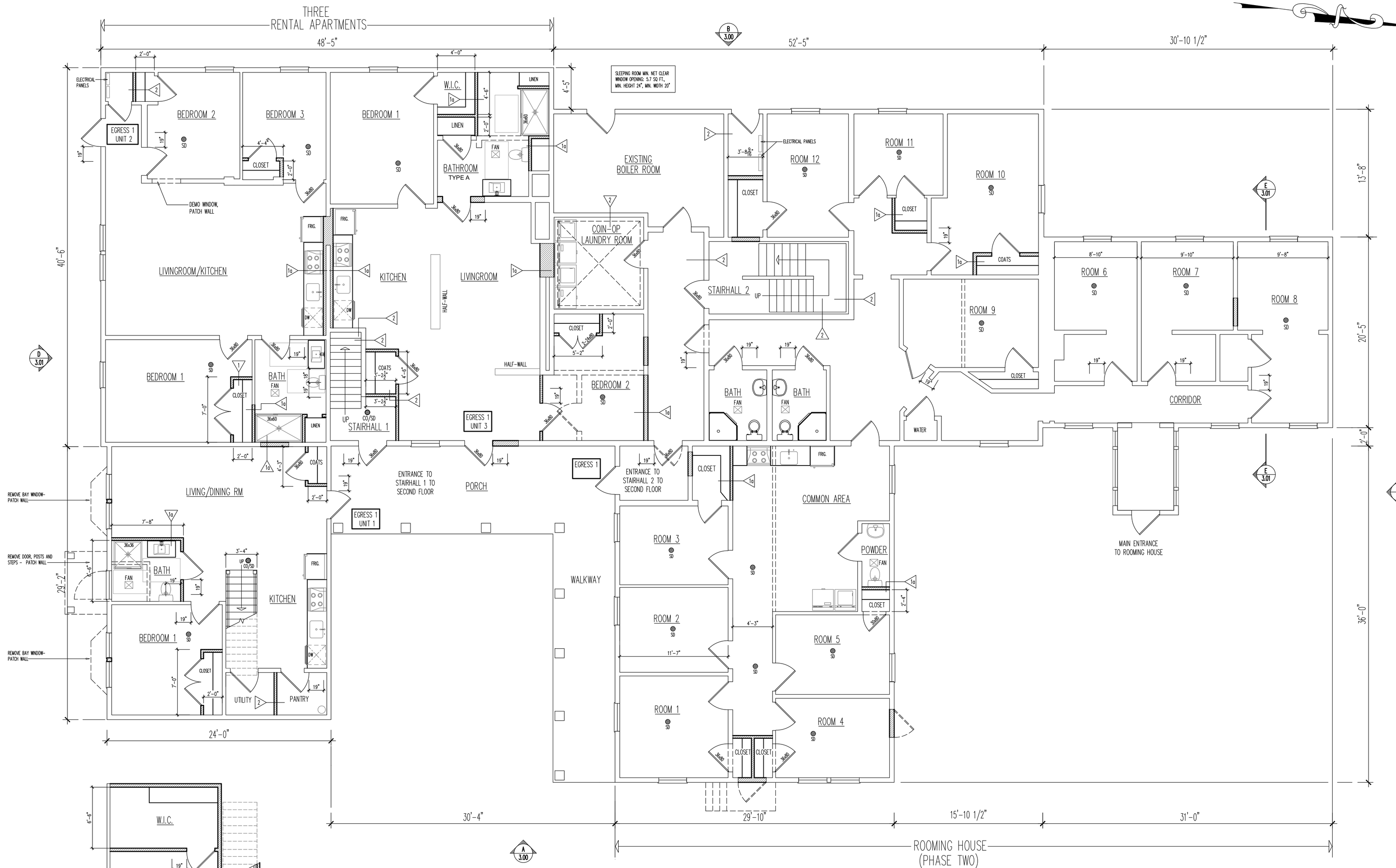
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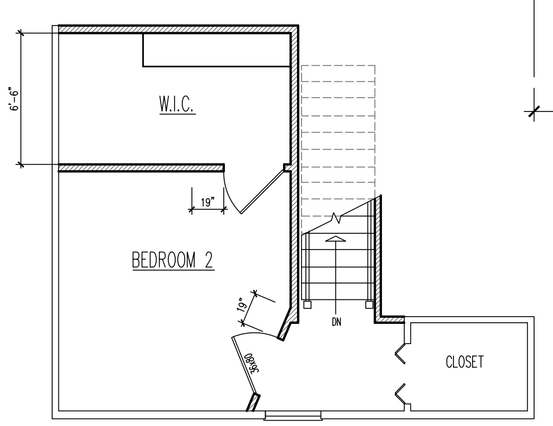
## 17 93rd st cost summary and vendor quotes.

| | totals | | |
|---|---|---|---|
| DMC drywall systems | 150,000.00 | framing, insulation, drywall, taping | |
| JMA architect | 12,800.00 | architectural drawings 80% of total | |
| AB precision Electric | 120,000.00 | materials+labor | |
| Monadnock plumbing | 171,445.00 | materials +labor, excludes coring | |
| heat+ac | 15000 | heat and ac | |
| flooring 10000 sq ft | 55,000.00 | materials+labor $5.50 sq ft. this is worst case. this number could be significantly less | |
| | 0.00 | | |
| cabinets materials 15 units | 26,295 | based on hd pricing. 4 lowers 4 uppers+ toe kicks and hardware $1753 per unit. - 10%bldroom | |
| cabinet labor | 7,500 | 500 per kitchen | |
| granite counters | 9,750 | based on bargain outlet slab prices 200-260 per slab 2 slabs per kitchen+ bits and glue+ labor | |
| paint labor + materials | 35,000 | 32k-54k .80 to .90 per sq ft 2k 1 bed 2800 2 bed 3500 3 bed | |
| wood trim | 3100 | calculated off linear feet of trim with 20% off hd bid room. 2500 sqft + labor | 1.55Xtotal sq footageX15% waste= linear ft of base trim. very hard to calculate. this isn |
| 14 exterior doors $250 piece) | 3570 | calculated off pricing of doors. metal exterior doors (14), hollow core interior doors(41). 10% off bidroom prices | |
| 41 interior doors ($121) | 4961 | we have most of these. this number will be closer to 0 | |
| door install labor | 1950 | based off 30 hours $65 per hour 1 guy | |
| demo labor 3 weeks 8 guys | 24000 | | |
| drop ceiling demo and reintal | ? | | |
| dumpsters 1330 each. monadnock disposal. 7 dumpsters | 9310 | | |
| dumpster permits | 0 | 603-352-6550 dumpster permits | |
| water main | 0 | estimate based on online data | |
| windows | 2000 | | |
| | | | |
| sprinkler system | 30000 | | |
| sprinkler system prep | | | |
| alarm | 25000 | | |
| facade materials and labor | 25000 | waiting for official quote | |
| scaffolding | | | |
| gc budget | 58000 | | |
| bathroom vanity 15 | 5200 | $350 a piece | |
| vanity labor | 750 | | |
| exterior door +side lights and siding repair by main lobby with labor | 3000 | | |
| | | | |
| | | granite state glass numbers $800 per window 5x8 tmpered tinted | |
| | | | |
| | | | |
| | |

# 17 93rd st cost summary and vendor quotes.

| | totals | | |
|---|---|---|---|
| DMC drywall systems | $150,000 | framing, insulation, drywall, taping | |
| JMA architect | $12,800 | architectural drawings 80% of total | |
| AB precision Electric | $200,000 | materials+labor | |
| Monadnock plumbing | $171,445 | materials +labor. excludes coring | |
| heat+ac | $15,000 | heat and ac | |
| flooring 10000 sq ft | $65,000 | materials+labor $5.50 sq ft. this is worst case. this number could be significantly less | |
| | $0 | | |
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| cabinet labor | $7,500 | 500 per kitchen | |
| granite counters | $9,750 | based on bargain outlet slab prices 200-260 per slab 2 slabs per kitchen+ bits and glue+ labor | |
| paint labor + materials | $35,000 | 32k-54k .60 to .90 per sq ft 2k 1 bed 2800 2 bed 3500 3 bed | |
| wood trim | $3,100 | calculated off linear feet of trim with 20% off hd bid room. 2500 sqft + labor | 1.55Xtotal sq footageX15% waste= linear ft of base trim. very hard to calculate. this isn't |
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| door install labor | $1,950 | based off 30 hours $65 per hour 1 guy | |
| demo labor 3 weeks 8 guys | $24,000 | | |
| drop ceiling demo and reintal | ? | | |
| dumpsters 1330 each. monadnock disposal. 7 dumpsters | $9,310 | | |
| dumpster permits | $0 | 603-352-6550 dumpster permits | |
| water main | $0 | estimate based on online data | |
| windows | $2,000 | | |
| | | | |
| sprinkler system | $30,000 | | |
| sprinkler system prep | | | |
| alarm | $25,000 | | |
| facade materials and labor | $25,000 | waiting for official quote | |
| scaffolding | | | |
| gc budget | $68,000 | | |
| bathroom vanity 15 | $5,200 | $350 a piece | |
| vanity labor | $750 | | |
| exterior door +side lights and siding repair by main lobby with labor | $3,000 | | |
| | | | |
| total renovation | $800,000 | total | |
| mortgage int $675000 259 day | $36,000 | | |
| renovation intrest | $30,000 | | |
| Holding cost | $110,000 | | |
| misc | | | |
| | | | |
| Total renovation + holding costs: | $984,950 | total | |
| Aquisition | $675,000 | | |
| down payment | -$225,000 | | |
| Property cost | $1,885,000 | | |
| total rents rooms | $10,200 | | |
| **projected rents - 14 units** | $28,800 | | |
| **operating expenses** | $13,345 | | |
| [illegible] | $23,490 | | |
| [illegible] | $281,880 | | |
| [illegible] | $4,026,857 | | |
| [illegible] | $3,020,143 | | |
| [illegible] | $1,006,714 | | |
| [illegible] | $2,141,857 | | |



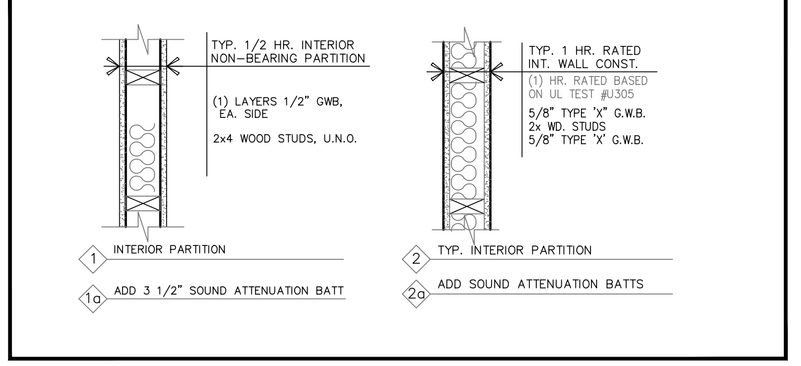




## LOFT FLOOR PLAN

## FIRST FLOOR PLAN - 6068 SF ROOMING HOUSE - 2652 SF

NEW CONSTRUCTION

SCALE : 3/16" = 1'-0"




JMA ARCHITECTS + PLANNERS
Four New Street, Unit 101
Newburyport, Massachusetts 01950
[phone] 978.465. 2263 [mobile] 978.621. 0811

LICENSED ARCHITECT JEANNE M. ALLEN No. 03941 STATE OF NEW HAMPSHIRE

PROJECT NAME:
APARTMENT CONVERSION PROJECT
17 Railroad/17 Ninety-Third Street
KEENE, NEW HAMPSHIRE 03431

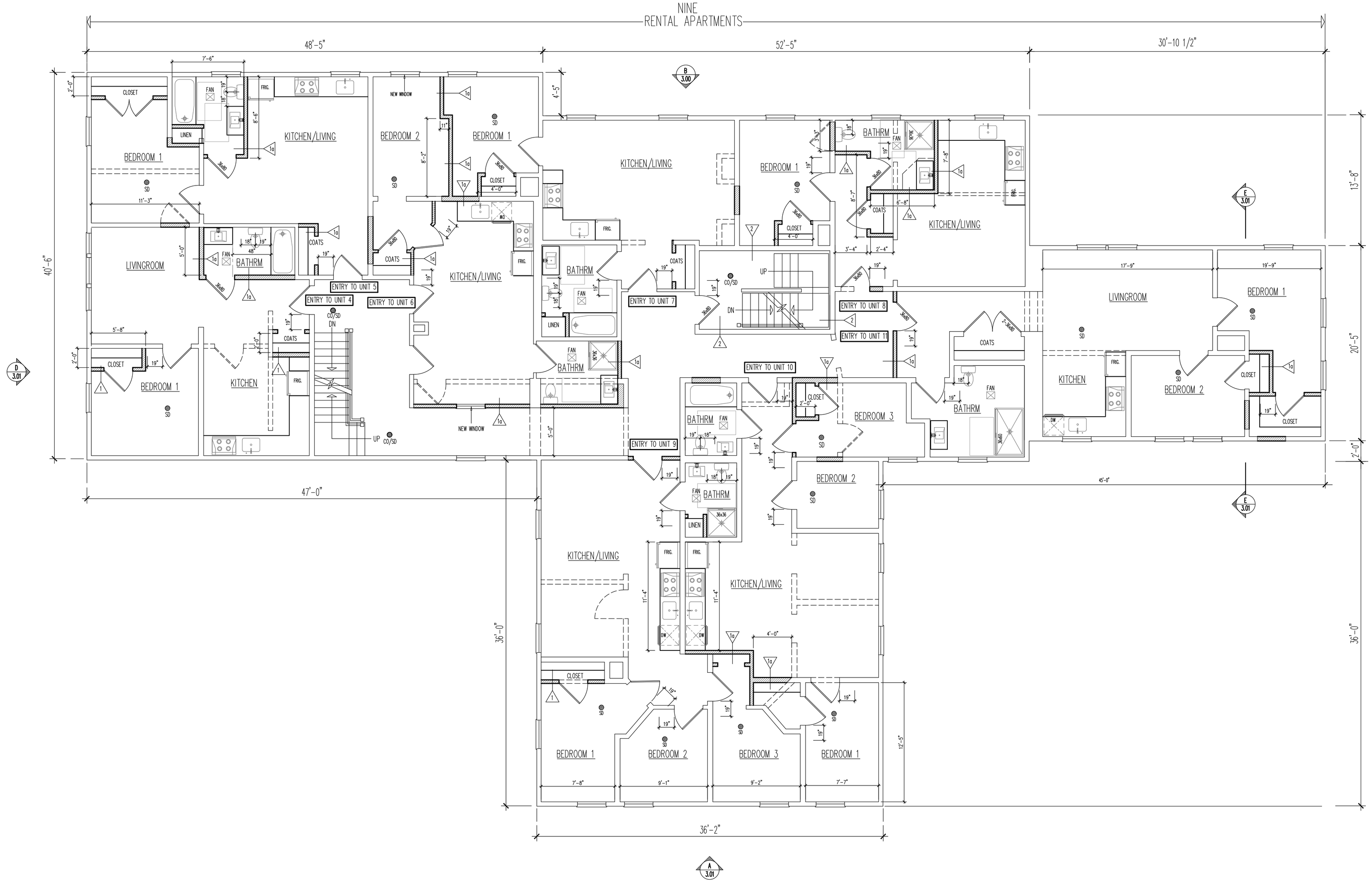
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FIRST FLOOR PLAN

REVISIONS

| NO. | DATE | REVISION |
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| DATE: | OCTOBER 19, 2025 |
| SCALE: | 3/16" = 1'-0" |
| JOB NO.: | JU13 - 75 |

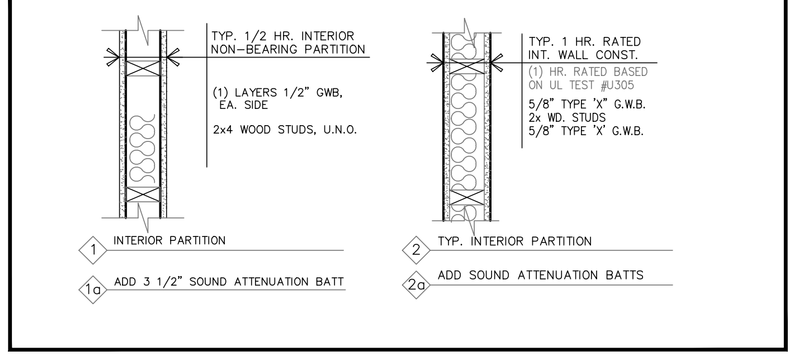
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# SECOND FLOOR PLAN - 5474 SF

NEW CONSTRUCTION

**SCALE : 3/16" = 1'-0"**





**JMA** ARCHITECTS + PLANNERS
Four New Street, Unit 101
Newburyport, Massachusetts 01950
[phone] 978. 465. 2263 [mobile] 978.621. 0811


LICENSED ARCHITECT JEANNE M. ALLEN No. 03941 STATE OF NEW HAMPSHIRE

PROJECT NAME:
APARTMENT CONVERSION PROJECT
17 Railroad/17 Ninety-Third Street
KEENE, NEW HAMPSHIRE 03431

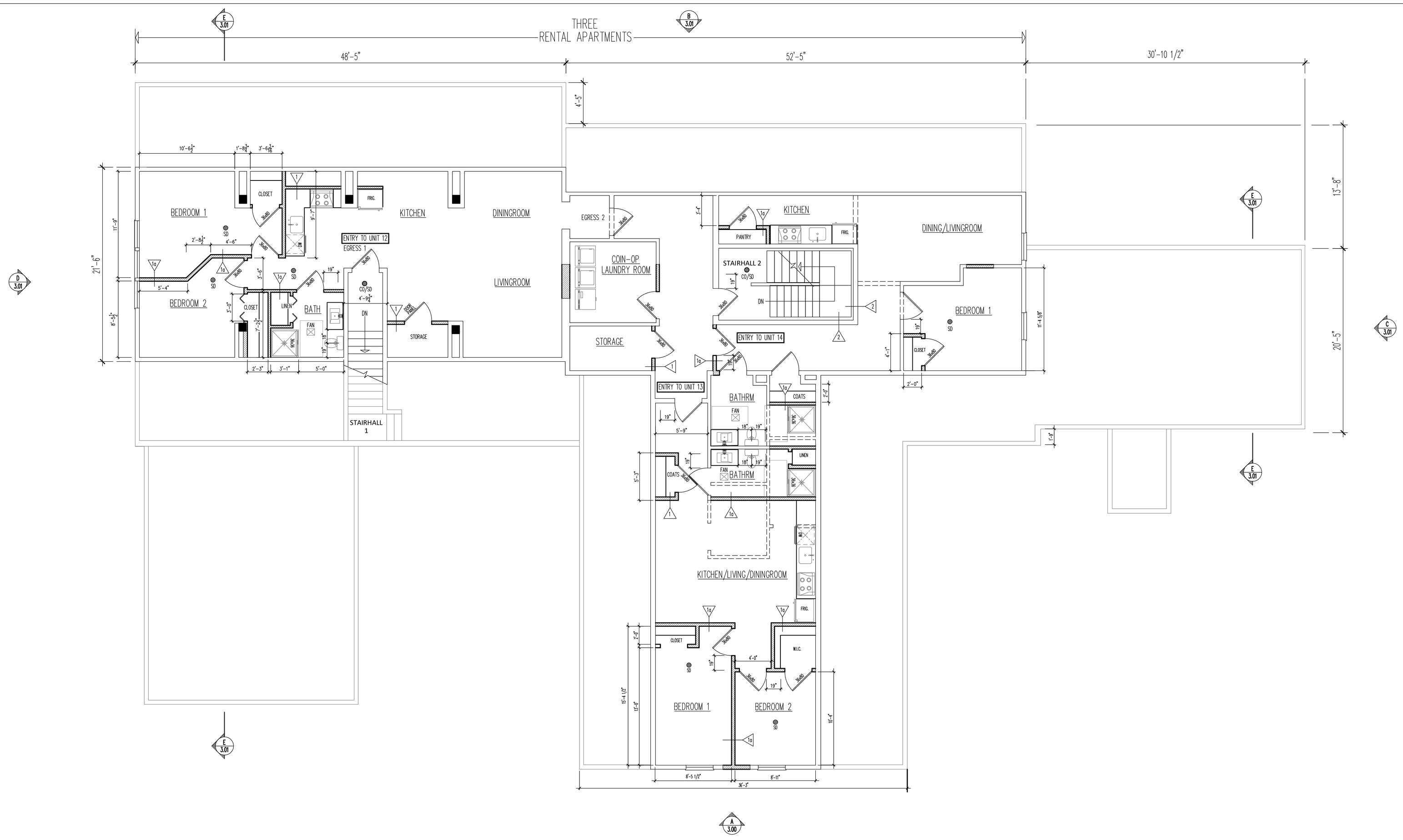
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SECOND FLOOR PLAN

REVISIONS

| NO. | DATE | REVISION |
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| SCALE: | 3/16" = 1'-0" |
| JOB NO.: | JU13 - 75 |

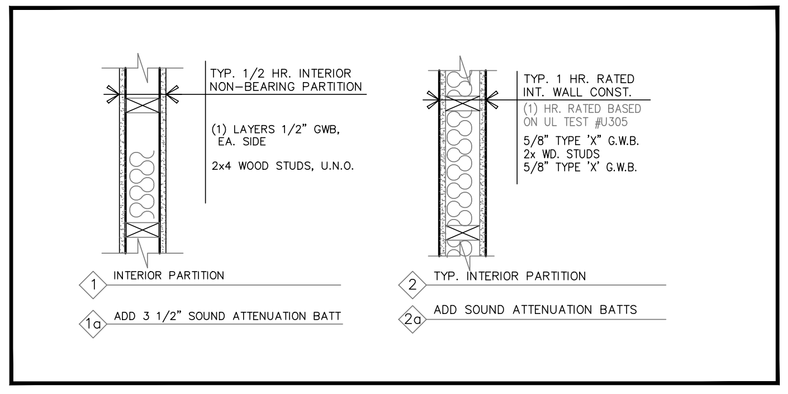
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# ATTIC FLOOR PLAN - 2,729 SF

**SCALE : 3/16" = 1'-0"**

NEW CONSTRUCTION





**JMA** ARCHITECTS + PLANNERS
Four New Street, Unit 101
Newburyport, Massachusetts 01950
[phone] 978. 465. 2263 [mobile] 978.621. 0811


LICENSED ARCHITECT JEANNE M. ALLEN No. 03941 STATE OF NEW HAMPSHIRE

PROJECT NAME:
APARTMENT CONVERSION PROJECT
17 Railroad/17 Ninety-Third Street
KEENE, NEW HAMPSHIRE 03431

SHEET TITLE:
ATTIC FLOOR PLAN

REVISIONS

| NO. | DATE | REVISION |
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| DATE : | OCTOBER 19, 2026 |
| SCALE: | 3/16" = 1'-0" |
| JOB NO.: | JU13 - 75 |

SHEET
A2.02




# A EAST ELEVATION

SCALE : 3/16" = 1'-0"




# B WEST ELEVATION

SCALE : 3/16" = 1'-0"

JMA ARCHITECTS + PLANNERS
Four New Street, Unit 101
Newburyport, Massachusetts 01950
[phone] 978. 465. 2263 [mobile] 978.621. 0811

LICENSED ARCHITECT
JEANNE M ALLEN
No. 12941
STATE OF NEW HAMPSHIRE

PROJECT NAME:
APARTMENT CONVERSION PROJECT
17 Railroad/17 Ninety-Third Street
KEENE, NEW HAMPSHIRE 03431

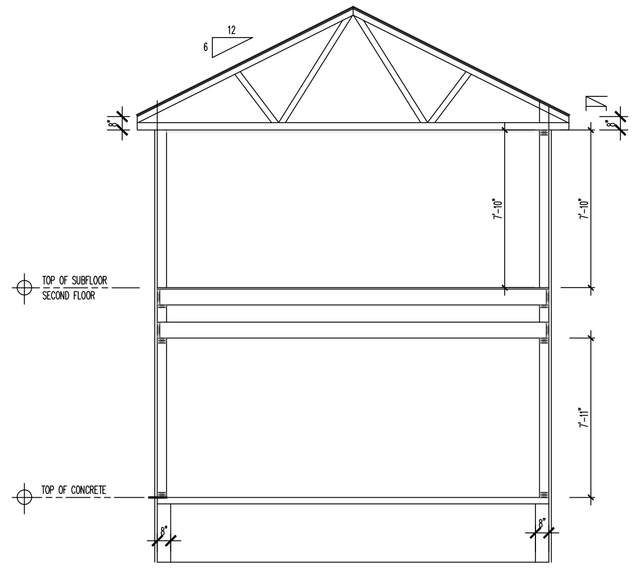
SHEET TITLE:
EXTERIOR ELEVATIONS

REVISIONS

| NO. | DATE | REVISION |
|---|---|---|
| | | |

| | |
|---|---|
| DRAWN BY: | BDO |
| DATE : | OCTOBER 15, 2025 |
| SCALE: | 3/16" = 1'-0" |
| JOB NO.: | JU13 - 75 |

SHEET
A3.00




## E BUILDING SECTION

SCALE : 3/16" = 1'-0"




## C NORTH ELEVATION

SCALE : 3/16" = 1'-0"




## F BUILDING SECTION

SCALE : 3/16" = 1'-0"




## D SOUTH ELEVATION

SCALE : 3/16" = 1'-0"


**JMA** ARCHITECTS + PLANNERS
Four New Street, Unit 101
Newburyport, Massachusetts 01950
[phone] 978. 465. 2263 [mobile] 978.621. 0811


LICENSED ARCHITECT
JEANNE M ALLEN
No. 13941
STATE OF NEW HAMPSHIRE

PROJECT NAME:
APARTMENT CONVERSION PROJECT
17 Railroad/17 Ninety-Third Street
KEENE, NEW HAMPSHIRE 03431

SHEET TITLE:
EXTERIOR ELEVATIONS
BUILDING SECTIONS

| REVISIONS | | |
|---|---|---|
| NO. | DATE | REVISION |

| | |
|---|---|
| DRAWN BY: | BDO |
| DATE: | OCTOBER 15, 2025 |
| SCALE: | 3/16" = 1'-0" |
| JOB NO.: | JU13 - 75 |

SHEET
A3.01

# 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
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Megan Fortson, Planner

**Through:** Paul Andrus, Community Development Director

**Subject:** **Lisa Maxfield - Resignation - Energy & Climate Committee**

---

**Recommendation:**

To accept the resignation of Lisa Maxfield from the Energy & Climate Committee with gratitude for her service.

**Attachments:**

1. Resignation Letter

**Background:**

Lisa Maxfield is a regular member of the Energy & Climate Committee. She has served on the committee since 2022 and has submitted her resignation effective immediately.

2026-535

**From:** Lisa Maxfield
**Sent:** Monday, November 9, 2026 12:03 PM
**To:** Megan Fortson
**Subject:** Resignation from Energy and Climate Committee

**Follow Up Flag:** Follow up
**Flag Status:** Flagged

Hello,

Please accept this email as my formal resignation from the City of Keene's Energy and Climate Committee, effective immediately.

It has been a privilege to serve on the committee since 2022 and to contribute to the important work being done on behalf of the Keene community. After several years of service, this is the right time for me to step away and allow someone else the opportunity to contribute.

I wish the committee continued success in its efforts.

Thank you,
Lisa Maxfield

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Jason Nadeau
Parks and Recreation Programmer

**Through:** Carrah Fisk-Hennessey, Parks and Recreation Director

**Subject:** **Sam Jackson - Resignation - Bicycle/Pedestrian Path Advisory Committee**

---

**Recommendation:**
To accept the resignation of Sam Jackson from the Bicycle/Pedestrian Path Advisory Committee with gratitude for her service.

**Attachments:**
1. Jackson Resignation_redacted

**Background:**
Sam Jackson is a regular member of the Bicycle/Pedestrian Path Advisory Committee. She has served on the committee since 2023 and has submitted her resignation effective immediately.

2026-538

Outlook

## FW: Sam Jackson Resignation

**From** Jason Nadeau <jnadeau@keenenh.gov>
**Date** Wed 11/4/2026 4:19 PM
**To** Terri Hood <thood@keenenh.gov>
**Cc** Dwight Fischer [redacted]

Hi Terri,
Sam Jackson has officially resigned from BPPAC. I forwarded her email for the record. I have cc'd Dwight Fischer, the Chair. We will feel out if an alternate would like to step up to be a voting member.

Thanks,
Jason

**Jason Nadeau**
Parks & Recreation Programmer
jnadeau@keenenh.gov
(603) 357-9829 X 6210
312 Washington Street, Keene, NH 03431
keenenh.gov/parks-recreation

**From:** Lost Peanut [redacted]
**Sent:** Wednesday, November 4, 2026 4:10 PM
**To:** Jason Nadeau <jnadeau@keenenh.gov>
**Subject:** Sam Jackson Resignation - Take 2

Good afternoon,

I am writing to formally announce my resignation from the BPPAC Committee. I won't be able to make the meetings anymore due to scheduling conflicts at work.

Thank you for all your help. I'm sure we'll see each other around.
Sam

Sent with Proton Mail secure email.

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Planning, Licenses and Development Committee, Standing Committee

**Through:**

**Subject:** **Revised Draft Ordinance Amendment Regulating Dogs at Downtown Events - City Attorney**

---

**Recommendation:**
On a vote of 5-0, the Planning, Licenses and Development Committee recommends putting this item on more time.

**Attachments:**
None

**Background:**
Councilor Filiault stated this is an item he had proposed and felt it needed more work and is proposing that it be put on more time.

The following motion by Councilor Filiault was duly seconded by Councilor Jones.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends putting this item on more time.

2026-521

# CITY OF KEENE
# NEW HAMPSHIRE

**ITEM #I.1.**

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Donald Lussier, Public Works Director

**Through:** Elizabeth Ferland, City Manager

**Subject:** **Relating to Specific Street Regulation – Speed Limits**
**Ordinance O-2026-22**

---

**Recommendation:**
That Ordinance No. O-2026-22 be referred to the Municipal Services, Facilities and Infrastructure Committee.

**Attachments:**
1. O-2026-22-Relating to – Specific Street Regulation – Speed Limits

**Executive Summary:**
**Ordinance O-2026-22 proposes reducing the speed limit on School Street from 30 MPH to 25 MPH in response to resident concerns. Traffic studies found that prevailing speeds were already below 27 MPH, supporting a reduction to better reflect actual driving conditions.**

**Background:**
In response to a request for a traffic study from residents on School Street, the Engineering Division collected speed and volume data in September and October 2026. The data collected during the Downtown project construction was compared to data collected in June 2026 (prior to construction). Their analysis found that the 85th percentile speed was 25.6 MPH before construction and 26.4 MPH during construction. Construction impacts also resulted in a noticeable increase in traffic volume.

Since the 85th percentile speed both before and during construction was below the currently posted speed of 30 MPH, reducing the posted speed to match the behavior of a "reasonable and prudent" driver is recommended.

ORDINANCE O-2026-22

# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to – Specific Street Regulation – Speed Limits

***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 is hereby further amended by adding the bolded Italic text to the following provisions of Article IV, "Specific Street Regulations", Division 8, "Speed Limits", Section 94-372 "Twenty-five miles per hour" by adding the following;

Sec. 94-372. - Twenty-five miles per hour.

It shall be unlawful for any person to operate a motor vehicle on the following public ways in the city at a speed greater than 25 miles per hour:

…

Roxbury Street from Central Square to Harrison Street.

***School Street from West Street to Court Street.***

Sesame Street.

…

_____

Jay V. Kahn, Mayor

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Amanda Palmeira, City Attorney

**Through:**

**Subject:** **Relating to the Sale of Kratom and Other 7-OH Products**
**Ordinance O-2026-21**

---

**Recommendation:**
That Ordinance O-2026-21 be referred to the Planning Licenses and Development Committee.

**Attachments:**
1. O-2026-21-Relating to the Sale of Kratom and Other 7-OH Products

**Executive Summary:**
**Ordinance O-2026-21 proposes prohibiting the sale or distribution of kratom and related products to individuals under age 21, with fines for violations. The amendment responds to concerns about these products raised by Councilor Williams and follows a unanimous City Council directive to establish age restrictions.**

**Background:**
On June 30, Councilor Bobby Williams submitted a letter to the Mayor and Council expressing concern about the use of over-the-counter opioid substitutes known as Kratom and other products containing mitragynine and hydroxymitragynine or 7-hydroxymitragynine alkaloids 7 in Keene. At the July 8 meeting of the Planning, Licenses, and Development Committee, the matter was discussed and placed on More Time. On September 9 and October 7, the Planning Licenses, and Development Committee had additional hearings on these substances, hearing presentations from Dr. Curtis of Cheshire Medical Center and City of Keene Youth Services Director Alyssa Bender-Jesse. The Committee voted to recommend the Council direct the City Attorney's Office to draft an ordinance prohibiting the sale of these products to consumers under the age of 21. On October 15, the City Council unanimously voted to carry out that recommendation.

ORDINANCE O-2026-21

# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to the Sale of Kratom and Other 7-OH Products

***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, is hereby amended by adding as Section 66-161 in Article IX, "RESERVED," of Chapter 66, entitled "PUBLIC CONDUCT," the language as follows:

ARTICLE IX. ~~RESERVED~~ **7-OH PRODUCTS AND ANALOGS**

**Sec. 66-161. Sale and distribution of 7-OH products.**

**(a)** **No person shall sell, give, furnish, provide, cause or allow or procure to be sold, given, or furnished, kratom, or any products containing mitragynine and hydroxymitragynine or 7-hydroxymitragynine alkaloids or natural or synthetic analogs thereof, or any substance that is substantially similar to the above 7-OH products and has the same or similar effects as or is intended to have the same or similar effect as those products, within the City limits of Keene to any person or persons under the age of 21.**

**(b)** **Any person violating the provisions of this section shall be subject to a fine of up to $50.00 for a first offense and up to $100.00 for a second or subsequent offense.**

_____

Jay V. Kahn, Mayor

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Mari Brunner, Senior Planner

**Through:** Paul Andrus, Community Development Director
Amanda Palmeira, City Attorney
Elizabeth Ferland, City Manager

**Subject:** **Relating to Congregate Living and Social Service Uses**
**Ordinance O-2026-19**

---

**Recommendation:**
To refer ordinance O-2026-19 to the Joint Committee of the Planning Board and the Planning, Licenses and Development Committee for a public workshop.

**Attachments:**
1. Narrative
2. Application
3. LDC Mock Up Pages
4. O-2026-19-Relating to Congregate Living and Social Services

**Executive Summary:**
**Ordinance O-2026-19 proposes to revise the definitions and associated use standards for Congregate Living and Social Service (CLSS) uses in Article 8 to conform with state and federal law and other local ordinances, amend Article 15, "Congregate Living & Social Service Conditional Use Permit" to reduce the number of uses that require a CLSS Conditional Use Permit (CUP), and revise the CLSS CUP process to include referral to the CLSS Advisory Board.**

**Background:**
This ordinance proposes to revise the definitions and associated use standards for Congregate Living and Social Service (CLSS) uses in Article 8 to conform with state and federal law and other local ordinances, amend Article 15, "Congregate Living & Social Service Conditional Use Permit" to reduce

the number of uses that require a CLSS Conditional Use Permit (CUP), and revise the CLSS CUP process to include referral to the CLSS Advisory Board.

**O-2026-19 – Relating to Congregate Living and Social Service Uses**

This ordinance proposes to revise the definitions and associated use standards for Congregate Living and Social Service (CLSS) uses in Article 8 to conform with state and federal law and other local ordinances, amend Article 15, "Congregate Living & Social Service Conditional Use Permit" to reduce the number of uses that require a CLSS Conditional Use Permit (CUP), and revise the CLSS CUP process to include referral to the CLSS Advisory Board.

Specific changes include the following:

- Incorporate the definition of "Group Resource Center" into the definition for "Community Center" and classify the combined use under the category of Institutional Uses;
- Delete the definition of "Drug Treatment Clinic" and keep the existing definition of "Clinic" under the category of Commercial Uses;
- Divide the definition of "Lodginghouse" into two categories: "Lodginghouse, Small" for up to 8 natural persons, and "Lodginghouse, Large" for between 9-16 natural persons;
- Add "Lodginghouse, Small" as a permitted use with limitations under the category of CLSS Uses in the Rural, Residential Preservation, Low Density, Low Density 1, Medium Density, High Density, High Density 1, Downtown Core, Downtown Growth, Downtown Limited, Downtown Transition, Neighborhood Business, and Office zoning districts.
- Change the term "Lodginghouse" to "Lodginghouse, Large" throughout the Land Development Code;
- Remove all use standards that require a CLSS License;
- Remove the requirement for "Fraternity/Sorority" to obtain a CLSS Conditional Use Permit and add a use standard that requires this use to maintain a residential appearance if located in a residential zoning district;
- Amend Article 15 to remove "Drug Treatment Clinic," "Group Home, Small," "Fraternity/Sorority," "Group Resource Center," and "Residential Care Facility" from the list of uses that must obtain a CLSS CUP, while keeping the following 4 uses:
    - Group Home, Large
    - Homeless Shelter
    - Lodginghouse, Large
    - Residential Drug/Alcohol Treatment Facility
- Amend the "Conditions" section of Article 15 to remove the requirement for CLSS CUPs to be conditioned upon the issuance of an annual license; and
- Amend the "Submittal Requirements" Section of Article 15 by renaming it to "Conditional Use Permit Application Procedure" and specify that the process shall include referral to the CLSS Advisory Board;

# APPLICATION TO AMEND THE ZONING ORDINANCE

Petitioner: Community Development Department Date: November 17, 2026

Address: 3 Washington St. Keene NH

Telephone: (603) 352-5440 Email: communitydevelopment@keenenh.gov

Existing Section Reference in Chapter 100, Land Development Code: Articles 8 & 15

**Does the amendment affect "Minimum Lot Size"?** ☐ **Yes** ☒ **No**

**Does the amendment affect "Permitted Uses"?** ☒ **Yes** ☐ **No**

**Number of parcels in Zoning District*:** See Attached

Validation of Number of parcels by the Community Development Department

Mari Brunn

**Petitioner's Signature**

**SUBMITTAL REQUIREMENTS WHICH MUST BE COMPLETE AT TIME OF SUBMISSION TO THE CITY CLERK:**

- A properly drafted Ordinance containing the amendment in a form meeting the requirements of the City Clerk.
- A typed or neatly printed narrative explaining the purpose of, effect of, and justification for the proposed change(s).
- $100.00 application fee.
- As provided for in RSA 675:7, if the proposed amendment would change the minimum lot sizes or the permitted uses in a zoning district, ***and such change includes 100 or fewer properties,** the Petitioner shall submit a notarized list of property owners affected by the zoning amendment. The list shall include the tax map number and address of each abutter or owner, and must be current with the Assessing Department's records within ten days of submittal. Two sets of mailing labels shall be provided.

Date Received by City Clerk: _____ Ordinance Number: _____

On City Council agenda: _____ Workshop to be held: _____

Public Hearing to be held _____

# O-2026-19 - Relating to Congretate Living and Social Service Uses

| Zoning Districts Impacted | Approx. Number of Parcels | Requires Mailed Notice? |
|---|---|---|
| Rural (R) | 1500 | No |
| Residential Preservation (RP) | 169 | No |
| Low Density (LD) | 3,700 | No |
| Low Density 1 (LD-1) | 13 | **Yes** |
| Medium Density | 787 | No |
| High Density 1 (HD-1) | 3 | **Yes** |
| Downtown Transition (DT-T) | 96 | **Yes** |
| Neighborhood Business | 48 | **Yes** |
| Office | 9 | **Yes** |

**b.** Buildings and all accessory structures shall not be closer than 20-ft to the side and rear lot lines.

**c.** No display of merchandise or outside storage of vehicles, vehicle parts or equipment shall be permitted within the required front and side yard setbacks.

**d.** The retail sales of motor vehicles to the general public on site is limited to 4 vehicles in any consecutive 12-month period.

### 8.3.3 Institutional Uses

**A. Community Center**

1. **Defined.** A facility used as a place of meeting, recreation, or social activity, **or for the provision of services** which may offer a variety of educational and community service activities. **It does not include in-patient, overnight services, or treatments typically conducted in a medical office.**
2. **Use Standard.** If this use is located directly adjacent to or within a residential zoning district, the side and rear building setbacks shall be double the requirements in the zoning district, unless an alternative solution is approved by the Planning Board as part of a site plan.

**B. Cultural Facility**

1. **Defined.** A facility open to the public that provides access to cultural exhibits and activities including, but not limited to, museums, cultural or historical centers, and libraries.
2. **Use Standards.** If this use is located directly adjacent to or within a residential zoning district, the side and rear building setbacks shall be double the requirements in the zoning district, unless an alternative solution is approved by the Planning Board as part of a site plan.

**C. Day Care Center**

1. **Defined.** A facility where, for a portion of a 24-hour day, licensed care and supervision is provided in a protective setting outside of a residential dwelling for children or elderly and/or natural persons with functional impairments that are not related to the owner or operator.

**D. Hospital**

1. **Defined.** A medical facility where acute medical and surgical care is given to natural persons on an inpatient basis. Such facility may also have outpatient facilities and ancillary uses integral to its functions

### 8.3.4 Congregate Living & Social Services Uses

**A. Domestic Violence Shelter**

1. **Defined.** A facility that provides temporary shelter, protection, and support for those escaping domestic violence and intimate partner violence, including victims of human trafficking. A domestic violence shelter also accommodates the minor children of such individuals. The facility may also offer services to help shelter clients and their children including counseling and legal guidance. The facility shall be managed by a public or non-profit agency with in-house supervision provided on a 24-hour basis.
2. **Use Standards**
   a. Any new domestic violence shelter use shall not be located within 750-ft (measured at the property line) of any pre-existing domestic violence shelter use.
   b. Domestic violence shelters located within or directly adjacent to residential zoning districts shall not have more than 12-occupants at any time, excluding the minor children of shelter clients.
   c. If located within a residential zoning district, Domestic Violence Shelters shall maintain the appearance of a residential structure and the design and operation of the facility shall not alter the residential character of the structure.

**B. ~~Drug Treatment Clinic~~**

1. ~~**Defined. A non-residential facility authorized by the state to provide treatment and licensed drugs to natural persons, including, but not limited to, methadone or suboxone, to manage and treat drug dependencies.**~~
2. ~~**Use Standards**~~
   a. ~~**No drug treatment clinic shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.**~~
   b. ~~**Annually, a drug treatment clinic shall obtain a congregate living and social service licenses from the City Council as set forth in Chapter 46 of the City Code of Ordinances.**~~
   c. ~~**Security lighting is required and shall be adequate to deter or detect intrusions or other criminal activity during non-daylight hours.**~~
   d. ~~**If this use is located directly adjacent to a residential zoning district there shall be a building setback of 50-ft from the property line(s) directly abutting such district, unless an alternative solution is approved by the Planning Board as part of a site plan.**~~

**C. Fraternity/Sorority**

1. **Defined.** A place of residence, with or without meals, for natural persons that are all members of or pledged to a local or national fraternity or sorority.
2. **Use Standards**
   a. **If located within a residential zoning district, Fraternities/Sororities shall maintain the appearance of a residential structure and the design and operation of the facility shall not alter the residential character of the structure.**
   b. ~~**No fraternity/sorority shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.**~~
   c. ~~**Annually, a fraternity/sorority shall obtain a congregate living and social**~~

~~**services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.**~~

**D. Food Pantry**

1. **Defined.** A non-profit organization that provides food directly to those in need. Food pantries receive, buy, store, and distribute food. Food pantries may also prepare meals to be served at no cost to those who receive them.

**E. Group Home, Large**

1. **Defined.** A facility providing living accommodations and care for ~~**up to**~~ **between 9 and** 16 ~~**unrelated**~~ natural persons who are in need of personal care services and/or are in need of supervision. Group home may include non-medical drug and alcohol rehabilitation. ~~**A group home with 4 or fewer residents would be classified as a single-family dwelling.**~~
2. **Use Standards**
   a. Only 1 large group home shall be permitted per lot.
   b. No large group home shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.
   c. ~~**Annually, a large group home shall obtain a congregate living and social service licenses from the City Council as set forth in Chapter 46 of the City Code of Ordinances.**~~
   d. If located within a residential zoning district, large group homes shall maintain the appearance of a residential structure and the design and operation of the facility shall not alter the residential character of the structure.

**F. Group Home, Small**

1. **Defined.** A facility in a residential dwelling, providing living accommodations and care for no more than 8 ~~**unrelated**~~ natural persons who are in need of personal care services and/or are in need of supervision. Small group home may include non-medical drug and alcohol rehabilitation. ~~**A group home with 4 or fewer residents would be classified as a single-family dwelling.**~~
2. **Use Standards**
   a. Only 1 small group home shall be permitted per lot.
   b. ~~**No small group home shall be constructed or operate without first having obtained a congregate living and social service conditional use permit from the Planning Board in accordance with Article 15.**~~
   c. ~~**Annually, a small group home shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.**~~
   d. Small group homes shall maintain the appearance of a residential structure, and the design and operation of the facility shall not alter the residential character of the structure.

~~**G. Group Resource Center**~~

1. ~~**Defined. An establishment designed with the primary purpose of providing access to services related to counseling, personal care, or social well-being in a group setting. It does not include in-patient, overnight services, or treatments typically conducted in a medical office.**~~
2. ~~**Use Standards**~~
   a. ~~**No group resource center shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.**~~

**b.** ~~**Annually, a group resource center shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.**~~

### H. Homeless Shelter

**1. Defined.** A facility that provides temporary shelter without a required fee to natural persons who are homeless. The facility shall be managed by a public or non-profit agency with in-house supervision provided during operation.

**2. Use Standards**

**a.** Proximity to other uses.

**i.** Any new homeless shelter use shall not be located within 750-ft (measured at the property line) of any pre-existing homeless shelter use.

**ii.** Any new homeless shelter shall not be located within 500-ft (measured at the property line) of a any pre-existing public or private school, or child day care center.

**iii.** Homeless shelters with more than 16-occupants shall not be located directly adjacent to a residential zoning district.

**b.** No homeless shelter shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.

**c.** ~~**Annually, a homeless shelter shall obtain and maintain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.**~~

**d.** All outdoor activity areas on-site shall be screened from public view and from the view of adjacent properties with a minimum 6-ft high solid fence.

**e.** The facility shall provide indoor and/or outdoor waiting areas of a sufficient size to accommodate demand and to prevent queueing on the public right-of-way. Such waiting areas shall be screened from view.

### I. Lodginghouse**, Large**

**1. Defined.** Any dwelling for between **5 9** and 16 ~~**unrelated**~~ natural persons, which provides separate rooms for sleeping for a fee, without personal care services and without separate cooking facilities for individual occupants. A **large** lodginghouse may include separate living quarters for an on-site property manager. For purposes of this LDC, the term **large** lodginghouse shall not include a hotel or motel **or other transient uses**.

**2. Use Standards**

**a.** Only 1 **large** lodginghouse shall be permitted per lot. ~~**and no other residential uses shall be permitted on the same lot as a lodginghouse.**~~

**b.** No **large** lodginghouse shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.

**c.** ~~**Annually, a lodginghouse shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.**~~

**d.** If located within a residential zoning district, **large** lodginghouses shall maintain the appearance of a residential structure, and the design

and operation of the facility shall not alter the residential character of the structure.

**J. Lodginghouse, Small**

**1. Defined. Any dwelling for up to 8 natural persons, which provides separate rooms for sleeping for a fee, without personal care services and without separate cooking facilities for individual occupants. A small lodginghouse may include separate living quarters for an on-site property manager. For purposes of this LDC, the term small lodginghouse shall not include a hotel or motel or other transient uses.**

**2. Use Standards**

**a. Only 1 small lodginghouse shall be permitted per lot.**

**b. If located within a residential zoning district, small lodginghouses shall maintain the appearance of a residential structure, and the design and operation of the facility shall not alter the residential character of the structure.**

**K. Residential Care Facility**

**1. Defined.** A licensed facility that provides 24-hour medical and/or non-medical care to natural persons in need of personal care services, supervision, or assistance essential for sustaining the activities of daily living, or for the protection of the individual. A residential care facility may include nursing care, assisted living, hospice care, and continuum of care facilities. Residential care facility does not include a residential drug/alcohol treatment facility.

**2. Use Standards**

**a. ~~No residential care facility shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.~~**

**b. ~~Annually, a residential care facility shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.~~**

**c.** If located within a residential zoning district, residential care facilities shall maintain the appearance of a residential structure, and the design and operation of the facility shall not alter the residential character of the structure.

**L. Residential Drug/Alcohol Treatment Facility**

**1. Defined.** A licensed facility that provides 24-hour in house supervision for medical and/or non-medical/therapeutic care of natural persons seeking rehabilitation from a drug and/or alcohol addiction. Such facilities may include medical detoxification.

**2. Use Standards**

**a.** No residential drug/alcohol treatment facility shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.

**b. ~~Annually, a residential drug/alcohol treatment facility shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.~~**

## TABLE 8-1: PERMITTED PRINCIPAL USES BY ZONING DISTRICT

*P = Permitted  P[1] = Permitted with limitations per Article 8  SE = Permitted by Special Exception  CUP = Permitted by Conditional Use Permit  CRD = Permitted by Conservation Residential Development  - = Not Permitted*

| | | | | | | | | | | | | | | | | | | | | | | | | Use Definition & Standards Section # |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sexually Oriented Business | - | - | - | - | - | - | - | - | - | - | - | - | - | P[1] | - | - | - | - | - | - | - | - | - | 8.3.2.AH |
| Short-term Rental (STR) | P | P | P | P | P | P | P | - | - | - | - | P | - | P | - | P | P | P | - | - | - | - | P | - | 8.3.2.AI |
| Specialty Food Service | - | - | - | - | - | - | - | P | P | P | P | - | P | P | P | P | P | - | - | - | - | - | - | - | 8.3.2.AJ |
| Vehicle Fueling Station | - | - | - | - | - | - | - | - | - | - | - | - | - | P[1] | P[1] | - | - | - | - | - | - | - | - | - | 8.3.2.AK |
| Vehicle Rental Service | - | - | - | - | - | - | - | - | - | - | - | - | - | P | P | - | - | - | - | - | - | - | - | - | 8.3.2.AL |
| Vehicle Repair Facility – Major | - | - | - | - | - | - | - | - | - | - | - | - | - | P[1] | P[1] | - | - | - | - | P[1] | - | - | - | - | 8.3.2.AM |
| Vehicle Repair Facility – Minor | - | - | - | - | - | - | - | - | P[1] | P[1] | - | - | - | P[1] | P[1] | - | - | - | - | P[1] | - | - | - | - | 8.3.2.AN |
| **INSTITUTIONAL USES (See Article 8.2 for additional use locations)** | **R** | **RP** | **LD** | **LD-1** | **MD** | **HD** | **HD-1** | **DT-C** | **DT-G** | **DT-E** | **DT-L** | **DT-T** | **DT-I** | **COM** | **CL** | **BGR** | **NB** | **O** | **CP** | **I** | **IP** | **HC** | **A** | **C** | |
| Community Center | - | - | - | - | - | - | - | P[1] | P[1] | P[1] | P[1] | SE | P[1] | P[1] | - | SE | - | SE | - | - | - | - | - | - | 8.3.3.A |
| Cultural Facility | - | - | - | - | - | - | - | P[1] | P[1] | P[1] | P[1] | SE | P[1] | P[1] | - | P[1] | - | SE | - | - | - | - | - | - | 8.3.3.B |
| Day Care Center | CUP | CUP | CUP | CUP | CUP | CUP | CUP | P | P | P | SE | SE | P | P | P | P | SE | SE | P | SE | P | P | - | - | 8.3.3.C |
| Hospital | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | P[1] | - | - | 8.3.3.D |
| Place of Worship | - | - | - | - | - | - | - | P[1] | P[1] | P[1] | P[1] | - | P[1] | P[1] | - | - | - | - | - | - | - | - | - | - | 8.3.3.E |
| Private School | - | - | - | - | - | - | - | P[1] | P[1] | P[1] | - | - | P[1] | P[1] | - | P[1] | - | - | - | - | - | - | - | - | 8.3.3.F |
| Senior Center | - | - | - | - | - | SE | - | P[1] | P[1] | P[1] | P[1] | SE | - | P[1] | - | SE | - | SE | - | - | - | - | - | - | 8.3.3.G |
| **CONGREGATE LIVING & SOCIAL SERVICE USES** | **R** | **RP** | **LD** | **LD-1** | **MD** | **HD** | **HD-1** | **DT-C** | **DT-G** | **DT-E** | **DT-L** | **DT-T** | **DT-I** | **COM** | **CL** | **BGR** | **NB** | **O** | **CP** | **I** | **IP** | **HC** | **A** | **C** | |
| Domestic Violence Shelter | - | - | - | - | P[1] | P[1] | - | P[1] | P[1] | P[1] | P[1] | - | - | P[1] | - | - | - | - | - | - | - | - | - | - | 8.3.4.A |
| ~~**Drug Treatment Clinic**~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~CUP~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~CUP~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~CUP~~ | ~~-~~ | ~~-~~ | ~~8.3.4.B~~ |
| Fraternity/Sorority | - | - | - | - | - | - | - | - | - | - | - | - | CUP | - | - | - | - | - | - | - | - | - | - | - | 8.3.4.B |
| Food Pantry | - | - | - | - | - | - | - | P | P | P | P | - | - | P | - | - | - | - | - | - | - | - | - | - | 8.3.4.C |
| Group Home, Large | - | - | - | - | - | CUP | CUP | CUP | CUP | - | CUP | - | - | - | - | - | - | - | - | - | - | - | - | - | 8.3.4.D |
| Group Home, Small | CUP | CUP | CUP | CUP | CUP | CUP | CUP | CUP | CUP | - | CUP | CUP | - | - | - | - | CUP | CUP | - | - | - | - | - | - | 8.3.4.E |
| ~~**Group Resource Center**~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~CUP~~ | ~~CUP~~ | ~~CUP~~ | ~~CUP~~ | ~~-~~ | ~~CUP~~ | ~~CUP~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~-~~ | ~~CUP~~ | ~~-~~ | ~~-~~ | ~~8.3.4.G~~ |
| Homeless Shelter | - | - | - | - | - | - | - | - | CUP | - | - | - | - | CUP | - | - | - | - | - | - | - | - | - | - | 8.3.4.F |
| Lodginghouse, Large | - | - | - | - | - | CUP | - | CUP | CUP | CUP | CUP | - | - | CUP | - | - | - | - | - | - | - | - | - | - | 8.3.4.G |
| **Lodginghouse, Small** | **P1** | **P1** | **P1** | **P1** | **P1** | **P1** | **P1** | **P1** | **P1** | **-** | **P1** | **P1** | **-** | **-** | **-** | **-** | **P1** | **P1** | **-** | **-** | **-** | **-** | **-** | **-** | **8.3.4.H** |
| Residential Care Facility | - | - | - | - | - | CUP | CUP | CUP | CUP | CUP | CUP | - | - | CUP | - | CUP | CUP | - | - | - | - | CUP | - | - | 8.3.4.I |
| Residential Drug/Alcohol Treatment Facility | - | - | - | - | - | - | - | - | CUP | - | CUP | - | - | CUP | - | - | - | - | - | - | - | CUP | - | - | 8.3.4.J |
| **INDUSTRIAL USES** | **R** | **RP** | **LD** | **LD-1** | **MD** | **HD** | **HD-1** | **DT-C** | **DT-G** | **DT-E** | **DT-L** | **DT-T** | **DT-I** | **COM** | **CL** | **BGR** | **NB** | **O** | **CP** | **I** | **IP** | **HC** | **A** | **C** | |
| Artisanal Production | - | - | - | - | - | - | - | P[1] | P[1] | P[1] | SE | - | P[1] | P[1] | P[1] | P[1] | - | - | - | P | - | - | - | - | 8.3.5.A |
| Bulk storage & distribution of goods, including flammable material | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | P | - | - | - | - | 8.3.5.B |
| Bulk storage & distribution, excluding flammable material | - | - | - | - | - | - | - | - | - | - | - | - | - | - | P | - | - | - | - | P | - | - | - | - | 8.3.5.B |
| Data Center | - | - | - | - | - | - | - | - | P | P | - | - | - | P | P | P | - | - | P | P | P | - | - | - | 8.3.5.C |
| Industrial, Heavy | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | P | - | - | - | - | 8.3.5.D |
| Industrial, Light | - | - | - | - | - | - | - | - | SE | - | - | - | - | SE | SE | P[1] | - | - | P | P | P | - | - | - | 8.3.5.E |
| Outdoor Storage Yard | - | - | - | - | - | - | - | - | - | - | - | - | - | P | P | - | - | - | - | P | - | - | - | - | 8.3.5.F |
| Warehouse & Distribution | - | - | - | - | - | - | - | - | - | - | - | - | - | - | P | P[1] | - | - | P | P | - | - | - | - | 8.3.5.G |
| Wholesale | - | - | - | - | - | - | - | - | - | - | - | - | - | - | P | P[1] | - | - | - | P | - | - | - | - | 8.3.5.H |
| **OPEN SPACE USES** | **R** | **RP** | **LD** | **LD-1** | **MD** | **HD** | **HD-1** | **DT-C** | **DT-G** | **DT-E** | **DT-L** | **DT-T** | **DT-I** | **COM** | **CL** | **BGR** | **NB** | **O** | **CP** | **I** | **IP** | **HC** | **A** | **C** | |
| Cemetery | P | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | P | P | 8.3.6.A |
| Community Garden | P | P | P | P | P | P | P | P | P | P | P | P | - | - | P | P | P | - | - | - | - | - | P | - | 8.3.6.B |

## 15.1 APPLICABILITY

Any change of use or new occupancy of any building or portion thereof for the following congregate living or social service uses, as defined in Section 8.3.4 of this LDC, shall require a congregate living and social services conditional use permit issued by the Planning Board in accordance with this Article.

1. ~~**Drug Treatment Clinic**~~
2. Group Home, Large
3. ~~**Group Home, Small**~~
4. ~~**Fraternity/Sorority**~~
5. ~~**Group Resource Center**~~
6. Homeless Shelter
7. Lodginghouse, **Large**
8. ~~**Residential Care Facility**~~
9. Residential Drug/Alcohol Treatment Facility

## 15.2 REVIEW CRITERIA

The Planning Board review of applications for a congregate living and social services conditional use permit shall consider the potential impacts of such use on adjacent property and the surrounding neighborhood, and shall carefully consider impacts on the public health, safety and welfare, including that of the client population being served by such uses (e.g. residents or those seeking care or assistance).

The Planning Board, in evaluating whether a proposed congregate living or social service use should be permitted on a specific lot, shall make a finding that the use as proposed by the applicant meets each of the following criteria.

**A.** The nature of the proposed application is consistent with the spirit and intent of the Zoning Regulations, this LDC and the City's Comprehensive Master Plan, and complies with all the applicable standards in this LDC for the particular use in Section 8.3.4.

**B.** The proposed use will be established, maintained, and operated so as not to endanger the public health, safety, or welfare.

**C.** The proposed use will be established, maintained, and operated so as to be harmonious with the surrounding area and will not impede the development, use, and enjoyment of adjacent property. In addition, any parking lots, outdoor activity area, or waiting areas associated with the use shall be adequately screened from adjacent properties and from public rights-of-way.

**D.** The proposed use will be of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.

**E.** The proposed use will not place an excessive burden on public infrastructure, facilities, services, or utilities.

**F.** The proposed use will not result in the destruction, loss, or damage of any feature determined to be of significant natural, scenic, or historic importance.

**G.** The proposed use will not create a traffic safety hazard or a substantial increase in the level of traffic congestion in the vicinity of the use.

**H.** The proposed use will be located in proximity to pedestrian facilities (e.g. multiuse trails and sidewalks), public transportation, or offer transportation options to its client population.

## 15.3 CONDITIONS

**A.** The Planning Board may impose conditions on a congregate living and social services conditional use permit relating to the development, design, or operation of the use to the extent the Planning Board concludes such conditions are necessary to minimize any adverse effect of the proposed use on adjoining properties, and to preserve the intent of the standards in this LDC.

**B.** In the event that the Planning Board decides to approve a congregate living and social services

conditional use permit, the Planning Board may impose conditions and restrictions as are directly related and incidental to the proposed use. Such conditions may address limits on location, scale, intensity, design, lighting, site and building maintenance, security and safety measures, signs, hours of operations, provisions for recreation and open space, buffers and screening, and other performance standards. Such conditions may include, but shall not be limited to, the following.

1. Setbacks larger than the minimums required by the Zoning Regulations.
2. Landscaping and/or screening of the premises from the street or adjacent property in excess of the minimum requirements of the Zoning Regulations.
3. Modification of the design of any building, structure or site feature involved in the proposed use.
4. Limitations on the size of buildings and other structures more stringent than the minimum or maximum requirements of the Zoning Regulations.
5. Limitations on the number of occupants or employees upon the premises and restrictions on the method of operation, the time of operation and use, and the size or extent of the facilities.
6. Regulation of design of access drives, sidewalks, crosswalks, and other traffic features.
7. Off-street parking spaces in excess of the minimum requirements of the Zoning Regulations.
8. Regulation of the number, size, and/or lighting of signs more stringent than the requirements of the Zoning Regulations.

C. ~~**All congregate living and social services conditional use permits shall be conditioned upon the issuance and annual renewal of a congregate living and social services license, as described in Chapter 46 of the City of Keene Code of Ordinances. Failure to procure and maintain an active congregate living and social services license shall constitute a violation of the conditions of the congregate living and social services conditional use permit, which shall be enforced through the provisions established in Article 28 of this LDC.**~~

## 15.4 ~~SUBMITTAL MATERIALS~~ CONDITONAL USE PERMIT APPLICATION PROCEDURE

**All applications for a Congregate Living and Social Services conditional use permit under this Article shall be made to the Planning Board and submitted to the Community Development Department following the procedures set forth in Section 26.14 of this LDC for conditional use permits, as they may be amended, and those listed below.**

A. **Referral to the Congregate Living and Social Services Advisory Board**

1. **Upon receipt by the Community Development Department, all applications for a Congregate Living and Social Services Conditional Use Permit shall be forwarded to the Congregate Living and Social Services (CLSS) Advisory Board a minimum of 5 business days prior to the CLSS Advisory Board's next meeting.**
2. **The Congregate Living and Social Services Advisory Board may conduct an evaluation of the application based on the criteria established in City Code and provide advisory comments to the Planning Board within 30 days of receipt**

B. **Submission Requirements**

Applicants for a congregate living and social services conditional use permit shall submit a completed application to the Community Development Department in accordance with the submission and procedural requirements for conditional use permits set forth in Section 26.14 of this LDC, as they may be amended. In addition to the application submission requirements specifed in Section 26.14, a completed

ORDINANCE O-2026-19

# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to Congregate Living and Social Service Uses

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

That Chapter 100 of the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by adding the **bolded underlined** text, and deleting the ~~stricken~~ text, as follows:

1. That Article 8, "Permitted Uses," Section 8.3 "Principal Uses" be amended to revise the definitions and associated use standards for Congregate Living and Social Service (CLSS) uses to conform with state and federal law and other local ordinances, combine the definitions of "Group Resource Center" and "Community Center" and classify the combined use under Institutional Uses, delete the definition of "Drug Treatment Clinic," and divide "Lodginghouse" into two categories: "Lodginghouse, Small" and "Lodginghouse, Large," as follows:

8.3.3—Institutional Uses

A.—Community Center

1. –Defined. A facility used as a place of meeting, recreation, or social activity, **or for the provision of services** which may offer a variety of educational and community service activities. **It does not include in-patient, overnight services, or treatments typically conducted in a medical office.**

2. –Use Standard. If this use is located directly adjacent to or within a residential zoning district, the side and rear building setbacks shall be double the requirements in the zoning district, unless an alternative solution is approved by the Planning Board as part of a site plan.

8.3.4 Congregate Living & Social Services Uses

A. Domestic Violence Shelter

1. Defined. A facility that provides temporary shelter, protection, and support for those escaping domestic violence and intimate partner violence, including victims of human trafficking. A domestic violence shelter also accommodates the minor children of such individuals. The facility may also offer services to help shelter clients and their children including counseling and legal guidance. The facility shall

be managed by a public or non-profit agency with in-house supervision provided on a 24-hour basis.

2. Use Standards

   a. Any new domestic violence shelter use shall not be located within 750-ft (measured at the property line) of any pre-existing domestic violence shelter use.

   b. Domestic violence shelters located within or directly adjacent to residential zoning districts shall not have more than 12-occupants at any time, excluding the minor children of shelter clients.

   c. If located within a residential zoning district, Domestic Violence Shelters shall maintain the appearance of a residential structure and the design and operation of the facility shall not alter the residential character of the structure.

~~B. Drug Treatment Clinic~~

~~1. Defined. A non-residential facility authorized by the state to provide treatment and licensed drugs to natural persons, including, but not limited to, methadone or suboxone, to manage and treat drug dependencies.~~

~~2. Use Standards~~

~~a. No drug treatment clinic shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.~~

~~b. Annually, a drug treatment clinic shall obtain a congregate living and social service licenses from the City Council as set forth in Chapter 46 of the City Code of Ordinances.~~

~~c. Security lighting is required and shall be adequate to deter or detect intrusions or other criminal activity during non-daylight hours.~~

~~d. If this use is located directly adjacent to a residential zoning district there shall be a building setback of 50- ft from the property line(s) directly abutting such district, unless an alternative solution is approved by the Planning Board as part of a site plan.~~

~~C.~~**B.** Fraternity/Sorority

1. Defined. A place of residence, with or without meals, for natural persons that are all members of or pledged to a local or national fraternity or sorority.

2. Use Standards

   **a. If located within a residential zoning district, Fraternities/Sororities shall maintain the appearance of a residential structure and the design and operation of the facility shall not alter the residential character of the structure.**

   ~~b. No fraternity/sorority shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.~~

~~c. Annually, a fraternity/sorority shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances~~.

~~D.~~**C.** Food Pantry

1. Defined. A non-profit organization that provides food directly to those in need. Food pantries receive, buy, store, and distribute food. Food pantries may also prepare meals to be served at no cost to those who receive them.

~~E.~~**D.** Group Home, Large

1. Defined. A facility providing living accommodations and care for ~~up to~~ **between 9 and** 16 ~~unrelated~~ natural persons who are in need of personal care services and/or are in need of supervision. Group home may include non-medical drug and alcohol rehabilitation. ~~A group home with 4 or fewer residents would be classified as a single-family dwelling.~~

2. Use Standards

a) Only 1 large group home shall be permitted per lot.

b) No large group home shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.

~~c) Annually, a large group home shall obtain a congregate living and social service licenses from the City Council as set forth in Chapter 46 of the City Code of Ordinances.~~

~~d)~~**c)** If located within a residential zoning district, large group homes shall maintain the appearance of a residential structure and the design and operation of the facility shall not alter the residential character of the structure.

~~F.~~**E.** Group Home, Small

1. Defined. A facility in a residential dwelling, providing living accommodations and care for no more than 8 ~~unrelated~~ natural persons who are in need of personal care services and/or are in need of supervision. Small group home may include non-medical drug and alcohol rehabilitation. ~~A group home with 4 or fewer residents would be classified as a single-family dwelling.~~

2. Use Standards

a. Only 1 small group home shall be permitted per lot.

~~b. No small group home shall be constructed or operate without first having obtained a congregate living and social service conditional use permit from the Planning Board in accordance with Article 15.~~

~~c. Annually, a small group home shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.~~

~~d.~~**b.** Small group homes shall maintain the appearance of a residential structure, and the design and operation of the facility shall not alter the residential character of the structure.

~~G. Group Resource Center~~

~~1. Defined. An establishment designed with the primary purpose of providing access to services related to counseling, personal care, or social well-being in a group setting. It does not include in-patient, overnight services, or treatments typically conducted in a medical office.~~

~~2. Use Standards~~

~~a. No group resource center shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.~~

~~b. Annually, a group resource center shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.~~

~~H.~~**F.** Homeless Shelter

1. Defined. A facility that provides temporary shelter without a required fee to natural persons who are homeless. The facility shall be managed by a public or non-profit agency with in-house supervision provided during operation.

2. Use Standards

a. Proximity to other uses.

i. Any new homeless shelter use shall not be located within 750-ft (measured at the property line) of any pre-existing homeless shelter use.

ii. Any new homeless shelter shall not be located within 500-ft (measured at the property line) of any preexisting public or private school, or child day care center.

iii. Homeless shelters with more than 16-occupants shall not be located directly adjacent to a residential zoning district.

b. No homeless shelter shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.

~~c. Annually, a homeless shelter shall obtain and maintain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.~~

~~d.~~**c.** All outdoor activity areas on-site shall be screened from public view and from the view of adjacent properties with a minimum 6-ft high solid fence.

~~e.~~**d.** The facility shall provide indoor and/ or outdoor waiting areas of a sufficient size to accommodate demand and to prevent queueing on the public right-of-way. Such waiting areas shall be screened from view.

~~I.~~**G.** Lodginghouse**, Large**

1. Defined. Any dwelling for between ~~5~~**9** and 16 ~~unrelated~~ natural persons, which provides separate rooms for sleeping for a fee, without personal care services and without separate cooking facilities for individual occupants. A **large** lodginghouse may include separate living quarters for an on-site property manager. For purposes of this LDC, the term **large** lodginghouse shall not include a hotel or motel **or other transient uses**.

2. Use Standards

   a. Only 1 **large** lodginghouse shall be permitted per lot~~, and no other residential uses shall be permitted on the same lot as a lodginghouse~~.

   b. No **large** lodginghouse shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.

   ~~c. Annually, a lodginghouse shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.~~

   ~~d.~~**c.** If located within a residential zoning district, **large** lodginghouses shall maintain the appearance of a residential structure, and the design and operation of the facility shall not alter the residential character of the structure.

**H. Lodginghouse, Small**

**1. Defined. Any dwelling for up to 8 natural persons, which provides separate rooms for sleeping for a fee, without personal care services and without separate cooking facilities for individual occupants. A small lodginghouse may include separate living quarters for an on-site property manager. For purposes of this LDC, the term small lodginghouse shall not include a hotel or motel or other transient uses.**

**2. Use Standards**

   **a) Only 1 small lodginghouse shall be permitted per lot.**

   **b) If located within a residential zoning district, small lodginghouses shall maintain the appearance of a residential structure, and the design and operation of the facility shall not alter the residential character of the structure.**

~~J.~~**I.** Residential Care Facility

1. Defined. A licensed facility that provides 24-hour medical and/or non-medical care to natural persons in need of personal care services, supervision, or assistance essential for sustaining the activities of daily living, or for the protection of the individual. A residential care facility may include nursing care, assisted living, hospice care, and continuum of care facilities. Residential care facility does not include a residential drug/ alcohol treatment facility.

2. Use Standards

   ~~a. No residential care facility shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.~~

~~b. Annually, a residential care facility shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.~~

~~c.~~**a.** If located within a residential zoning district, residential care facilities shall maintain the appearance of a residential structure, and the design and operation of the facility shall not alter the residential character of the structure.

~~K.~~**J.** Residential Drug/Alcohol Treatment Facility

1. Defined. A licensed facility that provides 24-hour in house supervision for medical and/or non-medical/therapeutic care of natural persons seeking rehabilitation from a drug and/or alcohol addiction. Such facilities may include medical detoxification.

2. Use Standards

a. No residential drug/alcohol treatment facility shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.

~~b. Annually, a residential drug/alcohol treatment facility shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.~~

2. That Article 15, "Congregate Living & Social Service Conditional Use Permit" Sections 15.2, 15.3, and 15.4 be amended to reduce the number of uses that require a CLSS Conditional Use Permit (CUP) from 9 to 4, replace references to the CLSS License Board to the CLSS Advisory Board, and revise the CLSS CUP process to include referral to the CLSS Advisory Board, as follows:

### 15.1 APPLICABILITY

Any change of use or new occupancy of any building or portion thereof for the following congregate living or social service uses, as defined in Section 8.3.4 of this LDC, shall require a congregate living and social services conditional use permit issued by the Planning Board in accordance with this Article.

~~1. Drug Treatment Clinic~~

~~2.~~**1.** Group Home, Large

~~3. Group Home, Small~~

~~4. Fraternity/Sorority~~

~~5. Group Resource Center~~

~~6.~~**2.** Homeless Shelter

~~7.~~**3.** Lodginghouse**, Large**

~~8. Residential Care Facility~~

~~9.~~**4.** Residential Drug/Alcohol Treatment Facility

### 15.3 CONDITIONS

A. The Planning Board may impose conditions on a congregate living and social services conditional use permit relating to the development, design, or operation of the use to the extent the Planning Board concludes such conditions are necessary to minimize any adverse effect of the proposed use on adjoining properties, and to preserve the intent of the standards in this LDC.

B. In the event that the Planning Board decides to approve a congregate living and social services conditional use permit, the Planning Board may impose conditions and restrictions as are directly related and incidental to the proposed use. Such conditions may address limits on location, scale, intensity, design, lighting, site and building maintenance, security and safety measures, signs, hours of operations, provisions for recreation and open space, buffers and screening, and other performance standards. Such conditions may include, but shall not be limited to, the following.

   1. Setbacks larger than the minimums required by the Zoning Regulations.
   2. Landscaping and/or screening of the premises from the street or adjacent property in excess of the minimum requirements of the Zoning Regulations.
   3. Modification of the design of any building, structure or site feature involved in the proposed use.
   4. Limitations on the size of buildings and other structures more stringent than the minimum or maximum requirements of the Zoning Regulations.
   5. Limitations on the number of occupants or employees upon the premises and restrictions on the method of operation, the time of operation and use, and the size or extent of the facilities.
   6. Regulation of design of access drives, sidewalks, crosswalks, and other traffic features.
   7. Off-street parking spaces in excess of the minimum requirements of the Zoning Regulations.
   8. Regulation of the number, size, and/or lighting of signs more stringent than the requirements of the Zoning Regulations.

~~C. All congregate living and social services conditional use permits shall be conditioned upon the issuance and annual renewal of a congregate living and social services license, as described in Chapter 46 of the City of Keene Code of Ordinances. Failure to procure and maintain an active congregate living and social services license shall constitute a violation of the conditions of the congregate living and social services conditional use permit, which shall be enforced through the provisions established in Article 28 of this LDC.~~

### 15.4 ~~SUBMITTAL MATERIALS~~ CONDITONAL USE PERMIT APPLICATION PROCEDURE

**All applications for a Congregate Living and Social Services conditional use permit**

**under this Article shall be made to the Planning Board and submitted to the Community Development Department following the procedures set forth in Section 26.14 of this LDC for conditional use permits, as they may be amended, and those listed below.**

**A. Referral to the Congregate Living and Social Services Advisory Board**

1. **Upon receipt by the Community Development Department, all applications for a Congregate Living and Social Services Conditional Use Permit shall be forwarded to the Congregate Living and Social Services (CLSS) Advisory Board a minimum of 5 business days prior to the CLSS Advisory Board's next meeting.**

2. **The Congregate Living and Social Services Advisory Board may conduct an evaluation of the application based on the criteria established in City Code and provide advisory comments to the Planning Board within 30 days of receipt.**

**B. Submission Requirements**

Applicants for a congregate living and social services conditional use permit shall submit a completed application to the Community Development Department in accordance with the submission and procedural requirements for conditional use permits set forth in Section 26.14 of this LDC, as they may be amended. In addition to the application submission requirements specified in Section 26.14, a completed application form for a congregate living and social services conditional use permit shall include the following materials.

~~A.~~ **1.** A written narrative describing the proposed use and any work proposed associated with such use, including, but not limited to, the following information.

~~1.~~ **a.** The size and intensity of the use, including information about: the estimated number of occupants including residents, clients, staff, visitors, etc.; hours of operation; size and scale of existing and proposed buildings or structures on the site; and, size of outdoor areas associated with the use.

~~2.~~ **b.** A description of any proposed development or redevelopment including, but not limited to: the construction of new buildings or structures or additions to buildings or structures; interior renovations; installation of parking areas or paved surfaces and associated screening; installation of fences or walls; and/or any change of use.

~~3.~~ **c.** A description of the physical and architectural characteristics of the site and the surrounding neighborhood.

~~4.~~ **d.** A description of how the site and/or use is designed to address the safety and security of its client population.

~~5.~~ **e.** A description of the size and location of indoor and/or outdoor waiting or intake areas, if applicable.

~~6.~~ **f** An analysis of estimated traffic generation associated with the proposed use utilizing the most current edition of the Institute of Transportation Engineers

(ITE) Traffic Generation Manual or data provided by a NH licensed traffic engineer.

~~7.~~**g** The estimated parking demand for the proposed use and the number of parking spaces to be provided on-site.

~~8.~~**h** A description of the staffing of the facility, including the number of on-site managers, if any.

~~9.~~**i** The proximity of the facility to other known congregate living and social service uses within 750-ft (measured from the property line).

~~10.~~**j** For congregate living uses, the average length of stay for residents/occupants of the facility.

~~11.~~**k** A description of the services provided to the clients or residents of the facility, including any support or personal care services provided on- or off-site.

~~B.~~**2.** Documentation of all required state or federal licenses, permits, and certifications.

3. That Tables 3.1.5, 3.2.5, 3.3.5, 3.4.5, 3.5.5, 3.6.5, 3.7.5, 4-1, 5.1.5, 5.3.5, 5.5.5, & 8-1 be amended to change the term "Lodginghouse" to Lodginghouse, Large," add "Lodginghouse, Small" to the list of uses under the category of "Congregate Living and Social Service," and display "Lodginghouse, Small" as a permitted use with limitations in the Rural (R), Residential Preservation (RP), Low Density (LD), Low Density 1 (LD-1), Medium Density (MD), High Density (HD), High Density 1 (HD-1), Downtown Core (DT-C), Downtown Growth (DT-G), Downtown Limited (DT-L), Downtown Transition (DT-T), Neighborhood Business (NB), and Office (O) zoning districts.

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Jay V. Kahn, Mayor

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Planning, Licenses and Development Committee, Standing Committee

**Through:**

**Subject:** **Relating to Short-term Rental Uses**
**Ordinance O-2026-09-A**

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**Recommendation:**
On a vote of 5-0, the Planning, Licenses and Development Committee recommends adoption of Ordinance O-2026-09-A.

**Attachments:**
1. O-2026-09-A-Relating to Short-term Rental Uses_clean copy (1)

**Background:**
Senior Planner Mari Brunner was the next speaker. Ms. Brunner stated what is being proposed here is to create a definition for short-term rentals and create new standards. Over the next year to three years, staff will keep track of short-term rental numbers in the community to see if the numbers are going up, what sort of complaints are being filed etc. and if there are changes the item will be brought back before Council.

She explained Ordinance O-2026-09-A is the ordinance that is in zoning and creates the definition and use standards and outlines which zoning districts this would be allowed in.

Ordinance O-2026-10 is the ordinance that creates the definition in Article 29 and that definition is identical to the one that would be in Article 8.
The Chair stated this item has had a public hearing and has been thoroughly discussed.

Councilor Haas clarified this Ordinance is just for the definitions and the only regulation that is being introduced is the posting of information at non-hosted locations and that the character of the neighborhood be maintained. Ms. Brunner agreed and stated if this Ordinance passes, the use will be allowed by right with limitations, and those limitations are the two use standards.

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends adoption of

Ordinance O-2026-09-A.

The following motion by Councilor Jones was duly seconded by Councilor Filiault.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends adoption of Ordinance O-2026-10.

ORDINANCE O-2026-09-A

# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to Short-term Rental Uses

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

That Chapter 100 of the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by adding the bolded underlined text, and deleting the stricken text as follows:

1. Add a new section "AI" to Article 8, Section 8.3.2, "Commercial Uses" to define "Short-term Rental," as follows. The intent of this proposed change is to support wealth-building opportunities for Keene residents, ensure the health and safety of Short-term Rental guests, preserve the residential character of Keene's neighborhoods, and protect quality of life for abutting residences.

   **AI. Short-term Rental (STR)**

   1. **Defined.**

      **Short-term Rental (STR) - A dwelling or any portion thereof that the owner or the lessee of the dwelling offers for occupancy, for a fee, for fewer than 30 consecutive days. Short-term Rentals can be hosted, where the dwelling is the primary residence of the owner or lessee, or non-hosted, where the dwelling is not the primary residence of the owner or lessee.**

   2. **Use Standards**

      a. **If located in a residential zoning district, the residential appearance of the dwelling or the lot on which the STR is located shall be maintained.**
      b. **Non-Hosted STRs shall have posted contact information in accordance with Chapter 18, Section 18-16 A of the City Code of Ordinances. The exceptions listed in Section 18-16 B shall not apply to this use.**

2. Allow "Short-term Rental" as a permitted use in the zoning districts listed below by amending Sections 3.1.5, 3.2.5, 3.3.5, 3.4.5, 3.5.5, 3.6.5, 3.7.5, 5.1.5, 5.3.5, 5.4.5, 5.5.5, 7.2.5, and Tables 4-1 and 8-1, to display "Short-term Rental" as a permitted use under the category of commercial uses.
   a. Rural
   b. Residential Preservation

c. Low Density
d. Low Density 1
e. Medium Density
f. High Density
g. High Density 1
h. Downtown Core
i. Downtown Growth
j. Downtown Transition
k. Commerce
l. Neighborhood Business
m. Business Growth and Reuse
n. Office
o. Agriculture

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Jay V. Kahn, Mayor

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Planning, Licenses and Development Committee, Standing Committee

**Through:**

**Subject:** **Relating to the Definition of Short-term Rental**
**Ordinance O-2026-10**

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**Recommendation:**
On a vote of 5-0, the Planning, Licenses and Development Committee recommends adoption of Ordinance O-2026-10.

**Attachments:**
1. O-2026-10-Relating to the Definition of Short-term Rental_Referral

**Background:**
Senior Planner Mari Brunner was the next speaker. Ms. Brunner stated what is being proposed here is to create a definition for short-term rentals and create new standards. Over the next year to three years, staff will keep track of short-term rental numbers in the community to see if the numbers are going up, what sort of complaints are being filed etc. and if there are changes the item will be brought back before Council.

She explained Ordinance O-2026-09-A is the ordinance that is in zoning and creates the definition and use standards and outlines which zoning districts this would be allowed in.

Ordinance O-2026-10 is the ordinance that creates the definition in Article 29 and that definition is identical to the one that would be in Article 8.
The Chair stated this item has had a public hearing and has been thoroughly discussed.

Councilor Haas clarified this Ordinance is just for the definitions and the only regulation that is being introduced is the posting of information at non-hosted locations and that the character of the neighborhood be maintained. Ms. Brunner agreed and stated if this Ordinance passes, the use will be allowed by right with limitations, and those limitations are the two use standards.

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends adoption of

Ordinance O-2026-09-A.

The following motion by Councilor Jones was duly seconded by Councilor Filiault.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends adoption of Ordinance O-2026-10.

ORDINANCE O-2026-10

# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to the Definition of Short-term Rental

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

That Chapter 100 of the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by adding the bolded underlined text, and deleting the stricken text as follows:

1. That a definition of "Short-term Rental" be added to Article 29, as follows:

**Short-term Rental (STR) - A dwelling or any portion thereof that the owner or the lessee of the dwelling offers for occupancy, for a fee, for fewer than 30 consecutive days. Short-term Rentals can be hosted, where the dwelling is the primary residence of the owner or lessee, or non-hosted, where the dwelling is not the primary residence of the owner or lessee.**

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Planning, Licenses and Development Committee.

Deputy City Clerk

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Darcy Newport, Human Resources Director

**Through:** Elizabeth Ferland, City Manager

**Subject:** **Retirement Resolutions - Human Resources Director**
**Resolution R-2026-46**
**Resolution R-2026-48**
**Resolution R-2026-49**
**Resolution R-2026-50**
**Resolution R-2026-53**
**Resolution R-2026-54**
**Resolution R-2026-55**

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**Recommendation:**
Recommend the adoption of retirement resolutions: R-2026-46, R-2026-48, R-2026-49, R-2026-50, R-2026-53, R-2026-54, R-2026-55

**Attachments:**
1. R-2024-46 Scott E Martin
2. R-2024-48 Yelma Desseta
3. R-2026-49 Margo M Best
4. R-2026-50 Elizabeth A Fox
5. R-2026-53 Jason A Martin
6. R-2026-54 Michael E Hagan
7. R-2026-55 Barbara A DiNapoli

**Background:**
There have been several retirements which have not yet been recognized by Council. These will be broken up and submitted for several Council meetings over the coming weeks.

For this coming meeting, recommend the adoption of the following resolutions:

R-2026-46 In Appreciation of Scott Martin Upon His Retirement

R-2026-48 In Appreciation of Yelma Desseta Upon His Retirement

R-2026-49 In Appreciation of Margo Best Upon Her Retirement

R-2026-50 In Appreciation of Elizabeth A. Fox Upon Her Retirement

R-2026-53 In Appreciation of Jason A. Martin Upon His Retirement

R-2026-54 In Appreciation of Michael E. Hagan Upon His Retirement

R-2026-55 In Appreciation of Barbara A. DiNapoli Upon Her Retirement

The proposed resolutions recognize longstanding commitment to public service and express the City's gratitude for the contributions made by the respective employees.

# CITY OF KEENE

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

A RESOLUTION In Appreciation of Scott E Martin Upon His Retirement

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

WHEREAS: Scott E. Martin began his City career on December 2, 2002, in the Utilities Maintenance Division of the Public Works Department as Maintenance Mechanic; assumed responsibilities as Maintenance Technician on July 6, 2003; advanced to Maintenance Technician II effective May 5, 2004; and was promoted to Facilities Maintenance Manager in the Parks, Recreation and Facilities Department as of November 24, 2014; and

WHEREAS: As a Utilities Maintenance Division member, Scott handled an always-full plate, prioritizing to meet the needs of both customer and the City while keeping other tasks on schedule—whether ordering parts, creating work orders, following through on each assignment, or dealing with the "wrenches thrown in the mix"—and was a great troubleshooter, able to decipher issues related to mechanical, electrical, or SCADA problems in a timely manner, and was a great promoter of teamwork, listening and working across divisions to ensure the City met its permit to provide safe drinking water and fire protection; and

WHEREAS: Scott's knowledge of best practices for facilities management, his strong planning and organizational skills, and his understanding of the big picture led him to have strong adaptability, allowing him to manage multiple buildings, focus on the priorities of each; to provide safe, clean, efficient buildings for customers at each location; to shift direction based on project, leadership, or funding priorities; to accept responsibility for additional facilities historically outside the division's arena; to pivot, adapt, and embrace change almost every day to ensure no issue goes unresolved; and to adopt new technologies in so many areas of the facilities industry; and

WHEREAS: His actions spoke for his ethics as they relate to budgeting, accountability, and valuing his team members and, a Keene taxpayer, Scott was prudent with how his budget was spent—making data-driven decisions when resources were not always at the level needed, constantly revisiting the Capital Improvement Program, and serving on both the Environmentally Preferable Purchasing Program and on the Joint Purchasing Initiative to identify potential cost savings; and

WHEREAS: Not only did Scott communicate with his departmental customers, the City's tenants, and independent contractors to work through concerns, he built and lead a strong, quality team—spread throughout the City with various responsibilities and shifts and a wide array of skills—that works well together and is willing to do what's necessary to accomplish each goal, whether preventive maintenance programs, large projects, or emergencies; and

WHEREAS: Scott also contributed to the City by serving on the Personnel Advisory Board and on the Safety/Joint Loss Management Committee—sharing his knowledge of building security and best safety practices—as well as by always ensuring safety protocols are followed and by working tirelessly during the pandemic to ensure buildings were clean and safe for his coworkers and for the public whenever open; and

WHEREAS: Scott retired February 27, 2026, with just over 23 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Scott E. Martin for his dedication to the City of Keene and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Scott in appreciation of his years of service to the City of Keene and the greater Monadnock community.

Jay V. Kahn, Mayor

# CITY OF KEENE

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

A RESOLUTION In Appreciation of Yelma Desseta Upon His Retirement

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

WHEREAS: Yelma Desseta began his career with the City on April 7, 2008, as a Civil Engineer in the Public Works Department's Engineering Division; and

WHEREAS: Very technically knowledgeable in construction administration and inspection field experience, Yelma became familiar with the City's standards and procedures for bidding and executing Capital Improvement Program contracts and remained diligently aware of project goals and financial restraints, making good judgments to obtain the greatest value from the work being done for the investment for those construction contracts and designs that he managed; and

WHEREAS: A very skilled design engineer and construction administrator, Yelma delivered a consistently-high quality contribution to many annual and multiple-phased projects around the community, from design of site plans to wetlands permitting through construction to inspection and closeout—whether water hydrants or gate valves, the transfer station cement floor, airport culverts, roadway rehabilitation, parking lots, lighting, sidewalks, retaining walls, accessibility ramps, dams, or the Stone Arch Bridge—his projects were well-researched to ensure all engineering standards were met; and

WHEREAS: Yelma was adroit at responding to the changing needs and priorities of the division, dealing well with changes to project scope and schedule and to construction "surprises," remaining positive when extra work interrupted his schedule but advanced the division's goals, adapting to new construction methods, equipment, software, and environments—but remaining diligent about meeting established deadlines; and

WHEREAS: With ethics beyond reproach, Yelma took a proactive, detailed and thorough approach to preventing and solving problems, going above and beyond to manage resident concerns as they arose—sometimes requiring a significant amount of neighborhood engagement and communication—actively listening respectfully, working diligently, and developing alternatives to resolve or reduce concerns promptly and professionally; and

WHEREAS: Working well both independently and with construction contractors and staff with whom he interfaced, Yelma was a steady and consistent member of the team, coordinating with other divisions and departments, communicating to prevent issues from arising keeping management informed of schedule, progress, and details for simultaneous projects; and sharing a team employee achievement award 2nd quarter 2025 for continuing outstanding contributions to the City of Keene; and

WHEREAS: Yelma retired June 26, 2026, with over 18 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Yelma Desseta for his dedication to the City of Keene and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Yelma in appreciation of his years of service to the City of Keene and the greater Monadnock community.

Jay V. Kahn, Mayor

# CITY OF KEENE

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

A RESOLUTION In Appreciation of Margo M. Best Upon Her Retirement

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

WHEREAS: Margo M. Best began working in the Police Department's Records Bureau as a part-time temporary hire for six months or more due to an extended employee vacancy; was hired as full-time regular Secretary I effective 13 August 2007; and was reclassified as Police Records Specialist as of 1 July 2012; and

WHEREAS: With exceptional time management and organizational skills, as well as versatility, Margo managed as fluid and steady a workflow as possible; dealing with every priority task by or before deadline with quality workmanship; often catching complications as they arise; making time to complete projects; bringing forth many good suggestions to help improve efficiency of the Bureau's varied and heavy workload; and documenting for cross-training purposes her everchanging procedures; and

WHEREAS: Believing that she needs to do whatever is necessary to help someone, Margo strove to provide exceptional professional customer service to the public, her coworkers, and other agencies by improving her listening and observation skills; asking pertinent questions to determine the exact need; treating each person with patience and remaining impartial; and providing suggestions when the customer needed to access another source of assistance; and

WHEREAS: Margo's flexibility and can-do attitude allowed her to absorb the many changes and updates implemented in Records on a regular basis, and her awareness made her cognizant of how frequent changes made in laws, rules, procedures, etc.—large, small or exceptions—applied to the Records team, sorting through everything and asking relevant questions to ensure all aspects were reviewed before implementation and re-works of court cases; and she was very thorough when learning something new and quick to reorganize to accomplish what was needed; and

WHEREAS: Very knowledgeable of the court system and procedural law, her insight and attention to detail was especially important to ensuring court cases could be proven without being reworked; helping Officers with their cases by spotting errors or oversights; keeping Prosecutors well informed about cases, trial work, changes, etc.; fostering good relationships with other law enforcement agencies and attorney offices; and always being vigilant with confidentiality; and

WHEREAS: A problem solver, Margo is very proactive in identifying the problem, researching information so decisions are based on facts, asking for assistance if needed, and providing clear follow up—all done quickly in a professional manner; and

WHEREAS: An integral part of the team, Margo managed to help her coworkers no matter how heavy the workload, offering guidance knowledge, and support to new members of the bureau or department; giving outstanding effort when short-staffed; keeping the lines of communication open; assuming extra tasks from coworkers to help reduce their workloads; often covering the service window and telephone—all while keeping up with her own work; and

WHEREAS: Margo qualified as a retiree, leaving 30 June 2026, with a total of approximately 19½ years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Margo M. Best for her dedication to the City of Keene and wishes her the very best for her retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Mago in appreciation of her years of service to the City of Keene and the greater Monadnock community.

Jay V. Kahn, Mayor

# CITY OF KEENE

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

A RESOLUTION In Appreciation of Elizabeth A. Fox Upon Her Retirement

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

WHEREAS: Elizabeth A. Fox began her career with the City of Keene as Finance Director on April 30, 2012; was appointed City Treasurer on May 3, 2012; assumed the responsibilities of Assistant City Manager/Human Resources Director on March 10, 2014; and also served as Human Services/Youth Services Director through June 30, 2015. On March 29, 2026, near the end of her City career, she was reallocated to the Finance Department's Accounting Division to assist with development of the City budget and personnel cost projections using the recently implemented enterprise resource planning system; and

WHEREAS: A key member of the leadership team who successfully balanced many roles, Beth possessed considerable municipal management skills and a strong understanding of the challenges facing the City. She was proficient at taking the pulse of the organization and the community; planning and guiding special projects; assisting with the implementation of public-private partnerships affecting infrastructure and development; translating City Council objectives into departmental action plans; and understanding how even the smallest details contribute to operations and broader organizational dynamics; and

WHEREAS: Quick to adapt as priorities shifted and new opportunities arose, Beth helped guide the City through difficult challenges and contributed meaningfully to the organization's progress. She transitioned seamlessly into new roles, applied credible and practical thinking, clearly articulated organizational needs, and helped solve problems through the consistent interpretation of procedures, directives, and City Code. She continually sought training to remain current with changing employment laws and developments in public administration and carefully considered the potential consequences of each decision; and

WHEREAS: Beth answered the call during emergencies without hesitation. During the COVID-19 pandemic, she was a crucial member of the City's emergency management team, guiding the organization's human resources response through one of the most difficult periods it ever had faced. Throughout her career, she consistently placed the needs of the organization ahead of her own, while never losing sight of the people behind the work; and

WHEREAS: Beth led by example, setting a high ethical standard for the organization and fostering an open and respectful atmosphere for employees. She supported members of the City team to ensure they were heard and that their concerns were resolved as fairly as possible. She negotiated some of the City's most challenging collective bargaining agreements, bringing forward agreements that were fair to both parties and consistent with the City's objectives. Tolerant and nonjudgmental of differences, she demonstrated an inherent love of people by providing a listening ear and exemplary service; and

WHEREAS: A tireless, hardworking professional and consummate team player, Beth was fully engaged in all aspects of public admin-istration. She routinely worked late into the evening—particularly during budget development, collective bargaining, and other demanding periods—to ensure the work was accurate, complete, and ready when needed. She was adept at building consensus, working across departments to promote a positive workplace culture among employees with diverse skills, lending a hand whenever doing so would improve City services, and attending nearly every function held by the City; and

WHEREAS: Beth valued every opportunity to serve others and appreciated being part of a team of smart, motivated, creative, and com-munity-focused employees serving Keene. To that end, she participated on countless citywide committees, as well as external boards and organizations to support a strong community, lending her steady leadership, sound judgment, compass-sion, and commitment to others and leaving a lasting mark on the organization and the greater Keene community; and

WHEREAS: Beth's commitment to public service was recognized beyond City Hall when, in 2023, she was named one of *The Keene Sentinel's* Extraordinary Women—an honor reflecting not only her professional accomplishments, but also the respect and admiration she earned throughout the community; and

WHEREAS: Beth retired on July 10, 2026, after nearly 14¼ years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Keene hereby extends its sincere thanks to Elizabeth A. Fox for her dedication to the City of Keene and wishes her the very best in her retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Beth in appreciation of her years of service to the City of Keene and the greater Monadnock community.

Jay V. Kahn, Mayor

# CITY OF KEENE

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

A RESOLUTION In Appreciation of Jason A. Martin Upon His Retirement

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

WHEREAS: Jason A. Martin began his career with the Keene Fire Department as a Firefighter/Emergency Medical Technician 5 January 1998; left the City temporarily from 31 October 2001 until 29 July 2002; was granted Paramedic status 3 December 2003; progressed to Acting Fire Lieutenant as of 6 August 2006 and advanced to Fire Lieutenant/Operations 27 August 2006; was selected as Fire Captain/Operations effective 9 February 2014; again was promoted 11 September 2023 to Deputy Fire Chief; was elevated to Acting Fire Chief 21 April 2024 and became Fire Chief 18 August 2024; and

WHEREAS: Having a deep dedication to the wellbeing of our community and exceptional leadership skills, Jason was persuaded to assume the role of Chief and consistently maintained the positive attitude, long history of managing his time and workload effectively, and professionalism for which he has been known throughout his career as he worked actively with the senior leadership of the City and the department to identify shared priorities and to address concerns—consistently demonstrating his unwavering commitment to the safety of both our residents and his staff; and

WHEREAS: Showing insightful recognition of the learning curve required of his new role—with almost everyone at KFD new in their roles as he became their new chief—Jason quickly gained trust, brought stability to the entire team after an important period of transition, fostered an environment that welcomes diverse perspectives and builds unity across ranks and roles, consistently prioritized the safety and wellbeing of his staff, and responded to their needs with care and diligence; and

WHEREAS: Practical and objective with extensive experience, Jason used balanced judgment and his ability to think outside the box while considering major decisions so he can develop data-driven yet creative strategies to produce the desired results under fiscal constraints; and

WHEREAS: Known for building well-trained, highly-motivated groups and for always being willing to help steer colleagues in a positive direction, Jason focused on development and teambuilding to lead the groundwork for a positive culture and an improved work-life balance, demonstrating compassion and acceptance of others, using respect and thoughtfulness to resolve differences to achieve win-win situation, strengthening personnel through open communication and training opportunities, and improving collaboration with union leadership—all with the goal of fostering a culture where employees are supported, recognized, and empowered to grow; and

WHEREAS: Jason has helped guide the Fire Department into the future by partnering with City staff and Council to align fire staffing with the level of service required for the community today, by developing a stronger fire command staff, by developing a solid working relationship with Cheshire County EMS; by restarting the Fire Explorer Post 19 to assist youth learn about career opportunities in the fire and emergency medical services field; by streamlining the recruitment and onboarding processes for hiring and promotions; and by bringing strong focus on operations and culture—leaving behind a department well positioned for its next chapter; and

WHEREAS: Jason retired 31 August 2026, with 27 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Jason A. Martin for his dedication to the City of Keene and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Jason in appreciation of his years of service to the City of Keene and the greater Monadnock community.

Jay V. Kahn, Mayor

# CITY OF KEENE

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

A RESOLUTION In Appreciation of Michael E. Hagan Upon His Retirement

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

WHEREAS: Michael E. Hagan began his extensive career with the City of Keene as a temporary agency employee in the former Code Enforcement Department from January 2 through August 17, 2001; was hired as a full-time regular Secretary I August 20, 2001; elevated to Permit Clerk May 15, 2008; reclassified to Permit Technician July 1, 2009; promoted to Code Enforcement Officer July 15, 2014; elevated to Plans Examiner June 3, 2019; assumed additional duties as Floodplain Manager January 1, 2024, and as Assistant Emergency Management Director May 4, 2025; raised to Building Construction Manager December 7, 2025; and also served as Acting Zoning Administrator; and

WHEREAS: A quick learner constantly striving for knowledge and understanding of why something is required in the permit process—from plan review, issue, inspections and finalization—Mike attained many certifications toward his achievement of the highest professional level as Master Code Professional; and

WHEREAS: Demonstrating an enthusiastic willingness to help, using the deep and trusted connection with the Keene community, and exhibiting ethics beyond reproach, Mike's knowledge, people skills and unwavering commitment to high-quality service served as a guiding resource for customers and helped the City in its efforts to reshape public perception of regulatory departments; and

WHEREAS: With a comprehensive understanding of operations, Mike recognized the diverse range of requests received daily—from zoning and health concerns to building issues, complaints and disaster-related matters—and the need to strike a balance between addressing customer demands and ensuring compliance with relevant regulations; and

WHEREAS: Mike's leadership helped strengthen the team as it underwent changes to merge code and health functions with planning to form a more cohesive Community Development Department—putting forth helpful ideas and embracing innovation; streamlining and modernizing processes; implementing new technologies; strengthen-ing communication between city departments, and serving as a key resource for his colleagues—as he consistently took initiative to assist in assessing, drafting and leading solution-driven projects to better serve residents, businesses and the development community; and

WHEREAS: Mike also served his fellow employees as a long-standing member of the internal Welcome and Recognition Committee—organizing and supporting breakfast fundraisers for the unfunded committee, leading new-employee tours of facilities, and even serving as master of ceremonies for the annual award event one year—to help foster a more inclusive, connected and positive environment for everyone in the organization; and

WHEREAS: Mike also represented the City as a member of, or liaison for, the Keene Planning Board, New Hampshire Building Code Review Board, Minor Project Review Board, Congregate Living and Social Services Licensing Board, Zoning Board of Adjustment; and reviewed public event protocols, as well as fire codes during a vacancy; and participated in Citizens Appreciation Nights; and

WHEREAS: Mike retired September 4, 2026, with just over 25 years of honorable service as a City employee;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Michael E. Hagan for his dedication to the City of Keene and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Mike in appreciation of his years of service to the City of Keene and the greater Monadnock community.

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Jay V. Kahn, Mayor

# CITY OF KEENE

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

A RESOLUTION In Appreciation of Barbara A. DiNapoli Upon Her Retirement

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

WHEREAS: Barbara A. DiNapoli began her career in the City Attorney's Office on June 19, 1999, as Department Secretary; was reclassified as Paralegal July 1, 2009; and again was reclassified, based on her continuing contributions, to the position of Senior Paralegal effective July 1, 2021; and

WHEREAS: With an extensive knowledge of City practices and real-world experience, Barb effectively manages the workflow of the office—working to understand each matter with which the office deals; accurately judging and triaging priorities; paying attention to demands on the attorneys' time and ensuring they have the information necessary before needed; anticipating questions that may not have been asked; conducting and providing error-free and timely research; tenaciously solving challenges; and consistently preparing accurate written materials; and

WHEREAS: Her extensive work with right-to-know requests has advanced transparency—assisting City departments to comply with state law and preparing responses in accordance with statute and applicable case law—and her extensive work with property transfers has ensured smooth transactions as she performed title searches on properties the City purchased or sold, prepared documents, represented the City at real estate closings, and ensured legal documents were recorded at the Registry of Deeds; and

WHEREAS: Able to identify when something is about to go amiss, Barb reviews the history of a situation and proactively assembles all available information to ensure that the necessary City Council authority is in place and that the end result is not detrimental to the City; and

WHEREAS: Very mindful of ethics, Barb has provided excellent service to internal customers and the public—listening carefully, handling questions professionally with comprehensive and clear information, maintaining confidentiality; striving to be friendly and helpful; judging what information is appropriate to share with others and what questions to elevate to the Attorney; being careful not to make comments that could be construed as legal advice; and taking pride in representing the City well; and

WHEREAS: Barb has served four City Attorneys and two additional Assistant or Deputy City Attorneys and has been helpful in training interns, seeking to implement change as needed—whether to procedures or technology—and consistently adjusting with grace; and

WHEREAS: Willing to do the extra, she has carried out the additional responsibilities of handling worker's compensation claims and served as the Safety Committee secretary for several years, staffed Citizens' Appreciation Nights; and earned an Employee Achievement Award in 2004 for outstanding contributions to the City of Keene; and

WHEREAS: Barb retires October 31, 2026, with over 27 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Barbara A. DiNapoli for her dedication to the City of Keene and wishes her the very best for her retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Barb in appreciation of her years of service to the City of Keene and the greater Monadnock community.

Jay V. Kahn, Mayor

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Finance, Organization and Personnel Committee, Standing Committee

**Through:**

**Subject:** **Sole Source - Professional services contract with Aries Engineering *and* Relating to an Appropriation of Funds for Water Supply Technical Services**
**Resolution R-2026-56**

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**Recommendation:**
On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-56.

On a vote of 5 to 0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to sole source procure a professional services contract with Aries Engineering in an amount not to exceed $120,000.00.

**Attachments:**
1. R-2026-56-Appropriation of Unallocated Water Fund Balance_Referral

**Background:**
Asst. Public Works Director/Operations Manager Aaron Costa addressed the Committee next.

Mr. Costa stated the City has three production wells located off Court Street and many monitoring wells around those wells. The Public Works Department collects and analyzes samples from these wells on a regular basis.

In 2026, low-level detections of various compounds were identified. The City has been working with New Hampshire Department of Environmental Services on this issue and keeping them up to date through this process and DES has provided the City with a scope of work that they would like the City to complete to better understand how those compounds are moving through the groundwater. This would require additional installation of more monitoring wells.

Mr. Costa stated there is potential for DES grant funds through the Local Source Water Protection Grant. Staff has applied for those grant funds but won't know if they are successful with those grant

funds until sometime in the spring. The $30,000 of grants funds would go toward the installation of those additional monitoring wells.

City staff contacted Aries Engineering and received a proposal for the recommended scope of work and staff is recommending sole sourcing Aries because of their understanding of the well field. They have done work for the City in the past and they have the technical expertise necessary to complete this work.

Mr. Costa noted partial funding for this work is available in the existing Water Supply Protection Program. However, the additional funding of $75,000 is requested in Resolution R-2026-56.

In all, this work would cost around $160,000; approximately $120,000 for Aries Engineering, and $40,000 for additional testing which the City will be responsible for. He added the $30,000 is not factored in the $160,000 being requested.

Councilor Chalice stated she is appreciative the City can work with DES to address these contaminants in the groundwater. She went on to say she has not heard mention anything about a discussion with the Bretwood Golf Course or Green Wagon Farm as to whether their action can be stopped. She noted the City is spending an additional $100,000 which seems like a good investment into the future for other potential contaminant sources but questioned whether the two entities have been contacted.

Mr. Costa stated the City met with Bretwood Golf Course last year and they were made aware of the findings. DES has also been working in conjunction with the Division of Pesticides to come up with a site management plan for Bretwood and how they apply and do their work for pesticide applications. With respect to Green Wagon Farm, Mr. Costa stated he was not sure to the extent that they have been involved with this discussion at this point. The Chair clarified much of their growing is done off site. Mr. Costa stated he was not sure but added that the land they lease is owned by Bretwood and felt in talking to Bretwood about this issue, they understand that it doesn’t matter if it's from the golf course or from the farm that those pesticides applications would be of concern to the City. He stressed the City is working with regulatory individuals to continue to protect the water source in the future.

Councilor Chadbourne stated she is glad this item is being handled as this has been an issue for many years.

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 adoption of Resolution R-2026-56.

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 City Manager be authorized to do all things necessary to sole source procure a professional services contract with Aries Engineering in an amount not to exceed $120,000.00.

# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Appropriation of Unallocated Water Fund Balance

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

That the sum of $75,000.00 be appropriated from the Unallocated Water Fund Balance to the Water Supply Protection Program (34MI010A).

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Jay V. Kahn, Mayor

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

City Clerk

# CITY OF KEENE
# NEW HAMPSHIRE

**Meeting Date:** November 19, 2026

**To:** Mayor and Keene City Council

**From:** Finance, Organization and Personnel Committee, Standing Committee

**Through:**

**Subject:** **Acceptance and Expenditure of FY2025 FEMA SAFER Grant *and* Relating to the Appropriation of Funds from the General Fund Unassigned Fund Balance**
**Resolution R-2026-57**

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**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 accept, execute, and expend the FY2025 Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) Grant, Award No. EMW-2025-FF-01440, in the amount of $1,676,431 in federal funding, for the purpose of hiring eight (8) additional firefighters for the Keene Fire Department, in accordance with the terms and conditions of the grant award.

**Attachments:**
1. R-2026-57 Relating to the Appropriation of Funds from the General Fund Unassigned Fund Balance

**Background:**
The Manager stated since 2022 there has been a City Manager staffing committee that includes City Councilors in its membership. Several recommendations related to fire staffing has been brought to the Committee and to Council, and several changes have been made. In the FY24 budget, four firefighters were added to increase staffing by one per shift above the previous minimum. In FY 26, four firefighters were added to support a third ambulance and establish a twelve-person minimum. In FY 27, four more firefighters were added to improve shift coverage, reduce overtime and strengthen operational capacity. In addition, the City expanded fire prevention staffing adding two inspectors in FY24 and added part-time administrative support, strengthening inspection, code enforcement and public education. Since 2022, fire fighters have been added (three members) per shift.

The Manager stated the Safer Grant, would bring the City to 20 new fire fighters since 2022, eight additional firefighters at two per shift. The 12 firefighters to date that have been added represents $1.5 million. In addition, tonight there is consideration being given to an additional amount of $1.8 million. She noted the Fire Chief has prepared a presentation to provide reasons as to why the City is

looking to get to a staffing level of 15. She explained this does not mean there will be 15 individuals all the time because there are times when people are out sick, on family medical leave, vacation, etc. However, it will add to the available firefighters by adding eight more positions to the department.

The Manager explained the Resolution from the Fire Chief would need to go before the full Council twice. The Resolution is for the matching amount for the first year of the grant, as well as operating expenses. Operating expenses such as gear expenses and training expenses.

She indicated the Chief has calculated what is needed for the remainder of this fiscal year (FY27) and has adjusted those numbers accordingly.

Fire Chief Seymour addressed the Committee next.

Chief Seymour with the help of a PowerPoint presentation stated the department is currently at a shift strength of 13 individuals with a minimum of 12 individuals between two firehouses. The Chief stated Keene is pretty insulated from the rest of the State and have to take on all responsibilities, such as paramedic, structural fire response, aircraft response, trench collapse, hazmat response (covering 38 communities), surface water rescue, emergency and non-emergency standby, and more.
The City's closest career fire department or staffed fire station is 30 minutes away.

The Chief continued that the total estimated calls from 2012 were 4115 per year and now in 2026 they are approaching 6,700 per year. He referred to a slide, which showed overlapping incidents which are now at about 47% of calls. He stated this is why it is important to retain the proper staffing level in order to keep those different apparatus moving around the City covering those multiple calls. Overlapping incidents cause the need for overtime hours because of our current staffing level. He mentioned as a for instance, there were seven or eight incidents at one time last weekend and that is common.

The Chief stated in 2025 the department had members working almost two full-time jobs worth of hours at 3,800 hours a year. A typical 42-hour workweek for the fire department staff is about 2,184 hours a year. The Chief explained this type of overtime affects the staff members effectiveness on the job, is not good for work-life balance, leads to injury, leads to illness, and more.

The Chief next talked about standards the department must follow: NFPA 1710, which are the staffing standards for career fire departments; NIST, the National Institute for Standards of Technology assist with post injury and post death investigations. Often, it comes back to staffing, communication and command.

The Chief continued by discussing response and staffing standards that are required to abide by. Those are National Fire Protection Association (NFPA) which relates to staffing standards, National Institute for Standards and Technology (NIST) which relates to research about injuries and post-death investigations, and Insurance Services Office (ISO) which relates to insurance rates related to fire.

The two areas the City has suffered the most in are training and staffing. For staffing, the City receives less than half the allotted points, which drives the score down. The Chief noted once staffing is brought back to the expected number, he will be reaching back to ISO for a rescore to see if the insurance rates can be improved.

Chief Seymour continued that NFPA 1710 recommends 15 firefighters minimum (but have already moved that number to 17 firefighters) be onsite at a low hazard residential structure fire inside of eight minutes in order to do all functions of firefighting. They recommend 28 firefighters for medium hazard garden-style apartment housing fires. We have many of these types of apartment buildings in West Keene. For high hazard medium- or mid- to high-rise buildings, such as the Cleveland Building, they recommend 43 firefighters. The City of Keene fire department cannot meet the standards for the medium and high hazard fires but are trying to meet the standards for the low hazard residential house fires of 15 firefighters minimum onsite within eight minutes.

The Chief referred to a slide and explained that Keene is 12th in the State for population and are currently fifth in the State for call volume behind Manchester, Nashua, Concord, and Dover. Much larger cities and towns fall behind Keene that don't complete the volume of work that Keene does; Keene is currently ninth in staffing. In Keene, we currently have the minimum 12 per shift and other cities with less volume have minimums of 15 or 17 per shift.

The Chief showed the Committee a video that helped to illustrate why the number of firefighters on each shift is so important. The video illustrated the dangers of using lithium-ion batteries. There were 40 related deaths from lithium-ion batteries between 2017-2023. These batteries are used in E-bikes, E-scooters, toothbrushes, laptops, earbuds, and many such household products. One of the main causes of these fires are the use of incorrect charging stations. But, there are other reasons for these fires which could be a battery is punctured, overheats, or is manufactured poorly. The Chief explained that fires that used to take 10 minutes to build now have fires with many more toxins from the Lithium-Ion batteries and have an instant fire build.

The Chief continued by explaining a long list of Fireground Functions that are necessary to be successful when fighting a fire from obtaining the water supply to establishing your crews to controlling utilities, and much more.

He next talked about position assignments of the 12 personnel on each shift. There is one person staffing the back of a fire engine. It is that person's job to get that hose line (can weight up to 250 pounds) up to a fire, whether it is the 1st floor, the 4th floor, or the 6th floor. The further it is, the heavier it is and the longer it takes.

He explained that related to the A1 - Ambulance Crews - People on the ambulance are also firefighters. Their job is to search, get to the scene of the fire, get in the building, get between the fire and any potential victims. They have 4 minutes to complete this task. The rate of survival is as great as 75% if someone can be taken out of a building within four minutes of arrival. For every minute after that, it drops off substantially. After eight minutes, the chance of survival is less than 20%. He went on to talk about Ladder 2 - Coming out of Station 2. Their job is to gain access to the home, vent the roof, get rid of the smoke and gases, and search above the fire, which is one of the more dangerous places in the fire to be located. A3 - If they are available, they move over to Engine 2. Their job is to connect to a fire hydrant, get water to that first fire engine, grab another line, and go in the building as backup.

The Chief noted that so far in 2026, the department has responded to 5,776 incidents. 48% of those have been overlapping. He added there were 29 structure fires and they were not just in the City of Keene. About 16 were in the City of Keene. The department has responded to six room and contents fires, nine vehicle fires, four chimney fires, 4,000 medical emergencies, 131 motor vehicle crashes as well as carbon monoxide incidents. The busiest day was 42 calls and 30 cardiac arrests.

The Chief next talked about the fire on 18 Elliot Street on November 6, 2025 with initial dispatch being at 8:11 a.m. and explained that at one point three firefighters were trapped on the second floor of that fire. He indicated that the fire spread quickly due to turn-of-the century non-modern building construction and the lack of fire stops, which allowed the fire to spread vertically and horizontally unchecked. 16 firefighters responded when normally it would have been 12 because four firefighters who responded were still sleeping from night shift. The Chief explained the timeline of what the firefighters had to deal with and explained wind conditions worked against them.

The Chief next showed an image of the fire at 8:15 a.m., and you could see that the A-1 crew arrived and were geared up to do the primary search. They rapidly accessed the unburned area and searched for victims and performed the get between victims and the fire operations. They located and removed the victims within the two to six minutes window giving a 60-75% chance of survival. He explained that this crew does not have the protection of a hose line but has a small water can. This is a firefighters' most dangerous moments.

The next image is of 8:22 a.m. when Engine 1 had already arrived and had knocked down the bulk of the fire on the outside of the building and everyone was transitioning inside. Another image of 8:23 a.m. shows that wind condition had changed and the wind pushed against the building and pushed the fire into the void spaces causing and moved horizontally and vertically.

The next image is 8:26 a.m. when a MAYDAY was declared. That was because three of the firefighters who moved to the second floor were not aware that that fire had burnt through a door on the first floor and moved up the stairwell toward the second floor turning the stairwell into a chimney. The three fighters did not have sufficient hose line to protect themselves. He explained the gear that the crews have on to protect themselves starts becoming a hazard as it is rapidly satured by heat and the firefighters feel what is like 1000 bee stings all over their body, and they cannot see anything, cannot hear, and fight or flight response goes into overdrive. The Chief further explained in a situation like this, the firefighters have no gross or a fine motor function and they can't coherently speak to each other.

At one point, a doorway collapsed and the three firefighters were scattered in three different directions. The Chief showed images of hand marks that are of those three firefighters trying to find their way out of the building. The Chief stated what they did was incredible, getting themselves to a position of safety. One of the firefighters did break open a window and was able to self-extricate out the front onto the porch roof, where he was taken off through a ground ladder. The second firefighter found a window on the backside, got himself in a position to self-rescue, and the third firefighter was pulled out of the hallway by members of Ladder 2 and he was brought to safety. All three members were taken to Cheshire Medical Center and treated for minor burns and cyanide poisoning.

The Chief stated what he is trying to emphasize is that they are always against the clock. He added it took 17 minutes since the first firefighter was trapped for mutual aid to arrive at the scene. And, from the time of the tone, it took mutual aid 28 minutes to arrive.

The Chief explained that they are always fighting the clock. During the fire at the Cobblestone on Main Street, the first company arrived must be in less than 4 minutes, the full assignment arrival must be in eight minutes, the first water on the fire must be in three to five minutes, the back-up hose line must be in place in seven minutes, the primary search completed must be in under eight minutes and ventilation established must be at eight minutes. The Chief added in this fire, one of the firefighters

who has since passed, Lieutenant Aaron Cooper did find a victim on the second floor and brought him to safety. There were reports of a second person who was later determined was never in the building.

The Chief next addressed the Safer Grant Funding indicating that the Safer Grant funds 75% for the first year, 75% for the second year, and 35% for the third year. 100% is funded by the City for the fourth year. Year one and year two for FEMA the number is $679,634.34. The City portion is $226,544.78 and year one would have a supplemental of $130,000 for gear, training, and all the other associated expenses. Year three FEMA numbers are $317,162.69, the City portion for year three is $589,016.43.

The current performance period for the grant would run from March 24, 2027 and the City is looking to adjust the beginning of the performance period to as early as January 2027 which would permit funding for six months in this fiscal year and six months in the next fiscal year.

Lastly, the operational impact would increase the daily minimum staffing from 12 to 13. The 13th person will be assigned to Ladder 2 and they will schedule Ladder 2 with a third member all the time, improving its staffing. The additional staffing, even though they won't be working every day, will help the department to augment its specialty teams increasing operational depth in reducing workload on current members, reducing overtime that they are currently asked to work. This concluded the Chief's comments.

Councilor Chalice stated she is happy the department has already started to reduce the overtime these committed professionals are working and is happy the City is able to receive this grant. She further stated she knows what it is like to be laid off and noted the City is going to do its best to come up with a million dollars in year four, which she felt was a lot of money and felt the City needs to make aware the people it hires what the circumstances are.

She further stated with the City is providing mutual aid to 38 communities, does the City have financial agreements with these communities. The Chief stated for the HAZMAT team, the City is working on this issue right now, as this is not something that has been done in the past. As far as mutual aid, the Chief stated there is no financial understanding. The City provides help when needed and they provide help when the City needs it. He added for example the City received assistance from 27 fire trucks. The City might send out a single fire engine out, but when there is a need in the City, the City would receive much more in assistance.

The Councilor asked what the City could do to raise public awareness about lithium-ion batteries. The Chief in response stated the NFPA has done a great job trying to get on the national news to explain some of these issues. He stated he could work with City staff and send out public announcements. He stated this is a problem that is growing faster than they can keep up with. The Chair stated this is something that is being covered in the national news daily, but the public might not be taking those cautions seriously.

Councilor Chadbourne stated the public was sent out cautions about lithium batteries in the mail from the City. She also suggested public news clips on social media.

She thanked the Chief for his presentation, and stated this presentation is not just about addressing fires and the health of our community, but it is also about the safety and welfare of our existing fire fighters.

Councilor Lake asked whether staff has investigated themes of certain injuries or medical instances that are happening, or places where the City is experiencing more crashes and conduct preventative campaigns or actions. The Chief stated at the present time they do not have the resources to undertake such a task and roadway accidents are beyond his purview. With respect to medical emergencies, there are things they may be able to do in the future, looking at MIH programs, community risk reduction etc. and could look at securing funding for that.

The Manager stated in addition to that, the City recently completed a road safety audit and the road safety audit did look at where crashes are happening and what the potential causes were; some of it was related to distracted drivers. She stated the City does have some of that data and it has helped the City to inform its projects throughout the City such as capital planning. She felt the medical data the Chief is talking about is something that would be worth pursuing.

Councilor Roberts talked about a fire at his neighbor's house on Grove Street and added if the crew arrived at this property five minutes later his house probably would have been caught in this fire as well. He agreed these fires could move very fast. He stated as a City he would not want to be the one telling a parent or child their loved one could not be saved due to lack of funding or services. He felt the City sometimes has to make very crucial calls and hence will be supporting this request.

The City Manager stated she has discussed with the Chief the model used in Keene and in the State and stated this is not a model the City can keep up with. Trying to achieve the requirements of the NFPA Standards is not affordable for most communities. She indicated some of the things the Chief has talked about is responding to lower-level emergency calls through perhaps a community medicine program or some other initiatives. She stated at the present time increasing the number of fire fighters was important because the City is in somewhat of an island but felt there needs to be other avenues the City should be looking at in the future. She felt this is a much bigger question and a statewide question. How is the mutual aid system working or sometimes doesn't. She stated these are things the Chief is looking into.

Councilor Favolise felt the priority for government at all levels is the protection of people and property and hence spending money on this would mean other things cannot be prioritized. With respect to, lithium-ion batteries - around fire prevention week, there was a one-page fact sheet that was circulated to the community which he stated was very helpful.

In response to what the City Manager stated about lower emergency calls, the Councilor stated the reason the City is having to deal with this issue is because providers locally have closed and the burden for certain types of calls has shifted to the Keene Fire Department in a way that previously that burden was more evenly spread around a number of other providers in the City. The City might not be able to get assistance from full-time career departments like Concord or Claremont on a timely basis but there also does not seem to be help coming from within Keene and within the region in other ways and wanted the City to think about this as well.

Councilor Filiault stated related to layoffs in the future in the Fire Department, as far as he is concerned, he will not be in support of it. He stressed the importance of funding but also the importance of having the required number of personnel. He felt the standards indicate this number of personnel are necessary and four years down the road, the City will make every effort the find the funding necessary to support these positions.

Mr. Rob Skrocki, President of Professional Firefighters of Keene thanked the Chief for his presentation. On behalf of the Professional firefighters of Keene, he wanted to bring to the Committee's attention both from the Safer Grant application and from the Keene Fire Department's Strategic Plan that was adopted last year, why the members feel strongly about increasing the minimum staffing of the Fire Department.

Throughout the Safer Grant application, the City repeatedly identified increased on duty staffing and improved initial response capabilities as the primary objectives of adding eight firefighters. In fact, the application explicitly states, "*their purpose is to increase safe staffing on first arriving fire apparatus and improve initial company capability".* It goes on to state exactly how that would happen – By increasing Ladder 2 and Engine 2 from two person to three person companies. The application further states that these firefighters would be part of the initial alarm response not delayed callback staffing. He stated these are not simply the opinions or requests of the Union, but these are the City's own representations to the federal government about what this funding would accomplish.

Furthermore, the Keene Fire Department Strategic Plan identifies the need to ensure adequate crew size, effective shift coverage, and reliable shift capabilities. Mr. Skrocki stressed that the department needs more firefighters immediately available to respond to emergencies, yet the proposal to schedule 15 firefighters while maintaining a minimum staffing 13 does not guarantee those improvements. It allows the department to revert to the very staffing model this grant was intended to improve.

Mr. Skrocki stated their advocacy for increased staffing is not about making the job easier for firefighters. It is about making emergency services more effective for the people they are sworn to protect.

He noted members understand the demands and inherent risks of this profession and know those risks when taking on these positions. But when there is inadequate staffing, it is the community that bears the consequences.

Mr. Skrocki stated members continue to be asked to do more with less every day. As was indicated by the Chief, almost 50% of the time they are called to emergencies happening simultaneously.

Mr. Skrocki added they continue to be the only department in the state providing paramedic level ALS Fire response, technician level technical rescue response in all disciplines and a staffed Hazmat team that is available 24/7/365. Other departments having less responsibility with less call volume have no less than a minimum of 15 firefighters on shift at all times, and they have neighboring municipalities that have immediately available professional fire departments.

This City is continuing to grow and our call volume will continue to grow with it. The taxpayers of Keene already shoulder a significant property tax burden, and they have every right to expect that the homes, businesses, schools and other critical infrastructure, their tax dollars support are adequately protected. He stated the current minimum staffing levels fall short of the response capabilities the community reasonably expects and deserves.

Mr. Skrocki felt this grant provides an opportunity to make a meaningful investment in public safety without immediately placing the entire financial burden of eight firefighters on local taxpayers. He felt the success of this grant should be measured not by the number of firefighters added to the payroll, but by the additional emergency response capabilities delivered to our community.

Mr. Skrocki went on to say if the City accepts the federal funding specifically intended to improve the adequacy of our emergency response yet continues to allow our department to operate at the same minimal staffing level the City should look at whether it is fulfilling the purpose of that investment. On behalf of the Professional Fire Fighters of Keene, Mr. Skrocki asked that this Committee recommend establishing a minimum staffing level of 15 firefighters, ensuring that the operational improvements described by the City's own Safer Grant application become a consistent and dependable benefit to the citizens of Keene.

Mr. Skrocki asked the Chief for a breakdown of the $1,000,000 the City is going to be responsible for at the end of the grant period; what the taxpayer impact that would be. The Manager in response stated for the firefighters that have currently been added to-date it is $0.65 on the tax rate. The additional $1.6 million would be another .47 on the tax rate. She added on a $300,000 home it would be $300.

He also asked how often the Fire Department is uable to meet standards. The Chief stated because of the overlapping calls and the districts, he calculates that to be close to 40% of the time they are unable to meet staffing requirements for a multi-piece response.

The Manager explained the Safer Grant adds eight additional firefighters which brings the number to 15 firefighters available per shift, but as was mentioned earlier 40% of the time people are out on some sort of leave. The issue with having the ability to hire 15 firefighters per shift and then keeping your minimum at 15 means every single call is on overtime when someone is out on sick leave, vacation etc. Those numbers have not been calculated but what has been calculated in the $1.6 million is adding eight firefighters to the department and bringing the available number to 15 per shift.

Ms. Jodi Newell of 32 Leverett Street addressed the Committee about a fire she had experienced in her home and because of the fire department's close proximity to her home, the response time was very quick. She recalled having to exit her home in the midst of black smoke with her son not being able to see and stated she had great respect for the danger fire fighters are place in every day.

Mr. Roger Weinreich of 51 Railroad Street stated he supported adding more than 15 firefighters. He has experience working as a firefighter for Cambridge, Massachusetts. He stated even many years ago they always arrived with 20 people for every call, which meant there could be two search teams of two people each. He stated response time of 15 minutes for Mutual Aid to respond is too long and felt an additional $300 on someone's tax bill was worth the investment to protect your home.

Councilor Roberts stated he has confidence that the Fire Chief will be looking for grants to support this funding. He stated he was not making any commitment for three or four years out from now unless he constantly gets more input from the Fire Chief with more numbers, new presentations, and details on what the City would have to give up to support this funding.

Councilor Lake stated that he supports this request and felt the Fire Department was the best place the City could invest in but wanted the Council to keep in mind going into the next budget season what the impact is going to be in four years.

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

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 accept, execute, and expend the FY2025 Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) Grant, Award No. EMW-2025-FF-01440, in the amount of $1,676,431 in federal funding, for the purpose of hiring eight (8) additional firefighters for the Keene Fire Department, in accordance with the terms and conditions of the grant award.

# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to the Appropriation of Funds from the General Fund Unassigned Fund Balance

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

That, pursuant to Section 31 of the Rules of Order, the sum of two hundred forty-two thousand and one hundred and ninety-seven dollars ($242,197.00) is hereby appropriated in the 2026/2027 Fiscal year for the purpose of establishing and funding eight (8) additional firefighter positions as part of the federally awarded Fiscal Year 2025 Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

Said appropriation shall be supported by SAFER Grant funds and shall be used for eligible personnel and related expenses associated with these positions.

FY 2026/2027 General Fund – Fire Department Expenditure Appropriation

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| 401/40200000 | Personnel Costs including wages, benefits & other related costs (NHRS, MEDI, WC) | $111,317.00 |
| 400/401/40200000 | Operating related expenses | $130,880.00 |

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Jay V. Kahn, Mayor