



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
May 2, 2024  
7:00 PM

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MINUTES FROM PRECEDING MEETING**

- April 18, 2024 Minutes

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Community Recognition - Anne Henderson/Anne Henderson Interiors - 2024 Winner of Excellence In Interior Design: Living Space
2. Proclamation - May 2024 as Bike Month

**B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS**

1. Election - Ward One Council Vacancy  
Bradford Hutchinson  
Jacob Favolise  
Janis O. Manwaring  
Valarie Bradley-Walsh
2. Confirmations - Energy and Climate Committee, Planning Board
3. Nominations - Ashuelot River Park Advisory Board, Human Rights Committee

**C. COMMUNICATIONS**

1. Pam Russell Slack - Resignation from the Master Plan Committee
2. Charles Smith - Requesting an Opportunity to Speak Before the City Council about Tourism and Homelessness as well as Police Body Cameras

3. Toby Tousley - Requesting an Investigation into the Details Surrounding the Sudden Resignation of the Fire Chief
4. *The Keene Sentinel* - Request to Use City Property/Fireworks Discharge - 225th Anniversary Celebration - September 7, 2024
5. The Colonial Theatre - Request to Use City Property - 100th Anniversary Celebration - August 18, 2024

**D. REPORTS - COUNCIL COMMITTEES**

1. Request for a License to Use City Right-of-Way: Hurricane Road

**E. CITY MANAGER COMMENTS**

**F. REPORTS - CITY OFFICERS AND DEPARTMENTS**

**G. REPORTS - BOARDS AND COMMISSIONS**

**H. REPORTS - MORE TIME**

**I. ORDINANCES FOR FIRST READING**

1. Relating to Board Memberships  
Ordinance O-2024-05
2. Relating to Sidewalk Cafe Enforcement Measures  
Ordinance O-2024-06

**J. ORDINANCES FOR SECOND READING**

1. Relating to Water and Sewer Abatements  
Ordinance O-2024-04

**K. RESOLUTIONS**

1. Relating to the 2024/2025 Fiscal Year Operating Budget  
Resolution R-2024-20

**NON PUBLIC SESSION**

**ADJOURNMENT**

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A regular meeting of the Keene City Council was held on Thursday, April 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 (arrived at 7:06 PM), Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Bettina A. Chadbourne, Catherine I. Workman, Thomas F. Powers, & Mitchell H. Greenwald were present. Bryan J. Lake was absent. Ward One Council seat vacant. Councilor Madison led the Pledge of Allegiance.

#### MINUTES OF THE PRECEDING MEETING

A motion by Councilor Greenwald to accept the minutes of the April 4, 2024, meeting as presented was duly seconded by Councilor Bosley. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Remy and Lake were absent. Ward One Council seat vacant.

#### ANNOUNCEMENTS

Mayor Kahn reminded everyone about Green Up Keene on Saturday, April 20, as well as the Library book sale from April 19–21. Next, the Mayor reminded the Council that the April 24 regular meeting of the Municipal Services, Facilities, and Infrastructure Committee would start early at 5:30 PM. Also, a Special City Council meeting would be held on April 30 at 6:00 PM for the annual evaluation of a Charter employee. He also announced that the Operating Budget review by the Finance, Organization, and Personnel Committee would start with their first meeting on Thursday, May 9 at 5:30 PM. Additional meetings were scheduled for Tuesday, May 14, and Tuesday, May 21, both starting at 5:30PM. A light meal will be provided in advance of these meeting times.

Mayor Kahn continued, announcing that the next design review workshop on the downtown project would be on May 1 at the Keene Recreation Center, with two sessions: 3:00 PM–4:30 PM and 5:30 PM–7:00 PM. The focus will be Central Square. These workshops will be followed by a special Municipal Services, Facilities, and Infrastructure meeting on Wednesday, May 8, starting at 5:30 PM. The Planning, Licenses, and Development Committee will adjust their start time on May 8 to 7:00 PM that evening.

Lastly, the Mayor announced that the filing period for the Ward One vacancy would close on Friday, April 26, at 4:30 PM. Declarations of candidacy are available in the office of City Clerk, with a \$2 filing fee. At the May 2 City Council meeting, each candidate will have five minutes to address the City Council relative to their candidacy. Immediately following this, the Council will proceed with the process of filling the vacancy. The candidate receiving the votes of a majority of the elected Council will be declared the winner. The oath of office will be administered, and the prevailing candidate will immediately assume office, if elected.

#### RECOGNITION – KATHY COLLINSWORTH – BUSINESS NEW HAMPSHIRE FIRST INAUGURAL NONPROFIT LEADER OF THE YEAR AWARD, 2023

Mayor Kahn welcomed Kathy Collinsworth to recognize her Business NH first inaugural Nonprofit of the Year Award. Mayor Kahn explained that Ms. Collinsworth became the Monadnock Humane Society's Executive Director in 2016, following six years as the executive director of the Monadnock United Way. The Monadnock Humane Society has served the region for 145 years, but in 2016, it was in poor financial condition, facing the very real possibility of closing its doors. Within two years at the Monadnock Humane Society—which is running a surplus budget thanks in large part to Ms.

Collinsworth's leadership—Ms. Collinsworth engaged her staff, cultivated new donors, obtained grant funding, and negotiated lower expenses to turn an annual deficit of \$300,000 into a net profit in each year following, while increasing operating revenues.

Mayor Kahn continued, recognizing that Ms. Collinsworth tapped into her experience working in the nonprofit sector at Cheshire Medical Center, Stonewall Farm, and the United Way in order to expand Monadnock Humane Society's services. Ms. Collinsworth implemented the animal safety net program that takes in animals free of charge for those facing domestic violence, homelessness, drug treatment programs, and long-term illnesses, and cares for the pets until they can be reunited with their owners. Ms. Collinsworth also launched a mobile pet food pantry in partnership with the Community Kitchen to provide pet food to those living in rural areas, where people and their pets are experiencing food insecurity. Further, she doubled the number of feline neuter clinics and hired a humane agent to handle animal cruelty cases, resulting in over 300 animals being removed from difficult home conditions.

Mayor Kahn reported that Ms. Collinsworth's involvement goes far beyond her occupational leadership roles. As a Rotarian, she had served local food pantries, built houses in El Salvador for seven years, and is a past president of the Keene Elm City Rotary. She is a current trustee of Savings Bank of Walpole and is the current president of the New Hampshire Federation of Humane Organizations. Ms. Collinsworth's past awards include a Paul Harris Fellow of the Rotary and Keene State College's President's Outstanding Women's Award. Mayor Kahn said that Ms. Collinsworth is a great contributor to our community, and we can all agree that her statewide recognitions through the New Hampshire Business Review Magazine is remarkable. She was named the first inaugural Nonprofit Leader of the Year in 2023 by Business New Hampshire. Mayor Kahn presented Ms. Collinsworth with a pin of the key to the City as a memento of appreciation for her service and accomplishments.

Ms. Collinsworth thanked Mayor Kahn for this recognition. She said that she has long-term ties to this community, which she cares about a lot. She said that she only achieved what she had because of the incredible partners in the Monadnock region, including the City Council's great work making the City a better place. Ms. Collinsworth said that the Monadnock Humane Society is the place that animals come when they are stray and separated from their family members. The Humane Society keeps them safe until they can be reunited. Further, the Humane Society has low cost spay/neuter clinics and low-cost wellness clinics. 83% of the people said they could not afford veterinary care and so she started the wellness clinics so that people who are on State aid can get pet care at an affordable price. Now, there is a waiting list. Next, the Humane Society will be working on strategic planning to see how services could be expanded. She welcomed input from the Council on how the Humane Society can better serve the community; it is not just about the pets, but the people too. Ms. Collinsworth was proud of the Humane Society's work and appreciated this award.

#### PUBLIC HEARING – COTTAGE COURT – ORDINANCE O-2024-01

Mayor Kahn opened the public hearing at 7:12 PM and the City Clerk read the public hearing notice. Mayor Kahn welcomed Evan Clements, City Planner, and project consultant, Bill Eubanks, Director of Planning and Landscape Architecture at Greenberg Farrow in Charleston, SC.

Mr. Clements explained that the Cottage Court overlay district zoning proposal was designed to provide additional opportunities for neighborhood-scale housing developments that encourage smaller, more affordable dwelling units that fit into the existing scale of community neighborhoods that are served by

water and sewer. This project was funded using a grant from the Invest NH program that began in November 2023 with a kickoff meeting. Mr. Eubanks met with planning staff to discuss initial ideas, using his experience with other similar ordinances and developments. There was a listening session at Heberton Hall at the Library to get initial input from the community on the different architectural designs and what the tolerance would be for a housing development of this scale. Then, there was a more formal public workshop and engagement session at Hannah Grimes in January 2024 to develop ideas after the listening session. City staff worked with Mr. Eubanks to understand the parameters of what the Community wants (e.g., density, height limits, parking tolerances). Mr. Clements reported that the first reading of this proposed Ordinance before the City Council was on February 15, 2024. Then, there was a workshop session with the joint Planning Board-Planning, Licenses, and Development (PB-PLD) Committee on March 11 to discuss details of the proposed Ordinance, which Mr. Clements said made it through the PB-PLD relatively cleanly, with two Scriveners changes. Mr. Clements welcomed questions.

Mayor Kahn opened the floor to public comments.

Christopher Love of 70 Davis Street read a prepared statement expressing his passion about this proposed Ordinance: *Tonight, I stand before you with a vision, a vision of a City that embraces innovation, fosters inclusivity, and secures a prosperous future for all who call it home. At the heart of this vision lies the Cottage Court Ordinance, a transformative measure that has the power to redefine our urban landscape and shape the trajectory of our community for generations to come. As we confront the pressing challenges of our time, from housing affordability to environmental sustainability, it is important that we adopt forward thinking policies that address these complex issues holistically. Across the Globe, cities have pioneered innovative approaches to urban development, demonstrating that the status quo is not permitted, that with vision and determination, we can reimagine our cities in ways that enhance quality of life, promote economic vitality, and safeguard our planet for future generations. Consider the case of Portland, OR, where the residential infill project breathed new life into traditionally single-family neighborhoods by permitting higher density housing options. According to the data from the Portland Bureau of Planning and Sustainability, the residential infill project resulted in a 27% increase in the number of affordable housing units built within the affected neighborhoods over a five-year period. Similarly, the city of Barcelona embarked on a bold experiment with its superblock's initiative, a visionary plan that reclaims streets from car infrastructure/traffic and transforms them into pedestrian friendly zones. The result was resurgence of community engagement and a revitalization of local businesses because the data shows when our living space is beautiful, not only does that have a positive mental effect on us, but also compels us to engage each other. And inevitably, having us going out more and spending money—be it at bars or restaurant with friends or grocery stores for picnics. Not to mention the environmental statistics from the Barcelona City Council showing that the superblocks initiatives initiative led to a 14% reduction in air pollution levels and a 20% decrease in traffic accidents within the first two years of implementation because when you add cities for humans and not just cars, generally speaking it is a bit of a safer living space. But the benefits of the Cottage Court Ordinance extend far beyond mere aesthetics or economic prosperity. At its core, this Ordinance represents a commitment to environmental stewardship. In recognition of our responsibility to mitigate climate change and safeguard and natural resources for future generations by prioritizing active transportation modes over car centric infrastructure.*


Mr. Love continued reading his prepared statement: *Copenhagen has achieved remarkable reductions in carbon emissions, improved air quality and enhanced public health outcomes, a testament to the transformative potential of sustainable urban design, according to data from the city of Copenhagen, the city cycling infrastructure led to a 25% reduction in carbon emissions and a 15% decrease in traffic congestion over the past decade. Moreover, embracing high density housing options and flexible zoning laws not only addresses our immediate housing needs, but also promotes economic vitality and resilience in cities like Austin, TX, and Minneapolis, MN. The relaxation of zoning regulations has led to the revitalization of underutilized urban spaces, attracting investment, stimulating job growth, and fostering a vibrant cultural scene. Data from the Austin Chamber of Commerce indicates that the relaxation of zoning regulations in key districts led to a 30% increase in property values and a 25% rise in small business establishments over the past five years. Let us not forget the physical benefits that accrue over embracing progressive urban policies in the city of Manchester, United Kingdom. The Northern Quarter regeneration plan breathed new life into neglected industrial spaces, transforming them into vibrant mixed-use districts that generate significant economic returns. Increased property values, higher tax revenues, and a burgeoning tourism industry have all contributed to Manchester's resurgence as a global destination for culture, commerce, and innovation. Statistics from the Manchester City Council review showed that the Northern Quarter Regeneration Plan resulted in a 40% increase in property values and a 35% rise in tourism related revenues within the regenerated area over a 10-year period. In conclusion, I urge you to seize the opportunity presented by the Cottage Court Ordinance and embrace a vision of our City that has both aspirational and inclusive. Let us draw inspiration from the successes of cities around the world and chart a course towards a future defined by sustainable growth, vibrant communities, and shared prosperity. Thank you for your leadership and dedication to our community's wellbeing.*

Ken Kost of 30 Stonehouse Lane spoke as a representative of the Monadnock Interfaith Project (MIP), which is focused on looking at ways to increase housing. The MIP thinks that the Cottage Court Overlay District will be an important tool for developers and other housing advocates to bring more housing to Keene. The Ordinance is focused on infill development, so it does not encourage sprawl and it builds out existing neighborhoods. Mr. Kost said he could envision very nice pocket neighborhoods in the City through these small developments. Regarding zoning, he thought it was important that the overlay would rely on existing utilities, infrastructure, water, and sewer. Mr. Kost thought this was important because it would prevent urban sprawl, accommodating increased housing while also protecting the more rural areas of Keene. He spoke about his research on tiny houses and little cottages. In the 1960s, the average house size was 1,250 square feet, which accommodated families' first entry into housing. He stressed the importance of the availability of these smaller, "first houses," which he felt this Ordinance would support. He credited the Community Development Department, consultants, and others who worked on this Ordinance, which he hoped the City Council would support.

Councilor Roberts said that some might consider 1,250 feet to be a small home. Still, he referred to homes on Marlboro Street that were built with Veterans Affairs loans, which gave people their first chance at a home. Those loans helped to build homes that were less than 950 square feet, in which families with 3–4 kids lived; these small homes did not cause psychological problems for kids. He said 2,400 square feet is the equivalent of 2.5 homes.

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Upon hearing no further comments, Mayor Kahn closed the public hearing at 7:30 PM, except for written public comments, which will be accepted until 1:00 PM on Tuesday, May 7. Written comments must be signed and submitted to the City Clerk by that date and time to be included in the record. The Mayor referred this matter to the Planning, Licenses, and Development Committee.

A true record, attest:   
City Clerk

#### RESIGNATION OF ELY THAYER FROM TRUSTEES OF TRUST FUNDS

The Mayor brought forward item F.2. on the agenda for action. A memorandum read from the Finance Director, Merri Howe, recommending the acceptance of Ely Thayer's resignation from the Trustees of Trust Funds. A motion by Councilor Greenwald to accept the resignation with thanks and regret was duly seconded by Councilor Bosley. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### CONFIRMATIONS – ENERGY AND CLIMATE COMMITTEE & PARTNER CITY COMMITTEE

Mayor Kahn nominated Annu Joshi Bargale to serve as a regular member of the Energy and Climate Committee, with a term to expire December 31, 2026. He also nominated Derek Blount to serve as an alternate member of the Partner City Committee, 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 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### CONFIRMATION – TRUSTEES OF TRUST FUNDS

Mayor Kahn nominated Allen Mendelson to serve on the Trustees of Trust Funds, with a term to expire December 31, 2026. A motion by Councilor Greenwald to suspend the Rules of Order to act on the nomination was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

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 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### NOMINATIONS – ENERGY AND CLIMATE COMMITTEE & PLANNING BOARD

Mayor Kahn nominated Councilor Bryan Lake to serve as a regular member of the Energy and Climate Committee, with a term to expire December 31, 2025. The Mayor also nominated Stephon Mehu to serve as an alternate member of the Planning Board, with a term to expire December 31, 2026. The nominations were tabled until the next regular meeting.

#### COMMUNICATION – CABANA FALLS WINERY – PERMISSION TO OFFER SAMPLES AND SELL ALCOHOL AT KEENE FARMERS MARKET

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A communication was received from Aly and Carroll Lefebvre of Cabana Falls Winery, requesting permission to sell alcohol at the Farmers Market of Keene for the 2024 season. A motion by Councilor Bosley to suspend the Rules of Order to act on this item was duly seconded by Councilor Jones. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

A motion by Councilor Bosley was duly seconded by Councilor Jones to grant the request of Cabana Falls Winery to sell alcohol and provide individual product samples to patrons at the 2024 Keene Farmers' Market on City property licensed to the Farmers' Market of Keene in accordance with the requirements of the State Liquor Commission. Said permission is contingent on the following: submittal of a signed letter of permission from the Farmers' Market of Keene; obtainment of all necessary permits and licenses and compliance with all laws. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

**COMMUNICATION – KEENE ELM CITY ROTARY CLUB – REQUEST TO USE CITY PROPERTY – CLARENCE DEMAR MARATHON – SEPTEMBER 29, 2024**

A communication was received from Alan Stroshine, Race Director, submitting the annual request to conduct the Clarence DeMar Marathon and the DeMar Half Marathon on Sunday, September 29, 2024. Mayor Kahn referred the communication to the Planning, Licenses, and Development Committee.

**COMMUNICATION – KEENE FAMILY YMCA – REQUEST FOR ROAD CLOSURE – SUMMIT ROAD – JUNE 2, 2024**

A communication was received from Kelly Fleurette, Keene Family YMCA Senior Program Director, requesting the closure of Summit Road on Sunday, June 2, 2024, from 8:00 AM to 12:00 PM for a Youth Triathlon Race. Mayor Kahn referred the communication to the Planning, Licenses, and Development Committee.

**COMMUNICATION – KEENE MUSIC FESTIVAL – REQUEST TO USE CITY PROPERTY – AUGUST 31, 2024**

A communication was received from Pablo Fleischmann, Keene Music Festival Director, requesting a license to use Downtown City property to conduct the annual Keene Music Festival on August 31, 2024. Mayor Kahn referred the communication to the Planning, Licenses, and Development Committee.

**PLD REPORT – ANIMAL CONTROL PROGRAM – ANIMAL CONTROL OFFICER**

A Planning, Licenses, and Development Committee report read, unanimously recommending accepting the presentation on the Animal Control Program as informational. Mayor Kahn filed the report as informational.

**PLD REPORT – FARMER'S MARKET OF KEENE – REQUEST TO USE CITY PROPERTY – 2024 FARMER'S MARKET**

A Planning, Licenses, and Development Committee report read, unanimously recommending that the Farmer's Market of Keene be granted permission to use 22 spaces along Gilbo Avenue and 18 spaces on the other side of the median strip in the Commercial Street parking lot from Saturday April 20, 2024, to Saturday, October 26, 2024. Said permission is subject to the following conditions:



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- the furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured;
- the signing of a standard revocable license and indemnification agreement;
- the receipt of a total rental fee of \$932.00 (payable on the first day of every month at \$155.00 per month);
- access to City electrical shall also be provided at a fee of \$60.00 for the season;
- obtainment of all necessary permits and licenses and compliance with all laws, and compliance with any recommendations of City staff.

It is further recommended that the Farmer's Market of Keene be allowed to erect sandwich board signs on City property prior to the start of sales, subject to review and approval by City staff with respect to the number and location. The signs must be removed immediately after the sales have concluded.

A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### WITHDRAWN – CATHEDRAL LEDGE DISTILLERY – REQUEST TO PARTICIPATE IN THE KEENE FARMER'S MARKET

The Cathedral Ledge Distillery withdrew its request because it is located outside of the regional limitations for the Farmer's Market. As such, a Planning, Licenses, and Development Committee report read, unanimously recommending accepting the communication regarding the Cathedral Ledge Distillery request to participate in the Keene Farmer's Market as informational. Mayor Kahn filed the report as informational.

#### COPPER CANNON DISTILLERY – REQUEST TO PARTICIPATE IN THE KEENE FARMER'S MARKET

A Planning, Licenses, and Development Committee report read, unanimously recommending that Copper Cannon Distillery be granted permission to sell alcohol and provide individual product samples to patrons at the 2024 Keene Farmer's Market on City property licensed to the Farmer's Market of Keene in accordance with the requirements of the State Liquor Commission. Said permission is contingent on the following: submittal of a signed letter of permission from the Farmer's Market of Keene; obtainment of all necessary permits and licenses and compliance with all laws. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Filiault. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### PLD REPORT – BREWBAKERS CAFÉ – REQUEST TO USE CITY PROPERTY – ADJACENT TO WILSON STREET – OUTDOOR DINING

A Planning, Licenses, and Development Committee report read, unanimously recommending that Brewbakers Café be granted the use of City property to place tables and chairs on the city right-of-way on the Wilson Street side of their establishment located at 48 Emerald Street for the serving of food and alcohol to patrons seated in the café area. This license is also subject to the following conditions: subject

to the signing of a revocable license and indemnification agreement; submittal of a certificate liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured; compliance with the requirements of Chapter 46 of the City Code of Ordinances; compliance with the administratively issued City of Keene Parklet Guidelines that are applicable to the particular area of use; compliance with any other recommendations of City staff; that no materials, gravels, or any other alterations to the site may be made without prior approval from staff; and that the property be maintained and returned to its original state at the expiration of the license with staff reviewing the condition of the area at the end of the season to determine any needed maintenance. This license shall expire on November 1, 2024.

A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. A motion by Councilor Bosley to amend to the Committee recommendation to include permission for alcohol service within the licensed area was duly seconded by Councilor Filiault and the motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. The motion to carry out the intent of the amended Committee report carried unanimously with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### PLD REPORT – KEENE PRIDE – REQUEST TO USE CITY PROPERTY – KEENE PRIDE FESTIVAL – SEPTEMBER 15, 2024

A Planning, Licenses, and Development Committee report read, unanimously recommending that the Keene Pride Group be granted permission to use downtown City rights-of-way on Sunday, September 15, 2024, to conduct a Keene Pride Celebration, including participating downtown businesses decorating their storefronts for the week leading up to the event date, conditional upon the following:

- This license is granted based upon the event scope presented to City staff during protocol meetings held to date, changes or additions to the license may require that an amended license be issued by the City Clerk and no changes to this license or the associated protocol documents will be accepted after August 1, 2024;
- The furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured;
- The signing of a standard revocable license and indemnification agreement;
- That the agreed upon footprint and layout for the event shall encumber Central Square, including the traveled portion of the road requiring the following road closures: Central Square, West Street at Central Square (with a slip lane for eastbound West Street traffic to go south on Main Street), Roxbury Street from the easterly side of the Hannah Grimes Parking Lot to Central Square, Washington Street from Vernon Street to Central Square, and Court Street from Winter Street to Central Square;
- That the Petitioner is permitted to place porta-potties and a dumpster in City parking spaces located at the base of Washington Street, and additional porta-potties on Roxbury Street from Friday, September 13, 2024, to Monday September 16, 2024, which will be chained together and affixed to ensure they are not vandalized while unattended overnight;
- That the actual event will be held from 12:00 PM to 6:00 PM with the times for set up and clean up to be established with City staff;
- That free parking be granted under the provisions of the free parking policy for City parking spaces on Washington Street and Roxbury Street needed for storage of equipment from Friday,

September 13, 2024, to Monday September 16, 2024, and spaces within the event footprint on the day of the event;

- The submittal of signed letters of permission from any private property owners for the use of their property; and
- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws; and compliance with any recommendations of City staff. In addition, the Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 25 Community Events Budget. Said payment shall be made within 30-days of the date of invoicing.

A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### PLD REPORT – PATHWAYS FOR KEENE – REQUEST TO USE CITY PROPERTY - 4 ON THE 4TH ROAD RACE – JULY 4, 2024

A Planning, Licenses, and Development Committee report read, unanimously recommending that the City Council grant permission to Pathways for Keene to sponsor a running race on Thursday, July 4th, 2024, subject to the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. In addition, the Police Department shall identify Railroad Street immediately adjacent to Railroad Square as a No Parking zone from the hours of 6:00 AM to 11:00 AM. This license is conditional upon the petitioners providing an adequate number of volunteer race marshals to ensure runner safety along the course, and subject to any recommendations of City staff. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 25 Community Events Budget. Said payment shall be made within 30-days of the date of invoicing.

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

Councilor Jones notified the Council that he is a member of the Pathways for Keene Board of Directors but has no pecuniary interest. He noted that this is the 30<sup>th</sup> anniversary of the race and that this is one of the few events in Keene from which all the money goes back to the City. Volunteers are needed and those interested can contact Councilor Jones. The Race has one of the lowest entry fees at \$25.

Councilor Workman said that 2023 was her first-year volunteering for the Race and she appreciated the positive energy of the day. She looked forward to volunteering again in 2024.

The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### PLD REPORT – KEENE YOUNG PROFESSIONALS NETWORK – REQUEST TO USE CITY PROPERTY – 2024 TASTE OF KEENE FOOD FESTIVAL

A Planning, Licenses, and Development Committee report read, unanimously recommending that the Keene Young Professionals Network be granted permission to use downtown City rights-of-way on

Saturday, June 1, 2024, and reserving a “rain date” of Sunday June 2, 2024, in the event of inclement weather, to conduct a Food Festival conditional upon the following:

- The furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured;
- The signing of a standard revocable license and indemnification agreement;
- That the Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated to the event, and agrees to remit said payment within 30-days of the date of invoicing;
- That the footprint and layout for the event shall encumber the traveled portions of Central Square, Main Street both sides from Central Square to Emerald Street and Eagle Court, and a portion of Railroad Street. Road closures may include any portions of other streets needed to facilitate detour routes. The full extent of road closures and detour routes shall be agreed upon with City staff;
- That the Petitioner is permitted to place porta-potties in City parking spaces with the specific locations to be determined in conjunction with City staff from Friday, May 31, 2024, to Monday June 3, 2024, which will be chained together and affixed to ensure they are not vandalized while unattended overnight;
- That the actual event will be held from 11:30 AM to 4:00 PM with the times for set up and clean up to be established with City staff;
- That the Petitioner is granted permission to serve alcohol beverage samples for consumption within the event footprint subject to the terms and conditions of a one-day license from the NH Liquor Commission, and any conditions of City staff;
- That free parking be granted under the provisions of the free parking policy for City parking spaces needed for storage of equipment and placement of porta-potties from Friday, May 31, 2024, to Monday June 3, 2024; and spaces within the event footprint on the day of the event;
- The submittal of signed letters of permission from any private property owners for the use of their property; and
- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws; and compliance with any recommendations of City staff.

Councilor Remy stated that he is the Keene Young Professionals Network’s (KYPN) Events Chair. However, he has no pecuniary interest. Additionally, the organization had never made money from the event. There were no objections to Councilor Remy participating in this vote.

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

Councilor Madison stated that he is not an officer of KYPN, but he presented on the event during the PLD hearing. He reiterated how positive he thinks it is that Keene is becoming a City of festivals, bringing a lot of people to downtown Keene. He thought the festivals were becoming some of the strongest glues bonding this community.

Councilor Remy shared some updates on the event (June 1, 11:30 AM–3:30 PM), which would close all of Main Street for the whole day. There was feedback from some of the businesses on lower Main Street—where the blockade was before—that they were experiencing the negative impacts of the traffic being shut down, but not the positive impacts of having a festival in front of them. So, the goal this year

is to help those businesses by extending the blockade. Bringing the beer garden onto Main Street will help to fill that space. Otherwise, the event would be largely the same as in the past, but with additional options this year. Tokens will cost \$2 and samples will cost between 1–3 tokens. There will be live music throughout the day and the Colonial will have performers as well. C&S donated to make it a green event again this year, so all paper products, etc., will be compostable and there will be a compost service.

The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### PLD REPORT – CELLULAR TOWER LEASE AGREEMENT

A Planning, Licenses, and Development Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to negotiate and execute a lease agreement with Towers LLC for the installation of a cellular tower on City-owned property. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### PLD REPORT – COUNCILOR MADISON – POTENTIAL CHANGES TO COUNCIL DISCIPLINARY PROCESS

A Planning, Licenses, and Development Committee report read, unanimously recommending that the communication regarding the Council disciplinary process be accepted as informational. Mayor Kahn filed the report as Informational.

#### FOP REPORT – ARTS ALIVE – REQUESTING A WAIVER OF PARKING FEES – ELEVATE THE ARTS EVENT – AUGUST 11, 2024

A Finance, Organization, and Personnel Committee report read, unanimously recommending approval of the requested parking spaces without charge. 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 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### FOP REPORT – WEST SIDE DOWNTOWN PARKING STRUCTURE PROJECT – CONSULTANT SELECTION

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to negotiate and execute a Professional Services Agreement with Weston & Sampson, Inc. for the Feasibility Analysis and Concept Design phase of the West Side Downtown Parking Structure Project, for an amount not to exceed \$216,000. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

Councilor Haas thanked the FOP Committee and City staff for their efforts with this study, which he felt was necessary to move forward with any kind of parking project. He noted that this was already in the Parking Fund budget for this year. He was concerned about how this project would mesh with other City projects/factors, four in particular. (1) The neighborhood parking study underway would not directly affect this project but would cover the idea of parking in the general downtown area. (2) The roadway

safety project underway was focused on automobile movement downtown, but it would not impact where parking goes. (3) The substantial downtown project, which would impact Gilbo Avenue, for example, and the west side of Keene. (4) The change in real estate: by the time the project design arrives in 2026 and the construction arrives in 2028, the community might have different views. Councilor Haas was concerned about how all these things would mesh. He did not want to have to repeat this study after everything is changed.

Councilor Filiault agreed with some of Councilor Haas' points and said he would be voting no at this time. Councilor Filiault felt that taxpayers needed a timeout. He thought this parking garage effort was putting the cart before the horse and that there were many uncertainties. He might support it in the future. He realized that some would say that it is not taxpayer money, because it is the Parking Fund, but he said the taxpayers fund the Parking Fund. He cited the uncertainties and costs associated with the downtown project—with costs increased from \$7 million to \$14 million and likely more. It was uncertain where that money would come from. Councilor Filiault did not think this was the right time and that at this time, the City should be doing anything possible to save money for the taxpayers.

Councilor Roberts said he would support this project for the people who were around in 2010–2011, when the City allocated approximately \$660,000 for this study. Now, 12 years later and with the impacts of inflation, that allocation is only 1/3 of the current project cost. Councilor Roberts added that the Parking Fund is not funded by the Keene taxpayers. Rather, the Parking Fund is a usage fee paid by everyone who visits downtown Keene, such as during the many upcoming festivals. Councilor Roberts noted he owns a house and walks downtown and never pays that parking fee, so he never contributes to the Parking Fund as a Keene taxpayer. He felt that the City had a track record of postponing things until other things are accomplished, which in this case, resulted in minimal change (e.g., new parking meters) to the downtown during the past 15 years. Councilor Roberts said the if the City continues waiting for all the answers, it will continue doing nothing.

Councilor Williams did not think the City needed a new parking garage. He thought there was an abundance of parking on the west side, both City-owned and privately owned, as well as some vacant land. Between all these sources, Councilor Williams thought a parking program could be developed with bus service, for example, which would cost much less than a parking garage. He also suggested thinking about the impact a parking garage would have on the City in general, such as increased traffic. He also commented on a development pattern in Keene that he was beginning to worry about, with big new apartment buildings in Swanzey full of residents who would all be driving and parking in a parking garage, impacting traffic. Councilor Williams felt that parking, in general, should not be as highly subsidized as it is; he roughly estimated that these parking spots will cost about \$50,000 each. If supporting a zoning pattern in which every house/apartment has two parking spots, adding an extra \$100,000 onto that apartment. He preferred to leave this to the private sector; would the market provide a parking garage?

Councilor Greenwald recalled many Council conversations about housing downtown. Despite not knowing where that housing will be, it will require parking. He said not everyone will ride a bicycle. Parking is limited downtown, which limits development. This study will help design where parking could go. The Councilor said that this study will take time, then a plan will be made, and then it will go into the Capital Improvements Program (CIP); it was unclear how far in the future actual implementation of a parking garage would be. Still, without a plan, it will never happen. While he did

not like spending \$216,000, he recalled that amateur (e.g., staff, college and high school students) studies in the past were not accurate. Councilor Greenwald regularly heard that when the Colonial has an event, every spot is taken. While he agreed that infill development is needed and will produce needed tax revenue, it will demand parking. He thought it would be great if a private developer wants to pursue a parking garage, but the Councilor did not think it would happen that way. Still, there needs to be a study to know where the parking should go. He thought this was a good use of the Parking Fund.

Councilor Bosley agreed with many of Councilor Greenwald's comments. Councilor Bosley said the PLD Committee had worked tirelessly over the past several years to create ordinances that promote development downtown. She had heard many comments from constituents about this corridor and many people assume that the City has responsibility over these parking lots (e.g., Commercial Street), but it does not; they are privately owned parking lots. The City does have a some say over the Gilbo Avenue lot. She hopes that property in that area—that is not privately owned in that area—will be sold and developed, which was the point of these ordinances: to be developed in a way that creates enough density to make it worth it for developers and to meet some of the community's housing needs. Some work was focused on Main Street because she said it is falling apart. Still, work is needed in different areas as well, and the City should promote the types of growth that it wants to see. Councilor Bosley supported the study and concluded that if the City wants to partner with those moving into the community, the City should be able to present how it will support that investment in the community.

Councilor Madison said that since being on the Council, it was rare that there was not discourse about the need for workforce housing. Those who work need cars to get to work. He would love to be able to walk or ride a bike to his job, but not everyone is lucky enough to do that. So, he said parking spaces are needed for commuters. He said there is ample land downtown that could be developed into workforce housing, but parking spots would be needed for those workers when they get home from work. If Keene wants to become a City of festivals, there needs to be a place for people who come from out of town to park so they can support local businesses and nonprofits. It is a user fee.

Councilor Tobin said that during the previous two weeks (and longer term), she heard a lot of debate about whether the City needs parking. While many people think parking is needed, many think that increased parking would be a problem. From Councilor Tobin's perspective, it all depends on what time of day you are downtown; sometimes all the spots are empty and other times full. Different demographics visit downtown at different times of day. If the parking spaces are empty 90% of the time, she questioned whether that is an effective use of those spaces. She wondered if it would be possible to have spaces used for one purpose for a certain population during the daytime and a different population during the evening and overnight. She recalled recent Council discussion about parking policies and overnight bans. Councilor Tobin thought it was worth exploring where and what type of parking is needed.

Councilor Jones had been talking about this for years, dating back to the committee that developed the original Gilbo Avenue overlay, with the idea that it would be the impetus for development in that area. At one time, there were three proposed developments for Gilbo Avenue without discussion about parking in that area. He wondered whether parking should precede development or vice versa. Councilor Jones supported the parking study.

Councilor Haas supported the idea of a parking garage and this study. He believed that if developers see the City studying to have a garage built, it would be intriguing. He was concerned about the timing and the potential for the downtown project to impact the recommendations from this study.

The City Manager said that every project takes a lot of time. The City went out to bid for this effort in January 2024 and the completed plan is not anticipated until January 2025, so the City Manager felt there was plenty of time. She felt that the financing model would be an important piece of the study because it shows the market need, developing the model for construction and operations, and identifying sources of funding (e.g., grants or State funding). Further, the City Manager was aware of a potential partner that was interested in potentially leasing a floor of this garage due to some expansion near Keene State College. So, the City Manager felt there was potential growth there and she wanted to identify public and private partners to develop an interactive model that would be turned over to the City for rates and other financial components. This would include assessments of how downtown parking is used at different times of day, as Councilor Tobin mentioned. As Councilor Greenwald mentioned, it will also be important to determine the best location for a garage. The City Manager referred to a lot of recent work on the Zoning Ordinance to encourage densification downtown. She agreed that if the downtown area is developed further, there will have to be some place to park. The City Manager said this will take time, including securing funding and partnerships. Mayor Kahn added that a parking garage is not in the CIP for several more years.

On a vote of 11–2, the motion to carry out the intent of the Committee report carried. Councilors Filiault and Williams voted in the minority. Councilor Lake was absent. Ward One Council seat vacant.

#### FOP REPORT – ARPA GRANT FUNDING – REQUEST FOR TIME EXTENSION

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to request a time extension for the City’s American Rescue Plan Act (ARPA) grant related to the Downtown Infrastructure project. 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 13 Councilors present and voting in favor.

#### FOP REPORT – SOLE SOURCE – FILTER MEDIA AND UNDERDRAIN REPLACEMENT PROJECT CONTRACT

A Finance, Organization, and Personnel Committee report read, unanimously recommending that the City Manager be authorized to do all things necessary to negotiate and execute a sole source contract with Carbon Filtration Systems for an amount not to exceed \$200,000. 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 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

#### CITY MANAGER COMMENTS

The City Manager reported that on Tuesday, April 10, the U.S. Environmental Protection Agency (EPA) released the long-awaited PFAS Maximum Contaminant Levels (MCLs) in drinking water for six PFAS compounds (four of those PFAS compounds are already regulated in New Hampshire’s public drinking



water). Public water systems have until 2029 to implement solutions that reduce the EPA regulated PFAS compounds if monitoring shows that drinking water levels exceed those MCLs. The final EPA MCL levels are lower than the comparable New Hampshire levels, and it is expected that public water systems will be required to spend hundreds of millions of dollars in New Hampshire alone to comply with the final EPA MCL levels. The City Manager was happy to report that the results from Keene's most recent tests were well below the new limit.

The City Manager was also pleased to report that a revision to the LCRR—a federal drinking water rule implemented by the EPA in December of 2021—requires all community and non-transient non-community water systems to prepare and submit a materials inventory of all service lines in their system. Keene recently completed its grant-funded lead survey for its water service connections. Out of 6,200 water service connections in the City, only 82 services were unknown materials. The 82 services were then narrowed down to seven by reviewing meter cards filled out when the Public Works Department changes a meter, and by reviewing old paperwork orders. Seven excavations were performed to reveal the seven unknown service connections. Five of those seven were copper, and there were two lead goosenecks on the City side of the service connection. Both lead goosenecks were removed and replaced with plastic connectors. The Department had been removing lead materials for many years, well ahead of these rule changes. The City Manager congratulated the Public Works Department for being ahead of the curve and proactively mitigating the exposure to adverse effects of lead in drinking water.

Lastly, the City Manager reported that on April 22, Rick Wood started as Keene's new Fire Marshall. The City Manager was very happy to have Mr. Wood on board. Currently, he is the only one working on fire inspections due to one inspector on leave and another on vacation. The City Manager was planning to recruit for the vacant position soon; she was waiting for Mr. Wood to start so that he could provide comments about the job description and duties before posting the job.

#### CABLE TV FRANCHISE AGREEMENT EXTENSION – DEPUTY CITY MANAGER

A memorandum read from the Deputy City Manager, Rebecca Landry, recommending that the City Council authorize the City Manager to negotiate and execute an extension of the Cable Television Franchise Agreement with Spectrum Northeast, LLC.

A motion by Councilor Powers to suspend Section 26 of the Rules of Order to act on this item upon first reading was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

A motion by Councilor Powers to authorize the City Manager to negotiate and execute an extension of the cable television franchise agreement with Spectrum Northeast, LLC, was duly seconded by Councilor Remy.

Councilor Filiault recalled that Spectrum did what the City asked during the previous year, so he supported giving them another shot. Councilor Greenwald was unsure, particularly after a recent loss of internet and phone service, including City Hall. He thought there should be accountability and contingency plans. Still, he was voting in favor. Councilor Jones recalled that he had been concerned about issues with this contract over the years.

04/18/2024

The City Attorney, Tom Mullins, thought it seemed that someone at Spectrum was interested in moving this item forward and this action would move the matter forward for that purpose.

The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

**ORDINANCE FOR FIRST READING – RELATING TO NUISANCE, MENACE, AND VICIOUS DOGS**

A memorandum read from Steve Stewart, Police Chief, recommending that Ordinance O-2024-07 be referred to the Planning, Licenses, and Development Committee for consideration and recommendation. Mayor Kahn referred Ordinance O-2024-07 to the Planning, Licenses, and Development Committee.

**NON-PUBLIC SESSION**

A motion by Councilor Greenwald to go into non-public session to receive legal advice under RSA 91-A:3, II (1) was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant. The non-public session began at 8:52 PM.

The non-public session concluded at 9:43 PM.

A motion by Councilor Greenwald to keep the minutes of the non-public session, non-public, was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilor Lake was absent. Ward One Council seat vacant.

**ADJOURNMENT**

There being no further business, Mayor Kahn adjourned the meeting at 9:44 PM.

A true record, attest:



City Clerk



# CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Patricia Little, City Clerk  
**Through:**  
**Subject:** Election - Ward One Council Vacancy  
Bradford Hutchinson  
Jacob Favolise  
Janis O. Manwaring  
Valarie Bradley-Walsh

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## **Council Action:**

In City Council May 2, 2024.

Failing to select a prevailing candidate, the Mayor set another 14-day filing period to commence at 8am on Friday, May 10 and ending on Friday May 24 at 4:30pm, with the election to occur at the June 6 regular meeting.

## **Recommendation:**

## **Attachments:**

1. SECTION\_37.\_\_\_\_PROCEDURE\_TO\_FILL\_VACANCY.
2. Declaration\_Hutchinson
3. Declaration\_Favolise
4. Declaration\_Manwaring
5. Background\_Manwaring
6. Declaration\_Bradley-Walsh
7. Valarie Bradley-Walsh BIO

## **Background:**

Attached are the filings received to fill the vacancy in the Ward One City Council seat previously occupied by Raleigh C. Ormerod. The background for each candidate has been included with the declaration form, if provided. In addition, the section of the Rules of Order related to filling vacancies has been provided for reference.

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## SECTION 37. PROCEDURE TO FILL VACANCY.

In the event that a vacancy occurs in the City Council or Office of the Mayor from any cause, the following procedure shall be followed to fill the vacancy.

- A. When a vacancy occurs, the Mayor or Temporary Chair (in the case of a vacancy in the office of the Mayor), in accordance with Sections 8, "Vacancies," and 19, "Mayor," of the City Charter, shall declare the office vacant at the City Council meeting immediately following the discovery of the vacancy. The following procedure will be followed to fill the declared vacancy; provided, however, that if the vacancy is declared to exist within One Hundred and Twenty (120) days of the next regularly scheduled City election for the City Council, the vacancy will be filled through that election process, and in accordance with the requirements of Section 8 of the City Charter.
- B. When a vacancy is declared to exist, the Mayor or Temporary Chair (in the case of a vacancy in the office of the Mayor) shall set a filing period no earlier than eight (8) days after the declaration. The Mayor shall cause publication notice of the vacancy in a newspaper of general circulation in the City and establish a fourteen (14) day period exclusive of the date of publication within which time candidates may file notice of their intent to seek election to the vacant office. The filing period shall end at the close of business of the City Clerk's office on the fourteenth day.
- C. The City Council shall choose a qualified person at the next regular meeting of the City Council after the close of the filing period, at which time an election shall be held.

The following procedure shall be followed on the date of the election:

- 1. The Mayor, or Temporary Chair in the case of a vacancy in the office of the Mayor (see Section 6, "Temporary Chair," of the Rules of Order), shall declare the field of candidates for the vacancy.
- 2. Each candidate will be given five (5) minutes to address the City Council relative to his or her candidacy. No questions will be asked of the candidates by the City Council and immediately upon completion of the last candidate's presentation, the City Council will proceed with the process of filling the vacancy.
- 3. In the event that there are more than two candidates, there shall be a primary vote of the City Council to narrow the field of candidates to two (2). The two candidates receiving the highest number of votes following an initial vote will be declared the finalists for election.
- 4. The final vote will be conducted and the candidate receiving the votes of a majority of the elected City Council, will be declared the winner.
- 5. Voting shall be by roll call vote, each City Councilor stating the name of his or her choice. In the event that a City Councilor does not wish to vote for any candidate, he or she shall vote "No". In the event that no candidate for the vacancy receives a majority vote of the elected City Council then the Mayor or Temporary Chair may call for a second round of voting. In the event that no candidate receives a majority vote after the second round of voting, the Mayor or Temporary Chair shall establish an additional fourteen (14) day period within which candidates may file notice of their intent to seek election to the vacant office, and an election shall be held as provided above, including publication notice.
- 6. Following the successful result of an election, the prevailing candidate shall take the oath of office and be immediately seated.

(Amended 4-17-1997, 11-1-2012, 1-18-2018 , 2-17-2022 )



DECLARATION OF CANDIDACY  
WARD ONE CITY COUNCIL VACANCY

Declaration must be signed in the presence of a Notary Public or Justice of the Peace. The filing period opens at 8:00 am on Friday, April 12, 2024, and continues through 4:30 pm on Friday, April 26, 2024. Any declarations that are received through the mail shall be acknowledged as being received at 4:30 pm on that day.

I, BRADFORD HUTCHINSON, declare that I reside in the City of Keene and that I am a registered voter in Ward One and that I am a candidate for the office of Ward One Councilor for an unexpired term ending December 31, 2025. I hereby request that my name be put before the City Council for the election on May 2, 2024.

WARD #1

Signature: Bradford Hutchinson

Address: 305 MARLBOROUGH ST. #4

Phone: 603-762-2199      04/12/2024

State of New Hampshire  
County of Cheshire

The above named Bradford Hutchinson personally known to me or satisfactorily proven, appeared and subscribed to the above statement.

HEATHER R. FITZ-SIMON, Notary Public  
State of New Hampshire  
My Commission Expires January 10, 2029

[Signature]  
Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: 4/12/2024      Time Received: 3:57 pm

Voter Status Verified:      Ward Map  Charter Description  Voter Checklist Database

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information with members of the public.



DECLARATION OF CANDIDACY  
WARD ONE CITY COUNCIL VACANCY

Declaration must be signed in the presence of a Notary Public or Justice of the Peace. **The filing period opens at 8:00 am on Friday, April 12, 2024, and continues through 4:30 pm on Friday, April 26, 2024.** Any declarations that are received through the mail shall be acknowledged as being received at 4:30 pm on that day.

I, Jacob Favolise, declare that I reside in the City of Keene and that I am a registered voter in Ward One and that I am a candidate for the office of Ward One Councilor for an unexpired term ending December 31, 2025. I hereby request that my name be put before the City Council for the election on May 2, 2024.


Signature: 

Address: 229 Main St., Fishe Hill, Keene, NH, 03435

Phone: (603) 338 8880

State of New Hampshire  
County of Cheshire

The above named Jacob Favolise personally known to me or satisfactorily proven, appeared and subscribed to the above statement.

  
Justice of the Peace/Notary Public

Filing fee: \$2.00

Date Received: April 17, 2024 Time Received: 1:15 pm

Voter Status Verified: Ward Map  Charter Description  Voter Checklist Database

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information with members of the public.

## JACOB FAVOLISE

(603) 338 8880 | [jacob.favolise@keene.edu](mailto:jacob.favolise@keene.edu) | [www.linkedin.com/in/jacobfavolise](http://www.linkedin.com/in/jacobfavolise)

I am a lifelong New England resident and proud graduate of New Hampshire public schools who moved to Keene three years ago for school and immediately fell in love with this community. I am currently a junior at Keene State College, where I study political science. In my time as a student, I have maintained a 4.0 GPA while balancing service on the following elected, appointed, and volunteer bodies:

- College Senate (2 terms as of 4/17/24)
- Student Assembly (3 terms as of 4/17/24)
- Strategic Planning Committee
- Strategic Peer Review Committee
- Parking Board of Appeals
- Community Standards/Student Conduct Hearing Board

I have diverse work experience in the amusement and recreation, higher education, and politics and government fields. I have worked for New Hampshire small businesses and national campaign organizations, college admissions offices and state legislatures. My experience has taught me how to work collaboratively, think creatively, and manage high-stress situations with professionalism.

More than anything, I am a proud Granite Stater committed to making Keene a better place to live, work, and thrive.



DECLARATION OF CANDIDACY  
WARD ONE CITY COUNCIL VACANCY

Declaration must be signed in the presence of a Notary Public or Justice of the Peace. The filing period opens at 8:00 am on Friday, April 12, 2024, and continues through 4:30 pm on Friday, April 26, 2024. Any declarations that are received through the mail shall be acknowledged as being received at 4:30 pm on that day.

I, Janis O. Manwaring, declare that I reside in the City of Keene and that I am a registered voter in Ward One and that I am a candidate for the office of Ward One Councilor for an unexpired term ending December 31, 2025. I hereby request that my name be put before the City Council for the election on May 2, 2024.

Signature: [Handwritten Signature]

Address: 50 Belmont Ave Keene, NH

Phone: 603-757-2455

State of New Hampshire  
County of Cheshire

The above named Janis O. Manwaring personally known to me or satisfactorily proven, appeared and subscribed to the above statement.

[Handwritten Signature: Kathy B. Beliveau]  
Justice of the Peace/Notary Public

KATHY B. BELIVEAU, Notary Public  
State of New Hampshire  
My Commission Expires June 2, 2026

Filing fee: \$2.00

Date Received: April 25, 2024 Time Received: 10:30 a.m.

Voter Status Verified: Ward Map  Charter Description  Voter Checklist Database

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information with members of the public.



April 29, 2024

Mayor Jay Kahn and  
City Councilors  
3 Washington Street  
Keene, New Hampshire 03431

The Mayor has asked me to give a brief statement about myself. I have a Master of Social Work degree from the University of Connecticut School of Social Work, and practiced for about 35 years in this area primarily in two fields: senior issues and needs as well as alcohol and drug use with individuals, groups and in the community.

I began as a City Councilor in Ward 1 in 2010 because of my membership with the SouthEast Neighborhood Group. After serving on the Municipal Services, Facilities and Infrastructure Committee for 6 years, I then served for 6 years as Chair of that Committee. I had the privilege of serving on the Conservation Commission, the Human Rights Commission and the Bicycle Pedestrian Path Advisory Committee(BPPAC) as well as different ad hoc committees over those 12 years. Currently I am a member of BPPAC.

In the interests of transparency, I currently am President of the Friends of the Keene Public Library, Secretary of Pathways for Keene, Board Member of Hundred Nights, and on the Steering Committee of Cheshire Village at Home. I am also the Supervisor of the Checklist for Ward 1.

If elected as City Councilor, I know that I not only serve all the residents of Ward 1, but also for all the folks of the City of Keene in finding the best solutions to issues that arise.

Thank you for your interest.

Jan Manwaring



DECLARATION OF CANDIDACY
WARD ONE CITY COUNCIL VACANCY

Declaration must be signed in the presence of a Notary Public or Justice of the Peace. The filing period opens at 8:00 am on Friday, April 12, 2024, and continues through 4:30 pm on Friday, April 26, 2024. Any declarations that are received through the mail shall be acknowledged as being received at 4:30 pm on that day.

I, VALARIE BRADLEY-WALSH declare that I reside in the City of Keene and that I am a registered voter in Ward One and that I am a candidate for the office of Ward One Councilor for an unexpired term ending December 31, 2025. I hereby request that my name be put before the City Council for the election on May 2, 2024.

Signature: Valarie Bradley Walsh

Address: 111 ADAMS ST. KEENE NH 03431
Phone: 603 721 1790

State of New Hampshire
County of Cheshire

The above named Valarie A. Bradley-Walsh personally known to me or satisfactorily proven, appeared and subscribed to the above statement.

Kathy B. Beliveau
Justice of the Peace/Notary Public
KATHY B. BELIVEAU, Notary Public
State of New Hampshire
My Commission Expires June 2, 2026

Filing fee: \$2.00

Date Received: 4.26.24 Time Received: 4:25 p.m.
Voter Status Verified: Ward Map [checked] Charter Description [checked] Voter Checklist Database [checked]

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information with members of the public.



Valarie Bradley-Walsh is a dedicated and passionate member of the Keene, New Hampshire community, with a strong commitment to giving back and making a positive impact. As a devoted parent to children who have grown up in Keene, attending local schools, Valarie has immersed herself in various volunteer activities, such as gardening at HCS, supporting residents at American House, preparing food at the Keene Community Kitchen, and contributing behind the scenes at MoCo's performances.

In her role as a Chamber of Commerce ambassador, Val has been instrumental in promoting the area and attracting talent to sustain local businesses and communities. Her genuine enthusiasm for seeing the region thrive shines through in her efforts to showcase Keene as a welcoming place to live, raise a family, and actively engage in community life.

With a wealth of experience as a human resource and finance manager at a local business, Valarie brings a unique perspective to the table. Actively involved in statewide initiatives and a proud member of the Greater Monadnock SHRM chapter and the Diversity Workforce Coalition, Valarie's diverse background, as the child of a United States Marine Corps veteran and an immigrant from Japan, equips her with valuable insights that can benefit the committee and the community as a whole.

Valarie is deeply committed to representing the residents of Ward 1 with dedication and ensuring their voices are not only heard but also valued. Her passion for fostering inclusivity and diversity within the community is evident in her actions and advocacy. Valarie is excited about the opportunity to contribute to the continued growth and success of Keene, New Hampshire, and looks forward to collaborating with others to make Keene an even better place to live, work, and thrive.



**American House Senior Living Communities (Keene)**

Mar 26 · 🌐

Mimosas & Manicures! 🥂💅

We want to thank *Sara Pelkey - The Roaming Road* for coordinating this lovely, feel-good event... as well as the members of the Women in Impact group, who volunteered their time to pamper our wonderful residents today. Thank you so much! ❤️



**R** Raynor Dental **RUN. WALK. SMILE. 5K RUN**





# CITY OF KEENE NEW HAMPSHIRE

ITEM #B.2.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Mayor Jay V. Kahn  
**Through:** Patricia Little, City Clerk  
**Subject:** **Confirmations - Energy and Climate Committee, Planning Board**

---

**Council Action:**

**In City Council May 2, 2024.**

**Voted unanimously to confirm the nominations.**

**In City Council April 18, 2024.**

**Nominations tabled until the next regular meeting.**

**Recommendation:**

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

**Energy and Climate Committee**

Councilor Bryan J. Lake, slot 3

Term to expire Dec. 31, 2025

**Planning Board**

Stephon Mehu, alternate, slot 10  
40 Elm Street

Term to expire Dec. 31, 2026

**Attachments:**

1. Background\_Mehu\_Redacted

**Background:**

**From:** [Patty Little](#)  
**To:** [Heather Fitz-Simon](#)  
**Subject:** Fw: Interested in serving on a City Board or Commission  
**Date:** Friday, March 15, 2024 4:05:23 PM  
**Attachments:** [Outlook-obytbss3.png](#)

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**Patricia Little**  
CITY CLERK

(603) 352-0133, ext. 2  
 [plittle@KeeneNH.gov](mailto:plittle@KeeneNH.gov)  
 3 Washington Street, Keene, NH 03431  
 [KeeneNH.gov](http://KeeneNH.gov)

---

**From:** helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene  
<helpdesk@ci.keene.nh.us>

**Sent:** Friday, March 15, 2024 4:02 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, 03/15/2024 - 16:02</p>

<p>Submitted values are:</p>

**First Name:**

Stephon

**Last Name:**

Mehu

**Address**

40 Elm Street Apt 2

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

four years

**Email:**

[REDACTED]

**Cell Phone:**

[REDACTED]

**Employer:**

Town of Swanzey

**Occupation:**

Assistant Town Planner

**Retired**

No

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

Keene Young Professionals

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

No

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

Bicycle/Pedestrian Path Advisory Committee, Planning Board, Zoning Board Adjustment

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

I am most interested in serving our community by contributing to the Planning Board.

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

I would prove quite knowledgeable in contributing to the Zoning Board of Adjustment.

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

I would prove quite knowledgeable in contributing to the Bicycle & Pedestrian Path Advisory Community.

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

My interests lie with community development and engagement.

I currently serve as the sole planner for the Town of Swanzey and therefore serve as the liaison to the Planning Board, Zoning Board of Adjustment, and a myriad of other boards.

The nature of my position has required me to familiarize myself with the regulations regarding Site Plan Reviews, Zoning & Planning law, and the values of our region/ community at large.

**Suggest other public bodies of interest**

The Board of Education is another channel through which great change would provide positive impact to our city and the region. Shaping the minds that are next in line to serve our communities is a pivotal point in creating a sustainable and healthy community.

**Please provide 2 personal references:**

George Hansel

[Redacted]

**References #2:**

Michael Jasmin

[code@swanzeynh.gov](mailto:code@swanzeynh.gov)

[Redacted]





# CITY OF KEENE NEW HAMPSHIRE

ITEM #B.3.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Mayor Jay V. Kahn  
**Through:** Patricia Little, City Clerk  
**Subject:** **Nominations - Ashuelot River Park Advisory Board, Human Rights Committee**

---

**Council Action:**  
**In City Council May 2, 2024.**  
**Nominations tabled until the next regular meeting.**

**Recommendation:**  
I hereby nominate the following individuals to serve on the designated board or commission:

Ashuelot River Park Advisory Board  
Kelly Cook, slot 9 alternate Term to expire Dec. 31, 2026  
10 Highland Avenue

Human Rights Committee  
Emma Charles, slot 10 alternate Term to expire Dec. 31, 2026  
62 Roxbury Street

- Attachments:**
1. Charles, Emma\_Redacted
  2. Cook, Kelly\_Redacted

**Background:**

**From:** [Patty Little](#)  
**To:** [Heather Fitz-Simon](#)  
**Subject:** FW: Interested in serving on a City Board or Commission  
**Date:** Tuesday, April 30, 2024 9:47:53 AM  
**Attachments:** [image001.png](#)

---

Please save and redact.



**Patricia Little**  
CITY CLERK

- (603) 352-0133, ext. 2
- [plittle@KeeneNH.gov](mailto:plittle@KeeneNH.gov)
- 3 Washington Street, Keene, NH 03431
- [KeeneNH.gov](http://KeeneNH.gov)

---

**From:** helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>  
**Sent:** Monday, March 4, 2024 9:51 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, 03/04/2024 - 09:51</p>

<p>Submitted values are:</p>

**First Name:**

Emma

**Last Name:**

Charles

**Address**

62 Roxbury St, Apt 313 Keene NH

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

24 years

**Email:**

[REDACTED]

**Cell Phone:**

[REDACTED]

**Employer:**

City of Keene

**Occupation:**

Administrative Assistant - Parks & Recreation

**Retired**

No

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

Keene High Alumni Fund (member), 100+ Women Cheshire County (member), Greater Keene Rotaract (member), Keene City Employees Union (secretary)

**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.**

I am interested in serving on the Human Rights Committee.

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

I recently graduated from Arizona State University with a degree in Community Advocacy and Social Policy. Building equitable communities is something that I am passionate about and have a strong interest in pursuing in the Keene area. Other experiences related to this board that I have had include an intensive summer study of the Civil Rights Movement and other Social Movements at St. Paul's school in Concord, NH, and a Civil Rights history and service trip to Atlanta, Georgia and Montgomery, Alabama with St. James Episcopal Church for the 50th anniversary of the death of Keene native, Jonathan Daniels.

**Please provide 2 personal references:**

Andy Bohannon

<a href="mailto:abohannon@keenenh.gov

**From:** [Patty Little](#)  
**To:** [Heather Fitz-Simon](#)  
**Subject:** Fw: Interested in serving on a City Board or Commission  
**Date:** Friday, April 26, 2024 8:14:59 PM  
**Attachments:** [Outlook-zswa1rsu.png](#)

---

please save and redact



---

**From:** helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene <helpdesk@ci.keene.nh.us>

**Sent:** Friday, April 26, 2024 7:59 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, 04/26/2024 - 19:59</p>

<p>Submitted values are:</p>

**First Name:**

Kelly

**Last Name:**

Cook

**Address**

10 Highland Ave  
Keene, NH 03431

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

30 years

**Email:**

[REDACTED]

**Cell Phone:**

[REDACTED]

**Employer:**

Genoa Healthcare - working per diem, now.

**Occupation:**

Pharmacist

**Retired**

Yes

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

I have done some volunteer work with the Serenity Center. I also have been Ward 2 Selectman, Clerk and Ballot inspector.

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

No

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

Ashuelot River Park Advisory Board, Bicycle/Pedestrian Path Advisory Committee, Congregate living and social services licensing board, Conservation Commission

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

Conservation Commission

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

Ashuelot River Park Advisory Board

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

Congregate Housing and Social Services licensing board.

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

I have been a pharmacist since 1985. I have experience in retail pharmacy, long-term care (nursing home ) consulting and psychiatric pharmacy. I recently retired from Genoa Healthcare which has a clinic pharmacy associated with Monadnock Family Services. We also fill prescriptions for Live Free drug and alcohol Rehab facilities here in Keene.

**Suggest other public bodies of interest**

Since my retirement, I have become very interested in native and invasive



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Pam Russell Slack  
**Through:** Patricia Little, City Clerk  
**Subject:** Pam Russell Slack - Resignation from the Master Plan Committee

---

**Council Action:**

**In City Council May 2, 2024.**

**Voted unanimously to accept the resignation with gratitude for service.**

**Recommendation:**

**Attachments:**

1. Communication\_Slack

**Background:**

Pam Russell Slack had submitted her resignation from the Master Plan Committee due to scheduling conflicts.

April 16, 2024

To the Mayor and City Council,

I regret to say that I am stepping down from the Master Plan Committee.  
Unfortunately, there is a conflict for me with the meeting day.

I wish the committee the best moving forward.

Kind regards,

A handwritten signature in cursive script that reads "Pam Russell Slack". The signature is written in dark ink and is positioned below the typed name.

Pam Russell Slack

260 Beaver St.

Keene NH

03431



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Charles Smith  
**Through:** Patricia Little, City Clerk  
**Subject:** **Charles Smith - Requesting an Opportunity to Speak Before the City Council about Tourism and Homelessness as well as Police Body Cameras**

---

**Council Action:**

**In City Council May 2, 2024.**

**Referred the issues related to tourism and homelessness to the Municipal Services, Facilities and Infrastructure Committee. That portion of the communication relating to Police body cameras was accepted as informational. It was noted that Mr. Smith had requested and had been denied access to Police body camera footage. The City Council does not have a role in the statutory RTK process.**

**Recommendation:**

**Attachments:**

1. Communication\_Charles Smith

**Background:**

Mr. Smith is seeking an opportunity to speak before the City Council on several issues - including homelessness and tourism and Police body cameras.



TO the Keene City Council.  
It blows our minds that we have to actually write a letter to you in order to be able to have a voice in the prescense of your attention.

That's what the "subjects" had to do back in the days of King George III. WE THE PEOPLE are not your subjects. You, as a Republic are ours.

I have various subjects to speak about. First one being tourism/homelessness.

Another being access to KPD body cam footage. Because transparency = trust. And God knows that we spent plenty of money to get the cameras. To get/develop trust. I could go on and on however I wont do that today. So in jest I hand in this permission slip to be signed by the people who work for WE THE PEOPLE In Order to give us a voice.

Sincerely Charles Smith



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.3.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Toby Tousley  
**Through:** Patricia Little, City Clerk  
**Subject:** Toby Tousley - Requesting an Investigation into the Details Surrounding the Sudden Resignation of the Fire Chief

---

**Council Action:**  
In City Council May 2, 2024.  
Communication accepted as informational.

**Recommendation:**

**Attachments:**  
1. Communication\_Tousley\_Redacted

**Background:**  
Mr. Tousley is requesting an investigation be undertaken regarding the recent resignation of the Fire Chief.

Honorable Mayor Kahn and City Councilors:

Upon information and belief, the reason Fire Chief Farquhar resigned on Monday, was because Elizabeth Dragon received evidence of text messages where Mr. Farquhar used a City issued cell phone to disseminate offensive text messages to his subordinates. It is believed that these messages contained potentially homophobic and/or transphobic statements.

There is further information and belief that during Farquhar's entire tenure he used sexually explicit expressions to humiliate his staff, other Keene department heads, and citizens of Keene. Questions arise as to why it was tolerated for such a long time.

Section 37 of the City of Keene Charter authorizes the Keene City Council the power of inquiry and investigation of people employed by the City Manager. Given the startling nature of this belief of Keene's largest Department head, it is my request that the City Council exercise its power to convene an investigation, or at minimum an inquiry, of the details surrounding the sudden resignation of former Chief Farquhar and to make public any and all documents relating to the same.

City Officials should be held to the highest standards of professionalism and the public should have a right to know if City leaders, like that of the Fire Chief, are creating intolerant cultures within the City government. Certainly, this investigation or inquiry could serve to build public trust that the Keene Fire Department is tolerant, respectful and provides dignified care to those community members in which it is called to serve.

I appreciate your prompt attention to this matter.

Sincerely,



Toby Tousley

PO BOX 626

Keene, NH 03431





# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.4.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Sean Burke  
President & Chief Operating Officer  
**Through:** Patricia Little, City Clerk  
**Subject:** *The Keene Sentinel* - Request to Use City Property/Fireworks Discharge -  
225th Anniversary Celebration - September 7, 2024

---

**Council Action:**

In City Council May 2, 2024.

Referred to the Planning, Licenses and Development Committee.

**Recommendation:**

**Attachments:**

1. Communication\_Keene\_Sentinel

**Background:**

*The Keene Sentinel* is requesting permission to hold an event on Downtown City property on September 7, 2024 in celebration of their 225th Anniversary. In addition, they are requesting permission for the discharge of fireworks the same evening on Alumni Field.



May 8, 2024

City of Keene, NH  
3 Washington Street  
Keene, NH 03431

Dear Honorable Mayor and City Council,

I am writing to request your approval to hold a community celebration in Keene as part of the 225<sup>th</sup> anniversary of *The Keene Sentinel*.

*The Sentinel* seeks to host a day-long event on Saturday, September 7<sup>th</sup>. In downtown Keene, we hope to feature an opening ceremony, downtown sidewalk sale, live music, antique car & truck show, an art exhibit, food trucks, brewery and wine tent, history tours, and special restaurant events. Our plans also include a local celebrity softball game and a day-ending fireworks display at Keene High’s Alumni Field. We expect the event to begin at 10:00 a.m. and end around 8:45 P.M.

This will be a family-oriented event.

*The Sentinel* intends for this to be a wide and open event and a celebration for and of Keene and all the Monadnock Region towns and communities. The event will be free to all who wish to attend.

We additionally look to include educational elements through a series of discussions covering such topics as *The Sentinel* and journalism generally and also the Monadnock region and its history and culture. We hope to celebrate not just the role of the press and first amendment, but most especially our region and the factors coalescing to contribute to the quality of life here in the region.

Overall, the event will be fun, open, engaging, and inclusive. Though our 225<sup>th</sup> anniversary is the occasion, it is important to *The Sentinel* that this be a celebration of and for the community. At its conclusion we hope attendees will look back on the event feeling that their participation was enjoyable, engaging, stimulating, and enlightening and reinforced their appreciation of our special community.

Thank you for your consideration.

Respectfully,

Sean Burke  
*President & Chief Operating Officer*  
The Keene Sentinel



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.5.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Vicki Pittman  
Director of Education and Community Engagement  
**Through:** Patricia Little, City Clerk  
**Subject:** **The Colonial Theatre - Request to Use City Property - 100th Anniversary Celebration - August 18, 2024**

---

**Council Action:**  
In City Council May 2, 2024.  
Referred to the Planning, Licenses and Development Committee.

**Recommendation:**

**Attachments:**  
1. Colonial Theatre\_Communication

**Background:**  
The Colonial Theater is requesting the use of parking spaces in front of the Colonial Theater and the closure of Commercial Street for their 100th-anniversary event scheduled for Sunday, August 18, 2024.

# COLONIAL

PERFORMING ARTS CENTER

April 30, 2024

Dear Terri

The Colonial Theatre is requesting an event license for The Colonial Theatre, 95 Main Street, Keene, NH on: **Sunday, August 18, 2024, 8 am – 5 pm (event runs 10 am – 4 pm)**

The Colonial will be hosting an open house to celebrate our 100<sup>th</sup> anniversary on this day.

1. We request an event license permitting us the use of City Property in front of The Colonial: including several parking spaces between Commercial Street and the Miller Brothers-Newton Building and sidewalk area. We will contact Chelsea North separately for parking permits.
2. We also want to request closure of Commercial Street from the corner of Commercial and Main Streets to the loading dock at The Colonial Theatre. We have confirmed with Mon Ami they will be closed that day.
3. In the south side alley (between The Colonial Theatre and the former Miller Brothers-Newton building) we will invite two vendors to serve food or goods. We will coordinate with the owners of Miller Bros-Newton.

Please let us know if you have any questions or require more information.

Best,



Vicky Pittman, Director of Education & Community Engagement  
The Colonial Theatre, 95 Main Street, Keene, NH 03431  
[Vicky.pittman@thecolonial.org](mailto:Vicky.pittman@thecolonial.org)

- **Operations Director:** [Britta.halford@thecolonial.org](mailto:Britta.halford@thecolonial.org)
- **Production Director:** [owen.murphy@thecolonial.org](mailto:owen.murphy@thecolonial.org)
- **Development Director:** [sam.clark@thecolonial.org](mailto:sam.clark@thecolonial.org)
- **Julianne Gadoury: Interim Executive Director** [julianne.gadoury@thecolonial.org](mailto:julianne.gadoury@thecolonial.org)



# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.1.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** Request for a License to Use City Right-of-Way: Hurricane Road

---

**Council Action:**

**In City Council May 2, 2024.**

**Voted unanimously to carry out the intent of the report.**

**Recommendation:**

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a revocable license to install, maintain, and operate an irrigation water supply system across Hurricane Road in the vicinity of 140 and 149 Hurricane Rd.

**Attachments:**

None

**Background:**

Chair Greenwald asked to hear from the City Engineer. In the City Engineer's absence, he recognized Lauren Hubele.

Lauren Hubele of 180 Hurricane Rd. stated that she is here representing the Gemmo Forest, a NH nonprofit. She continued that Gemmo Forest leases 12 acres of land from the Filtrine Company under the management of Peter Hansel. She and her family came to NH to start this nonprofit. They are growing native trees, shrubs, and plants for medicinal purposes. After one year of growing, it became clear that they needed irrigation to make this a sustainable project. They applied to the NRCS for funding for the irrigation. The NRCS needs a City official to sign off on a form saying that the conduit that has been in place for over 50 years can be reused.

Chair Greenwald asked if the Committee had questions. Hearing none, he asked to hear from the City Attorney.

City Attorney Tom Mullins stated that he has been working with the Public Works Department and the City Engineer on this. He continued that the City does not have any particular concern with respect to the infrastructure itself. Staff has reached out to the Applicant to request some specific authority with respect to the property owners on either side of the road, the Filtrine owners, to establish that there is an agreement between the two to allow the property to be used for these purposes. City staff anticipates that coming back. Then, it would be subject to the same licensing requirements as



usual. The City does not own the fee under Hurricane Rd. Given that, he would like to see the specific authority for the use.

Chair Greenwald asked if City Attorney wants to do that investigation and then bring it back to the MSFI Committee. The City Attorney replied that the Committee can act on it tonight, because if they do not get it (the requested documentation of the agreement with the Filtrine owners), the City Manager just will not execute it.

Chair Greenwald asked if anyone from the public wanted to speak to this. Hearing none, he asked for comments or questions from the Committee. Hearing none, he asked for a motion.

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

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a revocable license to install, maintain, and operate an irrigation water supply system across Hurricane Road in the vicinity of 140 and 149 Hurricane Rd.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #1.1.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Mayor Jay V. Kahn  
**Through:**  
**Subject:** Relating to Board Memberships  
Ordinance O-2024-05

---

**Council Action:**  
In City Council May 2, 2024.  
Referred to the Finance, Organization and Personnel Committee.

**Recommendation:**  
Refer Ordinance O-2024-05 to the Finance, Organization and Personnel Committee for their review and recommendation.

**Attachments:**  
1. ORDINANCE O-2024-05\_Board Membership\_Referral

**Background:**  
Ordinance O-2024-05 would eliminate the Agricultural Commission as a public body. This Commission last met in December 2019. In addition, Ordinance O-2024-05 makes several changes to the membership sections of the Ashuelot River Park Advisory Board, the Human Rights Committee and the Congregate Living and Social Services Licensing Board



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to Boards and Commissions

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by adding the bolded text and removing the stricken text from Section 2-712 "Membership" of Division 5, "Bicycle/Pedestrian Path Advisory Committee" as well as Section 2-991 "Membership" of Division 14, "Human Rights Committee" of Article V. Boards and Commissions of Chapter 2 entitled "Administration" as follows:

## DIVISION 5. BICYCLE/PEDESTRIAN PATH ADVISORY COMMITTEE

### Sec. 2-712. Membership.

The bicycle/pedestrian path advisory committee shall consist of seven regular members. One member shall be a City Councilor. All appointed citizens to the committee must represent a cross section of bicycling clubs, organizations and interests in the region. **One member shall be a City Councilor.** Members shall be appointed by the mayor as provided in the Charter, section 29.

## DIVISION 14. HUMAN RIGHTS COMMITTEE1

### Sec. 2-991. Membership.

The human rights committee shall consist of nine regular members who have a demonstrated interest in the purpose of the committee. One member shall be an educator, ~~and~~ one member shall be an ex-officio member representing the Keene Public Library **and one member shall be a City Councilor. Members shall be appointed by the mayor as provided in the Charter, section 29.**

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council May 2, 2024.  
Referred to the Finance, Organization and  
Personnel Committee.

City Clerk





# CITY OF KEENE NEW HAMPSHIRE

ITEM #1.2.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Patricia Little, City Clerk  
Terri Hood, Assistant City Clerk  
**Through:**  
**Subject:** **Relating to Sidewalk Cafe Enforcement Measures  
Ordinance O-2024-06**

---

**Council Action:**  
**In City Council May 2, 2024.**  
**Referred to the Planning, Licenses and Development Committee.**

**Recommendation:**  
That Ordinance O-2024-06 Relating to Sidewalk Cafe Enforcement Measures be referred to the Planning, Licenses and Development Committee for consideration and a recommendation back to the full City Council.

**Attachments:**  
1. O-2024-06 Sidewalk Cafe Enforcement\_referral

**Background:**  
On March 13, 2024, staff from the City Clerk's Office came before the Planning Licenses and Development Committee in response to a letter received from Jared Goodell regarding the safety and regulatory compliance of Sidewalk Cafe licenses. At this meeting, the Assistant City Clerk advised the Committee of plans to introduce an amendment to the Code regarding Sidewalk Cafe enforcement measures, which had already been contemplated prior to Mr. Goodell's letter and would address some of the concerns he raised.

Ordinance O-2024-06 seeks to incorporate by reference the City's administratively issued Sidewalk Café Guidelines that went into effect in 2023, to identify the City Clerk's Office as the appropriate city department to accept complaints, and to provide a framework for the City Clerk to triage and refer complaints for review by the appropriate city department(s). The Ordinance further specifies enforcement measures that would apply to non-compliant or unlicensed activities.

In addition to the noted amendments relating to compliance and enforcement measures, the ordinance would make several housekeeping updates to the section. Those changes include amending the term of the license to expire as of November 1, while allowing the Manager to extend licenses for an additional 10-day period in the event of mild weather, and specifying April 1 as the renewal date. The amendment would also designate the City Manager to hear petitions from any

license holder who has been aggrieved by a decision of a designated licensing official and take action as appropriate.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and                      Twenty Four

AN ORDINANCE            Relating to Sidewalk Cafe Enforcement Measures

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

That Chapter 46 “LICENSES AND PERMITS” of the Code of Ordinances of the City of Keene, New Hampshire, as amended, is hereby further amended by deleting the stricken text and adding the bolded, underlined text in the following sections: Sec. 46-94. Fair hearing and review by city manager; Sec. 46-1193. Term of license; Sec. 46-1194. - Conditions of license; and adding a new section relating to enforcement identified as Sec. 46-1195. – Enforcement.

**Sec. 46-94. - Fair hearing and Petition for review by city manager.**

- (a) **Unless otherwise specified in this chapter,** A any person who has been aggrieved by any decision of a designated city official to grant, deny, suspend, revoke or modify a license may petition the city manager for review of that decision. **Said petition must be submitted in writing to the City Manager’s Office and shall include: licensee name, address, licensed premises, type of license issued, duration of license, and specific documentary evidence or arguments as to why the decision of the designated licensing official was unreasonable or unwarranted.**
- (b) ~~Before a currently valid and lawfully issued license may be suspended, revoked, or modified, a fair hearing shall be afforded the license holder. Reasonable notice will be provided stating the reasons for such hearing and the action which may be taken. The hearing shall be before the city manager, the police chief, and the city clerk. The majority of such panel~~ **city manager** shall decide what action shall be taken by the designated licensing official after hearing the evidence and arguments for and against the action.
- (c) A license may be suspended, ~~revoked or modified~~ by the designated licensing official, ~~with the concurrence of the city manager,~~ without **prior notice or a hearing in cases of fraud or emergency** **the event of a lawfully declared emergency, or in the event of an immediate threat to public health and safety, as determined by the licensing official; provided,** however, ~~in such cases~~ **that in any such event,** the license holder may petition ~~that for~~ a hearing **under paragraph (a), to** be conducted as promptly thereafter as may be ~~as is~~ **reasonable and practicable given the circumstances of the suspension.**

**Sec. 46-1193. - Term of license.**

All licenses issued under this division shall expire on ~~March~~ **November** 1 next following their date of issuance. **The city manager shall have the authority to extend all current licenses for an additional 10-day timeframe in November, weather permitting. Notice of such an extension shall be provided**

**to all licensees in writing prior to November 1.** There shall be no pro-rated license fees to reflect sidewalk café dining for a portion of the year.

**Sec. 46-1194. - Conditions of license.**

- (a) A sidewalk café shall not obstruct snow removal equipment or impede winter maintenance operations in any way. **Unless a 10-day extension has been permitted by the city manager, all obstructions shall be removed from the right-of-way on or before November 1 until the following March April 1.** Any fence or other barrier to the public way shall be erected in a non-invasive and non-destructive manner. The method of affixing the same shall be reviewed and approved by the public works department prior to installation.
- (b) Licensees holding a valid license from the state liquor commission may also serve alcoholic beverages or liquor at the sidewalk café when permitted to do so by the city clerk; provided however that if the application to serve alcohol is a first request by a licensee, then the initial license shall be granted by the city council. Any permission granted by the city clerk will be subject to any requirements of the state liquor commission.
- (c) Licensees, whether providing table service or selling take-out items, shall not allow more patrons than can be seated to congregate at the sidewalk café. **Licensees shall not permit patrons to move tables and chairs within the café space in a way that would conflict with existing city code or license conditions.**
- (d) Sidewalk cafés must be kept clear of litter, food scraps, and soiled dishes, and shall be cleaned on a daily basis. Licensees which do not provide outside table service shall provide at least one waste storage container approved by the solid waste director or his designee for use by sidewalk café patrons, and the location of any such container shall be noted on the plot plan submitted with the sidewalk café application.
- (e) Plants shall be properly maintained and stressed or dying plants shall be promptly replaced.
- (f) Outdoor furniture and equipment including chairs, tables, planters, fences or barriers shall be maintained and suitable for their intended purpose.
- (g) At least 15 days prior to the expiration date of the insurance coverage, the licensee agrees to deliver to the city clerk a certificate of insurance naming the City of Keene as an additional insured.
- (h) Licensees with alcohol service shall comply with all state liquor commission rules.
- (i) Licensees shall not close for more than 45 consecutive days, unless the restaurant is seasonal in nature.
- (j) Licensees shall comply with the approved plot plan and shall at all times allow for the unimpeded public use of the public way.
- (k) Licensees shall comply with such other conditions as may be required by the city clerk, **including compliance with the City of Keene Sidewalk Cafe Guidelines issued jointly by the city clerk and the public works director.**



Sec. 46-1195. - Enforcement

A sidewalk café license may be suspended, modified, or revoked upon receipt by the city clerk of evidence of noncompliance of any sidewalk café license condition or upon receipt of police complaints related to the outdoor dining area, subject to the following:

- (a) All complaints received will be reviewed by the appropriate city department or departments to determine the appropriate corrective action.
- (b) For issues related to life-safety, the licensee will be notified by email or phone call and shall be afforded a 24-hour period within which to take corrective action. Life-safety related issues will be subject to the terms, conditions and enforcement measures set forth by the department or departments charged with handling the issue. Departments will notify the city clerk of the disposition of the complaint and/or next steps to resolve the issue, up to and including revocation of the license.
- (c) For issues related to ADA accessibility, or any other conditions of license identified in section 46-1194, licensees will be notified by email or phone call and shall be afforded a reasonable timeframe within which to take corrective action. Failure to correct the issue within the prescribed timeframe may result in the issuance of a written Notice of Corrective Action that will be sent by first class mail to the licensee.
- (d) Three or more written Notices of Corrective Action during the license period may be considered prima facie evidence of the failure to comply with section 46-1194 that will be taken into the consideration of a license application the following license year.
- (e) If a noncompliance issue remains unresolved despite the city's attempts to work with the licensee, the city reserves the right to notify the licensee in writing to remove items from the city right-of-way within fourteen days of the issuance of such notice. If the licensee fails to remove items, the items will be removed by the public works department at the expense of the licensee, and licensee shall lose their ability to apply for a license the following license year.
- (f) If the city clerk becomes aware of a restaurant expanding the service or seating of the restaurant onto the city right-of-way without a sidewalk café license, the entity will be immediately notified that a license is required and provided a reasonable timeframe to comply. Any restaurant that does not come into compliance within the afforded timeframe will be subject to a violation under Section 46-33 of this code, and items will be removed by the public works department at the expense of the business owner.

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Jay V. Kahn, Mayor

In City Council May 2, 2024.  
Referred to the Planning, Licenses and  
Development Committee.



City Clerk



# CITY OF KEENE NEW HAMPSHIRE

ITEM #J.1.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** **Relating to Water and Sewer Abatements  
Ordinance O-2024-04**

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**Council Action:**  
**In City Council May 2, 2024.**  
**Voted unanimously for the adoption of Ordinance O-2024-04.**

**Recommendation:**  
On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the adoption of Ordinance O-2024-04.

**Attachments:**  
1. Ordinance O-2024-04\_abatements\_adopted

**Background:**  
Chair Greenwald asked to hear from the City Manager.

City Manager Elizabeth Dragon stated that this is a follow-up to a conversation from the Rules of Order workshop about a sewer/water abatement request that had come to the Committee multiple times and was still looking to come back. She continued that at that meeting it was suggested that this really should be an administrative process, determined by the Public Works Director, rather than the City Council. Regarding the last sewer abatement request the Committee had, the Public Works Director went through the extensive process that they use to determine whether an abatement is warranted, including testing the meter and replacing the meter to determine if the meter is accurate. If the water has gone through, the money is owed. Thus, this is follow-up from that discussion. This Ordinance makes that change and designates the Public Works Director as the person to hear and decide on abatement requests.

Chair Greenwald stated that when he first became a City Councilor, he was a member of the Health, Safety, and Human Services Committee, which was later rolled into the MSFI Committee. He continued that at that time, the Council had full authority to grant the abatements. Anytime someone did not understand their water bill or left the hose or toilet running, they would come to the Council and try explaining why they should not be billed. As the City Manager said, if the water goes through the meter, the person owes it. It does not matter why the water went through the meter, or what happened. It is very difficult, as a Councilor, to speak to a neighbor, friend, taxpayer, or constituent and say what that person does not want to hear. But it is what it is. In the beginning, a very long

time ago, the MSFI Committee itself had the authority to grant abatements; they did not even get referred to the City Council.

Chair Greenwald continued that he thinks this Ordinance puts the authority where it should be, with the Public Works Department. He fully supports this.

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

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

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the adoption of Ordinance O-2024-04.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to Water and Sewer Abatements

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in Section 98-79, Section 98-122, and Sec. 98-514 of Chapter 98 entitled “Utilities”, as follows:

**Sec. 98-79. Penalties.**

Any person failing to comply with the restrictions imposed under a declaration of a water supply shortage may be subject to penalties including shut off/discontinuance of water service and subject to the restoration charges as detailed in section 98-513 by the public works department; and/or a fine of \$250.00 per day of continued violation; and/or be subject to imposition of civil penalties pursuant to RSA 38:26, II not to exceed \$10,000.00 per day of such continued violation. Recovered penalties shall be used to the benefit of the city as determined by the city council. ~~Any person aggrieved by the imposition of any fine or penalty for violation of this division may seek abatement thereof under section 98-514.~~

**Sec. 98-122. Testing.**

When the accuracy of registration of any water meter is challenged by any consumer, such meter shall be tested in accordance with public works department standard practice. If the test shows the meter to be within two percent of a possible 100 percent accuracy, that amounts billed shall be deemed accurate. If the property owner still desires an abatement, he may proceed under section 98-514 pertaining to abatement and posting. If, after being tested, the accuracy of the meter is within the accuracy tolerance as described in section 98-122, the customer shall be responsible for a service charge for the meter testing as set forth in the schedule of fees in appendix B to this Code.

**Sec. 98-514. Abatement and posting.**

- (a) ~~Generally. The city council shall have the sole authority, unless otherwise delegated to one of its standing committees, to abate, reduce or otherwise forgive any bill or assessment for any rate, roll or charge which may be or which may become legally due to the city, on account of water or sewer service, except as otherwise specifically provided under subsection (b) of this section.~~ When a customer petitions **for an abatement** as set forth in

section 98-122~~such abatement~~, the director shall immediately cause the meter to be tested, and the results of such tests shall be forwarded to the customer. ~~and to the city council.~~ If, after being tested, the accuracy of the meter is within the accuracy tolerance as described in section 98-122, the customer shall be responsible for a service charge for the meter testing as set forth in the schedule of fees in appendix B to this Code. The customer shall be responsible for hiring a licensed plumber to check his plumbing system on his side of the meter to determine whether any leaks exist, and the results of such examination shall be forwarded to the director. ~~and to the city council.~~



Jay V. Kahn, Mayor

In City Council March 21, 2024.  
Referred to the Municipal Services,  
Facilities and Infrastructure Committee.



Assistant City Clerk



# CITY OF KEENE NEW HAMPSHIRE

ITEM #K.1.

**Meeting Date:** May 2, 2024  
**To:** Mayor and Keene City Council  
**From:** Elizabeth Dragon, City Manager  
**Through:**  
**Subject:** Relating to the 2024/2025 Fiscal Year Operating Budget  
Resolution R-2024-20

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**Council Action:**

**In City Council May 2, 2024.**

**Referred to the Finance, Organization and Personnel Committee. Public hearing set for June 6, 2024 at 7:00pm.**

**Recommendation:**

That Resolution R-2024-20 relating to the FY 2024-2025 budget be referred to the Finance, Organization & Personnel Committee for their review and recommendation, and that a public hearing be scheduled for Thursday, June 6, 2024.

**Attachments:**

1. R-2024-20 relating to the 2024-2025 fiscal year budget
2. R-2024-20 FY2025 Operating Budget\_page 2

**Background:**

Resolution R-2024-20 summarizes the budget document that has been prepared for FY 2024-2025. The detailed budget document has been distributed to the Mayor and City Council and the document, in its entirety, has been posted on the City's website. Bond resolutions associated with projects recommended for bond funding in the next fiscal year will be presented to the Mayor and Council under separate cover memos at the next City Council meeting.

The remaining steps in the budget process are outlined below:

| Budget Meeting Calendar |           |         |   |
|-------------------------|-----------|---------|---|
| Date                    | Day       | Time    | Description   |
| May 1, 2024             | Wednesday |         | City Manager Budget distributed to City Council   |
| May 2, 2024             | Thursday  | 7:00 PM | <b>Regular Council Meeting</b> - Budget resolution first reading - referred to FOP Committee  |
| May 9, 2024             | Thursday  | 5:30 PM | <b>Regular FOP meeting (start 5:30)</b> - Budget Review - Overview, General Fund Revenues & Expenditures, Debt Service, Mayor & City Council, Outside Agencies, Unclassified Items, Capital Appropriations, Employee Benefits, Risk Management, City Manager's Office, City Attorney, City Clerk, Assessment, Finance, Human Resources, Information Technology, PC Replacement Fund |
| May 14, 2024            | Tuesday   | 5:30 PM | <b>Special FOP Meeting (5:30)</b> -Budget Review - Community Development, Public Works, Parking Fund, Solid Waste Fund, Sewer Fund, Water Fund, Equipment (Fleet Fund)  |
| May 16, 2024            | Thursday  | 7:00 PM | <b>Regular Council Meeting</b> - Introduce bond resolutions; introduce salary ordinance   |
| May 21, 2024            | Tuesday   | 5:30 PM | <b>Special FOP Meeting (start 5:30 PM)</b> - Budget Review -Library, Parks, Recreation & Facilities, Fire, Police, Airport  |
| May 23, 2024            | Thursday  | 5:30 PM | <b>Regular FOP Meeting</b> -Make recommendation on budget, salary ordinance, bond resolutions   |
| June 6, 2024            | Thursday  | 7:00 PM | <b>Regular Council Meeting</b> - Public Hearing   |
| June 20, 2024           | Thursday  | 7:00 PM | <b>Regular Council Meeting</b> - Vote on budget, salary ordinance, bond resolutions   |
| July 1, 2024            | Friday    |         | Start of FY 2025  |



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the 2024/2025 fiscal year budget

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

That the sum of \$29,816,986 be raised by taxation during the current year which together with \$47,649,211 for estimated operating revenues aggregating \$73,466,197 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,788,812 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2024, as attached hereto and made a part thereof.

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Jay V. Kahn, Mayor

In City Council May 2, 2024.  
Referred to the Finance, Organization and  
Personnel Committee. Public Hearing set  
For June 6, 2024, at 7:00 PM.

  
City Clerk



**R-2024-20 - 2024/2025 Annual Operating Budget**

| <b>General Fund Revenue &amp; Other Financing Sources:</b> | <b>Adopted</b>      | <b>General Fund Appropriations:</b>               | <b>Adopted</b>      |
|--|---------------------|---|---------------------|
| Property Tax Revenue                                       | \$29,816,986        | Elected & Appointed Officials                     | \$2,850,210         |
| Use of Surplus   | 2,340,946           | Capital Projects                                  | 7,480,839           |
| Other Taxes  | 1,133,000           | Administrative Services                           | 6,610,501           |
| Tax Increment Financing                                    | 1,086,549           | Community Services                                | 23,788,216          |
| Licenses, Permits & Fees                                   | 4,367,892           | Municipal Development Services                    | 7,969,091           |
| Intergovernmental  | 3,664,454           | Debt Service                                      | 3,823,035           |
| Charges for Services                                       | 2,621,597           |   |                     |
| Fines & Forfeits   | 68,310              |   |                     |
| Miscellaneous  | 2,048,450           |   |                     |
| Other Financing Sources                                    | 5,373,708           |   |                     |
| <b>NET GENERAL FUND OPERATING REVENUES</b>                 | <b>\$52,521,892</b> | <b>NET GENERAL FUND OPERATING APPROPRIATIONS</b>  | <b>\$52,521,892</b> |
| <b>TOTAL PARKING FUND REVENUES</b>                         | <b>\$1,172,532</b>  | <b>TOTAL PARKING FUND APPROPRIATIONS</b>          | <b>\$1,172,532</b>  |
| <b>TOTAL PC REPLACEMENT FUND REVENUES</b>                  | <b>\$140,900</b>    | <b>TOTAL PC REPLACEMENT FUND APPROPRIATIONS</b>   | <b>\$140,900</b>    |
| <b>TOTAL SOLID WASTE FUND REVENUES</b>                     | <b>\$5,678,289</b>  | <b>TOTAL SOLID WASTE FUND APPROPRIATIONS</b>      | <b>\$5,678,289</b>  |
| <b>TOTAL SEWER FUND REVENUES</b>                           | <b>\$6,195,802</b>  | <b>TOTAL SEWER FUND APPROPRIATIONS</b>            | <b>\$6,195,802</b>  |
| <b>TOTAL WATER FUND REVENUES</b>                           | <b>\$4,811,983</b>  | <b>TOTAL WATER FUND APPROPRIATIONS</b>            | <b>\$4,811,983</b>  |
| <b>TOTAL EQUIPMENT FUND REVENUES</b>                       | <b>\$2,944,799</b>  | <b>TOTAL EQUIPMENT FUND APPROPRIATIONS</b>        | <b>\$2,944,799</b>  |
| <b>TOTAL OPERATING REVENUES - ALL FUNDS</b>                | <b>\$73,466,197</b> | <b>TOTAL OPERATING APPROPRIATIONS - ALL FUNDS</b> | <b>\$73,466,197</b> |
| <b>CAPITAL:</b>  |                     |   |                     |
| PARKING FUND CAPITAL FUNDING                               | \$215,700           | PARKING FUND CAPITAL APPROPRIATIONS               | \$215,700           |
| SOLID WASTE FUND CAPITAL FUNDING                           | \$497,500           | SOLID WASTE FUND CAPITAL APPROPRIATIONS           | \$497,500           |
| SEWER FUND CAPITAL FUNDING                                 | \$2,485,100         | SEWER FUND CAPITAL APPROPRIATIONS                 | \$2,485,100         |
| WATER FUND CAPITAL FUNDING                                 | \$1,066,400         | WATER FUND CAPITAL APPROPRIATIONS                 | \$1,066,400         |
| EQUIPMENT FUND CAPITAL FUNDING                             | \$1,524,112         | EQUIPMENT FUND CAPITAL APPROPRIATIONS             | \$1,524,112         |
| <b>TOTAL CAPITAL FUNDING - OTHER FUNDS</b>                 | <b>\$5,788,812</b>  | <b>TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS</b> | <b>\$5,788,812</b>  |