



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
February 1, 2024
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- January 18, 2024

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Retirement Resolution - Kurt Blomquist
2. Community Recognition - Cheryl Belair and Ryan Barcome - The Insurance Source, Inc. - Main Street America Community Impact Award

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations - Bicycle Pedestrian Path Advisory Committee, Conservation Commission, Congregate Living and Social Services Licensing Board, Planning Board, Trustees of Trust Funds and Cemetery Trustees
2. Confirmation - Keene Housing Authority
3. Acceptance of Resignations and Appointments to the ad hoc - Roadway Safety Action Plan Committee

C. COMMUNICATIONS

1. Keene Pride - Request for Community Funded Event Status - 2024 Pride Festival
2. Let It Shine - Request to Use City Property - 2024 Pumpkin Festival

D. REPORTS - COUNCIL COMMITTEES

1. Councilor Remy – Enforcement of Winter Parking Ban

2. PowerPoint Presentation – Winter Operations
3. PowerPoint Presentation - Neighborhood Parking Program - Community Development
4. Stephen Bragdon – Safety Issues Associated with the Driveway at 82 Court St. and Staff Response to No Parking Request – 82 Court St.
5. Downtown Project Timeline - City Manager, *and* Councilor Greenwald – Design Issues to be Considered in the Downtown Improvement Project
6. PowerPoint Presentation - Transportation Heritage Trail, Phase 1 – Proposed Action
7. PowerPoint Presentation – Project Update – Thompson Road Reconstruction project
8. Authorization to Apply for Grant Funding - Downtown Infrastructure Improvement Project
9. Engineering Services Pertaining to Airport Snow Removal Equipment Purchases
10. Airport Engineering and Architectural Services
11. Subordination Agreement - 310 Marlboro Street
12. Expenditure of Trust Funds - Acquisition of Lights at Cemetery

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

G. REPORTS - BOARDS AND COMMISSIONS

1. 2024 Energy Expo Event Sponsorship - Energy and Climate Committee

H. REPORTS - MORE TIME

I. ORDINANCES FOR FIRST READING

J. ORDINANCES FOR SECOND READING

K. RESOLUTIONS

1. Relating to the Acceptance and Appropriation of Unanticipated Bridge Revenue
Resolution R-2024-04

NON PUBLIC SESSION

ADJOURNMENT

01/18/2024

A regular meeting of the Keene City Council was held on Thursday, January 18, 2024. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:00 PM. Roll called: Kate M. Bosley, Laura E. Tobin, Michael J. Remy, Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Raleigh C. Ormerod, Bryan J. Lake, Catherine I. Workman, Bettina A. Chadbourne, Thomas F. Powers, & Mitchell H. Greenwald were present. Councilor Tobin led the Pledge of Allegiance.

MINUTES OF THE PRECEDING MEETING

A motion by Councilor Greenwald to approve the January 4, 2024 inauguration minutes and regular meeting minutes as presented was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

ANNOUNCEMENTS

Mayor Kahn and the Council wished a extended best wishes to Councilor Tobin, who is celebrating a birthday during the month of January.

The Mayor went on to announce that the proposed Capital Improvement Plan (CIP) for 2025–2031 was provided to the Council. On Saturday, January 20, starting at 8:00 AM in Heberton Hall (refreshments at 7:30 AM), there will be a workshop on the CIP, which should conclude by 11:00 AM. The workshop will begin with small table reviews of the CIP with City Councilors and Planning Board members. The actual review of the CIP will start with the Finance, Organization, and Personnel Committee at their January 25, February 8, and February 22 meetings, which will all start at 5:30 PM. Light dinners will be provided in advance.

Mayor Kahn also announced a workshop on the City Council’s Rules of Order on February 13 at 7:00 PM in the Council Chamber.

The Mayor concluded by reminding the Council that the annual Statement of Interests form was provided to the Council and should be completed and returned to the City Clerk by the end of January.

RETIREMENT PROCLAMATION – DIANE THEALL

Councilor Powers read into the record a proclamation honoring Diane Theall upon her retirement after 35 years of service to the City of Keene Police Department. Mayor Kahn, the Council, and City Staff congratulated Ms. Theall.

RETIREMENT PROCLAMATION – KÜRT BLOMQUIST

Mr. Blomquist’s retirement proclamation was rescheduled for the February 1 Council meeting.

01/18/2024

RECOGNITION – TED MCGREER/TED’S SHOE & SPORT – GOLD MEDAL SERVICE AWARD FOR CUSTOMER SERVICE

In keeping with his goal to recognize the achievements of City businesses, students, and residents, Mayor Kahn welcomed Ted McGreer of Ted’s Shoe and Sport to be recognized. Mayor Kahn reported that Mr. McGreer was awarded the 2023 Gold Medal Service Award by Footwear Insights, which is a trade magazine for independent shoe stores. The application process for the award was challenging and included a mystery shopper visiting the store and being judged on criteria including customer service, problem solving, performing under pressure, and adjusting to changing market conditions. Mayor Kahn and the Council applauded Mr. McGreer.

Mr. McGreer was grateful for this honor. He indicated that he likes that Mayor Kahn intends to spotlight Keene’s small businesses and community members. Insight Magazine reaches 10,000 individuals and is sent to every footwear brand and shoe industry retailer in the United States. Ted’s Shoe and Sport received the highest score in the nation. The publisher told him that in 10 years of this award, this was the first time there was a 4-way tie for first place. He was thrilled that this would put Keene on the map. He noted that in business, one is only as good as the team they surround themselves with. He recognized his 2 general managers, Thomas Paquette and Jessica Harms, who have a combined total of 20 years of experience. Mr. McGreer and the managers spend 300 hours of training time with new employees. It requires effort to fulfill their customer-focused mission. He was grateful to have a successful business on Main Street and to have a community that wholeheartedly believes in shopping locally. He was also grateful to Keene State College for providing fantastic students and interns that he had employed for the past 24 years.

PUBLIC HEARING – AMENDMENT TO LAND DEVELOPMENT CODE – CHARITABLE GAMING FACILITIES (ORDINANCE O-2023-16-A)

Mayor Kahn opened the public hearing at 7:16 PM and the City Clerk read the hearing notice. Mayor Kahn welcomed Jesse Rounds, Community Development Director, for an overview.

Mr. Rounds explained that proposed Ordinance O-2023-16-A is an amendment to the Land Development Code that originated because prior to this amendment, charitable gaming facilities were classified as indoor recreation and entertainment facilities. Charitable gaming facilities were not specifically called out in the Land Development Code, so they were interpreted to be a part of that zoning and use. Staff did not want anything open to interpretation. So, they worked to define charitable gaming facilities in the City Code after receiving a letter from former Mayor, George Hansel. Staff reviewed the definition and various types of charitable gaming facilities in NH to determine a definition that reflects charitable gaming in NH, after which Staff tried to determine the best places for this use in the community. Initially, Staff presented the Joint Planning Board-Planning, Licenses, and Development Committee with a definition that focused purely on games of chance, which is one type of charitable gaming. The Joint Committee asked Staff to revise the definition to include Bingo and Lucky 7. Based on this feedback, Staff revised the draft ordinance to include Games of Chance, Bingo, and Lucky 7 uses, while still protecting the ability of charitable organizations to hold Bingo as an accessory use. A change was also proposed for the Downtown

District that would prohibit drive-throughs. Any existing drive-throughs in the District would be allowed to continue and any that were proposed or in process would be allowed to continue. In the future, drive-throughs would only be allowed Downtown by special exception, which Mr. Rounds called a somewhat onerous process. This amendment was proposed to reflect the fact that drive-throughs might not be appropriate in a dense, walkable downtown area.

Mayor Kahn opened the floor to public comments.

John Conforti, Chief Compliance Officer for the NH Lottery Commission, noted that he oversees charitable gaming. He continued that charitable gaming in NH has 2 parts. First RSA 287-D regulates Games of Chance, which are traditional casino games such as blackjack, poker, and roulette. Games of Chance facilities can also apply for other licenses, including Historic Horse Racing and Lucky 7 tickets. Bingo is regulated under RSA 287-E, which can and traditionally does include Lucky 7 sales. Mr. Conforti explained that as of this meeting date, there were 14 Games of Chance facilities operating in NH, including 1 in Keene. Others could open soon. The legislature was considering whether to expand the opportunity for Games of Chance facilities to also apply for Historic Horse Racing licenses; as of this date, that right was limited to facilities that were in existence as of May 2020. Several NH Bills considered extending the moratorium on future Historic Horse Racing facilities.

Councilor Williams asked Mr. Conforti to explain Lucky 7 and Historic Horse Racing. Mr. Conforti explained that Lucky 7 is generally pull-tab tickets (boxed tickets or defined deals) that look like scratch tickets and reveal a result. Lucky 7 is often sold by charities. Lucky 7 has set deals with a set prize payout and in certain cases, those tickets can be loaded into an electronic dispenser, which can look and feel like a gaming machine, but are still dependent on the ticket itself. Lucky 7 has historically been sold alongside Bingo games but was expanded to be sold with Games of Chance. Next, Mr. Conforti explained Historic Horse Racing machines, which are relatively new in the State of NH. Historic Horse Racing is also a terminal-based game, with the look and feel of slot machines or video lottery terminals seen in other jurisdictions. It is called Historic Horse Racing because the result is dictated by the result of past run Historic Horse Races. Instead of generating the result out of a random number generator, it generates the result from a series of past races that are anonymous to the player but known to the machine. In a charitable gaming facility, there are 2 ways of playing Historic Horse Racing: playing like a traditional casino game and pushing buttons to get a result or playing in an attempt to handicap the historic races to get the result that way. As of the date of this meeting, there are 10 facilities (2,000 machines) with Historic Horse Racing in NH and Mr. Conforti said they generate a decent amount of revenue compared to Games of Chance alone.

Councilor Bosley asked for more details on the current moratorium and the proposed legislation for the continuation of the moratorium. She also asked for Mr. Conforti's interpretation of the reason for the moratorium. Mr. Conforti explained that as of this date, the law stated that only Games of Chance facilities that were in existence as of May 2020 could apply for a Historic Horse Racing license, limiting the field for potential Historic Horse Racing facilities; he thought 16 facilities met that definition. The restriction will be in place until July 1, 2024. So, if the legislature does not act on it by that date, there would be open access for individuals or entities to apply for Games of Chance

facilities and Historic Horse Racing facilities. There were 3 separate pending Bills to address this, and one of those Bills would simply extend the moratorium for 2 more years. There is also a Charitable Gaming Facility Study Commission appointed by the NH Governor. One of the Bills gives this Commission time to do its work but would make no other changes to the law. Two other Bills would extend the moratorium for 4 years but allow an expansion for Games of Chance facilities that had applied as of October 2023 (5 potential applicants). Those 5 applicants would be the only other Historic Horse Racing facilities allowed in NH. Mr. Conforti said the moratorium was initially enacted because there was trepidation about completely unfettered access to Historic Horse Racing machines. There was also concern about restricting trade when the Historic Horse Racing legislation was passed. As a compromise, the legislature grandfathered these facilities that existed to allow these Games of Chance facilities to operate Historic Horse Racing. Mr. Conforti said the legislature seemed to feel that there were enough facilities already and there seemed to be a large consensus that a moratorium is necessary. The question remained of how many years the moratorium should be and whether it opens the door to any other facilities before the door closes again.

Mayor Kahn asked if there were any other communities in NH considering an Ordinance like this one. Mr. Conforti said that Rochester already passed a similar Ordinance. The Concord City Council was considering something like this too because a business on their Main Street was applying for an expanded facility. Conway was also considering legislation to rezone charitable gaming facilities.

Councilor Workman asked Mr. Conforti to speak about incentives or percentages of revenue from these facilities that fund gambling addiction services. Mr. Conforti said there were several gambling expansions in NH over the past several years, including sports betting in 2019, with a funding mechanism from the State for a Council for Responsible Gaming through the NH Lottery Commission. The funding level was \$250,000 per year. There are other responsible gaming initiatives required for sports betting and charitable gaming facilities. He reiterated that there is a Charitable Gaming Study Commission, which was considering the right level of responsible gaming funding. Mr. Conforti said it was clear that as revenues get higher, there needs to be more investment (monetary, programs, and resources) in responsible gaming.

Michael Atkins, an Attorney from Peterborough, represented Dorrie Maston, a business owner in downtown Keene. Mr. Atkins stated opposition to the proposed amendment for 3 reasons:

1. The amendment was not in the best interest of the City and downtown.
 - a. Mr. Atkins referred specifically to Keene's 2010 Comprehensive Master Plan, which has the purpose of a sustainable community that is economically, environmentally, and socially healthy and resilient. He thought that providing entertainment opportunities would enhance the social and economic health of the City.
 - b. He said that the downtown goals listed in the Master Plan should inform the Council's decision. Specifically, he referred to the need outlined in the Master Plan to add recreational opportunities downtown for both visitors and residents.
2. The proposed amendment was based on literally no objectively verifiable information.
3. After attending all the public meetings, Mr. Atkins respectfully submitted that the proposed amendment was contrary to the law.

Mr. Atkins read statements from members of the community. First, Robin Smith, an Associate Broker at RE/MAX, wrote:

For 25 years I have been a realtor in this community. One of the hardest things I find in my job is to sell people on residing in Keene. Yes, our small city is beautiful. However, the obstacle that I come across is that the property taxes are too high, the shortage of housing, that you must travel out of town to participate in any activities, and the shopping is limited. I am in support of a downtown casino. Not only will this bring more people into our community to participate, but then those same people will shop and dine at our restaurants downtown, which in turn will bring more money to support other local small businesses. We need different types of businesses to attract folks to our area to hopefully become a destination city for a weekend/vacation time. I certainly hope that you will strongly consider this downtown and say no so that our downtown can once again start to thrive.

Next, Mr. Atkins read a prepared statement from Dick Thaxton, a licensed real estate broker in NH, VT, and MA:

While I'm not a resident of Keene nor still operate a business, I have a lifelong familiarity with downtown Keene that extends well back to the 1960s. I remember when Steamtown USA started in Keene and anticipated Keene becoming a major tourist destination, and I remember when Keene proudly boasted of having the widest Main St. in America. We had significant shopping opportunities and Main Street had a vibrant and profitable economic impact on the region. Objectively, there is little in downtown Keene to attract visitors as it is today. There is undeniably a fair number of excellent eateries and bars, but little else. The addition of a charitable gaming opportunity is both reasonable and complementary to downtown Keene's current businesses. I would strongly encourage that this move to prohibit charitable gaming in downtown Keene be reconsidered as it would be deleterious to the economic growth and vibrance of the area. In my considered opinion, as someone who has devoted most of the last 43 years to the sale and development of both residential and commercial real estate, this proposal is a mistake.

Mr. Atkins continued stating that Ms. Maston's casino would provide 10–12 new full-time jobs and part-time employment, which would contribute to Keene's economy. He also suggested that the Council should vote against this amendment prohibiting charitable gaming in the Downtown Core District. He stated again that there was no objectively verifiable information or data to support this amendment. He said the only reasoning he heard during the public meetings was about parking. He said that downtown parking is the same for every business and this use would not change the limitations of parking. This use would have a capacity of no more than 75 people. He asserted that Ms. Maston could open a nightclub at the same location with a capacity of 200 at all hours, which had not worked well in the City in the past. Conversely, Ms. Maston provided a recreational opportunity. Mr. Atkins respectfully submitted that this made no sense and was contrary to applicable law. He recalled that Ms. Maston owns the Pour House and several adjacent buildings. He said the proposed charitable gaming facility would be at the adjoining property.

Mr. Atkins explained that beginning in September 2023, Ms. Maston began the process to pursue a charitable gaming facility license from the State of NH. This is one of the most highly regulated

businesses in the State, despite being a relatively new use. Mr. Atkins continued, explaining that when Ms. Maston started looking at existing charitable gaming facilities in September 2023, she did additional due diligence, and expended significant time and resources. She consulted with State officials about the license application, the process, and the requirements. After, she met with City officials, requested particular information from the City, and explained in detail what her goal was. Mr. Atkins said Ms. Maston was then surprised when shortly thereafter, former Mayor Hansel submitted a letter to the City Council on September 29, 2023, suggesting that downtown Keene should not have charitable gaming. Former Mayor Hansel did not propose an amendment in his letter, which had since prohibited Ms. Maston from moving forward. On October 13, 2023, Ms. Maston submitted an email to all (then) sitting City Councilors to express her concerns about Mayor Hansel's letter and specifically outlined that the amendment would prohibit her business from having specific indoor entertainment and prohibit her from using her business for her own economically viable purposes. The existing charitable gaming facility in Keene's Downtown Core is a 5-minute walk from Ms. Maston's location. During all the public meetings, Mr. Atkins said he only heard 1 person (from the 1 charitable gaming facility in Keene) speak in support of this amendment. Mr. Atkins suggested that those circumstances should give the Council pause when voting on this amendment. Lastly, Mr. Atkins reiterated that the proposed amendment was contrary to NH's Preemption Doctrine—municipal legislation is preempted if it contradicts State law and is contrary to the legislative intent underlying a statutory scheme, whether express or implied. Mr. Atkins said the proposed amendment was preempted by State law and contradicted the specific purpose RSA 287-D. He added that 35% of the profits from charitable gaming facilities support non-profits in Keene and NH, thus benefiting the community. Mr. Atkins also submitted that this amendment would be contrary to both the NH and U.S. Constitutions, and application of the proposed amendment would deny Ms. Maston her economically and legally authorized use of her property. He asked the Council to vote in opposition.

Michael Rizzoli of Swanzey is an abutter to Ms. Maston's property downtown, and she is also his landlord, friend, and fellow business owner. Mr. Rizzoli opposed changing these rules with such short notice. He said Ms. Maston is a responsible business owner and she was trying to bring more good paying jobs to the area. Frankly, he stated that as an abutter, he did not oppose this legal entertainment venue, stating that it would be good for the downtown. He thought the business should be allowed to succeed or fail. He thought it was wrong for the Council to interfere with business.

Jimmy Tempesta of Swanzey did not know Ms. Maston but he was speaking for small businesses, one of which he owns in Keene. He said his story was the American dream, having built a small business to support this family. He thought it was problematic to try to prohibit this business type when the City had already chosen to allow it elsewhere; one such venue in Keene had not caused problems. He spoke about his mother and her friends who regularly enjoy coming to Keene to visit the other casino, when they also walk around and visit small businesses downtown. Mr. Tempesta did not think there would be problems with this venue on Main Street, especially as this location would be better lit and possibly safer to visit at night compared to Keene's other casino. He thought the days of gambling problems were gone. He was confused about why the City had approved the other venue 3 years ago but would not approve this venue. He called Ms. Maston a hard-working business owner, who had proved herself as a respectful business owner downtown. He did not think this decision should be up to the City Council, but instead up to the Keene voters. He thought the citizens clearly wanted these

uses as people are frequenting the existing casino. If it is not good for Keene, the business will fail, but he thought Ms. Maston should have the opportunity to try.

Bill Hay of 22 Middle Street spoke in favor of the proposed ordinance amendment. When he first heard about this matter, he thought about the character of the downtown, and he thought this venue would stand out as not fitting in. He was surprised that Ms. Maston was opposing this, given her past efforts to “save the Square,” presumably based on its character. He understood that there was a similar venue a few blocks away, but said that when gambling, the losers are always paying the winners, and the owners take a piece of that, so they do not care who wins or loses. Mr. Hay called it a regressive, voluntary tax on people “who do not know math very well.” He thought that approving this venue on Main Street would be a big mistake.

Rick Horton of Winchester is the owner of Outlaw Brewing Company. His business was built on the food and beverage industry in Keene. He recalled the journey from his first beer sold in Keene that led him to opening his business in Winchester. There were roadblocks to locating his business on Winchester’s Main Street. When he tried to revive an old farm, there was opposition despite limited attractions in the town. He warned against the City Council believing this venue/activity is bad before giving it a chance. Mr. Horton said businesses had been hard, with 2023 as the worst year since opening. He opposed the Ordinance and said the City should allow any business to try to be successful. He echoed Mr. Tempesta’s comments about the American dream.

Bradford Hutchinson of 305 Marlboro Street spoke about this proposed amendment based on his long-term experiences on Main Street and in the downtown. He thought the only opposition to charitable gaming facilities downtown was coming from City Hall. He recalled that there had been a casino at the Colony Mill for years, as well as a newer one on Emerald Street. He had not heard of serious issues with either of those businesses, though he said there could have been issues he was not aware of. He thought this effort by the City was mean spirited, petty, and small minded. He thought this was a waste of time and energy. He thought no one had ever visited a casino, lost a lot of money, and been surprised by that outcome. He thought this business was apt, as there are many with high incomes in the community who like to gamble, which is fine because that is their prerogative. He had not heard any serious opposition from the community. Mr. Hutchinson thought there were a lot of “we don’t want this around here” comments, which he thought were problematic. He thought Ms. Maston’s venue would be upscale and boost the economy because she is a smart businesswoman.

Councilor Jones wanted it to be very clear to the public that this hearing was about an amendment to the Land Development Code, and not about any specific business. Mayor Kahn agreed that this was not regarding any particular application. He asked the public to focus their comments on the Ordinance.

Jared Goodell of 39 Central Square clarified an insinuation that he had an economic interest in Ms. Maston’s business. He stated that he had been uninvolved with that business for more than 1 year. He recalled Mr. Atkins positing that there was no verifiable information regarding traffic and parking. He said there were accurate datasets and real studies (available via the Public Works Department) for traffic worldwide from the Institution of Transportation Engineers (ITE). That data allows for

projecting the impact of a business on the surrounding roads, traffic, and infrastructure. Having helped to build Ms. Maston's proposed casino, and based on ITE data, Mr. Goodell said he knew that the casino could generate a fair amount of traffic; he thought the metric was 1.3 persons per car compared to 3–4 persons per car for a restaurant. He addressed comments that a casino would negatively impact the downtown and other businesses there. Mr. Goodell believed that this casino would have a negative impact because gamblers are not that interested in food and drink; he said they are there to gamble and sit at machines for hours on end. When coming to this meeting, he counted 4 available parking spots on Central Square on a Thursday night. He did not think the current downtown parking could support 75 new patrons and thought it would cause other businesses to suffer from lack of parking; compared to a restaurant, casino patrons would park for many hours (problematic with parking regulations on Main Street) compared to just 1 hour. Mr. Goodell completely agreed that the City should not restrict businesses. Still, he said that businesses in Keene are successful because of good zoning. This is why there are not car dealerships on Main Street, for example. He thought the Keene voters had considered gaming many times and had routinely turned it down, which he thought countered the very vocal crowds at all the public hearings. He did not think Cheshire County's parking behind the proposed casino would be available for casino patrons. Lastly, Mr. Goodell said that this proposed casino was already offered for sale to bigger companies, and he warned that casinos never get smaller, but regularly expand.

Peter Hansel of 61 Bradford Road spoke in favor of the proposed amendment. He agreed with comments about businesses being successful because of good zoning. Having lived in Keene since 1979, he had seen a lot of change in the City. He recalled debate over a zoning ordinance shortly after he moved to Keene, when a large, enclosed mall was proposed downtown. Fortunately, that spurred the large downtown renovation and beautification in the 1980s, when the City changed the types of businesses allowed downtown. He did not agree with previous speakers who questioned the value of the downtown, noting that Keene has one of the greatest downtowns in New England and the nation. Mr. McGreer's award was an example of businesses to be proud of on Main Street. It took a lot of care to arrive at the viability and vibrancy of the downtown, much of which was driven by zoning. He thought this was not about allowing one casino in one location downtown, but more about opening the door to having multiple casinos or other developments (e.g., car washes) downtown. He agreed that parking could be negatively impacted by the casino operations. Mr. Hansel was clear that he opposed casinos in general and had worked on this with the NH legislature. Now, the law allows certain types of gambling. He did not oppose the existing casino on Keene, but he was opposed to zoning that would allow many of these venues downtown. He agreed with the previous speaker that casinos never get smaller.

Chris Coates of 30 Gilsum Street, the Cheshire County Administrator, began by stating the County's parking lot behind Ms. Maston's proposed casino would not be available to those patrons. He continued, noting that he had mixed feelings about this Ordinance. He said the County had worked hard to be good stewards of its properties, including investing non-taxpayer's monies into upgrading facilities, including the Keene campus, to showcase the downtown area with this building. He was also concerned about this proposed amendment while the City is redoing its Master Plan. He thought that approving this amendment would create a policy that could have ripple effects of issues seen nationally. He added that there were big box stores and a car dealership downtown in the past. While

the City is considering the future evolution of the downtown, Mr. Coates was concerned about the City properly defining what should be allowed in the downtown, and more importantly, what should not be allowed (e.g., past stores that sold drug paraphernalia). He provided the example of citizens struggling with alcohol abuse while there are bars up and down Main Street. He wondered if future efforts would be to prevent lottery tickets being sold downtown. His greatest concern was with the City setting a precedent. Mr. Coates asked the Council to consider the future of downtown Keene when voting on this amendment. Still, he said Ms. Maston was a long-term neighbor, with a good working relationship with the County.

Toby Tousley of 500 Washington Street said he did not oppose this proposed amendment. Like others, Mr. Tousley lived and ran businesses in downtown Keene for a long time. He expressed concern about the government limiting businesses, which many business owners commented on. He was unsure about Mr. Atkins' comments. Mr. Tousley referred to another comment about sexually oriented businesses, which are not allowed on Main Street or most other places in the City. He did not understand the opposition to this when another casino had been approved already.

Ted McGreer of 18 Forest View Road said he could not imagine—as an entrepreneur coming to Keene 20 years ago—being told his type of business was not allowed. As the only retail store on Main Street, with private parking in the back, he had no issue with the Colonial patrons using that parking on the weekend. Having sat on the boards of 10 non-profit organizations, he knew that some profits from Ms. Maston's casino had supported non-profits in the community. With Ted's Shoe and Sport having had low retail in December 2023 (half of what anticipated), and with the loss of other businesses downtown, he noticed a lot less people meandering downtown. He said that when people come downtown, all retailers and restaurants win. Mr. McGreer added that any business downtown must abide by the Sign Code, including no illuminated or animatronic signs and no blinking lights. Thus, he thought a casino downtown could be done tastefully. He urged the Council to be careful about limiting an entrepreneur from having a business in this corridor and creating jobs.

Hearing no further comments or questions, Mayor Kahn closed the public hearing at 8:34 PM, except for written comments, which will be accepted until 1:00 PM on Tuesday, February 6. Written comments must be signed and submitted to the City Clerk's office by this date and time to be included in the record. The Planning, Licenses, & Development Committee will review the Ordinance at their February 7 meeting at 6:00 PM, during which no more public comments will be allowed.

A true record, attest: 
City Clerk

CONFIRMATIONS

Mayor Kahn nominated the following individuals to City Boards and Commissions. To the Ashuelot River Park Advisory Board: Dian Mathews – re-nominated as a regular member, with a term to expire December 31, 2026; to the Assessor's Board: Jason Frost – re-nominated as a regular member, with a

term to expire December 31, 2026; to the Bicycle/Pedestrian Path Advisory Committee: Councilor Edward Haas – new nomination as a regular member, with a term to expire December 31, 2026; to the Building Board of Appeals: Donald Flibotte – re-nominated as a regular member, with a term to expire December 31, 2026; to the Congregate Living & Social Services Advisory Board: Thomas Savastano – re-nominated as a regular member, with a term to expire December 31, 2026, Jennifer Seher – re-nominated as a regular member, with a term to expire December 31, 2026, Medard Kopczynski – re-nominated as a staff member, with a term to expire December 31, 2026; to the Conservation Commission: Councilor Robert Williams – re-nominated as an ex-officio member, with a term to expire December 31, 2025, Eloise Clark – re-nominated to change from a regular to alternate member, with a term to expire December 31, 2026, John Therriault – re-nominated as an alternate member, with a term to expire December 31, 2026; to the Energy & Climate Committee: Councilor Raleigh Ormerod – re-nominated as an ex-officio member, with a term to expire December 31, 2025, Jude Nuru – re-nominated as a regular member, with a term to expire December 31, 2026, Charles Redfern – re-nominated as an alternate member, with a term to expire December 31, 2026; to the Historic District Commission: Hope Benik – re-nominated as a regular member, with a term to expire December 31, 2026, Russ Fleming – re-nominated to change from a regular to alternate member, with a term to expire December 31, 2024; to the Housing Standards Board of Appeal: Donald Flibotte – re-nominated as a regular member, with a term to expire December 31, 2026; to the Human Rights Committee: Daniel Aronson – re-nominated as a regular member, with a term to expire December 31, 2026, Marti Fiske – re-nominated as a staff member, with a term to expire December 31, 2026, Ritu Budakoti – re-nominated as an alternate member, with a term to expire December 31, 2026; to the Partner City Committee: Mari Brunner – re-nominated as a regular member, with a term to expire December 31, 2026, Councilor Andrew Madison – re-nominated as an ex-officio member, with a term to expire December 31, 2025, Michael Giacomo – re-nominated as a regular member, with a term to expire December 31, 2024; to the Planning Board: Councilor Michael Remy – re-nominated as an ex-officio member, with a term to expire December 31, 2025, Roberta Mastrogiovanni – re-nominated as a regular member, with a term to expire December 31, 2026, Gail Somers – re-nominated as an alternate member, with a term to expire December 31, 2026, Tammy Adams – re-nominated as an alternate member, with a term to expire December 31, 2026; and to the Zoning Board of Adjustment: Richard Clough – re-nominated as a regular member, with a term to expire December 31, 2026.

A motion by Councilor Greenwald to confirm the nominations was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

Mayor Kahn thought it might be apt to review the City's 20 statutory boards and commissions to for consistency in membership.

CONFIRMATION

Mayor Kahn nominated Edward Guyot to serve as a regular member of the Zoning Board of Adjustment, with a term to expire December 31, 2026. A motion by Councilor Greenwald to confirm the nomination was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

NOMINATIONS

Mayor Kahn nominated the following individuals to serve on City Boards and Commissions. To the Bicycle/Pedestrian Path Advisory Committee: Diane Duffy – new nomination to serve as an alternate member, with a term to expire on December 31, 2025, Samantha Jackson – to change from an alternate to regular member, with a term to expire on December 31, 2026, Autumn DelaCroix – to change from an alternate to regular member, with a term to expire on December 31, 2025; to the Conservation Commission: Barbara Richter – new nomination to serve as a regular member, with a term to expire on December 31, 2026; to the Congregate Living & Social Services Licensing Board: Ashok Bahl – new nomination to serve as an alternate member, with a term to expire on December 31, 2026; to the Planning Board: Sarah Vezzani – new nomination to serve as a regular member, with a term to expire on December 31, 2026, Michael Hoefler – new nomination to serve as an alternate member, with a term to expire on December 31, 2026; and to the Trustees of Trust Funds and Cemetery Trustees: Ely Thayer – new nomination to serve as a regular member, with a term to expire December 31, 2026.

The nominations were tabled until the next regular meeting.

NOMINATION

Mayor Kahn nominated Emily Benson to serve as a regular member of the Keene Housing Authority, with a term to expire December 31, 2028. The nomination was tabled until the next regular meeting.

COMMUNICATION – COUNCILOR GREENWALD – DESIGN ISSUES TO BE CONSIDERED IN THE DOWNTOWN IMPROVEMENT PROJECT

A communication was received from Councilor Greenwald, identifying several design issues that need to be explored as part of the next stage of the design process for the downtown infrastructure project, and requesting proactive input from the other Councilors on these issues.

Mayor Kahn recognized Councilor Greenwald, who hoped that the continuing work on the downtown project would be in the spirit of cooperation. He asked the Council to be proactive instead of reactive. If Councilors hear ideas from constituents, he asked them to share those with him or the City Manager to be relayed to the consultant for analysis. His letter outlined issues he heard from constituents and ones important to him.

Mayor Kahn referred the communication to the City Manager and the Municipal Services, Facilities, and Infrastructure Committee.

COMMUNICATION – COUNCILOR REMY – ENFORCEMENT OF WINTER PARKING BAN

A communication was received from Councilor Remy, recommending that the City Council review

01/18/2024

the winter parking rules and only enforce a parking ban during announced winter weather advisories or warnings.

Mayor Kahn recognized Councilor Remy, who brought this forward because there was a parking ban in November, when there was no snow. He would like Staff/the Council to consider if there are other ways to determine whether parking should be allowed downtown when no snow is predicted.

Mayor Kahn referred the communication to the Municipal Services, Facilities, and Infrastructure Committee.

**FOP REPORT – REQUEST TO USE CITY PROPERTY – ICE & SNOW FESTIVAL –
FEBRUARY 3, 2024**

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the Keene Downtown Group be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales, as well as use of downtown City property on Central Square, Railroad Square, and designated parking spaces on Central Square and Main Street to conduct the Ice and Snow Festival on Saturday, February 3, 2024, from 10:00 AM to 4:00 PM, and reserving an inclement weather date of Sunday, February 4, 2024. In addition, the applicant is permitted to close off a portion of Railroad Street from Main Street to the exit of the Wells Street Parking Garage. This permission is granted subject to the signing of a revocable license and indemnification agreement, submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as additional insured, submittal of signed letters of permission from the owner for any use of private property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 24 Community Events Budget.

A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

**FOP REPORT – 2024 NH DEPARTMENT OF SAFETY, STATE HOMELAND SECURITY
NHTOA TEAM ALLOCATION GRANT – POLICE DEPARTMENT**

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to apply for, accept, and expend the 2024 NH Department of Safety, State Homeland Security NHTOA Team Allocation Grant in the amount of \$5,142.41. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

**FOP REPORT – FFY24 NEW HAMPSHIRE HIGHWAY SAFETY EQUIPMENT GRANT 24-095 –
POLICE DEPARTMENT**

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to accept and expend the FFY24 New Hampshire Highway Safety Equipment Grant in the amount of \$64,673.50. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT – INVEST NH MUNICIPAL PER UNIT AWARD #MPU22-123 AUTHORITY TO ACCEPT AND EXPEND – COMMUNITY DEVELOPMENT

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to accept funds awarded to the City by the InvestNH program of the New Hampshire Department of Business and Economic Affairs as a result of the development of 15 affordable housing units located at the private housing development at 310 Marlboro Road. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT – RECOMMENDED ACTIONS TO ADDRESS THE CURRENT AND FUTURE STATE OF THE CITY'S STREET TREES – CONSERVATION COMMISSION

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the report be accepted as informational, and the City Manager be directed to consider the recommendations as part of the upcoming budget and capital planning processes. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

Councilor Williams thanked the FOP Committee for receiving the Conservation Commission's recommendation and for a good discussion. It is widely recognized that a lot of Keene's beautiful trees are older and might not live another 20 years, so it was important to start thinking about how to replace them, especially with pests like the emerald ash borer. Councilor Williams also appreciated the City Staff's work on this effort. It was former Public Works Director, Kurt Blomquist, who had many ideas, like a tree survey to understand the source of the problems. Councilor Williams was grateful for this idea to treat trees like the infrastructure assets that they are, tracked with all other City assets.

Councilor Jones requested that a summary of this issue be sent to the Master Plan Steering Committee to help inform their decisions.

Councilor Madison agreed that trees should be considered as a part of the City's important infrastructure. He hoped that the Council and Master Plan Steering Committee would consider trees as the ecosystem/environmental services they provide to the community (e.g., soaking up stormwater or holding soils in place), which can have significant financial benefits. The City's trees are an essential part of its stormwater management system. He supported developing an asset management plan for City's trees and he thanked the Conservation Commission Chair, Sparky Von Plinsky, for his letter to

the Council. Councilor Madison hoped the Master Plan Steering Committee would give this matter the attention it deserves.

The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT – CEMETERY MASTER PLAN – PARKS, RECREATION, AND FACILITIES DIRECTOR

A Finance, Organization, and Personnel Committee report read, unanimously recommending the expenditure of up to \$65,000 in the Cemetery Trust Fund B – Capital Reserves be authorized for a professional services contract to create a Master Plan for Monadnock View Cemetery. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

CITY MANAGER COMMENTS

The Assistant City Manager/HR Director, Beth Fox, reminded the Council of the CIP Workshop on Saturday, January 20 starting at 8:00 AM in Heberton Hall (refreshments at 7:30 AM). The workshop will conclude at 11:00 AM.

REPORT – CAPITAL IMPROVEMENT PLAN – CITY MANAGER

A report on the CIP was provided to the City Council by the City Manager. Mayor Kahn referred the Capital Improvement Plan to the Planning Board and the Finance, Organization, and Personnel Committee. The Mayor scheduled a public hearing on the CIP for March 7 at 7:00 PM.

RELATING TO THE ACCEPTANCE AND APPROPRIATION OF UNANTICIPATED BRIDGE REVENUE – RESOLUTION R-2024-04

A memorandum read from the City Engineer, Don Lussier, recommending that Resolution R-2024-04 be referred to the Finance, Organization, and Personnel Committee for their consideration and recommendation.

NON-PUBLIC SESSION

At 9:05 PM, a motion to go into a non-public session to discuss the release of non-public minutes under RSA 91-A:3, II (m) was seconded by Councilor Bosley. On roll call vote, 15 Councilors were present and voting in favor. The Mayor declared a five-minute recess after which the non-public session convened.

The City Attorney explained that this evening a new process was being introduced that would call for the ongoing review and possible disclosure of non-public minutes of the City Council. He continued that as provided by a recent change in State Law, the Council adopted a policy that recognized non-public minutes starting with 2013 and going forward would be covered under this statutory requirement. From a practical standpoint, this review schedule would have the 2014 minutes

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reviewed in December of 2024, the 2015 minutes reviewed in 2025, and continuing forward until the ten-year backlog was disposed of. The City Clerk stated there were 100 sets of minutes included in the backlog to 2013.

In addition, the recommended process would include a review and potential release of non-public minutes from the prior year. Specifically, the schedule going forward would have non-public minutes from January to July of 2023 reviewed for possible disclosure in January of 2024 and the minutes from August to December of 2023 reviewed for possible disclosure in July of 2024.

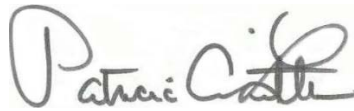
The City Attorney stated the Council had been furnished the non-public minutes of March 7, 2013, April 18, 2013, May 16, 2013, June 6, 2013, July 18, 2013, August 1, 2013, September 5, 2013, October 3, 2013, October 17, 2013, December 5, 2013, and (for the first half of 2023) the minutes of January 31, 2023, and April 4, 2023. He offered his opinion that all the minutes should be released because the circumstances that required the minutes to be withheld from the public no longer applied.

He cautioned the Council not to focus on the subject matter, but rather to focus their attention on whether the circumstances that warranted the minutes being sealed no longer applied. Councilors questioned whether any redaction of the minutes would occur. The Attorney stated that there were no redactions of any information in the set of minutes before the Council. In response to an inquiry as to whether information regarding the proposed purchase price for a particular piece of property would be disclosed, the Attorney indicated that this type of information would be included in any public release.

The Clerk stated that if there was a motion adopted to release non-public minutes, she would remove those sets from the binder of non-public minutes and would mark each set as “publicly released” with a date of the Council action. Those minutes would be added to the binder of public minutes. Finally, the Clerk stated that going forward the non-public minutes would be distributed and reviewed by the Council in an electronic format. In response to an inquiry, the Attorney stated that access to these publicly released non-public minutes would not require a right-to-know request.

The Attorney continued that the vote to release the minutes should be made in public session. He added that regarding the minutes of this the actual non-public session there was no basis to withhold these minutes from the public. Any non-public minutes that are not “sealed” must be publicly disclosed within 72 hours of a meeting. At 9:25 PM as there was no further discussion, the session concluded.

A true record, attest:



City Clerk

RELEASE OF NON-PUBLIC MINUTES

A motion by Councilor Greenwald to unseal the non-public meeting minutes of March 7, 2013, April 18, 2013, May 16, 2013, June 6, 2013, July 18, 2013, August 1, 2013, September 5, 2013, October 3, 2013, October 17, 2013, December 5, 2013, and for the first half of 2023, the minutes of January 31, 2023, and April 4, 2023 because the reasons for the minutes being originally sealed no longer apply was duly seconded by Councilor Bosley. On showing of hands, the motion carried unanimously.

01/18/2024

NON-PUBLIC SESSION

At 9:34 PM a motion by Councilor Greenwald to go into a non-public session to discuss a personnel matter under RSA 91:A:3, II (b) was duly seconded by Councilor Bosley. On roll call vote, 15 Councilors were present and voting in favor. The City Manager excused herself from the session. Discussion was limited to the subject matter. At 9:39 PM as there was no further discussion, the session concluded.

A motion by Councilor Greenwald to keep the minutes of the non-public session, non-public, until the matter discussed becomes effective was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

A true record, attest:



City Clerk

ADJOURNMENT

There being no further business, Mayor Kahn adjourned the meeting at 9:40 PM.

A true record, attest:



City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

Meeting Date: February 1, 2024

To: Mayor and Keene City Council

From: Mayor Jay V. Kahn

Through:

Subject: **Confirmations - Bicycle Pedestrian Path Advisory Committee, Conservation Commission, Congregate Living and Social Services Licensing Board, Planning Board, Trustees of Trust Funds and Cemetery Trustees**

Council Action:
In City Council February 1, 2024.
Voted unanimously to confirm the nominations.

In City Council January 18, 2024.
Nominations tabled until the next regular meeting.

Recommendation:
 I hereby nominate the following individuals to serve on the designated Board or Commission:

Bicycle Pedestrian Path Advisory Committee

Diane Duffy, alternate, slot 4 38 Page Street	Term to expire Dec. 31, 2025
--	------------------------------

Samantha Jackson - alternate to regular, slot 1	Term to expire Dec. 31, 2026
Autumn DelaCroix - alternate to regular, slot 2	Term to expire Dec. 31, 2025

Conservation Commission

Barbara Richter, slot 4 22 Valley Street	Term to expire Dec. 31, 2026
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Congregate Care and Social Services Licensing Board

Ashok Bahl, alternate - slot 6 16 Leahy Road	Term to expire Dec. 31, 2026
---	------------------------------

Planning Board

Sarah Vezzani, slot 1	Term to expire Dec. 31, 2026
-----------------------	------------------------------

464 Elm Street

Michael Hoefler, alternate - slot 13
618 West Street

Term to expire Dec. 31, 2026

Trustees of Trust Funds and Cemetery Trustees

Ely Thayer, slot 1
201 Gunn Road

Term to expire Dec. 31, 2026

Attachments:

1. Duffy, Diana_Redacted
2. Richter, Barbara_Redacted
3. Bahl, Ashok_Redacted
4. Vezzani, Sarah_Redacted
5. Hoefler, Mike_Redacted
6. Thayer, Ely_Redacted

Background:

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: Fwd: Interested in serving on a City Board or Commission
Date: Monday, November 20, 2023 7:52:21 PM

Sent from my U.S.Cellular© Smartphone
Get [Outlook for Android](#)

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene
<helpdesk@ci.keene.nh.us>
Sent: Monday, November 20, 2023 4:47:30 PM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Mon, 11/20/2023 - 16:47</p>

<p>Submitted values are:</p>

First Name:

Diana

Last Name:

Duffy

Address

38 Page St.
Keene, NH 03431

How long have you resided in Keene?

13 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Retired

No

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

- Emery & Climate Committee
- WKNH 91.3 FM, Keene State College
- League of American Bicyclists

Have you ever served on a public body before?

Yes

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

Bicycle/Pedestrian Path Advisory Committee

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

Please provide 2 personal references:

Cary Gaunt, PhD

[REDACTED]

References #2:

Alvilda Jablanko

[REDACTED]

From: [Heather Fitz-Simon](mailto:Heather.Fitz-Simon)
To: [Heather Fitz-Simon](mailto:Heather.Fitz-Simon)
Subject: FW: Interested in serving on a City Board or Commission
Date: Tuesday, January 16, 2024 1:37:00 PM

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Thursday, January 4, 2024 12:38 PM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Thu, 01/04/2024 - 12:37</p>

<p>Submitted values are:</p>

First Name:

Barbara

Last Name:

Richter

Address

22 Valley Street, Keene NH

How long have you resided in Keene?

More than 20 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

NH Association of Conservation Commissions

Occupation:

Executive Director

Retired

No

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

None at this time, but I have served on the conservation commission in the past

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.

As executive director at the NH Association of Conservation Commissions, I work with towns all over NH that have conservation commissions. We work to support commissions so they can be successful in protecting local natural resources. My back ground and experience would provide resources and connections to other towns and organizations working toward similar goals. I look forward to sharing my experience and offering insight and advice on conservation projects and environmental protection.

Suggest other public bodies of interest

I also serve on the State Conservation Committee and the Current Use Board. I am on the Mooseplate grant selection committee for conservation projects.

Please provide 2 personal references:

Lesley Johnson

[REDACTED]

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: FW: Interested in serving on a City Board or Commission
Date: Friday, December 8, 2023 10:10:09 AM
Attachments: [image001.png](#)



Patricia Little
CITY CLERK

- (603) 352-0133, ext. 2
- plittle@KeeneNH.gov
- 3 Washington Street, Keene, NH 03431
- KeeneNH.gov

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Friday, December 8, 2023 9:08 AM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Fri, 12/08/2023 - 09:08</p>

<p>Submitted values are:</p>

First Name:

Ashok

Last Name:

Bahl

Address

16 Leahy rd
keene, NH 03431

How long have you resided in Keene?

17 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

C&S Wholesale Grocers

Occupation:

Consultant

Retired

No

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

I am currently on the board at the Community Kitchen and support several different non profits like the Humane Society, Child Advocacy center, United Wat etc.

Have you ever served on a public body before?

No

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

Energy and Climate Committee, Keene Housing Authority, Planning Board

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

I am very interested in the housing solution so anything related to that topic i am definitely the most interested in.

Optional - Please select your second choice of which Board or Commission you would like to serve on.

Energy and Climate

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

I am very passionate about basic needs. From a professional standpoint, i have led large teams (30 + people) and am focused on data and analytics. I ran for city council this year for the at large seat and only lost by 28 votes and i would like to continue to get involved with the community.

Please provide 2 personal references:

Kathy Collingsworth

kathyh@humanecommunity.org

[Redacted]

References #2:

Molly Greenwood

[Redacted]

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: FW: Interested in serving on a City Board or Commission
Date: Saturday, December 30, 2023 2:10:37 PM
Attachments: [image001.png](#)



Patricia Little
CITY CLERK

(603) 352-0133, ext. 2
 plittle@KeeneNH.gov
 3 Washington Street, Keene, NH 03431
 KeeneNH.gov

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Friday, December 29, 2023 12:16 PM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Fri, 12/29/2023 - 12:15</p>

<p>Submitted values are:</p>

First Name:

Sarah

Last Name:

Vezzani

Address

464 Elm St. Keene, NH 03431

How long have you resided in Keene?

25 yrs

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

The Vezzani Agency

Occupation:

Insurance agency Principal

Retired

No

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

Previously served on Sy's Fund board, MCVF crisis volunteer, Big Brothers/Sisters, and our community kitchen.

Have you ever served on a public body before?

No

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

Planning Board, Zoning Board Adjust ment

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

The areas I am most interested in are involved with the planning of the future of Keene. I would love to help identify certain actions to achieve the vision we have set for Keene, adjusting said vision as needed.

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

Interests include planning, organization, goal setting etc. I have worked with many large corporate projects through change management helping employees and executives with change.

Please provide 2 personal references:

Kathleen Malloy

[Redacted]
[Redacted]

References #2:

Caitlin Frost

[Redacted]
[Redacted]

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: Fw: Interested in serving on a City Board or Commission
Date: Friday, January 5, 2024 10:11:13 AM
Attachments: [Outlook-pjylc2j0.png](#)



Patricia Little
CITY CLERK

-  (603) 352-0133, ext. 2
-  plittle@KeeneNH.gov
-  3 Washington Street, Keene, NH 03431
-  KeeneNH.gov

<!--[if !vml]-->

<!--[endif]-->

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene <helpdesk@ci.keene.nh.us>
Sent: Friday, January 5, 2024 9:28 AM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Fri, 01/05/2024 - 09:28</p>

<p>Submitted values are:</p>

First Name:

Mike

Last Name:

Hoefler

Address

618 West St.

How long have you resided in Keene?

15 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

King Arthur Baking Company

Occupation:

Director Web Strategy and Product

Retired

No

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

Current:

- Treasurer KHS Alpine Ski Booster Club
- New England Mountain Bike Keene Chapter Vice President

Past:

- 9 Year Board Member & President Keene Family YMCA
- Monadnock United Way Board
- Keene Elm City Rotary member and various leadership roles including President
- Keene Airport Advisory Committee (Dale Pregent Era)
- Cheshire YMCA/Camp Takodah Board Member and Vice President

Have you ever served on a public body before?

Yes

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

Planning Board, Zoning Board Adjustment

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

Planning Board

Optional - Please select your second choice of which Board or Commission you would like to serve on.

ZBA

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

Contributing back to the community that has served my family and I well over the years.
Helping to move Keene forward to meet the needs of the next generation.
Strong computer/tech/web skills.

Please provide 2 personal references:

Jay Kahn

[Redacted]

References #2:

John Round

[Redacted]

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: FW: Interested in serving on a City Board or Commission
Date: Monday, January 8, 2024 1:47:18 PM
Attachments: [image001.png](#)



Patricia Little
CITY CLERK

- (603) 352-0133, ext. 2
- plittle@KeeneNH.gov
- 3 Washington Street, Keene, NH 03431
- KeeneNH.gov

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Monday, January 8, 2024 10:08 AM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Mon, 01/08/2024 - 10:07</p>

<p>Submitted values are:</p>

First Name:

Ely

Last Name:

Thayer

Address

201 Gunn Road
Keene, NH 03431

How long have you resided in Keene?

8 Years

Email:

[REDACTED]

[REDACTED]

[REDACTED]

Employer:

Edward Jones

Occupation:

Financial Advisor

Retired

No

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

Keene Country Club - Board of Director

Have you ever served on a public body before?

Yes

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

Trustees Of Trust Funds And Cemetery Trustees

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

Trustees of Trust Funds and Cemetery Trustees

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

I am a financial Advisor for Edward Jones and have been so for roughly 9 years now. Through this is have been working with investments and investment strategies and how they align with goals of individuals and/or organizations. I believe this will apply directly to this committee because of the need to ensure diligence in the management of the cities funds as well as the delegation of what funds go to.

Please provide 2 personal references:

Allen Mendelson

[Redacted]

[Redacted]

References #2:

Christine Munoz

[Redacted]

[Redacted]



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.2.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Mayor Jay V. Kahn
Through:
Subject: Confirmation - Keene Housing Authority

Council Action:

In City Council February 1, 2024.
Voted unanimously to confirm the nomination.

In City Council January 18, 2024.
Nomination tabled until the next regular meeting.

Recommendation:

Attachments:

1. Benson, Emily_Redacted

Background:

I hereby nominate the following individual to serve on the designated Board or Commission.

Keene Housing Authority

Emily Benson, slot 5
89 Kendall Road

Term to expire Dec. 31, 2028

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: FW: Interested in serving on a City Board or Commission
Date: Wednesday, December 27, 2023 2:34:01 PM
Attachments: [image001.png](#)



Patricia Little
CITY CLERK

- (603) 352-0133, ext. 2
- plittle@KeeneNH.gov
- 3 Washington Street, Keene, NH 03431
- KeeneNH.gov

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Wednesday, December 27, 2023 1:34 PM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Wed, 12/27/2023 - 13:33</p>

<p>Submitted values are:</p>

First Name:

Emily

Last Name:

Benson

Address

89 Kendall Rd

How long have you resided in Keene?

15 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

Bensonwood

Occupation:

Executive - Human Resources

Retired

No

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

Board member of the The Colonial Theatre

Have you ever served on a public body before?

No

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

Building Board of Appeals/Housing Standards Board of Appeals, Historic District Commission, Keene Housing Authority, Partner City Co mmittee

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

Keene Housing Authority

Please provide 2 personal references:

Tom Minkler

[Redacted]
[Redacted]

References #2:

Dr. Darrell Hucks

[Redacted]
[Redacted]



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.3.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Mayor Jay V. Kahn
Through:
Subject: **Acceptance of Resignations and Appointments to the ad hoc - Roadway Safety Action Plan Committee**

Council Action:

In City Council February 1, 2024.

Voted unanimously to accept the resignations with regret and appreciation for service, and also confirm the appointments of Debra Bowie and Councilor Laura Tobin.

Recommendation:

I hereby appoint the following individuals to serve on the ad hoc Roadway Safety Action Plan Committee to replace previously appointed members who are not able to make the meeting schedule of the committee:

**ad hoc Roadway Safety Action Plan
Committee**

Debra Bowie

Councilor Laura Tobin

Attachments:

1. Bowie, Debra_Redacted

Background:

Due to a scheduling conflicts with the regular meeting schedule, Councilor Lake and Reagan Messer have resigned from the ad hoc Roadway Safety Action Plan Committee. Councilor Lake was selected as the Council's representative and Ms. Messer was selected as a representative of the public.

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: FW: Interested in serving on a City Board or Commission
Date: Wednesday, January 31, 2024 9:11:37 AM
Attachments: [image001.png](#)



Patricia Little
CITY CLERK

-  (603) 352-0133, ext. 2
-  plittle@KeeneNH.gov
-  3 Washington Street, Keene, NH 03431
-  KeeneNH.gov

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Tuesday, January 30, 2024 10:37 PM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Tue, 01/30/2024 - 22:37</p>

<p>Submitted values are:</p>

First Name:

Debra

Last Name:

Bowie

Address

659 Hurricane Road, POB 1076
Keene, NH. 03431

How long have you resided in Keene?

19 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Retired

Yes

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

Keene State College Truth, Reconciliation, and Equity Collaborative
Manchester NAACP Economic Justice Committee
Keene State College CALL Program -- Adult Learner, CALL Book Group Facilitator
Keene State College Election Volunteer

Have you ever served on a public body before?

No

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

Human Rights Committee

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

Roadway Safety Committee

Optional - Please select your second choice of which Board or Commission you would like to serve on.

Human Rights Committee

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

Interests are centered around building a community that works together for the well-being of all residents. This includes promoting equality, understanding, acceptance, and ensuring safety. Previous experience includes chairing and serving on the Board of Keene Housing Kids Collaborative, volunteering with Keene State College, membership in the American Association of University Women. Board experiences from years ago include involvement with the Connecticut League of Women Voters and the Wallingford (CT) Emergency Shelter.

Please provide 2 personal references:

Pam Slack

[Redacted]
[Redacted]

References #2:

Darrell Hucks

[Redacted]
[Redacted]



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Adam Toepfer
Board President
Through: Patricia Little, City Clerk
Subject: **Keene Pride - Request for Community Funded Event Status - 2024 Pride Festival**

Council Action:

In City Council February 1, 2024.

Referred to the Finance, Organization and Personnel Committee to be considered during the Fiscal Year 2025 budget review.

Recommendation:

Attachments:

1. Keene Pride Submissions 2024

Background:

Mr. Toepfer has submitted an application for the Keene Pride Event to be considered for Community Funded Event Status in the next fiscal year budget.



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

1/25/24

Dear Honorable Mayor Jay Kahn and City Council Members,

I am writing to express the resounding success of Keene Pride Week and Festival in 2022 and 2023, which brought together our community in a celebration of diversity, inclusion, and acceptance. Pride Week is packed with events showcasing the vibrant tapestry of Keene's population, fostering a sense of unity and understanding among residents. The Pride Festival, held at the heart of our city in Central Square, drew an enthusiastic and diverse crowd, creating an atmosphere of joy and acceptance that resonated throughout the community. In 2023, we estimated over 5,000 people were in attendance throughout the day, significantly larger than 2022. Keene Pride Festival is now one of the most well attended and popular Pride events in the tri-state area, and we are still just getting started! Keene Pride Events are not just limited to one week in September. Last year, we produced over thirty community building events in the Monadnock Region ranging from Youth Open Mics, to Yard Sales, to Educational Panels and beyond.

Considering the overwhelming positive response and the significant impact on fostering a more inclusive community, I am kindly requesting the Keene City Council to grant Keene Pride Week and Festival the status of a Community Event. Bestowing this recognition will not only honor the hard work and dedication of the organizers but also contribute to the continued growth and success of future Pride events in Keene. By officially recognizing Keene Pride as a Community Event, we affirm our commitment to diversity and inclusivity, sending a powerful message of support to all residents and ensuring that Keene remains a welcoming and embracing city for everyone. Community Event status would also allow us to free up resources that can be utilized by our Keene Pride Youth, Keene Pride Outdoors and other community building initiatives.

The mission of Keene Pride is to promote the visibility of LGBTQ+ people in the Monadnock Region, create community-building programming, and develop a coalition of services, organizations and businesses that embrace and serve the LGBTQ+ population.

Thank you for your time and consideration!

Adam Toepfer
Board President



603-696-2927



www.keenepride.org



25 Roxbury St. #114
Keene, NH 03431



City of Keene
New Hampshire

COMMUNITY FUNDED EVENT APPLICATION

Applicant Information

Date completed: 1/3/27

Sponsoring Organization: Keene Pride

1. Is your organization incorporated as a non-profit? YES NO

Please provide date of incorporation/founding date:

2. Has your organization received community funding in the past for this or other events? Please indicate other events. YES NO

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

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

Proposed Event Information

(Funding Request for events in fiscal year 2025 – July 1, 2024, to June 30, 2025)

Name of Event: Keene Pride Week

Anticipated Event Date(s): 9/7/24-9/15/24

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

Central Square & Roxbury St.
Heberton Hall & Cohen Hall

<p>2. Is your event a leisure time activity that is open to the public free of charge?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If NO, provide information regarding anticipated admission charges as part of event budget documentation.</p>	<p>3. Has your group successfully run this event two consecutive times or more prior to this request?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>When did this event receive community funded event status?</p> <p><u>We have not yet received it. We are applying for it for the first time.</u></p>
--	--

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

Event scope has changed? YES NO

We will continue with Keene Pride festival as we did in 2022 and 2023. The scope of the festival will be very similar to the 2023 festival. We have over 100 volunteers that we regularly work with and will be available to assist with setting up and breakdown of the event, and we normally hire KPD, State Police, and neighboring towns police for security.

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

Keene Pride week is a celebration of the LGBTQ+ community in the Monadnock region, but it is open and welcoming to all who wish to attend any of our events. This is a free, family friendly, welcoming and safe event.

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

Keene Pride Week events budget is \$70,000.
Keene Pride Festival's budget is \$33,000.

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

We receive funding from:

Local donations from residents - 10%
Event fundraisers held throughout the year - 50%
Corporate donations - 5%
Corporate sponsorships - 35%

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

\$ 10,000 _____

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

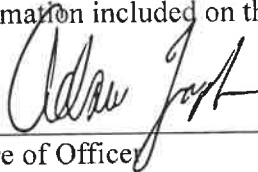
This assistance will help immensely with City costs, including public works costs for Keene Pride Festival, Cohen Hall and Heberton Hall rental fees, and our significant security costs with the Keene Police Department. This will also allow us to focus more funding on expanding our programming for the LGBTQ+ community and its allies, put resources into our Keene Pride Youth and Outdoors initiatives, and put more resources towards our goal of hiring an Executive Director in the next 3 years.

Required Submittals

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

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

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



Signature of Officer

(For office use only)

Date Received: 1/26/24 By: ET/ood

Date Forwarded to Finance Department for Review: 1/26/24

Final Disposition of Request: _____

Finance Department Signature



**CITY OF KEENE
USE OF CITY PROPERTY APPLICATION
STREET FAIR/EVENT LICENSE**

Applicant/Sponsoring Organization Information:

NAME OF ORGANIZATION: Keene Pride
APPLICANT NAME: Adam Toepfer
ADDRESS: 25 Roxbury St. Keene, NH
DAYTIME PHONE: (603) 696-2927 EVENING: () FAX #: ()
E-MAIL: adame@keenepride.org
DAY OF EVENT CONTACT NAME AND CELL NUMBER: Adam Toepfer 347-677-4823

Special Event Information:

SPECIAL EVENT ON CITY PROPERTY STREET FAIR
 DISCHARGE OF FIREWORKS
 SERVING OF ALCOHOL AT A CITY FACILITY - please specify location HEBERTON HALL
 COMMUNITY ROOM
 PARADE, WALK-A-THON, OR BIKE/FOOT RACE REQUIRING STREET CLOSURES/POLICE ASSISTANCE
 OTHER (please specify) _____

EVENT TITLE: Keene Pride Festival
EVENT DATE(S): 9/19/24 ESTIMATED ATTENDANCE: 5,000
LOCATION OF EVENT: Central Square + Roxbury
DURATION OF USE (INCLUDING SET UP/BREAKDOWN): from: 10 AM / PM to: 8 AM / PM
HOURS OF ACTUAL EVENT: from: 12 AM / PM to: 6 AM PM
DESCRIPTION OF EVENT: Keene Pride Festival 2024

Please attach additional sheets as necessary

STREET CLOSURES/DETOURS REQUESTED: Same as 2023

Please attach additional sheets as necessary



**CITY OF KEENE
USE OF CITY PROPERTY APPLICATION
STREET FAIR/EVENT LICENSE**

DETAILED MAP OF PROPOSED EVENT FOOTPRINT: Please provide as an attachment to your application a single line sketch/drawing of the layout of the event. On the sketch/drawing include sidewalks/streets/lanes to be closed and/or blocked, locations of vendors (merchandise, food, etc.), display tables, or other encumbrances, and identify areas of activities (start lines, finish lines, attractions, etc.).

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT:

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	WILL ACTIVITIES AND ATTENDEES BE ENCUMBERING THE TRAVELED PORTION OF ANY PUBLIC WAY, STREET OR LANE?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FOOD CONCESSIONS AND/OR OUTDOOR COOKING
<input checked="" type="checkbox"/>	<input type="checkbox"/>	USE OF PROPANE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	OUTDOOR BURNING (CAMPFIRE)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SET UP OF TABLES AND CHAIRS (if so, how many): <u>20 chairs, 4 tables</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOES THE EVENT REQUIRE ACCESS TO CITY ELECTRICAL? (location): <u>Central Square</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOES THE EVENT REQUIRE ACCESS TO CITY WATER? (location): <u>Dunk Tank</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BOOTH(S), EXHIBIT(S), DISPLAY(S) AND/OR ENCLOSURE(S) (if so, please describe): _____ (Use a separate sheet if necessary)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CANOPY(IES) AND/OR TENT(S) (please provide number of set-ups and their dimensions): <u>100 10x10</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SCAFFOLDING, BLEACHER(S) OR OTHER STRUCTURES (if so, please describe): _____ (Use a separate sheet if necessary)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHILDREN'S CARNIVAL OR INFLATABLE RIDES (please describe number, type, location, dimensions and proposed means of anchoring): <u>Roxbury St.</u>



**CITY OF KEENE
USE OF CITY PROPERTY APPLICATION
STREET FAIR/EVENT LICENSE**

YES	NO	
<u>X</u>	_____	VEHICLE(S) AND/OR TRAILER(S) (if so, how many): <u>Food Trucks + one KP trailer.</u>
<u>X</u>	_____	WILL YOUR EVENT ENCUMBER METERED PARKING SPACES? (if so, please provide number, location, and what they'll be used for): <u>all of Central Square</u>
<u>X</u>	_____	PORTABLE TOILET(S) (if so, how many): <u>10</u>
<u>X</u>	_____	ENTERTAINMENT (if so, please describe): <u>Bands + circus act</u>
<u>X</u>	_____	BANNERS OR TEMPORARY SIGNAGE
<u>X</u>	_____	WILL THE EVENT BE ADVERTISED? (if so, how?): <u>Radio, Print, Social Media</u>
<u>X</u>	_____	SOUND AMPLIFICATION (if yes, indicate start/end times): <u>9pm-6pm</u>

OTHER MISCELLANEOUS INFORMATION YOU WISH TO PROVIDE PERTAINING TO THIS EVENT:

(Protocol meetings will be held with the applicant as necessary to seek further details relative to the request for a license and/or funding for City services. Please be aware, the City may place additional conditions or requirements on the event at its sole discretion to ensure public safety)



1/25/24

List Of Current Board Members

Officers

Adam Toepfer
adam@keenepride.org
Board President

Paulee Mekdeci
paulee@keenepride.org
Board Vice-President

Katie Fenton
katie@keenepride.org
Administration Director

Levi Barrett
levi@keenepride.org
Treasurer

Board Members

Patrick Brown
patrick@keenepride.org

Gene McDonald
gene@keenepride.org

Edel Garstad
edel@keenepride.org

Laina Barakat
laina@keenepride.org



603-696-2927



www.keenepride.org




25 Roxbury St. #114
Keene, NH 03431




1/25/24

2023 Major Sponsors and Donations

Name	Sponsorship Amount	Type of Donation
C&S Wholesale Grocers	\$10,000.00	Cash
Fenton Family Dealerships	\$5,000.00	Cash
Brown Computer Solutions	\$5,000.00	Cash
The Putnam Foundation	\$5,000.00	Cash
Walmart	\$4,000.00	Cash
Colonial Theatre	\$2,500.00	In-Kind
Brick House Tile	\$2,500.00	Cash
Dartmouth Health	\$2,500.00	Cash
M&T Bank	\$2,500.00	Cash
Savings Bank of Walpole	\$2,500.00	Cash
Monadnock Radio Group	\$2,500.00	In-Kind
Christopher David Photography	\$2,500.00	In-Kind
NH Trust	\$2,500.00	Cash
NH Charitable Foundation	\$2,500.00	Cash
Monadnock Food Coop	\$1,800.00	Cash
The Keene Sentinel	\$1,500.00	In-Kind
Deep Roots Massage	\$1,000.00	Cash
Greenwald Realty	\$1,000.00	Cash
Chroma Technology	\$1,000.00	Cash
Hannaford	\$1,000.00	Cash
Fireworks Restaurant	\$1,000.00	In-Kind
Bruce Murphy Realty	\$1,000.00	Cash
Beeze Tees	\$1,000.00	In-Kind
Hastings Dental	\$500.00	Cash
Badger Balm	\$500.00	Cash
Barton Associates	\$500.00	Cash
The Works	\$500.00	Cash
Kapiloff Insurance	\$250.00	Cash
Pflag	\$250.00	Cash

 603-696-2927

 www.keenepride.org

 25 Roxbury St. #114
Keene, NH 03431



1/25/24

INCOME STATEMENT (P&L)
Keene Pride
Fiscal Period: 12-2023

	\$2,023.00
REVENUES:	
40100- Pride Week Events	\$624.59
40300- Vendor Booths Pride Fest	\$5,950.00
40400- Main Stage Ticket Sales	\$22,034.50
40500- Prom Income	\$1,883.42
40600- Halloween Income	\$2,305.92
40700- Community Events Income	\$6,342.06
40800- Fundraiser and Merch Income	\$63,112.83
41000- Personal Donations	\$3,752.00
42000- Reimbursed/Refunded Expenses	\$3,020.96
TOTAL REVENUES:	\$163,876.28
EXPENSES:	
60100- Pride Week City Expense	\$12,940.75
60110- City of Keene Expense (not Pride week)	\$966.20
60125- Lighting and Sound Pride Week	\$7,898.00
60150- Hotel Expense Pride Week	\$11,020.87
60160- Performance Fees Pride Week	\$17,167.25
60170- Pride Week Expenses	\$6,410.09
60500- Prom Expense	\$4,597.92
60600- Halloween Expense	\$4,320.33
60700- Community Event Expenses	\$11,097.12
60800- Fundraiser Expenses	\$23,188.88
60900- Merchandise Purchased	\$9,916.90
61000- AIDS Quilt	\$3,124.01
62000- Reimbursed/Refunded Expenses	\$3,020.96
63000- Supplies and Printing	\$1,665.83
64000- Board Meals	\$448.20
65000- Annual Filing Fee	\$75.00
66000-Administrative Expenses	\$14,338.38
67000-Other Expenses	\$25,066.71
TOTAL EXPENSES:	\$157,263.40
NET PROCEEDS:	\$6,612.88



603-696-2927



www.keenepride.org



25 Roxbury St. #114
Keene, NH 03431



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Mike Giacomo
Chairman of Let it Shine Board
Through: Patricia Little, City Clerk
Subject: Let It Shine - Request to Use City Property - 2024 Pumpkin Festival

Council Action:

In City Council February 1, 2024.

Referred to the Planning, Licenses and Development Committee to be placed on more time to allow protocol meetings to occur.

Recommendation:

Attachments:

1. Communication_Pumpkin Festival 2024

Background:

Mr. Giacomo is requesting the event license for the 2024 Pumpkin Festival, scheduled for October 12, 2024.



January 9, 2024

Honorable Mayor Kahn and Keene City Council,

The Let It Shine Board would like to submit its request for a license for the 2024 Keene Pumpkin Festival. Following the success of last year's event (despite the rain), we're excited to bring back a nearly-identical (but hopefully drier) event, renewing our focus on a safe, family-friendly atmosphere that will help celebrate Keene's tradition, while keeping it local to the region.

We will begin our protocol process soon, but given the similarity to last year, we do not anticipate any major hurdles to creating another festival the city departments feel comfortable supporting. We have met both before and after the 2023 festival with city department chairs and Keene State and have made a few adjustments to the timing we think will help reduce the burden on our city departments even further. We will continue to update required documentation as protocol moves forward, and if City Council would like these updates, we will happily provide them.

The high-level points from this year's festival (changes from the 2023 festival in **bold**) are as follows:

- Requested street closures will include Main Street from Railroad Street to Central Square during Saturday October 12, the Central Square slip lane from Thursday, October 10 through Sunday October 13 (to allow for safe erection and disassembly of a tower), Railroad Street on Saturday, October 12, and the Central Square rotary lane and **left northbound Main Street lane** as-needed between those days for pumpkin distribution from schools and loading of the tower.
- No counting of pumpkins will occur, nor will any Guinness attempts be made. We would like to emphasize this to not be a competition, but a community, and we feel this is a good way to accomplish this aim.
- All local elementary schools will be provided pumpkins and invited to carve and display them.
- Up to 12 non-profits will be selling food, and up to **20 craft vendors** will sell their wares.
- Local businesses will once again host trick-or-treating for children, **along with a "pumpkin passport" to encourage local shopping both on and off the footprint.**
- Any promotion will be targeted specifically to Cheshire County and immediately adjacent region.
- **Through conversation with KSC and City of Keene, the festival date has been coordinated to align with KSC fall break weekend to minimize college traffic and reduce strain on public safety resources.**

We (and so many in the community), are excited to celebrate this festival downtown once again, and we are looking forward to working with the City of Keene and the City Council to continue our great tradition.

Thank you for your time and consideration.

Sincerely,

The Let It Shine Board

Michael Giacomo
Chairman of the Board, Let It Shine



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.1.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: **Councilor Remy – Enforcement of Winter Parking Ban**

Council Action:

In City Council February 1, 2024.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends Enforcement of Winter Parking Ban be referred to the City Manager for further review and consideration with a report back to the MSFI Committee.

Attachments:

None

Background:

Councilor Mike Remy stated that he submitted his letter to start a conversation. He continued that he has received a ticket for parking on a 50-degree November night. Keene's overnight parking ban went into effect on November 1. When he wrote his letter on December 9, 2023, there was no snow and it had not snowed yet that season, but the overnight parking was in effect for Main St. He wants a conversation about whether this process still makes sense. This could also apply to summer parking bans, or the patio permits and how those are managed, associated with how warmer weather is occurring further into the year every year. They could talk about how to manage that in the right way. His suggestion was, at least for the winter parking ban, to think about whether a winter advisory or warning, released by the government or weather services, could determine when overnight parking is banned or not, as opposed to just a blanket ban all winter. He makes this suggestion as a way to open the conversation, and to think about how the City could do this in a way that is more convenient for the public.

Chair Greenwald asked if the Committee members had any questions. Hearing none, he asked for questions from the public or other Councilors. Hearing none, he recognized Duncan Watson, Assistant Public Works Director.

Duncan Watson stated that he is not prepared to comment on this tonight. He continued that he suggests the Committee refer this back to the Public Works Department so they can research this idea and come back and present some ideas that might work.

He continued that as this thought is being worked on through the City Manager and staff, he would add that there is also an all-year ban on overnight parking on Main St and he has often wondered why. Just because it was that way does not mean it has to be. He thinks it would be worth thinking about as well.

Councilor Madison made the following motion, which was seconded by Councilor Workman.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends Enforcement of Winter Parking Ban be referred to the City Manager for further review and consideration with a report back to the MSFI Committee.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.2.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: PowerPoint Presentation – Winter Operations

Council Action:

**In City Council February 1, 2024.
Report filed as informational.**

Recommendation:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee accepted PowerPoint Presentation – Winter Operations as informational.

Attachments:

None

Background:

Harry McKelvey, Transportation and Stormwater Operations Manager, gave a PowerPoint Presentation about winter operations. He stated that winter operations includes plowing, salting, sanding, and picking. He continued that they are responsible for 123 miles of roadway, 52.8 miles of sidewalks, six parking lots, and many metered parking spaces. He showed a slide with the GIS map of the plow routes. He continued that they assign different trucks to do plow routes, with each truck having a number and numbered route. For example, Plow Route #5 has 22 streets. If they give the plow route to another driver, then at least they have a list to follow. Many times truck drivers know the plow routes so they do not need a list every time.

The Highway Division has 25 full-time employees, three foremen, five Maintenance Aides (laborers), one Operations Manager (himself), three Equipment Operators, the Maintenance Aide II (downtown person), 12 Motor Equipment Operators (truck drivers, CDL-level), and a Sign Maker. Their equipment includes 18 trucks, 5 sidewalk plows, and skid steers. They assign people to the sidewalk plows, and there are salt routes and truck routes. They sometimes borrow laborers from Water/Sewer or other Public Works divisions. They do not necessarily have a full staff for Winter Operations.

Mr. McKelvey showed the list of the routes for plowing the priority sidewalks first, mostly to accommodate the schools, and then move out into the general areas. He showed the list of the parking lots and garages, and a list of the Metered Parking Spaces. He continued that normally after their winter operations of getting the streets and main sidewalks opened up, they go and pick the metered parking spaces, so people can make it to the meters and get onto the sidewalks. Salt is

purchased through a contract with Concord, NH, and negotiated with Morton Salt. When the City orders salt, it is delivered by truck from Portsmouth, NH. The Salt Shed is located at 560 Main St. This year, their rate for salt is \$82.32 per ton. "Magic" is a treatment Public Works uses, a liquid mixture sprayed on salt. It contains magnesium chloride. Its freezing point is much lower than just salt, negative 30 degrees. It sticks to roadways and surfaces and provides ice melting in colder temperatures. It contains other ingredients, like brewer's yeast, to help it stick. Public Works provides salt in coordination with other community organizations, such as Keene State College, Keene School District, Keene Housing Authority, and Dartmouth Hitchcock.

Mr. McKelvey continued that everything that the Highway Division does has something to do with weather. They are either building something or treating something, or reacting to something. Weather forecasting is a big part of what they do. They use a weather forecasting application on the web and on their phones. They use other sources as well, such as WMUR Weather. The Highway Division does its best to make a forecast each time based on the information they have so they can better treat the storms. It is fairly high tech, but it is weather forecasting, not perfection.

Mr. McKelvey continued that they use Cartegraph data for storm tracking. The Cartegraph application shows the cost of the labor Highway used, and of the equipment they used, and of the materials they used. After, staff debriefs, to discuss improving how they conducted operations, whether it was freezing rain or snow, if they had to plow, and so on. They keep the data for historical tracking as well.

Mr. McKelvey stated that the City's snow plowing and salting process is unique in New Hampshire. He continued that regarding how they are triggered for their storms, they do not have someone in the office or driving around Keene all night. They use the Keene Police Department to trigger the Winter Operations' staff's call-ins. When patrol officers see that it is starting to snow or they witness a slick road or situation that makes them think it is time for Winter Operations staff to come in, dispatch reaches out to the person on call. At that point, Winter Operations staff has already made an executable plan for the storm, and the call from dispatch starts it. That saves them from having to have an overnight staff person, for example.

Councilor Workman stated that she wants to start by thanking Mr. McKelvey and his crew. She continued that it cannot be easy, and they do a fantastic job. She has a couple questions about the salt. Her first question is how much the City uses each year, and the second question is whether there is a more sustainable solution between the salt and the magic.

Mr. McKelvey replied that the other option is a liquid brine they can put down, which they used to have. He continued that he does not know how effective it was as this was in use before he was hired as the Operations Manager. It was still salt water or some mixture of salt and other chemicals in the water. It helped keep the roads from icing and prevented snow from building up. He believes that in the NH environment, with public safety in mind, salt and magic is probably the best choice. Berlin, NH, has tried having thermal streets, which would be awesome if it could be done [in Keene] but he cannot imagine a way to do it. Historically, he thinks Keene uses about 3,000 tons of salt per year. Magic is just a treatment of the salt.

Councilor Filiault asked what triggers the plows going out. He continued that he knows that slippery roads trigger the need for salt, but his question is whether it is a certain number of inches of snow that triggers the use of plows.

Mr. McKelvey replied that it depends. He continued that they are not actually measuring the amount of snow. They have usually already applied the salt and they are watching how the snow is building

up and reacting to that salt. Keene has different environments, such as the hillsides and the downtown. Main St., for example, has a higher use than something like Greenbriar Road. Traffic makes the salt work better, too. This is a tough question. When they realize there are side roads that need plowing, they put the plows out. It is not based on the amount of snow, but on what staff thinks the conditions will be and what they need to do to keep the roads open and as safe as possible.

Chair Greenwald stated that he himself has plowed parking lots, and (knows that) it is exhausting and difficult. He continued that he waves to all the plow drivers when possible, knowing they are doing a difficult job and have to do it carefully, being sensitive to not pile snow in someone's driveway unnecessarily. He asked how Mr. McKelvey staffs the shifts and hours.

Mr. McKelvey replied that it depends. He continued that each plow route can take six to eight hours, depending on the route and conditions. That is one pass. That is why they try to treat the storm with salt as well. For example, two years ago was a Christmas storm that was not plowable, as it was freezing rain. Those staff members worked about 27 hours on Christmas. They did not go home. They did their routes and then came back in, whether they could rest until they had to go back out and treat again. Public Works feeds them and does all kinds of things to try to keep them operational. They have salt routes versus plow routes, and he might divide the staff members up or send some people home for a couple hours while others do spot plowing or salting. It depends on the situation. This is what these people do. They are professional, licensed CDL drivers. They all do their best and sometimes they are exhausted, working too long, but Public Works tries to give them rest in between routes, and if someone has trouble, Public Works can replace them.

Chair Greenwald stated that he encourages other Councilors to contact the City Manager and ask if they can ride along, just to get a glimpse of how difficult this work is and how dedicated the staff members are. He continued that he definitely appreciates their work and he knows they do the best they can.

Councilor Tobin stated that she thanks Mr. McKelvey and his crew for all of their hard work. She continued that this season, from her perspective, seems to be a lighter year. Her question is how the coordination between the plowing of streets and sidewalks works so that sidewalks are not being blocked. Another question is about where snow is piled and how that is decided, and what barriers and blind spots that might create.

Mr. McKelvey replied that snow, when piled up, does create conflicts with pedestrian walks and roads versus sidewalks. He continued that West St. is a great example. There is no grass belt for the sidewalk to put snow on. If they put snow on the sidewalk of private property, they have to come back to pick that snow up as soon as possible. They try to minimize those conflicts, but when they get into parking areas, like downtown, you will see big piles of snow in the corner of five or six spaces, for example. They try to get the spaces open during the storm event, and then at night or the next day they will come and pick the snow out of there to minimize those conflicts.

Chair Greenwald stated that to add to what Councilor Tobin was saying, the "Spirit of Place" concept encourages individuals to take a bit of ownership in the city and actually pitch in. He continued that he would challenge downtown property owners to get a shovel and clear the sidewalks in front of their buildings, to assist Public Works. He encourages the same for residential areas – if there is a pile of snow, do not wait for the City to clear it. Clear the fire hydrants, for example. This is how it is done in other cities. The City is very generous in having Public Works do these activities.

Mr. McKelvey replied that there are people who clear the fire hydrants in front of their houses, and help in ways like that. He continued that some people do assist Public Works, and they appreciate

it. Public Works works with everyone that they can.

Chair Greenwald asked for public comment.

John Marcheski of 6 Birch St. stated that he is a transplant from another state. He continued that in the city he is from if you had a sidewalk in front of your house or business, you were the one responsible for clearing it. He assumes that would cut down on the cost for the City and reduce the property taxes.

Chair Greenwald asked if members of the public had any further comments. Hearing none, he asked for a motion.

Councilor Workman made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee accepted PowerPoint Presentation – Winter Operations as informational.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.3.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: PowerPoint Presentation - Neighborhood Parking Program - Community Development

Council Action:
In City Council February 1, 2024.
Report filed as informational.

Recommendation:
On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends that the PowerPoint Presentation - Neighborhood Parking Program be accepted as informational.

Attachments:
None

Background:
Chair Greenwald asked to hear from Community Development staff.

Jesse Rounds, Community Development Director, stated that the Neighborhood Parking Project grew out of a suggestion that came from the housing needs assessment done last year. He continued that one suggestion was to look at parking as a tool to help with increasing density, particularly in the downtown neighborhoods. This is an Invest NH program, 100% funded by the State. It is a study. They are looking at various options, and looking at a couple of neighborhoods to try to figure out their options to change how they look at parking in the neighborhoods. The idea is that if they can change things in the short term for residents now, that is great, and if they can change things in the long term to increase density and increase the number of housing opportunities downtown, that is also great. They find that many of the solutions that are out there might not be workable right now, but might be workable in the future. They are in the information-gathering phase now. This is staff's chance to hear from the Committee, take that feedback back, and return in the future with a presentation.

Greg Strangeways from Walker Consultants introduced himself. He stated that as Mr. Rounds said, this project is grant-funded and came out of a needs assessment. These neighborhoods are adjacent to downtown, areas where Zoning already allows more density than exists today. The City has seen some interest from developers to do housing. They will not be giant housing projects, but parking was identified as a barrier to building housing, in a couple of different ways. One is providing all of the parking off street, which can take a lot of money and a lot of land, leading to some

developments never being built, or being built with fewer units than they might otherwise have. The idea is to put some of that parking supply on street to reduce the requirements to have it off street.

Mr. Strangeways continued that the first two agenda items were a perfect set up for this, (in that) the winter parking ban was also identified as a barrier. If the street parking is part of the supply but you cannot use it six months of the year overnight, it will not be as useful to people. The project team starting to look at what some of Keene's peer cities do, which can inform what the City of Keene might want to do with the winter parking ban. Perhaps there is a way to have it only when there is a snow emergency.

Mr. Strangeways stated that the slide shows a list of related topics they were also doing research on while looking at the issue of on-street parking, which will be part of the recommendations. He continued that some were in the original City plan for this project, and some came from (Walker Consultants') work around New England and around the country, and they thought they could fit it in within the budget supplied by the grant. The first topic is determining what the parking supply is that is needed, what the projections of growth is for these areas, and how much parking supply would be needed over the next five or ten years. If on-street parking will be added, they need to think about whether that would mean some two-way streets would need to become one-way, and the impacts of that from a traffic network perspective. Another topic is "ops and enforcement," that is, what this looks like and what peer cities are doing. If there will need to be more permit programs, perhaps even paved markings in areas where there are not any today, they need to determine how much staffing that would take, to make sure this is all financially sustainable. They need to look at snow clearing; they certainly want to alleviate problems instead of create them. There are tradeoffs to everything, but the project team hears about winter operations and wants to make sure that can proceed, knowing that no matter what, cars need to get off the street when the snow comes. They are also looking at demand. Most likely, not many households can be completely car-less in Keene, but if there are other transportation options, maybe households could have one less car than they would otherwise. The team is also looking at lighting, such as looking for areas where lighting could be improved, which could help people park farther away. At this time of year it gets darker earlier, so even if they want people to use alternatives to driving and parking, lighting can be a factor. Not many vehicles on the road today are electric, but that is projected to increase. Cities mostly in this first wave try to put chargers in off-street lots and garages, but more and more, the technology and methods to do that on street are improving. The team wants to look at what that could look like as they get a blueprint here for the future. Regarding Zoning and policy, he knows the City has made some recent changes about parking requirements, and the team will keep that in mind and look at what the City's peers are doing. They also want to look at funding options for this, (such as) user fees for parking, developers contributing as they build something, and State or Federal grant or formula funding.

Mr. Strangeways continued that regarding the timeline, the grant requires them to be done by June 30. They are just getting started. They did some fieldwork already. As Mr. Rounds mentioned, the team is in the listening and learning phase. Then, they will come back to the Committee. They expect to have draft recommendations by April to get feedback on. They will have two big rounds of outreach and will be talking with people all the way through. They had an open house earlier today at Heberton Hall and will have another in April when they have recommendations. They did a FlashVote survey, which was a new tool for them, and received over 300 responses. They are talking with all kinds of stakeholders, such as people who are building housing, people from businesses, and other community members. The Technical Advisory Committee includes City staff from Police, Fire, Public Works, and other departments, to make sure all perspectives are considered. This project is on the City's website, and there has been other outreach through mailings and social media.

Mr. Strangeways stated that so far, the team has found that not many people need overnight on-street parking currently, but as they heard from tonight's first agenda item, for the people who do need it, the winter parking ban can be really inconvenient. The fact that there are not many cars overnight today helps in a few ways, in that they are not trying to address an immediate parking crunch or a need to do something quickly. In addition, if they switch to a snow emergency type system for the winter, there are not many cars that need to be moved off street. Maybe they could fit in municipal lots or garages; the team will look at that. It does help that a lot of this change can happen as the City is redoing a roadway anyway or as a private development comes along so they can phase this in over a number of years.

Mr. Strangeways continued that the team wanted to look at how much on-street parking could be created. Some streets have informal on-street parking, with vehicles half on the grass and half on the road. If it will be formalized, they want to think about how much parking could be created. The minimum is likely to be 20 feet, to have a 12-foot one-way travel lane and an 8-foot parking lane. They also need to account for what is in the Code – 30 feet from intersections, and 20 feet from a crosswalk. The setback from driveways is not specified, but they want to make sure people can get in and out and to think about sightlines. He continued that the slides show concepts, not actual streets, but the team is starting to test these concepts with actual streets. They may not be able to diagram every street but want to get an idea of what is feasible. They are making sure they are not moving light poles or trees and protecting the landscaped areas, but the City might want to do some of these things as they are re-doing the roadways anyway, including the sidewalks. Referring to one of the PowerPoint slides which shows a 20-foot street, which could have one-way traffic and on-street parking on one side. With a 25-foot width, that extra five feet does not give enough space for an additional parking lane or travel lane, but it could be a bike lane if that makes sense as part of a network, or an additional sidewalk or landscaped area. With a 28-foot width, there are more options, such as two-way traffic plus parking on one side, or one-way traffic with parking on both sides.

Mr. Strangeways continued that they have been looking at what other cities do and getting ideas from City staff and others. Sometimes politically, if there is going to be more paid parking than there was before, whether through permits or people paying by the hour or day, there could be Parking Benefit Districts. The idea is for some or all of the revenue collected to go back to that same area, so people do not feel that the money is "going into a black hole." It is used for improvements to the streetscape. Another idea is a Residential Permit Program. If they have more on-street parking they probably want to have something so that residents can use it, so if there are time limits or fees, maybe residents do not have to abide by those, so they can use the parking right near their house. Those types of programs are getting easier for everyone. With online applications, people can scan their documents. It is easier for residents, or employees in some cases, and easier for City staff because people would not have to come in person. In addition, in many places you do not need a sticker or placard anymore, because the credential is just your license plate. New Hampshire is an outlier. The whole parking industry around the country has moved to the license plate being the credential, and only Maine and New Hampshire restrict that. Even in Maine, it is now becoming widespread. The law in NH restricting the use of automated license plate recognition is due to sunset automatically in January 2027. Things take time to implement anyway, and hopefully that can be part of the future enforcement.

Councilor Tobin stated that Mr. Strangeways mentioned the automobile inventory. She continued that she is curious whether they have explored what that will be in, say, ten years, when today's 15-year-olds will be 25. She wonders if there is any difference in the projection in the need of parking inventory.

Mr. Strangeways replied that Walker Consultants does a lot of its own research and looks at what

others are doing, including the autonomous vehicles. The increase in Uber and Lyft, which he does not think Keene has much of but could come; trends in people getting their drivers licenses; and using cars or other options. There has been some hype about parking demand going down over time but Walker Consultants does not really see that, overall. Jobs and population continue to grow, and most places will need the parking inventory they have now. It might grow slower than it would otherwise. Also, there is almost always parking supply being removed, either to turn into a housing development or whatever it is, or by a garage reaching the end of its life, so generally, you do not have to worry about having “too much parking,” if that is what Councilor Tobin was getting at.

Councilor Tobin replied that anecdotally, she heard that realtors said people want two-car garages, and when she mentioned this to several people under the age of 30, they laugh. She was curious about how that factors into measuring what will be needed 10 to 20 years from now.

Mr. Strangeways replied yes, to some degree they hear people say that in their 20s but then when they have children and families they wind up driving and getting vehicles because they need to carry all their stuff around. He continued that however, he thinks Councilor Tobin is right that overall, parking demand will grow slower than they have seen it grow in the past decades. Certainly, there are some cases of overbuilding parking, but overall, most places will need the parking inventory they have now. It just might grow more slowly.

Chair Greenwald asked if there were any further questions from the Committee or public.

Stephen Bragdon of 51 Railroad St. stated that his communication is next on the agenda, and he is sure this study could be very helpful to the issues in it. He continued that he would like to see a little more emphasis on the safety on the parking spaces. He and his wife submitted a communication to the City Council a few weeks because their driveway gets a lot of use and they want to extend the distance (where parking is not allowed) so they can see going out of the driveway. He is not sure a “one rule fits all” is the right process, regarding how many feet from a driveway cars can be parked. What is more important is what is safe.

John Marcheski of 6 Birch St. stated that in the state he is from, there might be one or two weeks during the entire winter when the police department declares an on-street parking ban, not six months. He continued that he was unaware of the fact that Keene has a six-month (overnight, on-street) parking ban. It seems to him that they would only need a parking ban during inclement weather or something like a road race, when the police could issue a parking ban for certain streets, or the entire town when trucks will be plowing or salting. Anyone violating the parking ban could be towed and ticketed, increasing the revenue for the City so they could lower property taxes.

Councilor Filiault made the following motion, which was seconded by Councilor Workman.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends that the PowerPoint Presentation - Neighborhood Parking Program be accepted as informational.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.4.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: **Stephen Bragdon – Safety Issues Associated with the Driveway at 82 Court St. and Staff Response to No Parking Request – 82 Court St.**

Council Action:
In City Council February 1, 2024.
Report filed as informational.

Recommendation:
On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee accepted the communication regarding Safety Issues Associated with the Driveway at 82 Court Street as informational.

Attachments:
None

Background:
Chair Greenwald asked if Stephen Bragdon wanted to address his communication. Mr. Bragdon replied no, he did not think he has anything more to say. Chair Greenwald asked to hear from City staff regarding Stephen Bragdon's communication.

Don Lussier, City Engineer stated that for the benefit of the new MSFI Committee members, he will begin with a recap of the last time the MSFI Committee addressed this. He continued that this was up for discussion before the Committee a couple of months ago, and at the time, the Public Works Director, Kürt Blomquist, reminded them about the similar request that the Committee had received earlier in 2023 about parking on Washington St. The result of the discussion regarding the Washington St. request was that Public Works come up with a set of guidelines for delineating individual parking stalls for on-street parking. The guidelines were based on factors such as the volume of traffic on the roadway and the uses of adjoining land use. Staff recommended that parking stalls be delineated where there is predominantly commercial or institutional uses or a mix of residential and commercial uses, rather than just residential neighborhoods.

Mr. Lussier continued that much of this discussion stems out of something the consultant, Greg Strangeways, alluded to. City Code discusses the general parking prohibitions related to certain things. You cannot park within 30 feet of an intersection, 20 feet of a crosswalk, or 15 feet of a hydrant. Regarding driveways, the Code says that you cannot park "in front of or close to a public or private driveway if it inhibits the use of the driveway." That wording lends itself to some

interpretation, obviously. When developing guidelines for delineating individual parking stalls, staff used five feet as a reasonable metric, that is, having a five-foot setback from the edge of the driveway to the first parking stall, as a minimum. Taking the amount of curb line between two adjacent driveways and dividing by 20, depending on how many spaces you can fit, you might end up with more than five feet, or as a little as five feet, but not less. That was staff's recommendation, based largely on an informal survey they did about other communities' rules. The NH communities they found that had specific distances to set back were between two and five feet. Staff thinks five feet is a reasonable measure.

Mr. Lussier continued that at the previous MSFI Committee meeting, staff showed graphics that had options at either five feet or thirty feet, which is what was requested by Mr. Bragdon. The Committee asked him to come back with some alternatives, some sort of compromise position. Tonight, he has similar graphics and will show the differences for setbacks of 10 and 20 feet, and what those would look like. The slide shows and labels the different lengths of curb lines on Court St. and the number of spaces. He continued that within the area that fits the criteria for delineating individual parking stalls, from Central Square up to School St., they would delineate 70 parking stalls with a five-foot setback. If they look at an alternative with 10-foot setbacks, the number goes down to 63 parking stalls. If they are setting back further, obviously, fewer cars would fit. At 20 feet, that reduces to 55 parking spaces, and at 30 feet, it is 45 parking spaces. Out of curiosity, he had staff member Will Dourdounas look at Washington St. and did the same sort of analysis. The chart shows, for Court St. and Washington St., what the different options would give them. The two streets are remarkably similar. The range for Court St. would be 70 to 45 parking spaces, and for Washington St. it is 73 to 44.

Chair Greenwald stated that his question is not so much a Public Works question, but he wants to know if they have any information about accidents. Mr. Lussier replied that they did not specifically look at accident records for this corridor. He continued that he does not know of any driveway-specific accidents, but he did not specifically ask the KPD for that data.

Chair Greenwald stated that he has closely paid attention going in and out of streets, such as Mechanic St. and High St., and he is back to the same basic question of this setback from the driveway. He continued that his conclusion is that he has to be careful. Unless they want to eliminate all parking on the streets, people have to be careful when they are driving and pulling out of driveways or streets. This is his observation. He does not think they are prepared to eliminate parking on the streets or lose the parking. He thinks they would hear more from residents and businesses if the parking were cut back.

Councilor Workman asked if they have any authority to, instead of changing setbacks, implement "economy-sized cars only" at the corners. She asked what that would look like logistically. Mr. Lussier replied that he does not know if they are allowed to have vehicle-specific parking prohibitions.

Chair Greenwald asked Assistant City Attorney Amanda Palmeira if she had any wisdom to share on the subject. Ms. Palmeira replied no, just what the City Attorney said when this came up before, which is to keep "discretionary function immunity" in mind. She continued that that is where they started the conversation about a policy. Having discretionary function immunity is extremely important for City functions when they have developed a policy in an area that is left rather open. Traffic is one of those areas the City has a lot of control and discretion in as a City department. It is important that when you establish a policy, you stick to it. That is where your immunity lives. When you start shifting it the policy almost every time it comes up or almost every time it is going to be applied, then it is not going to be consistent anymore and you start losing that immunity. That is the concern here that the City Attorney's Office has.

Chair Greenwald stated that what he also took away from the City Attorney's comments was the importance of consistency. The Assistant City Attorney replied that that is exactly right.

Mr. Lussier stated that to reiterate that from a Public Works perspective, the Public Works Department's recommendation is for the City Council to memorialize the decision they make, whichever option they decide to go with. It could be an update to the Ordinance, or just an amendment to the guideline developed last year. They can talk about how to do it, but they do want to set that standard and make it uniform.

Councilor Filiault stated that they just heard from the Neighborhood Parking Program that team will look at this and bring it back to the MSFI Committee. He would think that this (request from Mr. Bragdon) would be part of the Neighborhood Parking Program and the Committee should accept Mr. Bragdon's communication as informational and move it into that PowerPoint they just heard, and have the whole thing come back to the Committee, because it obviously will have an impact. He continued that he thinks the request is reasonable, but he is not sure how to do it in a way that is fair to all of Court St. or all of Washington St. or both.

City Manager Elizabeth Dragon replied that the presentation they heard about the Neighborhood Parking Program is to create parking in neighborhoods that do not currently have on-street parking. Thus, it is looking at how large the parking stall would need to be and how many spaces they might be able to create and then what sort of system they might create. It was not specifically looking at the City's on-street parking that already exists, although he (consultant Greg Strangeways) did talk about safety in general. She thinks there is some information they could gather, but this is not the focus of the Neighborhood Parking Program.

Chair Greenwald asked for public input.

Stephen Bragdon of 51 Railroad St. stated that he thinks what is being missed here is that it is dangerous at their particular space at 82 Court St. He continued that there have been two accidents that he is aware of, plus many screeching brakes. Regarding this desire to say "everything has to be 5, 10, or 15 feet," he does not think it has to be that way. He thinks they can make decisions based on a specific driveway. He agrees that there needs to be criteria for it, but to just say "I want to simplify this," he does not think is doing the public a service, especially if someone gets seriously hurt coming out of his driveway or for someone else who has particular complaints. He thinks they can be treated differently.

Councilor Filiault stated that as Mr. Bragdon mentioned, there have been a couple of accidents at that location. He continued that his question for the City Attorney's Office is whether they could take that specific area and say that they are reducing the area of parking because in that area there have been confirmed accidents. Ms. Palmeira replied that that probably would start getting into what the City Attorney's Office has been cautioning against, making exceptions to the policy. She continued that she hears what Mr. Bragdon is saying, and it makes sense to aim for safety, but again, this is left in the control of the departments that have expertise in handling safety in traffic. As they learn information, they can adjust the policy. For example, if all streets with that specific criteria end up needing to be changed, they can adjust the policy for all streets like that. It is when they start carving out specific areas and changing things that it becomes a problem.

Chair Greenwald stated that his concern is that across the street is a funeral home, and further up the street there used to be a chiropractor, and there may be an attorney moving in there with a bustling business, so unless they determine that an office of so many square feet with so many patrons, etc...will be in this location, it's difficult to determine what is safest along this corridor. Chair

Greenwald continued that what he is hearing is that if the City makes a rule, and then it is not universally applied, the City is put in the line of liability for not providing whatever amenity a business feels it needs.

Ms. Palmeira replied that she hears what he is saying, and it is not so much universal city-wide. She continued that Public Works could speak to how it is applied, but there is definitely nuance; they look at more criteria than just it being a street.

Chair Greenwald stated that if the Committee accepts this conversation as informational, they could come back and revisit it. He continued that if they instead voted it up or down, then it would be done for the year.

Councilor Tobin stated that she appreciates the number of people who have commented on safety. She continued that she lives in this area, which is highly residential with a lot of foot traffic. Even if the area was protected or parking was restricted, she imagines increased foot traffic could actually present a problem. While crossing the street in this area, she uses the cars for shelter.

Chair Greenwald asked if there were any further comments from the Committee or the public. Hearing none, he asked for a motion.

Councilor Tobin made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee accepted the communication regarding Safety Issues Associated with the Driveway at 82 Court Street as informational.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.5.

Meeting Date: February 1, 2024

To: Mayor and Keene City Council

From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee

Through:

Subject: **Downtown Project Timeline - City Manager, and Councilor Greenwald – Design Issues to be Considered in the Downtown Improvement Project**

Council Action:
In City Council February 1, 2024.
Report filed as informational.

Recommendation:
On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee accepted the update on the project as informational.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends referring Councilor Greenwald's letter to the City Manager.

Attachments:
None

Background:
Chair Greenwald stated that he has been invited to sit in on the pre-MSFI meetings with City staff so he can be better prepared for what is coming to the MSFI Committee. He continued that the goal of the Downtown Improvement Project is to get it done. He hopes the City Council and the public will be communicating to either himself or the City Manager ahead of the consultants so they are not working against any kind of proposal and all parties are working together. This is a cooperative project. There has been much angst about it. He feels for the City staff and the Councilors, because it has been tough, but this is a big reset. They are coming in with open minds. There has been conversation about how there might be a second MSFI Committee meeting this month, perhaps in advance of the Planning, Licenses, and Development Committee meetings, so they can do their regular business at one meeting and focus on the Downtown Improvement Project on the other. They need input from the City Council and the public so they all work together.

Chair Greenwald continued that there will not be any decisions tonight. Tonight is a presentation of the timeline and a basic plan for moving forward. To allay some of the public's concerns, nothing discussed in the past will be thrown out or changed. This is just the beginning of the new start to the project.

Don Lussier, City Engineer, stated that tonight his goal is to give an oral update and let the Committee know what has been happening in the background and what to expect over the next few months. The consultant is working feverishly on a grant application to submit to the US Department of Transportation's RAISE Program (Rebuilding American Infrastructure with Sustainability and Equity). That is due February 28 and there is quite a bit to it. They are looking at environmental concerns they need to document, such as threats to endangered species, wildlife habitat, archeological resources, and architectural resources. The Federal NEPA, National Environmental Policy Act, has detailed requirements. The consultants are now going through the process of documenting what the City has. They are also working on a benefit/cost analysis that will demonstrate to the Federal government that this project will return more benefits to the community than it is going to cost the Federal government.

Mr. Lussier continued that at the same time that the consultants are working on that grant application, the planning staff are also working on the actual design. Over the next three months or so, there will be a series of public design review sessions/workshops, each followed by an MSFI Committee meeting. They broke the project into three focus areas. The first is Main St. and the Streetscape Improvements, which will include topics such as what they want the bike lanes to look like, where they want sidewalk commerce located, how they want to do street tree plantings, and those sorts of questions, in a lot more detail than they have gotten into so far. They will have a public workshop, show alternatives, talk about different ways of doing things, and gather feedback. That public feedback will be summarized and presented to the MSFI Committee. They will ask for the MSFI Committee's feedback on that. After those three meetings, the team will do some sort of workshop or presentation to the City Council, to summarize the process and where they are and where they think they are going. It will be an opportunity for the City Council, if they think the team is heading in the wrong direction, to tell them. Tonight's agenda packet has a draft of a workshop flyer, and it will have changes, at least to the dates and to the design to make it more like Keene. Understanding that this is all still up in the air, they are hoping to nail that down over the next week or so and then will start advertising those dates. That process will probably take until late April or early May, getting through those three public meetings, three MSFI Committee meetings, and a City Council session.

Mr. Lussier continued that then things will slow down a bit, in terms of public engagement. The updates will probably be staff giving updates to the MSFI Committee. At that point, they hope the consultant will have all of the guidance, direction, and input from the community so they can complete the preliminary design documents. Then, the phasing construction planning will start. Right now, they are budgeted for four separate meetings with different constituent groups, residents and businesses in the downtown that will be affected by the construction. They want to find out what they can do to make this construction project as tolerable as possible. It will be inconvenient, noisy, and dusty, and traffic will be disrupted, but there are ways the team can try and make life a little easier, which they want to talk through with people who live and work in the area. That will start in May.

Mr. Lussier continued that Councilor Greenwald submitted a letter with a number of different considerations that he wants to make sure are at the front of the team's mind moving forward. Staff created a list of those Q&As as a running document they are using internally to make sure those things do not get lost or forgotten. Some, they will be able to answer rather quickly, while others will be fleshed out over the next three months as they go through these design meetings. One question was the location of and quantity of trees in the planting beds, which is very much a question they want public input on, and they will be doing that through this process over the next few months. Mostly the answer is "stay tuned," but he has a question of clarification for Chair Greenwald. His letter mentions "including the slip lane at Central Square." Mr. Lussier requested that the Chair expand on that point. Chair Greenwald replied that he means where you can drive around the Square. Mr. Lussier asked if he means at the southern end of the Square. Chair Greenwald

replied yes. Mr. Lussier replied was he referring to a vehicle coming down Court St., and being able to do a U-turn, and go north on onto Washington St. Chair Greenwald replied yes.

The City Manager stated that they did discuss today, and will discuss more on Friday, what the schedule might look like in terms of the MSFI Committee updates and whether the dates work that are currently being held by the PLD Committee for an earlier start. That will inform this timeline, and then staff will be able to give them a more up-to-date timeline. She continued that they also discussed how to engage the full Council, utilizing the MSFI Committee and being able to hold a workshop with the Council but still having Councilor Greenwald chair that meeting. They will talk with the Mayor about that as well, regarding how to get some additional feedback before they get too far into the process.

The City Manager continued that as part of these technical review committees, they talk about how to engage people at different levels during the project, and one of the things they have heard a lot about is trees. The Conservation Commission is very interested in trees, so today they talked about including the Commission on a walkabout in the downtown, looking at all of the trees, when they get to that stage, as they look at trees that are going to be preserved, high value trees, and what sort of trees are going to be replaced. They also talked about how when they get to the stage related to lighting, they will look to engage the Bicycle and Pedestrian Path Advisory Committee (BPPAC), the Heritage Committee, and others. There have been commissions and committees interested in being involved, so the team is looking at how to plug them into the process as it moves forward.

Chair Greenwald replied that it is great to get everyone involved before pen goes to paper, so they are not revising and changing and wasting a lot of time and money. He asked if the Committee had questions or comments. Hearing none, he asked for public comment on the status report. Hearing none, he asked for a motion.

Councilor Madison made the following motion, which was seconded by Councilor Workman.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee accepted the update on the project as informational.

Chair Greenwald asked for a motion regarding his communication.

Councilor Workman made the following motion, which was seconded by Councilor Madison.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends referring Councilor Greenwald's letter to the City Manager.

Chair Greenwald stated that he urges his fellow Councilors to send in letters of their own.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.6.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: PowerPoint Presentation - Transportation Heritage Trail, Phase 1 – Proposed Action

Council Action:

In City Council February 1, 2024.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends authorizing the City Manager to do all things necessary to implement the proposed action as presented for the Transportation Heritage Trail Phase 1 project to include:

- Trail alignment along the Rail Corridor;
- Screening consisting of chain link fencing with slats;
- Implementation of Trailhead Alternative 1 including angled parking and one way traffic circulation through the parking lot, and;
- Surface Materials consisting of stone dust

Attachments:

None

Background:

Brett Rusnock, Infrastructure Project Manager, introduced himself and David McNamara, Project Manager from Stantec Consulting Services, which is managing the design of this project. He continued that he would begin with a recap of the Transportation Heritage Trail project and the City's grand scheme to connect the current southeastern limits of the Cheshire Rail Trail in Keene, which ends at Eastern Ave. The plan is to extend it to the northern limit of Rt. 101, over route Rt. 101, over the historic Stone Arch Bridge, over Swanzey Factory Rd. with a re-used bridge, and eventually connecting to the existing trail network in the town of Swanzey.

Mr. Rusnock continued that tonight's presentation is about Phase 1 of the Transportation Heritage Trail, which extends from Eastern Ave. to the northern edge of Rt. 101. In 2021, the City applied for and received a Transportation Alternatives Program (TAP) grant from the Federal Government for this work. That grant program is specifically focused on providing alternatives to vehicle use for transportation. In 2022, the City applied for and received a Congressionally directed spending grant,

which used to be called “earmarks,” for the same project. Those two grants are the majority of the budget for this project. It is an 80% Federal cost share with a 20% local match.

David McNamara stated that he will go through the public process they have been through to date and walk through the alternatives they have been reviewing based on that process. They started the project in early December with a “local concerns” meeting where they presented the project purpose and need to the public. They talked about the overview of the process they have to follow because of the Federal funds, then broke into small group sessions and talked through the project, listening to the abutters and other stakeholders to get feedback on their issues and concerns. It was a successful meeting, with over 60 people. They talked about what people were going to use the trail for, and biking and walking for exercise were the top two. The two main concerns that stood out were drainage and the security and privacy of the abutting parcels along the trail corridor.

Mr. McNamara continued that following that meeting, Stantec started to put some alternatives together and started the design process. They met again a couple weeks ago and presented alternatives on a few different elements of the project – alignments, screening, the trailhead and crossing of Eastern Ave., and the surface of the trail. He will walk through most of that in tonight’s presentation, the feedback that Stantec received, and their recommendations for some of those different elements.

Mr. McNamara stated that regarding project alternatives on the alignment side, they looked at three different locations. Referring to a PowerPoint slide, Mr. McNamara pointed out the multi-use trail along Chapman Rd., and the trail along the rail corridor, and went on to describe suggested alignment options utilizing Marlboro St. and reconstructing Marlboro St. into a Complete Street to allow the trail users to access Marlboro St. and then connect back to the trail corridor as it approaches Rt. 101. Mr. McNamara continued that starting with the railroad corridor, the slide shows a couple of typical sections and a snippet of the trail below. The drainage issue is that it kind of “acts as a bathtub right now.” The water ponds at the bottom of the trail. The slide shows bringing the trail up a little bit, to create some swales on the side, to allow the water to run down and get to the drainage systems that do exist out there but just do not function anymore. Similarly, with the trail at grade, you can see a bit of a cut to create those same swales in some different areas of the trail. They would use a combination of these, based on the grading, to get that water to move as it flows into the trail area. The green in the image shows what would be disturbed for that work.

Mr. McNamara stated that looking at the Chapman Rd. alternative, you can see there is a lot more green there (indicating what would be disturbed). He continued that for a large part of Chapman Rd., if they were to build that multi-use trail, it would hang out over that existing slope. That would push that slope further out, and they would have to clear all of those existing trees. Much of that is on private property. Thus, there would be many impacts to build the multi-use path off the edge of Chapman Rd.

Mr. McNamara stated that regarding the Marlboro St. alternative, it would be trying to turn Marlboro St. into a Complete Street that met the City guidelines. It would have a bike path on either side and one 5-foot sidewalk, as opposed to the 10-foot wide multi-use trail that is proposed along the corridor. There are a couple of concerns here. There is a steep drop-off on the left side and some stone retaining walls on the right side along the private property. Thus, to fit the widening through there they would need to push into the walls and into some of the landscaped features on some of these properties, or they would have to push out onto that slope, and start to create similar slope impacts as they go on the other side. The other issue with Marlboro St. is they would have to get up, to get back on the rail corridor to where the Prowse Bridge will cross Rt. 101. The only way to do that would be to cut through existing private property, and even that would be a rather steep slope for the trail. Everywhere else, it would be 1 or 2%, and it would be 5 or 6% to be able to get that slope to

work. It would hurt the accessibility of the trail and have private property impacts.

Mr. McNamara continued that the team created rating criteria for each of the alignment alternatives, including a “no build” alternative. (As shown on the slide), the railroad corridor alignment clearly rose to the top, based on the rating criteria. It has the accessibility, keeps people out of traffic, and minimizes the right-of-way impacts and the clearing impacts. The team found it to be the best of the three options, the most suitable for the City and to accomplish the purpose and need of the project. With the Chapman Rd. alternative, the impacts would be more significant, and Marlboro St. has some constraints within the corridor and within some existing landscaping features as well as the need to get back up to the trail at the end and make that grading work.

Mr. McNamara continued that next the team looked at screening. The slide shows precedent images for some of the screening alternatives they considered. One is a chain link fence with privacy slats, which could be black or another color. Others show two different ways to use landscaping to create screening as well as some buffer, and as a way to keep people from crossing into the (private) properties. Two other photos show fences that do not really give privacy but delineate where the properties are and where the public right-of-way ends. Two other photos show stockade and shadow box fences, which give privacy and security. The team used rating criteria to evaluate the four alternatives, along with the “no build” alternative. They found that chain link fence with privacy slats was the best fit for the City, largely from a cost and maintenance standpoint. The landscaping does not necessarily provide the security that the others would. The stockade and shadow box fencing provide the security and the screening but at a higher cost and would require much more maintenance. The split rail and post rail fences would not really provide security or screening.

Mr. McNamara continued that next, the team looked at alternatives for the trailhead and crossing. The existing parking lot is at the end of the Cheshire Rail Trail, off Eastern Ave. Based on being out there and laying it out, the team figures that probably seven or eight cars could fit in the lot today. They looked at a couple of different ways to configure that, to see if they could gain some more parking as well as integrate that with the extension of the trail and how everything will cross Eastern Ave. Option 1 is to create a multi-use trail on the edge of Eastern Ave., bring the existing Cheshire Rail Trail along that, along the back of the parking, and having a one-way circulation pattern through with the parking lot with some angled spaces, and then there is the crossing of Eastern Ave. Option 2 would be to pull the trail back in front of the parking, so you are not interacting with vehicles coming in and out of the parking lot, with a similar crossing of Eastern Ave. The problem here is it pushes the parking closer to Eastern Ave., so you are not able to maneuver in and out of those parking spaces without backing into Eastern Ave. There are concerns about that. Option 2A is similar, except it has angled spaces, which creates a little more room, but it still is not enough to get out of the Eastern Ave. interaction with parked vehicles. Option 3 would be to have the crossing come straight through where the existing trail ends, a little closer to the corner of Chapman Rd. That shrunk the parking layout a bit, leading to fewer parking spaces. The other concern with this option is the high point as you come over the intersection. The crossing puts you out of the sightlines for traffic coming up Eastern Ave., which is a safety issue.

Mr. McNamara continued that again, they used rating criteria to assess the alternatives. They found Option 1 to be the most beneficial. It gives the most parking, allows better vehicle access, and keeps the vehicles out of the road. It does not get pedestrians outside of the vehicle area, but it does keep everything in the parking lot.

Mr. McNamara continued that finally, they looked at the different trail surface alternatives, which would be stone dust or pavement. The City has both, at various points within the trail system. Cost is one of the bigger considerations. There is probably a 15-20% premium for the pavement over the stone dust. Other considerations are topography and drainage, maintenance, and trail use. There

are certain things you can do on a paved trail but not stone dust, and vice versa. Another consideration is pedestrians and ADA accessibility. The team looked at the two surfaces, noting that in this case, along the rail corridor the trail will be flat. They are not particularly concerned about erosion and such issues with the stone dust. From a money perspective, stone dust seems to be a better option instead of pavement.

Mr. McNamara continued that the team hopes to get concurrence on a recommendation for moving forward with a proposed action on the different elements, and they will be able to wrap up the engineering study. That will allow them to move into preliminary design in the spring and summer, with permitting next fall, with the intention of having the final design and bid documents around this time January next year for 2025 construction if all goes well.

Mr. McNamara continued that to summarize the different elements they talked about, for the trail alignment, the team recommends the rail corridor. For screening, they recommend the chain link fence with the slats. For the trailhead, they recommend Option 1, which is the angled parking and one-way circulation through the parking lot. For the surface materials, they recommend stone dust.

Chair Greenwald asked the Committee and the public for their thoughts on the alignment, screening, trailhead, and surface materials.

Councilor Filiault stated that a constituent who is an abutter called him, and could not be here tonight. He continued that this abutter is in favor of the project but still has concerns about the screening. He will not let that hold back his vote tonight, but he will give the abutter's name to the City Manager so that his issues can hopefully be rectified.

John Marcheski of 6 Birch St. stated that he also has a property on Marlboro St. that abuts the trail. He asked if the chain link fence would be six feet or eight feet tall. Mr. McNamara replied six feet. Mr. Marcheski asked if they would consider eight feet. Mr. Rusnock replied that they have not yet established how tall the fence needs to be. He continued that generally, the City tries for six-foot fences, which are easier to maintain and less expensive. If there were an identified need to make it higher for security, they would certainly consider that. Chair Greenwald stated that he anticipates this will not be a very heavily traveled area. He continued that if it turns into a problem it could be dealt with. He himself was looking at the vegetation screening options, but he is hearing from Councilor Filiault and Mr. Marcheski that apparently the chain link is important, to keep folks off of private property.

Richard Bergeron of 564 Marlboro St. stated that he is down at the end where everything tightens up. He continued that his bedroom window is probably 20 feet from the delineation markers that are there now. There is always an element of people you do not want near your property walking through your property, and loose dogs, and everything and so forth that comes with it. That is his concern. He would like the chain link fence with the slats. He does not care if it is eight feet or six feet.

Mr. Lussier stated that he did not hear the team mention it, but something they talked about internally is that the fencing they recommend and propose is not going to be needed in all areas the same. He continued that at the western end of the corridor near Eastern Ave., the rail trail is well below the elevation of the surrounding homes. It is almost like a berm of earth between the folks on the pathway and the homes, to the point where you cannot actually see the residents nearby. At the eastern end where Mr. Bergeron lives, absolutely, the rail bed is at the same elevation of his house, and fencing would be needed. They are looking to determine where the fencing is needed to provide the security and privacy that people clearly expressed they want.

Chair Greenwald asked if there were any further comments from the Committee or the public. Hearing none, he asked for a motion.

Councilor Filiault made the following motion, which was seconded by Councilor Madison.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends authorizing the City Manager to do all things necessary to implement the proposed action as presented for the Transportation Heritage Trail Phase 1 project to include:

- Trail alignment along the Rail Corridor;
- Screening consisting of chain link fencing with slats;
- Implementation of Trailhead Alternative 1 including angled parking and one way traffic circulation through the parking lot, and;
- Surface Materials consisting of stone dust



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.7.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: PowerPoint Presentation – Project Update – Thompson Road Reconstruction project

Council Action:
In City Council February 1, 2024.
Report filed as informational.

Recommendation:
On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends that the PowerPoint Presentation – Project Update - Thompson Road Reconstruction Project be accepted as informational.

Attachments:
None

Background:
Don Lussier introduced Steve Lanne from John Turner Consulting, the consultant doing the design work and planning for this project. He continued that this project has been in the works for a couple of years. It first came forward with a request from the residents, who raised a concern about the stability of the roadway. Staff looked at it and made some recommendations at the time, saying it was a concern but could go into the Capital Improvement Plan (CIP) and be programmed through the normal channels. About a year later, staff returned to tell the MSFI Committee that the deterioration of the road had accelerated and was ongoing, and staff recommended moving the project up. They now have designs ready to go, and want to show the Committee those plans tonight. He knows folks from the neighborhood want to talk about what will be built.

Steve Lanne, Vice President of Engineering with John Turner Consulting, stated that as Mr. Lussier said, the team's involvement began with concerns about ground loss on one side of the roadway. He continued that the slide shows a photo of the concrete berms on the left side that were installed by the City in response to some ground loss. The photo shows some movement of the guardrail, which was compromised by the ground loss on the roadway. Those concrete barriers were put in place to reestablish a safe travel lane and to restrict traffic from going off the side of the road. After the initial placement of those barriers, there was still some further ground loss, which you can see in the photo in the unevenness of the barriers. The City again came through and put bituminous concrete berm there to help direct stormwater runoff and prevent it from causing more erosion. Another photo shows a significant slope upward on the west side of the road, which became significant as the team

got into the project design.

Mr. Lanne continued that as part of the design process, the team did a geotechnical investigation that included soil borings within the roadway. They drilled deep to identify and do a strength assessment of the soils. They also did some test bits using an excavator off to the side, to get an idea of the soils near the surface. They did some topographic survey and had an engineer walk the slope and assess the conditions of the ground loss on the east side. From that, the team concluded that there was no reason to believe that that portion of the roadway was any more unstable than any other portion of the slope. What they identified as the primary cause of the ground loss was grading in the roadway allowing stormwater runoff to come down the road and dump off the edge of the pavement into the slope. That water eventually caused some erosion on the surface of the slope and then once erosion starts, the whole slope becomes more susceptible to erosion and it got worse and worse. Overall, there have been about 160 feet of roadway affected by that erosion. That is the primary driver of the project. As they got into the design, they implemented a few other things that should help improve the roadway overall.

Mr. Lanne continued that the next slide depicts a generic section view from the design drawings. Again, the primary issue with the 160-foot range of roadway is the loss of ground on the east side. The team will handle that by excavating out any loose soils into soils they think have not been affected and reestablish that grade using a high strength crushed rock riprap. That material will allow them to reestablish the grades and put the guardrails back to the original alignment. Since they determined that stormwater runoff was the primary reason this happened, they worked with the City to develop a plan to regrade the roadway so it pitches back to the west. Thus, any stormwater that runs off from adjacent properties, on the roadway, or further up the hill, instead of now running down the road and dumping down the slope, will be directed toward the opposite side of the street. To collect and handle that properly and avoid other issues down the road, they will implement new drainage structures and piping on the west side. That will keep the stormwater from running uncontrolled as it does now.

Mr. Lanne continued that another concern was, coincidentally, where that section of roadway is, it bottlenecks and is very narrow - just over 11 feet wide at its narrowest point. The team talked about how if they are going to do this project, they should attempt to improve that roadway overall, so they will push the western edge of the roadway further west into the slope that is there now. That necessitates a retaining wall, as depicted in the slide. The height of the wall will range from two or three feet to eight feet, changing depending on the curves, the grading, and exactly where they are in the roadway.

Mr. Lanne continued that the next slide shows that section overlaid onto a photo to give an idea of what this might look like on the roadway. Sample photos show what it generally will look like once the riprap is in place on the east side. He knows the retaining wall is of great interest to everyone. They decided to use a top-down building method that should be more cost effective and prevent the need for any kind of temporary support to put a more conventional wall in. The contractor will use a piece of equipment with a vibratory, pile-driving camera attached and install steel beams vertically in the ground, spaced about eight feet along the alignment of the retaining wall. Once the beams are in place, they will excavate soil out in front of the steel beams, in lifts, and install timber boards horizontally between the beams to help retain the earth. When they finish excavating to grade and getting the wall to the needed elevations, they will apply a spray-on concrete to the wall's face. Once applied and cured, it is just like conventional concrete; it is just the application process that is different. He showed photos that are similar to what they propose for Thompson Road.

Mr. Lanne continued that a concern are the homes at the top of the hill between Marlboro St. and

where this work has to go. They figured out a phasing plan, to keep drive-up access for residents and for emergency services. The project will be conducted in phases split east and west. They will do that with concrete barriers down the center of the roadway and with traffic lights at both top and bottom, synced so that traffic only goes one way at a time. He showed a photo of roughly what that might look like. He continued that the first phase will be the western side, primarily driven by getting more space on the job, because as he said, it is very bottlenecked in this area. Pushing the open, accessible area further to the west by installing that retaining wall gives the contractor more room to work in. The slide depicts roughly where the tree clearing and brush clearing would be as well. Phase 1 is the bulk of the work – the retaining wall, the drainage installation, and the excavation that pushes the roadway west. Once that is complete, the team will open up the west side for traffic, and do the east side. That will primarily be the slope restoration and pavement restoration.

Mr. McNamara stated that the last slide is a list of items that have to be done to complete the job. They worked with local contractors to get budget estimates, and put together an engineer's estimate pre-bid. With contingency, the estimate is about \$1.1 million to construct the project.

Chair Greenwald asked, regarding the concrete retaining wall, if they can get a texture; that is, if it could be carved, or stone bricks, or something other than just (flat concrete). Mr. McNamara replied that it is possible, but there are cost implications. He continued that the simplest, most cost effective is a smooth finish, but there are multiple ways of doing it. For example, initially doing that travel finish and then before it is completely hardened, going back to "flash" it a little, which gives an appearance similar to a "popcorn ceiling." Or it could be carved to look like brick or rock, but those carving techniques tend to drive the price up quite a bit. Chair Greenwald replied that he would like more information about those options, if the team could look into it.

Councilor Filiault asked about the divider down the middle of the road during construction. He continued that he assumes that would be after excavating on one side, because as it is right now, there is barely (room for) one lane anyhow. He is concerned about emergency vehicle access.

Mr. McNamara replied that the barrier will be centered more to the finished road, not to the current road. He continued that it will be almost all the way to the west of the existing road, during construction. Councilor Filiault replied that the existing road is extremely narrow. He asked how they will accommodate traffic during the beginning of construction, for residents. Mr. McNamara replied that there will be a nine-foot travel lane on the east side and the contractor will be able to access from both the north and south sides to come in and excavate and provide his own space to put the retaining wall in and build his construction area going west. Mr. Lussier added that they basically are going to have to carve out room to work.

Councilor Madison asked Mr. McNamara to talk more about the stormwater structures. He continued that one of his concerns is about capacity, because they have been seeing an increased frequency of heavy storms and flood events. His concern is that the steep gradient will see a lot of velocity towards the lower reaches of Thompson Rd. and where it reaches Rt. 101. He is curious to see what the stormwater structures will look like and what the outfall will look like, and what will be done to prevent erosion on this new wall on the west side.

Mr. Lussier replied that he does not think Mr. McNamara mentioned it, but included the design is a granite curb two or three feet from the face of the wall. He continued that they are creating a curb and gutter on the uphill side of the roadway, so the water will collect along that curb line and get intercepted by traditional stormwater catch basins periodically. He thinks there are five or six along the length. Mr. McNamara replied that he thinks it is seven or eight. Mr. Lussier stated that every couple of hundred feet there is a catch basin to get the water down into the pipes. That water

continues in the pipes until it discharges parallel to and near Rt. 101, very close to the Branch River. Mr. McNamara stated that they have an outfall in there designed to prevent erosion at the discharge point.

Chair Greenwald asked for public input.

Pat Walker of Thompson Rd. stated that the first time the flags were put up, they (were confusing) and she could not tell what they were doing. She continued that she wants to know if they can set up another meeting and have more detail for (residents) to be able to see everything. She requests another meeting, and for the PowerPoint to be emailed to residents. Mr. Lussier replied that they can share the presentation, and he would be happy to sit down with Ms. Walker and anyone who wants to join them, to go over the plans and answer questions.

Ms. Walker stated that she has another question. When this first started, the plan was to do pilings on the river side/the steeper side, but now they are saying riprap. She continued that she understood that the pilings would be a lot more secure. Riprap was tried before and it lasted a few years. She knows there is a big cost difference between the pilings and riprap. She has researched this, but some of it is confusing to those who do not work with it.

Mr. McNamara replied that the team concluded that the primary driver of the ground loss on that side of the road has been erosion. He continued that a retaining wall on that downhill side is an option they looked at, but ultimately, coupled with the expansion of the roadway and the need to do a retaining wall on the west side anyhow, it became unnecessary to do a retaining wall on the lower side because it is an erosion issue. Typically, they do a retaining wall when there is a geotechnical slope stability or strength issue. They do not see any reason to believe that there is a global stability issue here. Thus, it just became a matter of cost. The most cost effective solution is riprap. He is not aware of what riprap solutions might have been done in the past, but he has seen in other cases similar to this that if you just dump some riprap on the surface, essentially you are putting quality material on top of disturbed material and the stuff underneath washes away. That is why they are cutting into the roadway, using crushed rock riprap, and having it as a wider section so it locks in place. It will not just be sitting on the surface of material that has been disturbed.

Ms. Walker stated that they will be removing several trees, and trees are what hold up the wall going to the river. She asked if he is saying the riprap will replace the trees' support. Mr. McNamara replied that he thinks there are two trees on the south side. The trees being removed from the wall side are in order to get the wall in. Ms. Walker asked about the ones on the east side. Mr. McNamara replied that those are in the way of doing the grading and excavating. Ms. Walker replied that she hopes the riprap can support all of this.

Ms. Walker asked what the height is on the west side, where they will be putting in a wall that will have piles. Mr. McNamara replied a maximum height of about eight feet; that is the exposed height that you will see above ground when it is complete. The steel beams will extend deeper into the ground. Ms. Walker replied that she would like more detail about what effects this will have on her property.

Chair Greenwald stated that it would be wonderful if Ms. Walker, Mr. Lussier, and Mr. McNamara had a meeting, if the City Manager could arrange such and invite the neighbors. He continued that perhaps it could be held in the Blastos Room, or another convenient location like someone's living room, so the residents can be comfortable with what is going on. Ms. Walker is asking many specific questions that do have answers. He asked Mr. Lussier if he can set up something through the City Manager. Mr. Lussier replied absolutely.

Jessica Pierannunzi of 67 Thompson Rd. stated that she is at the top of the hill. She continued that her biggest questions/concerns are that she has young children and they go up and down the road to and from school and activities, many times a day. Her question is what they anticipate as the longer end of interruption when the phases including the (excavating) happen, and what they anticipate for actual shutdown. Mr. McNamara replied that on the long end, they expect about six months. Ms. Pierannunzi asked what periods of time she can expect to be unable to access the road, such as a day or two or hours at a time. Mr. Lussier replied that the general rule will be that the contractor has to maintain one lane of traffic during the duration of the project. He continued that there may be occasions, such as one or two days when they are setting up the traffic barriers, when they may not be able to get anyone by for a couple of hours. They made it clear in the contract documents that the contractors are expected to maintain one lane of traffic throughout. Regarding the topic of emergency services, he anticipates that once those barriers are set up, they will have Fire Department staff come look at it and make sure they are comfortable providing emergency access.

Bob Ball of Thompson Rd. stated that Mr. Lussier was on Thompson Rd. the other day to put some poles in, but did not put them on "the other side." Mr. Lussier replied that is correct, because those stakes were put in to delineate where the retaining wall will be. He continued that there will not be a retaining wall on the other side. Mr. Ball replied he knows, but just wants an idea of where the road will go. Mr. Lussier replied that they can mark it. Mr. Ball continued that he is still concerned about near the bottom where you cannot see around the corner. He wants to see more of that land chunked off so you can see up the hill. Mr. Lussier replied that some of that corner will be removed, but at the same time, they do not want to take any of Ms. Walker's land, so they cannot cut too much. And it will be brought back to where the retaining wall is marked. It will be improved. Mr. Ball stated that it drops right off where the cement blocks are, so he does not know how they will put stone in there. Mr. Lussier replied that this has been a source of confusion with the riprap concept. He continued that admittedly, in the past Public Works dumped riprap over the embankment as an attempt to control the erosion. What they are talking about (now) is a similar material but a completely different solution. They propose excavating down about six feet, eight feet wide, and removing all of that soil to replace it with a quantity of riprap that is interlocked and embedded properly. It is not just a surface layer of material; it is a mass of material they will put in. Chair Greenwald asked if there were any further questions or comments. Hearing none, he stated that Mr. Lussier will, through the City Manager, set up a meeting with the residents and Mr. McNamara, and this topic will be back on the MSFI Committee agenda for an update.

Councilor Tobin made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends that the PowerPoint Presentation – Project Update - Thompson Road Reconstruction Project be accepted as informational.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.8.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Authorization to Apply for Grant Funding - Downtown Infrastructure Improvement Project**

Council Action:
In City Council February 1, 2024.
Voted unanimously to carry out the intent of the report.

Recommendation:
On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for applicable state and federal grant funding for the Downtown Infrastructure Improvement and Reconstruction Project.

Attachments:
None

Background:
City Engineer Don Lussier addressed the Committee first and stated the City is applying for granting funding for the downtown infrastructure project through the US Department of Transportation "Rebuilding America's Infrastructure with Sustainability and Equity" (RAISE) program. He stated the Council may recall that in the past the City has received TIGER or BUILD grants, and this is essentially the next iteration of that grant offering through the US DOT for major street projects. The deadline for submission is February 28 and staff is looking for the Committee's approval for the Manager to sign and execute the grant documents.

Councilor Remy made the following motion, which was seconded by Councilor Roberts.

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for applicable state and federal grant funding for the Downtown Infrastructure Improvement and Reconstruction Project.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.9.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Engineering Services Pertaining to Airport Snow Removal Equipment Purchases**

Council Action:
In City Council February 1, 2024.
Voted unanimously to carry out the intent of the report.

Recommendation:
On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute a professional engineering services contract with McFarland Johnson Inc. for the development of bid specifications and associated grant administration for airport Snow Removal Equipment purchase.

Attachments:
None

Background:
Airport Director David Hickling addressed the Committee next and stated the airport is proposing to purchase snow removal equipment with FAA funding to replace what is being used currently at the airport. McFarland Johnson will assist the City in putting together bid specifications. Mr. Hickling noted there is an amendment to the fee; FAA's share would be \$31,500, City and DOT will be \$1,750 each. McFarland Johnson will assist with the bid specifications and the grant administration for the project.

Councilor Roberts made the following motion, which was seconded by Councilor Remy.

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute a professional engineering services contract with McFarland Johnson Inc. for the development of bid specifications and associated grant administration for airport Snow Removal Equipment purchase.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.10.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Airport Engineering and Architectural Services**

Council Action:

In City Council February 1, 2024.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to enter into an agreement with McFarland Johnson Inc. for Airport Engineering and Architectural Services for the Keene Dillant-Hopkins Airport.

Attachments:

None

Background:

Mr. Hickling stated the Airport issued an RFQ two years for Engineer of Record for the Airport. That RFQ was project specific. Hence, another RFQ was required to be issued for this project and the terminal improvement project. McFarland Johnson will be the Engineer of Record for these two projects.

Councilor Remy made the following motion, which was seconded by Councilor Roberts.

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to enter into an agreement with McFarland Johnson Inc. for Airport Engineering and Architectural Services for the Keene Dillant-Hopkins Airport.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.11.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Subordination Agreement - 310 Marlboro Street**

Council Action:

In City Council February 1, 2024.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to sign a Subordination Agreement to a mortgage from 310 Marlboro Street, LLC to Newburyport Five Cents Savings Bank.

Attachments:

None

Background:

City Attorney Mullins stated the matter before the Committee is a subordination request from a financing entity for the project being undertaken at 310 Marlboro Street. He noted this is a 79E project. He explained with 79E an applicant would complete a certain amount of improvements over the statutory minimum. There needs to be public benefits associated with that. If the City Council decides the improvements meet certain aspects of the public benefits the City Council can agree to not tax on the assessed value of the improvements until the end of the period; in this case five years.

When the City recorded the Declaration of Covenants, there is a provision in the Declaration of Covenants which tracks the Resolution that was adopted, which requires the property owner to have property and casualty insurance and provides the City with a lien on the proceeds that come out of that, which the attorney noted is an issue. The bank brought this to the attention of the City through the Bank's Counsel and requested the City issue a blanket subordination agreement with respect to the declarations. Attorney Mullins stated when he reviewed this with the Bank's Counsel their central issue is the fact that the City will have lien on the property from proceeds from a casualty incident. Attorney Mullins indicated this is not in the City's interest. He noted the City does not want any responsibility for having to restore or refurbish a property that is subject to the casualty. If the City takes the proceeds from the insurance, then the City has that obligation.

He indicated it is in the interest of the property owner to repair, restore the property to maintain the tax incentive that he or she receives.

Attorney Mullins stated the request before the Committee to night is for the City Manager to be authorized to execute a Subordination Agreement, which is strictly to subordinate the City's Declaration and rights of the bank's mortgage with respect to the property and casualty proceeds.

Councilor Remy stated the City might not necessarily want the proceeds but would want to make sure the property is repaired or replaced as opposed to someone using the funds for some other use and hence can see why the covenant was written the way it was. Attorney Mullins stated in the event they do not satisfy the document they become responsible for the property taxes and penalty the Department of Revenue Administration would impose. If the owner uses the money for another use, they will lose the benefit under the covenant at that point. In this case, the bank definitely has an interest in maintaining this covenant. He noted he would advise the City to be cautious about taking the proceeds and having an obligation to restore the property.

Attorney Mullins noted based on this discussion staff will be looking at language revision to the 79E Declaration.

Councilor Roberts made the following motion, which was seconded by Councilor Remy.

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to sign a Subordination Agreement to a mortgage from 310 Marlboro Street, LLC to Newburyport Five Cents Savings Bank.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.12.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Expenditure of Trust Funds - Acquisition of Lights at Cemetery

Council Action:

In City Council February 1, 2024.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary for the expenditure of Cemetery Trust Fund B – Capital Reserve of \$7,890.00 for the purpose of replacing light fixtures in the maintenance building at Monadnock View Cemetery.

Attachments:

None

Background:

Parks, Recreation and Facilities Director Andy Bohannon stated this item is regarding utilization of Trust Funds. The Trustees approved the expenditure of \$7,890.00 for replacing light fixtures in the maintenance building at Monadnock View Cemetery. The fixtures will be replaced with LED lights.

Councilor Remy made the following motion, which was seconded by Councilor Roberts.

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary for the expenditure of Cemetery Trust Fund B – Capital Reserve of \$7,890.00 for the purpose of replacing light fixtures in the maintenance building at Monadnock View Cemetery.



CITY OF KEENE NEW HAMPSHIRE

ITEM #G.1.

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Mari Brunner, Senior Planner
Through: Jesse Rounds, Community Development Director
Subject: **2024 Energy Expo Event Sponsorship - Energy and Climate Committee**

Council Action:

In City Council February 1, 2024.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

At the request of the Monadnock Sustainability Hub, the Energy and Climate Committee recommends the City Council consider sponsorship, in terms of waiving any permit fees and access to City facilities, of the 2024 Energy Expo event, to be scheduled in the fall of 2024.

Attachments:

None

Background:

At the January 3, 2024 meeting of the Energy and Climate Committee, the committee voted to recommend that City Council sponsor an event on behalf of the Monadnock Sustainability Hub. Included below is an excerpt from the draft minutes of the meeting where this item was discussed.

"Chair Luse shared that the education and outreach workgroup discussed supporting an energy fair that Ms. Ann Shedd is here to talk about. Before she talked, he explained that the workgroup had discussed the effort that goes into Keene Energy week and the return of investment on that and has decided that they are not going to do a Keene Energy week this year and instead they will put their energy into supporting other events and showing up at other events like Earth Day. Ann Shedd has proposed collaborating with the sustainability hub and others to do an energy fair. The workgroup is recommending that the committee sponsor, cosponsor and collaborate with them on that project. Chair Luse then opened the floor to Ms. Ann Shedd.

She explained that she was a former member of this committee back during the years that the City adopted its 100% energy sustainability goals and the energy plan. She commented on how good it was to see those plans being implemented now.

She shared that she came to the committee as a member of the board of the Monadnock Sustainability Hub, which Nora Hanke is program manager of. They have been interested in expanding their existing EV expos, which they have been doing since 2018. They do the expos twice a year on Earth Day and again in the fall. Last year, they explored the idea of expanding from just the

EV focus to a clean energy fair explaining that those have happened in other parts of the country.

Ms. Hanke and one other board member visited energy fairs at a couple of different scales in Vermont and in the fall, they did their first launch of a clean energy fair in Peterborough. It was a collaborative effort with the Peterborough Renewable Energy Plan (PREP), which is their Implementation Committee for their energy plan. Both the town and PREP were actively involved in the planning for the event but with a long-range picture of alternating between Peterborough and Keene over the next several years.

The attendance was two hundred people. They had counters for those entering the event, but there were people who came to the outside EV expo but did not go inside to the eighteen vendors/exhibitors representing weatherization, heat pump contractors, solar contractors, non-profits and even one geothermal company. Exhibitors had follow-up surveys with an almost 50% return. There were twenty-five new leads for home visits for heat pump installations made. In terms of impact, she believed it was well-attended and resulted in the active pursuit of progress in clean energy in the region.

She came to the committee asking for the committee's cosponsorship of an event to be planned for this fall. This committee has cosponsored several other events, such as some of the EV expos. Having the sponsorship gives extra credibility to the public and may help grease the wheels of any city processes in terms of getting permits. She stated they would be delighted if the committee was interested at a minimum in cosponsoring the event.

Beyond that, in terms of active engagement of the committee, she welcomed interested parties to participate and said there are a couple of specific touch points where it might be helpful. The venues in Keene that have been considered thus far include the airport, which does not have a big indoor space and has a limitation in terms of having space for the vendors. Other than that, they could tie in tours of the solar facility at the end of the airport, where there is plenty of parking, and room to do the EV test drives, and potentially an electric lawn care event. There is a nice model for that in Vermont, where they bring in both commercial and residential scale lawn care equipment with vendors. She believed there was a lot of potential at this location with some concern about the indoor space limitation.

The Blastos Room at 350 Marlborough has also been considered. The very first expo was held there and has potential. The Rec Center is also an option.

Chair Luse recognized Councilor Ormerod, who said the airport is currently working on a marketing plan. Tents can also be erected at that location, which is a benefit. He suggested connecting with Mr. David Hickling.

Ms. Shedd said when she spoke to Mr. Hickling in the spring, one of the limitations was for any non-aviation use of the airport, he needs approval from the State Department of Transportation and from the Federal Aviation Administration, which he said may be a lengthy process. One exciting potential tie-in that he is excited about is that there is an electric aviation company in Burlington, Vt. called Beta Technologies that has been producing and flying a vertical take-off and landing and conventional take-off electric vehicle. They have started installing charging stations strategically around the country. If he could lure them into coming to that event, she thought it would draw in more people and make it an aviation-related event. If the airport is in consideration, the time needs to be pinned down. She has been trying to obtain the date of the business expo so as not to coincide with that. Vendors were charged a pittance, and considerably less than what is charged for the home show in the spring or for the Chamber's business expo.

Chair Luse and Ms. Duffy asked for clarification on what cosponsoring means. It is not financial assistance, the Energy and Climate Committee would provide support with volunteers, and it provides access to city resources like places to have the event signage, etc.

Ms. Brunner added that there are some limitations to that. In the past, the committee would co-sponsor events, then we took that as the city co-sponsoring, which is not the case. If desired, the Council can certainly be asked for a formal cosponsorship, which would provide the highest level of access and waive any sort of fees. Committee sponsorship would be more in the form of promotion, volunteers, and things along those lines.

Ms. Shedd asked if there is a potential that this committee could vote to cosponsor and make a recommendation to the Council. She added that the MSH budget will get voted on in a couple of weeks, but they have allotted \$5,000.00. They have also been doing private fundraising. She noted that the 5,000 under-represents what was spent on the event last fall, but we may be able to up the fees for vendors and recruit more commercial sponsors to underwrite the cost of the event. She said the biggest single cost was running an ad on NPR, which was surprisingly expensive.

Chair Luse said it sounds like they have a motion. Councilor Lake made a motion to cosponsor the 2024 Energy Expo event and make a recommendation to the City Council to sponsor on behalf of the city. Paul Roth seconded the motion. With no discussion and all in favor, the motion was approved.

Ms. Shedd thanked the committee and said they would be in touch as soon as they clarified the date of the business expo. They offered to keep everyone in the loop about conversations with Mr. Hickling and about the potential to use the airport as an event site."



ITEM #K.1.

CITY OF KEENE NEW HAMPSHIRE

Meeting Date: February 1, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Relating to the Acceptance and Appropriation of Unanticipated Bridge Revenue
Resolution R-2024-04**

Recommendation:

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2024-04.

Attachments:

1. Resolution R-2024-04_adopted

Background:

The City Engineer stated this item is regarding additional revenue received from the state. The last action staff brought before the committee a while ago was related to unanticipated money that was specifically given to municipalities by the state for highway work. This one is related to bridge work. The request is to accept the unanticipated funds and appropriate them into the bridge capital reserve.

Councilor Roberts made the following motion, which was seconded by Councilor Remy.

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends adoption of R-2024-04.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Acceptance and Appropriation of Unanticipated Bridge Revenue

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

WHEREAS, the New Hampshire State Legislature passed and the Governor signed House Bill 2 (HB 2) as part of the 2023 legislative session; and,

WHEREAS, HB 2 provides for a total of \$10 Million in one-time payments to municipalities, to be distributed based upon each municipality’s population and share of statewide municipal bridge deck area; and,

Whereas, HB 2 restricts the use of these funds to “the maintenance, construction, or reconstruction of municipally owned bridges”; and,

WHEREAS, the New Hampshire Department of Transportation has notified the City that our share of this one-time payment will be \$194,942.93.

NOW, THEREFORE, BE IT RESOLVED that the Sum of \$194,942.93 be accepted as a one-time payment from the State of New Hampshire pursuant to House Bill 2; and further,

That said Sum of \$194,942.93 be appropriated to the Bridge Capital Reserve.

Jay V. Kahn, Mayor

In City Council January 18, 2024.
Referred to the Finance, Organization and Personnel Committee.

City Clerk

PASSED February 1, 2024