



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
May 18, 2017  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- May 4, 2017

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Public Hearing - Fiscal Year Operating Budget

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

1. Nominations  
Historic District Commission

**C. COMMUNICATIONS**

1. Marilyn Gemmell - Resignation - Heritage Commission

**D. REPORTS - COUNCIL COMMITTEES**

1. Reagen Messer/Moco Arts – Request to Relocate Stairs – City Hall Parking Garage
2. Jan Manwaring/Keene Serenity Center – Request to Temporarily Close a Section of Carpenter Street
3. Departmental Presentation – Cartegraph and YourGOV – Parks, Recreation & Facilities Department
4. Voluntary Minimum Housing and Safety Inspections – Code Enforcement Department
5. Acceptance of a Donation - Summer Maker Corps Library Interns - Library Department
6. Acceptance of Donation - Sumner Knight Chapel - Parks, Recreation and Facilities Department
7. Acceptance of Donation - Adopt A Bench - Parks, Recreation and Facilities Department
8. Janis Manwaring/Pathways for Keene - Offer of a Donation - 20 Solar Light Posts
9. Lease Agreement - 10 and 11 Central Square - Parks, Recreation and Facilities Department
10. Sponsorship Update - Wheelock Park and Recreation Center - Parks, Recreation and Facilities Department
11. Roxbury Plaza and Wells Street Surface Lot Improvement - Public Works Department

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

1. CITY MANAGER COMMENTS

**F. REPORTS - BOARDS AND COMMISSIONS**

**G. REPORTS - MORE TIME**

1. Jessica Karp – Request for Stop Sign – Darling Road/Mountain View Road Intersection
2. Request to Use City Property for the Fall Festival - Mayor Lane

**H. ORDINANCES FOR FIRST READING**

1. Relating to Fire Alarms  
Ordinance O-2017-05
2. Relating to Fire Prevention Code  
Ordinance O-2017-06
3. Relating to Class Allocation and Salary Schedules  
Ordinance O-2017-07
4. Relating to Personnel Procedures - Hours of Work  
Ordinance O-2017-08

**I. ORDINANCES FOR SECOND READING**

**J. RESOLUTIONS**

1. Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; Relating to the Appropriation of Funds for the LED Streetlights Project; Relating to the Appropriation of Funds for the Flood Management Project; Relating to the Appropriation of Funds for the Airport Terminal Improvement Project and Relating to the Appropriation of Funds for the Transfer Station Energy Source Project  
Resolution R-2017-12  
Resolution R-2017-13  
Resolution R-2017-14  
Resolution R-2017-15  
Resolution R-2017-16
2. Relating to the Absolute Discontinuance of a Portion of Castle Street  
Resolution R-2017-01  
Resolution R-2017-02  
Resolution R-2017-03

Non Public Session  
Adjournment

## SITE VISIT – ABSOLUTE DISCONTINUANCE OF CASTLE STREET

A site visit was held on Thursday, May 4, 2017 relative to a petition from Kurt Blomquist, Public Works Director of the City of Keene. The site visit commenced at 5:45 PM. Councilors in attendance included: Janis O. Manwaring, Stephen L. Hooper, Mitchell H. Greenwald, Carl B. Jacobs, Terry M. Clark, Robert J. O'Connor, Robert B. Sutherland, Philip M. Jones, Thomas F. Powers, Bettina A. Chadbourne, George S. Hansel, Bartolmiej K. Sapeta, and Gary P. Lamoureux. The City Engineer, the City Attorney, the Public Works Director and the Planning Director were also present along with a representative from Keene Housing Authority. David C. Richards and Randy L. Filiault were absent.

With the aid of a drawing, the City Engineer oriented the Councilors as to the location of the discontinuance. He noted the Keene Housing Authority was the abutting property owner on three sides of the discontinued layout. Easements would be reserved for water and sewer maintenance. In addition, a correction to the location of a drainage easement would be accommodated. Several Councilors spoke to the possibility of an easement to the Jonathan Daniels Trail and requested that staff investigate that possibility. The Public Works Director responded that staff had not addressed that issue during their discussions with the Keene Housing Authority, but that they would be prepared to speak to that issue during the MSFI Committee's recommendation on the discontinuance. The City Engineer noted that there was a prior discontinuance in 2001 at the cul-de-sac to accommodate the relocation of two historic buildings from island Street. He noted there is presently no access to the trail system.

Sandy Clark representing the Keene Housing Authority spoke about the project scope, which would be revamping the condition of the remaining roadway, remove any trip hazards, provide curbing and establish rain gardens. The site visit concluded at 6:00 PM.

A true record, attest:



City Clerk

A regular meeting of the Keene City Council was held Thursday, May 4, 2017. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, Bartolmiej K. Sapeta, Randy L. Filiault, Thomas F. Powers, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones and Mitchell H. Greenwald were present. David C. Richards was absent. Councilor O'Connor led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the April 20, 2017 meeting was duly seconded. The motion passed with a unanimous vote in favor. The Mayor announced the passing of Councilor Richards' father, Bob Richards, who served as the City's Public Works Director from August 1988 until April 1994. He noted the FOP Committee will be starting its budget review the following week. He remarked that the Citizen's Guide to the 2017-2018 budget had been placed on their desks.

PROCLAMATION – MURAL MONTH

The Mayor invited Georgia Cassimatis, Craig Roach and Rosemarie Bernardi forward to present them with a proclamation relative to Mural Month. The Mayor went on to proclaim May 2017 as *Mural Month* and encouraged all citizens to experience the murals around town. Ms. Cassimatis thanked the Mayor and invited the Councilors and public to view the murals.

PROCLAMATION – BIKE MONTH

The Mayor invited William Schoefmann, Mapping Technician, forward to present him with a proclamation relative to National Bike Month. The Mayor went on to proclaim May 2017 as *National Bike Month* and encouraged all citizens to celebrate by leaving their cars at home and try a healthy commute on their bicycles. Mr. Schoefmann stated there will be a kick off on Friday, May 19<sup>th</sup>, 2017 at Railroad Square and invited the Councilors and public to attend.

PUBLIC HEARING – DISCONTINUANCE OF CASTLE STREET

Mayor Lane called the public hearing to order at 7:15 PM. The Notice of Hearing and Certificate of Publication were read. The Mayor noted that recognized City Engineer Don Lussier to address the Council relative to the proposal. Mr. Lussier noted he was present to provide a brief description of the petition. He reminded the Council that a presentation with Josh Meehan, Keene Housing Authority was done in November. In the best interest of both KHA and the City of Keene, the discontinuance of Castle Street was being proposed. The three Resolutions being discussed were R-2017-01: Absolute Discontinuance of a Portion of Castle Street; R-2017-02: Relating to a Deed for the Absolute Discontinuance of a Portion of Castle Street; and R-2017-03: For the Release of Drainage Easements and the Acceptance of a Deed for a Relocated Drainage Easement – Castle Street.

As there were no further comments, the Mayor closed the Public Hearing at 7:20 PM, but noted that written comments would be accepted up until 1:00 PM on Tuesday. He noted this will be before the Municipal Services, Facilities and Infrastructure Committee. Public testimony will not be permitted at that meeting, and they will be making a recommendation to the full City Council.

A true record, attest:



City Clerk

COMMUNICATION – JAN MANWARING/KEENE SERENITY CENTER – REQUEST TO TEMPORARILY CLOSE A SECTION OF CARPENTER STREET

A communication was received from Councilor Manwaring requesting that portion of Carpenter Street immediately in front of their building be closed to vehicular traffic to allow electrical

ords to cross the street to musicians who will be providing music. The communication was referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – JESSICA KARP – REQUEST FOR STOP SIGN – DARLING ROAD/MOUNTAIN VIEW ROAD INTERSECTON

A communication was received from Jessica Karp requesting a stop sign be installed at the intersection of Darling Road and Mountain View Road. The communication was referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – REAGAN MESSER/MOCO ARTS – REQUEST TO RELOCATE STAIRS – CITY HALL PARKING GARAGE

A communication was received from Reagan Messer, Moco Arts, requesting to relocate the stairs from the upper level of the City Hall Parking Structure. The communication was referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – MAYOR LANE – REQUEST TO USE CITY PROPERTY FOR THE FALL FESTIVAL

A communication was received from the Mayor, requesting permission to use Main Street and Gilbo Avenue for the Fall Festival. The communication was referred by the Chair to the Planning, Licenses and Development Committee.

COMMUNICATION – COUNCILOR CLARK – CONCERNS WITH 411-461 COURT ST HOUSING DEVELOPMENT PROJECT

A communication was received from Councilor Clark, raising a concern over erosion control, missing property line markers and backyard safety issues with a housing development project at 411-461 Court Street. The communication was referred by the Chair to City staff.

PLD REPORT – UNDERGROUND TELECOMMUNICATIONS CONDUIT EASEMENTS – IT DEPARTMENT

Planning, Licenses and Development Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute easements with Keene property owners as necessary for the installation across private property of underground telecommunications conduit, which will be owned and maintained by the City. A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – FARMER’S MARKET OF KEENE – REQUEST TO AMEND LICENSE

Planning, Licenses and Development Committee report read recommending granting the request from the Farmer’s Market of Keene to amend their license to acknowledge a reduction in the number of parking spaces used from 40 spaces to 22 spaces on Tuesdays during the 2017 license

period, including a corresponding reduction in the rental fee. The rental fee will be reduced from \$1,200 to \$932 for the season (payable on the first day of every month at \$155.00 per month). A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATIONS TO LIBRARY RENOVATION PROJECT  
– CAMPAIGN MANAGER FOR THE NEXT CHAPTER

Finance, Organization and Personnel Committee report read recommending the acceptance of donations totaling \$134,151.30 as listed in the January, February and March statements of the Cambridge Trust Bank, with the funds deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION – PARKS, RECREATION AND  
FACILITIES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept the donation of two bike repair stations from Antioch New England University and Pathways for Keene. The bike stations will be placed along the Rail Trail and in the downtown footprint area. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – LEASE AGREEMENT – TRANSPORTATION CENTER – PARKS,  
RECREATION AND FACILITIES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a lease amendment with Christos Georgiadis for space located at the Transportation Center. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – BIOFUEL GENERATOR – OPTION UPDATE REPORT – PUBLIC WORKS  
DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that based on the energy options validation study conducted by WV Engineering, that the City Manager be authorized to do all things necessary to move forward with the Biofuel Generator Project to provide a primary power source at the solid waste facility, and use grant funds available from the EPA Climate Showcase Communities Grant to fund a portion of the project. Councilor Jones asked about the wording of “move forward” vs. execute in the motion. City Manager clarified that this motion is referring to securing the EPA grant. Once the CIP budget is passed through the adoption of the 2017-2018 operating budget, then staff would move forward to specking out

the project to completing project. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

#### CITY MANAGER COMMENTS

The City Manager commented about a “way finding sign” at Railroad Square that was put up about 6 weeks ago. He thought we would have had some comments and was surprised there have been very limited. Another sign has been put on the other side of the bike path. He noted that staff will be putting up other way finding signs to help support the Downtown, and feedback will be helpful. The Manager continued the City is rolling out a new website shortly. He advised that Municipal Pest Management Services will be conducting Mosquito Control. The control of larval mosquitoes in stagnant bodies of water will begin on May 5, 2017. The City Manager announced that Chuck Sweeney, Superintendent of Parks and Cemetery Maintenance, has been named President of the New Hampshire Cemetery Association. Chuck will oversee the non-profit organization for the next two years, he previously served as a Board member from 2012-2016. The purpose of the New Hampshire Cemetery Association is to promote the advancement of knowledge in the operation and maintenance of cemeteries, to facilitate the exchange of information, to create and maintain high ethical standards in cemetery administration, both active and historical, and to secure the advantage to be obtained by mutual cooperation. The City Manager announced that Nancy Vincent received her second Paul Harris Award on Monday, April 24, 2017 by the Keene Rotary Club. The first award she received was from the Keene Elm City Rotary Club. The Paul Harris Award is the highest recognition awarded by the Rotary International Club to individuals who provide “Service Above Self” to our communities. The City Manager continued with an update for the Church Street sidewalk project. The problem had been with the visibility around the corner when the termination of Church Street at the bridge. At the original time of the project we ran out of time and now is the time to fix this area. The City Manager informed the Council that there were a number of elements related to the economic development action plan. Staff is beginning to put together strategies for working on those elements. He announced that City of Keene has become a *Next Century City*; this is one of the goals outlined in the Economic Development Action Plan.

#### JOINT PB/PLD REPORT AND ORDINANCES O-2016-01-A: RELATING TO THE CREATION OF A RESIDENTIAL PRESERVATION AND O-2016-02-A: RELATING TO CHANGE OF ZONE – MARLBORO STREET PROJECT AREA AND ITS PARCELS

A memorandum was received from Rhett Lamb, Planning Director recommending Ordinances O-2016-01-A: Relating to the Creation of a Residential Preservation and O-2016-02-A: Relating to Change of Zone – Marlboro Street Project Area and its Parcels be referred to the Planning, Licenses and Development Committee for their consideration and a recommendation back to City Council. Ordinances O-2016-01-A and O-2016-02-A were read for the first time. The Mayor set the Public Hearing for June 15, 2017 at 7:00 PM.

#### MEMORANDUM AND RESOLUTION R-2017-22: RELATING TO THE 2017/2018 FISCAL YEAR BUDGET

A memorandum was received from the Finance Director along with Resolution R-2017-22:

Relating to the Fiscal Year Budget. The memorandum was filed as informational. Resolution R-2017-22 was read for the first time. The Resolution was referred by the Chair to the Finance, Organization and Personnel Committee. The Mayor set a Public Hearing for Thursday, May 18, 2017 at 7:00 PM.

**FOP REPORT AND RESOLUTION R-2017-18: RELATING TO PROPERTY TAX EXEMPTION FOR SOLAR, WIND POWERED & WOOD HEATING ENERGY SYSTEMS**

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2017-18 and the rescission of Resolution R-2007-11. The report was filed as informational. Resolution R-2017-18: Relating to Property Tax Exemption for Solar, Wind Powered & Wood Heating Energy Systems was read for the second time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. Councilor Hansel informed the Council that he had an ownership stake in a solar array; and although he did not believe that that created a conflict for him, he wanted the councilors to be aware. No objection was raised. On a showing of hands with 14 Councilors present and voting in favor the motion passed. Councilor Richards was absent. Resolution R-2017-18 declared adopted.

A motion by Councilor Greenwald for rescission of the Resolution R-2007-11 was duly seconded. On a showing of hands with 14 Councilors present and voting in favor the motion passed. Councilor Richards was absent. Resolution R-2007-11 declared rescinded.

**FOP REPORT AND RESOLUTIONS R-2017-19: RELATING TO ELDERLY EXEMPTION QUALIFICATIONS; R-2017-20: RELATING TO AN EXEMPTION FOR DEAF OR SEVERELY HEARING IMPAIRED PERSONS AND AN EXEMPTION FOR IMPROVEMENTS TO ASSIST PERSONS WHO ARE DEAF OR SEVERELY HEARING IMPAIRED; AND R-2017-21: RELATING TO EXEMPTION FOR THE DISABLED**

Finance, Organization and Personnel Committee report read recommending the adoption of Resolutions R-2017-19, R-2017-20 and R-2017-21 and the rescission of Resolutions R-2012-40, R-2012-39 and Resolution R-2012-38. The report was filed as informational. Resolutions R-2017-19: Relating to Elderly Exemption Qualification; R-2017-20: Relating to an Exemption for Deaf or Severely Hearing Impaired persons and an Exemption for Improvements to Assist Persons Who are Deaf or Severely Hearing Impaired was read for the second time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On a showing of hands with 14 Councilors present and voting in favor the motion passed. Councilor Richards was absent. Resolutions R-2017-19, R-2017-20 and R-2017-21 declared adopted.

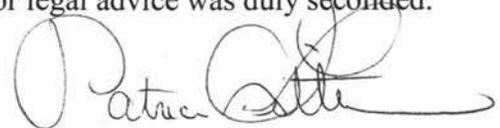
A motion by Councilor Greenwald for rescission of Resolutions R-2012-40, R-2012-39 and R-2012-38 was duly seconded. On a showing of hands with 14 Councilors present and voting in favor the motion passed. Councilor Richards was absent. Resolutions R-2012-40, R-2012-39 and R-2012-38 declared rescinded.

**ADJOURNMENT**

05/04/2017

At 8:06 PM, a motion by Councilor Greenwald to adjourn for legal advice was duly seconded.  
The motion passed with a unanimous vote in favor.

A true record, attest:

  
City Clerk



**CITY OF KEENE**  
**PUBLIC HEARING**

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to Resolution R-2017-22, which would require that the sum of \$25,039,632 be raised by taxation during the current year which together with \$32,877,8515 for estimated operating revenues aggregating \$57,917,483 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$3,461,930 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, 2017. An itemized breakdown of both revenue and departmental expenses is available for viewing during normal business hours in the office of the City Clerk or the budget document is available on the City of Keene website at <http://www.ci.keene.nh.us/home> under the “Public Notices” section.

CITY OF KEENE, NEW HAMPSHIRE 2017/2018 Annual Operating Budget			
R-2017-22			
General Fund Revenue & Other Financing Sources:	Adopted	General Fund Appropriations:	Adopted
Property Tax Revenue	\$25,039,632	Elected & Appointed Officials	\$2,760,051
Use of Surplus	815,000	Capital Projects	1,932,768
Other Taxes	447,000	Administrative Services	3,610,007
Tax Increment Financing	463,270	Community Services	19,324,689
Licenses, Permits & Fees	3,497,363	Municipal Development Services	6,659,859
Intergovernmental	2,700,495	Debt Service	4,897,288
Charges for Services	1,759,402		
Fines & Forfeits	86,746		
Miscellaneous	1,322,533		
Other Financing Sources	3,053,221		
<b>NET GENERAL FUND OPERATING REVENUES</b>	<b>\$39,184,662</b>	<b>NET GENERAL FUND OPERATING APPROPRIATIONS</b>	<b>\$39,184,662</b>
<b>TOTAL PARKING METER FUND REVENUES</b>	<b>\$2,198,544</b>	<b>TOTAL PARKING METER FUND APPROPRIATION</b>	<b>\$2,198,544</b>
<b>TOTAL PC REPLACEMENT FUND REVENUES</b>	<b>\$69,135</b>	<b>TOTAL PC REPLACEMENT FUND APPROPRIATIONS</b>	<b>\$69,135</b>
<b>TOTAL SOLID WASTE FUND REVENUES</b>	<b>\$4,790,481</b>	<b>SOLID WASTE FUND APPROPRIATIONS</b>	<b>\$4,790,481</b>
<b>TOTAL SEWER FUND REVENUES</b>	<b>\$5,659,563</b>	<b>TOTAL SEWER FUND APPROPRIATIONS</b>	<b>\$5,659,563</b>
<b>TOTAL WATER FUND REVENUES</b>	<b>\$3,759,462</b>	<b>TOTAL WATER FUND APPROPRIATIONS</b>	<b>\$3,759,462</b>
<b>TOTAL EQUIPMENT FUND REVENUES</b>	<b>\$2,255,636</b>	<b>EQUIPMENT FUND</b>	<b>\$2,255,636</b>
<b>TOTAL OPERATING REVENUES - ALL FUNDS</b>	<b>\$57,917,483</b>	<b>TOTAL OPERATING APPROPRIATIONS - ALL FUNDS</b>	<b>\$57,917,483</b>
<b>CAPITAL:</b>			
SEWER FUND CAPITAL FUNDING	<b>\$930,451</b>	SEWER FUND CAPITAL APPROPRIATIONS	<b>\$930,451</b>
WATER FUND CAPITAL FUNDING	<b>\$1,154,727</b>	WATER FUND CAPITAL APPROPRIATIONS	<b>\$1,154,727</b>
EQUIPMENT FUND CAPITAL FUNDING	<b>\$1,376,752</b>	EQUIPMENT FUND CAPITAL APPROPRIATIONS	<b>\$1,376,752</b>
<b>TOTAL CAPITAL FUNDING - ALL FUNDS</b>	<b>\$3,461,930</b>	<b>TOTAL CAPITAL APPROPRIATIONS - ALL FUNDS</b>	<b>\$3,461,930</b>

HEARING DATE: May 18, 2017  
HEARING TIME: 7:00 PM  
HEARING PLACE: Council Chambers, Keene City Hall

Per order of the Mayor and Councilors of the City of Keene, this 4th day of May, two thousand and seventeen.

Attest:   
City Clerk



City of Keene, N.H.  
*Transmittal Form*

May 16, 2016

**TO:** Keene City Council

**FROM:** Kendall W. Lane, Mayor

**ITEM:** B.1.

**SUBJECT:** Nominations

---

**RECOMMENDATION:**

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

**ATTACHMENTS:**

**Description**

Historic District Commission nominees

**BACKGROUND:**

**HISTORIC DISTRICT COMMISSION**

Andrew Weglinski, slot #1	Term expires, December 31, 2019
Peter Poanessa, slot #2	Term expires, December 31, 2019
Hans Porschitz, slot #3	Term expires, December 31, 2018

## Helen Mattson

---

**From:** Andrew Weglinski [REDACTED].COM>  
**Sent:** Thursday, May 11, 2017 1:55 PM  
**To:** Mayor Kendall Lane  
**Cc:** Helen Mattson; Tara Kessler  
**Subject:** Historic District Commission Vacancy  
**Attachments:** AndrewResume(2017)\_with pics.pdf

Dear Mayor Lane,

It has been brought to my attention by Tara Kessler that there is a vacancy in the Historic District Commission (HDC). After carefully reviewing the time commitments associated with serving on the commission, I have determined I am available to volunteer my service.

I have over 15 years of experience in the field of Architecture, eleven of those years being at Keene's very own Scully Architects. In mid-April I departed Scully Architects to pursue a position as a Project Engineer at the MacMillin Company. My love and passion for both architecture and community are the foundations which guide how I distribute my volunteer time. As such, I realize the importance of the HDC and have decided to fill the Commission's need should they feel I am a good fit.

Thank You for your consideration. My resume is attached for your perusal.

**Andrew Weglinski**  
**Project Engineer** LEED AP, BPI Building Analyst

Office: 603.352.3070 ext. 3143  
[REDACTED]  
[REDACTED]

The MacMillin Company, LLC  
A DEW Construction Affiliate  
17 Elm Street  
Keene, NH 03431  
[www.macmillin.com](http://www.macmillin.com)

---

CONFIDENTIALITY NOTICE: The information contained in this e-mail and any attachments may be confidential and is intended only for the use of the recipient(s) named above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this e-mail, or any of its contents, is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and delete the original message and any copy of it from your computer system.

**Helen Mattson**

---

**From:** [redacted] Peter Poanessa [redacted]  
**Sent:** Tuesday, May 16, 2017 10:19 AM  
**To:** Mayor Kendall Lane; Tara Kessler; Helen Mattson  
**Subject:** Interest in serving

Dear Mayor Lane,

I am writing to express my interest in serving on the Historic District Commission. I was born at the old Elliot Community Hospital and have lived in Keene most of my adult life. I studied fine art in college followed by commercial art career in the sign and graphics business. I have admired, studied and drawn most of the buildings in our downtown area from my 32 years of operating Keene Signworx and I hope this real world experience with the architecture and culture of the area will enable me to be a productive active member of the commission. I would appreciate your consideration for this appointment.

Sincerely, Peter Poanessa

--  
Peter Poanessa/Keene Signworx  
[redacted] Base Hill Road  
S [redacted] Keene, NH 03425  
[redacted] 603-358-1003 - info@signworx.com

## Helen Mattson

---

**From:** Hans Porschitz <hans.porschitz@bensonwoodworking.com>  
**Sent:** Sunday, May 14, 2017 12:52 PM  
**To:** Mayor Kendall Lane  
**Cc:** Helen Mattson; Tara Kessler  
**Subject:** Member of the Keene Historic District Commission

Dear Mayor Lane,  
my name is Hans Porschitz and I am writing to you to ask you for your consideration to add me as a member of the Historic District commission of the City of Keene.

I have been a resident here in Keene for just over 8 years.  
As a member of the Beamtteam since 2000 and lead of Operations at Benson Woodworking Co. I am also excited to be part of our company's expansion into the Elm City this year!

My background is in wood construction and as part of that, I have expertise in off- site construction and sustainable building practices.  
I believe my skills could be beneficial to the important work to connect and balance interests of preserving heritage, current need and future opportunities for the building stock in the city of Keene.

I am happy to speak with you in person, if that would be helpful to answer any questions you may have.

Thank you.

Regards,

hans



External Communication  
*Transmittal Form*

May 15, 2017

**TO:** Mayor and Keene City Council

**FROM:** Marilyn Gemmell

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.1.

**SUBJECT:** Marilyn Gemmell - Resignation - Heritage Commission

---

**ATTACHMENTS:**

Description

Communication - Gemmell

**BACKGROUND:**

Marilyn Gemmell is submitting her resignation as a member of the Heritage Commission. She has been serving on the Commission since March of 2016.

May 7, 2017

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

Greetings,

Please accept this as my resignation as a member of the Heritage Commission.

The Commission will always have my total support but I truly feel the committee deserves members that can offer a higher level of expertise, as well as time, than I am able to provide.

Thank you for the opportunity to serve with the wonderful, dedicated committee members. I apology for not fulfilling my term obligation.

A handwritten signature in cursive script that reads "Marilyn Gemmell". The signature is written in black ink and is positioned above the printed name and address.

Marilyn Gemmell  
40 D Stonehouse Lane  
Keene, NH 03431



City of Keene, N.H.  
*Transmittal Form*

May 10, 2017

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities & Infrastructure Committee

**ITEM:** D.1.

**SUBJECT:** Reagen Messer/Moco Arts – Request to Relocate Stairs – City Hall Parking Garage

---

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends the City Manager be authorized to negotiate and execute an agreement with Moco Arts for the purposes of relocating the City Hall parking deck stairwell.

**BACKGROUND:**

Chair Manwaring welcomed Katie Sutherland of KCS Architects, 310 Marlboro Street. Ms. Sutherland stated she is the architect for the new MoCo Arts building proposed at 38 Roxbury Street. She continued in December 2016, stairs were removed from the parking deck behind City Hall on the north end by the former YMCA. Ms. Sutherland showed drawings of the site plan approved by the Planning Board, which shows the preexisting condition and where the stairs were removed because of disrepair. In the Planning Board approved site plan, the stairs will be moved to the back corner of the parking deck, further away from traffic. Better lighting will be added to the stairs and striping will be added to show the direction to the sidewalk and building. She hopes that after 5:00 PM, when the public can use the parking deck, parents can park there and use the stairs to the MoCo Arts building. Ms. Sutherland showed drawings of the parking deck plan, new stair location, and indicated the stairs will be shorter than the previous and matching concrete will be used. She indicated the hope is that MoCo Arts will pay for construction of the stairs and the City will maintain them, as in the past. This presentation is to initiate discussion for that agreement.

The City Engineer said this plan to relocate the stairs was previously discussed and approved by the Planning Board. He said this proposal is not unknown to the City and he has no hesitation about the ability to reach an agreement. At this time, the City Engineer does not know what the content of that agreement for stair relocation will be. He indicated two options for the Committee at this time:

- Make a motion to allow the City Manager to negotiate and execute an agreement for relocation of the stairs, MoCo Art's use of the garage, and maintenance details.
- If the committee still has questions or concerns about the details of the agreement, the Committee can make a motion to approve the negotiation with the stipulation that the agreement will come back before this Committee for review.

Councilor Lamoureux noted there is already an opening on the north end of the parking deck, for snow plows, and asked if there will be structural concerns cutting another section. The City Engineer replied no, the existing opening will be repaired with rebar to ensure structural soundness; he ensured that due diligence will be performed to negate structural concerns. Ms. Sutherland added her team reviewed the original 1983 structural

drawings of the parking deck with a structural engineer and they feel confident about the project.

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

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends the City Manager be to negotiate and execute an agreement with MoCo Arts for the purposes of relocating the City Hall parking deck stairwell.



City of Keene, N.H.  
*Transmittal Form*

May 10, 2017

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities & Infrastructure Committee

**ITEM:** D.2.

**SUBJECT:** Jan Manwaring/Keene Serenity Center – Request to Temporarily Close a Section of Carpenter Street

---

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends authorizing the closure of Carpenter Street on June 10 at the discretion of City staff contingent upon the applicant following the rules of that closure.

**BACKGROUND:**

Chair Manwaring recused herself to speak on this matter, and Councilor Filiault acted as Chair. Councilor Manwaring stated that she is the Secretary of the Board of Directors for Keene Serenity Center and Co-Chair of Fundraising Committee. The Serenity Center has its annual fundraiser on June 10 at Carpenter Field, across the street from the Center at 36 Carpenter Street. The intention is to have music at the event, but there is no electricity at Carpenter Field. Councilor Manwaring stated they are requesting to close Carpenter Street for 100 feet in front of the Center to run electricity from the building to the field. She indicated there would be many options for people to detour around this closure (Church Street and Kingsbury Street). She anticipates only needing 10 traffic cones to stop cars from driving over the electrical cords. Councilor Lamoureux said, from dealing with emergency services in the past, it would be advantageous to have a formal detour with signs posted; the public can become frustrated when there is no indication of which direction they need to go. The Public Works Director and Emergency Management Director Kurt Blomquist said it is unfortunate that staff was not able to discuss this with the applicant before it came before the Committee so he has no recommendation at this point; it is not a large event at this point so the committee has two options:

- Place this matter in more time and review it in more detail at another meeting.
- Motion to authorize closure of Carpenter Street in an area to be determined by staff and the applicant must comply with the staff recommendations.

Chair Filiault recognized Councilor Carl Jacobs who is a member of the Keene Serenity Center in long-term recovery. He said last year it was awkward to have the electric wires running across the street and traffic coming through. Still, building access is important for restrooms and electricity. Councilor Jacobs said he supports the request for a temporary closure of Carpenter Street as this event benefits the community.

Chair Filiault said he believes this matter can be left to the discretion of staff. Councilor Hooper agreed but echoed Councilor Lamoureux's suggestion of a formal, marked detour.

Councilor O'Connor made a motion, which was seconded by Councilor Hooper.

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends authorizing the closure of Carpenter Street on June 10 at the discretion of City staff contingent upon the applicant following the rules of that closure.



City of Keene, N.H.  
*Transmittal Form*

May 10, 2017

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities & Infrastructure Committee

**ITEM:** D.3.

**SUBJECT:** Departmental Presentation – Cartegraph and YourGOV – Parks, Recreation & Facilities  
Department

---

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends accepting the Cartegraph presentation by the Parks, Recreation & Facilities Department as informational.

**BACKGROUND:**

Chair Manwaring welcomed Andy Bohannon, Parks, Recreation & Facilities Director. Mr. Bohannon recalled that in April he introduced the Committee to Cartegraph, which functions in conjunction with YourGOV, a smart phone, tablet, and computer app that allows the public to report problems in the city (e.g. downed tree, pot hole, etc.). Citizens can report these issues anonymously through the app or they can create a login; if YourGov is used anonymously, the reporting citizen will not be notified when the issue is resolved but citizens who create a login will be notified via email when the issue is resolved. Mr. Bohannon demonstrated for the Committee how the app works with the location services on a phone to pinpoint where the issue is a citizen is reporting, how citizens can choose a category (e.g. park issue), and share a picture of the problem. When a citizen submits this information using YourGov, a work request is automatically sent to the corresponding City Department via Cartegraph. Staff access a Cartegraph dashboard multiple times a day to check on tasks. Mr. Bohannon demonstrated the Cartegraph dashboard for the Committee. Features of Cartegraph include:

- Work requests
- Maps of City assets (e.g. benches, ball fields)
- Average time to complete a task
- Cost associated with tasks

Mr. Bohannon explained his Department has been working with Cartegraph for approximately one month and various tasks have been sent to the department by the public. He said having City assets mapped in Cartegraph allows staff to know exactly where to go when an issue is reported. As tasks build in Cartegraph over time, the costs of labor and materials to complete that task are tracked for more accurate budget planning in the future.

The next step is to launch YourGOV marketing. When the redesigned City website goes live, there will be a link to YourGOV on the front page. Mr. Bohannon will put videos on the Parks and Recreation webpage and will advertise on social media. He hopes citizens will use this app when they see problems around the City so issues can be addressed in a timely manner and the City's assets are well cared for; the tagline of YourGOV is, "Putting Your Government to Work." IT will perform a soft launch of the new website with the link in late May/early June.

Councilor Manwaring asked how tourists can report a problem, on a trail for example, if they do not know where exactly they are. Mr. Bohannon explained that the app uses a phone's location services to pinpoint exactly where you are and sends that information to Cartegraph. Also, if someone mistakenly sends the report to the wrong department in YourGOV, the staff can easily forward that task to the appropriate department. Mr. Bohannon thanked the IT department for the great help; he added that in the Cartegraph software, users can easily access all their training webinars and videos. He said it is essential to launch this summer so they have a full season of information to adjust the budget where necessary next year.

Chair Manwaring recognized Councilor Carl Jacobs who asked if he will see the many task dots/work orders on the map in the app as demonstrated in the slideshow. Mr. Bohannon replied no, he will only see tasks he has submitted; he will also receive an email telling him when the task is complete. Chair Manwaring asked what happens when multiple people report the same problem. Mr. Bohannon said the system and/or staff will recognize that and address it. Chair Manwaring also asked if this app should be used if the reporter is unsure if it is an emergency. Mr. Bohannon said if it is a possible emergency, call 911; The Public Works Director noted his Department has been using YourGOV and Cartegraph for several months now and the automated responses include a text about not using the app in an emergency.

Councilor Hooper made the following motion, which was seconded by Councilor Lamouruex.

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends accepting the Cartegraph presentation by the Parks, Recreation & Facilities Department as informational.



City of Keene, N.H.  
*Transmittal Form*

May 10, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Planning, Licenses and Development Committee  
**ITEM:** D.4.

**SUBJECT:** Voluntary Minimum Housing and Safety Inspections – Code Enforcement Department

---

**RECOMMENDATION:**

On a vote of 4-0, the Planning, Licenses and Development Committee recommends this presentation be accepted as informational.

**BACKGROUND:**

Frank Richter, Housing Inspector noted his understanding the Committee would like to know more about what Code Enforcement does from a housing inspection standpoint; primarily with respect to the College housing. Mr. Richter reported he and the other part-time Inspector have the responsibility of enforcing the City's Housing Standards. He continued a piece of that job is to do voluntary inspections for Off-Campus Housing for students. Mr. Richter distributed a handout entitled "Voluntary Inspections of Off-Campus Housing" which covers the items checked. Mr. Richter reported 544 inspections have been done over the past two years. He then provided the details of this voluntary program which began in 2011 to ensure student housing met Housing and Safety Standards. Mr. Richter explained once a voluntary inspection has been passed landlords are permitted to publish their rental units on the Keene State College website. Noting there was some opposition at the program's inception Mr. Richter shared how cooperative the landlords are now. He noted one of the by-products is that we have built a good rapport with them, and they are not afraid to call us. Robin Picard, the Off-Campus Coordinator also works well with the Code Enforcement Department. Mr. Richter also explained how Code Enforcement now does presentations at the College for Off-Campus Housing orientations. Mr. Richter discussed the inspection checklist and his polling of one-third of the inspections completed. Of the 544 inspections completed 355 are currently in "Pass" status. He provided the following statistics with regard to needed repairs:

- 83 needed electrical repairs
- 64 needed smoke/CO detector installation or repair
- 32 needed KFD smoke/CO permit
- 26 needed stair and railing repair
- 19 needed plumbing repair
- 54 needed infestation, structure, heating, safety or security related repairs

Mr. Richter reported approximately 95 percent of repairs were completed with no pushback from the landlords. Mr. Richter noted students contact Ms. Picard if there is a problem who in turn contacts Code Enforcement. Mr. Richter also noted the information covered during the Student Orientation. Mr. Richter also reported there is only one Lodging House associated with the College that is incorporated into this voluntary inspection process.

Vice-Chair Jones asked if Code Enforcement participates in the College's Off-Campus Housing Orientation. Mr. Richter noted this is the orientation he mentioned earlier which takes place three to four times a year. In addition to the information provided to the students Mr. Richter said we make a big point of telling the students not to be afraid to contact us if they see issues from the checklist.

Vice-Chair Jones requested a history of what brought about this program. Rhett Lamb, ACM/Planning Director verified the Disorderly Housing Ordinance, which was not adopted is what brought the landlords together. Vice-Chair Jones commented the program is obviously working as the landlords are contacting Code Enforcement. Mr. Richter agreed with Vice-Chair Jones.

Vice-Chair Jones asked for questions or comments from the Committee.

Noting he works with this on the College side, Councilor Sapeta commented he thinks this is a very valuable program. Councilor Sapeta asked if this program could be extended to housing other than that of the College and is there a possibility for a website. Mr. Richter replied he was not in a position to answer that question. Mr. Richter continued we respond on a weekly basis to tenants with issues. John Rogers, Acting Health Director clarified the program is open to anybody. Mr. Rogers also reported the program is already on the City website under the Code Enforcement Department. Mr. Rogers also noted the information that can be obtained from the website by the general public. Mr. Rogers affirmed information Mr. Richter shared regarding the startup of the program and the good relationships that now exist between students, landlords, the College, and the City.

Councilor Hansel asked for information regarding the percentage of total student rentals inspected as part of this program. Mr. Richter replied he wasn't sure of the actual percentage, and reiterated the City has inspected 544 units. Mr. Richter suggested perhaps Ms. Picard could answer that question. Mr. Richter also responded to Councilor Hansel noting the inspections are conducted annually and that not all units pass the inspection (currently 335 have passed).

Referring to Committee presentations from Boards and Commissions, Vice-Chair Jones asked the City Clerk for clarification on how Department presentations came about. The City Clerk explained it has taken some time to get a good understanding of what would be beneficial for the Committee and we have directed our focus to an activity that perhaps the Committee and general public may not be totally aware of. She noted for 2017 the Committee will be seeing Department presentations and in 2018 the Committee will again hear from Boards and Commissions. Mr. Lamb further clarified there will be a subject area addressed that the Department selects and wants to identify as something Council and the public would want information about. Continuing Mr. Lamb explained we will not be doing a general presentation of everything the Department does as this would not be feasible for a good exchange of information. Vice-Chair Jones noted he was the one who actually asked for this as the Board presentations were getting repetitive. Vice-Chair Jones explained he thought it would be a good idea for Council to know what the different Departments were doing; he added this presentation was a good example.

Councilor Sapeta asked if there was anything needed from the College to make the program even better. Mr. Richter explained he speaks with Ms. Picard on a daily basis. Mr. Richter continued he feels what is key is having the students and parents know the value of these inspections versus those units not inspected.

There being no further comments from the public or the Committee Vice-Chair Jones asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Sapeta.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends this presentation be accepted as informational.



City of Keene, N.H.  
*Transmittal Form*

May 11, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.5.

**SUBJECT:** Acceptance of a Donation - Summer Maker Corps Library Interns - Library Department

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a \$5,000 donation from Cognizant, a software company, which has provided funding to Maker Ed Libraries for Maker Ed grants and a \$1,000 donation from the Friends of the Keene Public Library to be used for hiring Summer Maker Corps Library Interns.

**BACKGROUND:**

Head of Youth and Community Services Gail Zachariah stated the Library has received a donation of \$5,000 from Maker Ed Libraries and a \$1,000 donation from the Friends of the Keene Public Library to be used to hire Summer Marker Corps Interns. This is the fourth year for this program.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a \$5,000 donation from Cognizant, a software company, which has provided funding to Maker Ed Libraries for Maker Ed grants and a \$1,000 donation from the Friends of the Keene Public Library to be used for hiring Summer Maker Corps Library Interns.



City of Keene, N.H.  
*Transmittal Form*

May 11, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.6.

**SUBJECT:** Acceptance of Donation - Sumner Knight Chapel - Parks, Recreation and Facilities Department

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept the donation of \$144.00 and that the monies be used for the upkeep of the Sumner Knight Chapel.

**BACKGROUND:**

Parks, Recreation and Facilities Director Andrew Bohannon stated his first donation is from the Easter Sunrise Service held at the Sumner Knight Chapel.

Councilor Clark asked how much money is in this fund and what it is used for. Mr. Bohannon stated the City recently replaced the boiler system in the Chapel for \$3,500 from donations such as this. He indicated he would get back to the Committee with the balance in this fund.

Councilor Powers made the following motion which was seconded by Councilor Clark.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept the donation of \$144.00 and that the monies be used for the upkeep of the Sumner Knight Chapel.



City of Keene, N.H.  
*Transmittal Form*

May 11, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.7.

**SUBJECT:** Acceptance of Donation - Adopt A Bench - Parks, Recreation and Facilities Department

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept the donation of a bench from Martin Reisig and that the bench be placed along the Cheshire Rail Trail.

**BACKGROUND:**

Mr. Bohannon stated this donation is for a bench donated by Martin Reisig through the Spirit of Place program in memory of his late wife. This bench will be placed at the Bradford Road section of the Cheshire Rail Trail. Chair Greenwald asked for the specifics of this bench. Mr. Bohannon stated this would be a six foot bench made out of recycled plastic, warranted for 50 years. There will be a metal plaque placed on the bench with wording chosen by the donor.

The Chair clarified this adopt a bench program is not intended for advertising purposes. Mr. Bohannon agreed.

Councilor Chadbourne asked whether a donor will have the ability to choose the location based on where benches are needed in the city. Mr. Bohannon stated the donor gets to choose the location of where the bench can be placed; as long as a certain area is not over-crowded.

The Chairman asked for the cost of the bench. Mr. Bohannon stated the cost is \$1,200, which includes shipping, installation and the plaque.

Councilor Chadbourne asked what happens if there is damage done to the bench. Mr. Bohannon stated once the donation is made the City assumes responsibility for maintenance.

Councilor Jacobs made the following motion, which was seconded by Councilor Powers.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept the donation of a bench from Martin Reisig and that the bench be placed along the Cheshire Rail Trail.

The Chairman commended the Parks and Recreation Department and the Public Works Department for the Water Science Fair. Mr. Bohannon stated this was a great event and noted Eric Swope and the Water Department staff were responsible for the efforts.



City of Keene, N.H.  
*Transmittal Form*

May 11, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.8.

**SUBJECT:** Janis Manwaring/Pathways for Keene - Offer of a Donation - 20 Solar Light Posts

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the acceptance of the donation of 20 solar light poles valued at an estimate of \$32,000 from Pathways for Keene.

**BACKGROUND:**

Mr. Greg Pregent indicated that Councilor Manwaring was not able to be present and that he was representing Pathways for Keene. He indicated he is currently President of Pathways for Keene and they would like to make a donation of \$32,000 to the City to install 20 solar lights along the Cheshire Rail Trail from Island Street to North Bridge. The check will be available as soon as the exact amount is confirmed. He stated this donation comes from the 4 on the 4th race participants and sponsorships. He noted these lights would help enhance the Cheshire Trail.

The Chairman asked whether the lights will be placed on the North Bridge. Mr. Pregent stated the lights will go up to the bridge and noted the bridge is pretty well lit from the traffic that pass under it. The main issue is to light the path so it will be safe.

Mr. Bohannon thanked Pathways for Keene for this donation. He indicated he was going to provide Pathways for Keene with the amount of the lights and Pathways would make the actual purchase and donate the lights to the City.

Councilor Clark stated Pathways for Keene has always been a forward thinking organization and thanked the Council for promoting the use of solar lighting in the City. Mr. Pregent stated this is just a first step as there are other areas they would also like to install lighting.

Councilor Chadbourne made the following motion. which was seconded by Councilor Powers.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the acceptance of the donation of 20 solar light poles valued at an estimate of \$32,000 from Pathways for Keene.



City of Keene, N.H.  
*Transmittal Form*

May 11, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.9.

**SUBJECT:** Lease Agreement - 10 and 11 Central Square - Parks, Recreation and Facilities Department

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to amend the existing lease with Culinary Journey Management Corp. for space located at 10 and 11 Central Square.

**BACKGROUND:**

Mr. Bohannon stated Lindy and Luca Paris have informed the City they will be closing Luca's Market on Central Square. He indicated the Paris' are looking to amend the current lease to continue using the space at 11 Central Square for an additional 10 year agreement. The Chair stated he wanted to make it clear that Mr. Paris is not leaving downtown; it is just the Market that is closing and being removed from the lease.

Councilor Jacobs noted the actual space and amount of the lease was subject to negotiation.

Councilor Clark made the following motion, which was seconded by Councilor Powers.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to amend the existing lease with Culinary Journey Management Corp. for space located at 10 and 11 Central Square.



City of Keene, N.H.  
*Transmittal Form*

May 11, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.10.

**SUBJECT:** Sponsorship Update - Wheelock Park and Recreation Center - Parks, Recreation and Facilities Department

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the acceptance of the sponsorship update for banner placements at Wheelock Park and the Recreation Center as informational.

**BACKGROUND:**

Mr. Bohannon stated this item is in reference to the banner placement at Wheelock Park and at the Recreation Center. At the point that the policy was adopted, staff indicated that they would come back to the Committee with periodic updates. He continued this sponsorship is from Keene Orthodontics Specialists for banner placements within Wheelock Park and the Recreation Center. This is a one year agreement, for four banners (4' x 12') in the amount of \$1,800.

Councilor Powers made the following motion, which was seconded by Councilor Jacobs.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the acceptance of the sponsorship update for banner placements at Wheelock Park and the Recreation Center as informational.



City of Keene, N.H.  
*Transmittal Form*

May 11, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.11.

**SUBJECT:** Roxbury Plaza and Wells Street Surface Lot Improvement - Public Works Department

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that \$31,033 be appropriated from the Wells Street Parking Structure Rehabilitation Project Account to the Roxbury Plaza and Wells Street Parking Lot Project Account.

**BACKGROUND:**

Public Works Director Kurt Blomquist and Brett Rusnock Civil Engineer were the next two speakers. Mr. Rusnock stated in March bids were sent out for construction plans for the Wells Street and Roxbury Plaza surface parking lot construction rehabilitation project. Frank Lucius Company was the low bidder in the amount of \$124,000. The engineer's estimate for this work was about \$120,000. The project balance is \$105,000, which was appropriated in the FY17-22 CIP for mill and overlay work and limited curbing work.

Mr. Rusnock stated when they got into the design, it was noted the sidewalks were in a deteriorating condition and hence they decided to expand the scope to include these sidewalks, which are located along the Wells Street parking facility. In addition, the plan is also to improve ADA access to these two lots, provide tip downs and appropriately placed slopes for users of the lot.

He went on to say that staff is here to request a reallocation of funding for an expanded project scope. Mr. Blomquist stated the Wells Street Parking Structure Rehabilitation project which was completed last year has a \$47,500 project balance. The proposal is to reallocate \$31,000 from that account to this project. This will leave \$17,000 in this account and once the one year warranty is reached this account will be closed out. He noted there are repairs necessary because of plowing operations that would need to be done this season for the deck. The remaining funds will be transferred to the Downtown Improvements TIF Account. Chair Greenwald clarified there is no new tax payer money involved. Mr. Blomquist agreed. These are both capital accounts.

Councilor Clark asked whether the sidewalk will be replaced with concrete. Mr. Rusnock answered in the affirmative.

Councilor Powers stated there has been discussion about the flooding in this area and the pipes not being adequately sized. Mr. Blomquist stated those issues are beyond this project area. The Director noted the Councilor was referring to a brick main, which is undersized on Roxbury Street and which is a future project in the CIP.

Councilor Jacobs made the following motion, which was seconded by Councilor Chadbourne.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that \$31,033 be appropriated from the Wells Street Parking Structure Rehabilitation Project Account to the Roxbury Plaza and Wells Street Parking Lot Project Account.



City of Keene, N.H.  
*Transmittal Form*

May 10, 2017

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities & Infrastructure Committee

**ITEM:** G.1.

**SUBJECT:** Jessica Karp – Request for Stop Sign – Darling Road/Mountain View Road Intersection

---

**RECOMMENDATION:**

The consensus of the Committee was to put this item on more time.

**BACKGROUND:**

Chair Manwaring returned to the Committee and noted Jessica Karp, the applicant, was unable to attend this meeting so this agenda item was added to more time. The consensus of the Committee was to put this item on more time.



City of Keene, N.H.  
*Transmittal Form*

May 10, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Planning, Licenses and Development Committee  
**ITEM:** G.2.

**SUBJECT:** Request to Use City Property for the Fall Festival - Mayor Lane

---

**RECOMMENDATION:**

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the request from Mayor Lane for the use of City property to hold a Fall Festival event on September 30, 2017 be placed on more time to allow City staff to hold a series of protocol meetings with the petitioner.

**BACKGROUND:**

Mayor Lane reported after reviewing last year's event it was decided to go ahead with another Fall Festival this year which is scheduled for September 30th, from 10:00 AM to 8:00 PM. Mayor Lane noted his request to place this on more time to allow protocol meetings to take place. Continuing Mayor Lane commented the Fall Festival, a celebration of community culture will have a variety of events; he noted discussions with Mo-Co Arts, the Historical Society, the Colony House, and the Children's Museum to list a few. Mayor Lane outlined some of the day's events.

Mayor Lane explained his letter does not address a request for free-parking that day. He noted this was an issue last year with people receiving tickets. Mayor Lane is requesting this be part of the license. Mayor Lane said the Fall Festival is done in conjunction with Keene State College Parents Weekend. He continued they hope to do a better job integrating Keene State College with the downtown this year. To accomplish this some Parents Weekend events will be held in the downtown and some Fall Festival events will be held on campus.

Vice-Chair Jones referred to a More Time item request from Tim Zinn representing "Let it Shine" and asked Mayor Lane if there had been any interaction there. Mayor Lane replied in the negative noting his understanding is that they prefer the Pumpkin Festival to be a standalone event.

Vice-Chair Jones asked for Committee questions or comments.

Councilor Sapeta commended the event suggesting it will be even better this year. He also made note to the Vice-Chair's question regarding "Let it Shine" and the Pumpkin Festival. Mayor Lane stated his understanding is the proposed Pumpkin Festival is three or four weeks after the Fall Festival. Mayor Lane mentioned the festivals taking place in Keene this Fall and stated any of them are welcome to become part of the Fall Festival. Mayor Lane suggested the Fall Festival may be a little early for the Pumpkin Festival as they need pumpkins. Vice-Chair Jones noted Mr. Zinn's request is for October 29, 2017.

There being no comments from the public Vice-Chair Jones asked for a motion.

Councilor Sapeta made the following motion which was seconded by Councilor Hansel.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the request from Mayor Lane for the use of City property to hold a Fall Festival event on September 30, 2017 be placed on more time to allow City staff to hold a series of protocol meetings with the petitioner.



City of Keene, N.H.  
*Transmittal Form*

May 15, 2017

**TO:** Mayor and Keene City Council

**FROM:** Mark F. Howard, Fire Chief

**THROUGH:** Thomas Mullins, City Attorney & Medard Kopczynski, City Manager

**ITEM:** H.1.

**SUBJECT:** Relating to Fire Alarms

---

**RECOMMENDATION:**

That City Council refers Ordinance O-2017-05 to the Planning, Licenses and Development Committee for their consideration and recommendation.

**ATTACHMENTS:**

Description

Ordinance O-2017-05

**BACKGROUND:**

This Ordinance is being proposed in order to update the edition, and language to the City Code, Chapter 34 - Emergency Services and Appendix B Fee Schedule relating to Fire Alarms.

We are recommending the adoption of the NFPA 72 National Fire Alarm Code 2016 Edition from the 2009 Edition.



# CITY OF KEENE

O-2017-05

## Seventeen

In the Year of Our Lord Two Thousand and .....

Relating to Fire Alarm

AN ORDINANCE .....

*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 removing the stricken text and inserting the bolded text throughout Division 3, "Fire Alarms" of Chapter 34, entitled "Emergency Services" and Appendix B Fee Schedule as follows:

Sec. 34-91. Standards.

All alarms installed in the City pursuant to this division shall conform to the standards set forth in, NFPA 72 National Fire Alarm Code ~~2009~~ **2016** Edition, NFPA 1 Uniform Fire Code, and NFPA 101 Life Safety Code, as adopted in Chapter 42 of this Code, entitled Fire Prevention and Protection. Additional requirements for the installation of alarm initiating equipment in the City shall be as provided in this division.

Sec. 34-92. - General requirements for installation.

- (a) Before the installation of any interior fire alarm system, master box, or street boxes for new rights-of-way is begun, the company responsible for the proposed system installation shall submit a detailed set of plans, blueprints, specifications, etc., outlining the system and its components to the fire department for review and approval.
- (b) A permit shall be obtained from the fire department for the installation of any master box. A fee as set forth in the schedule of fees in appendix B to this Code shall be paid upon application for the permit.
- (c) Installation of a knox box (key box) shall be required at all locations where a fire alarm system is being installed or is currently in use. Knox box shall be located next to the main entrance at the discretion of the fire department. Apartment buildings with more than two floors will require a key in the box for each floor and therefore require a larger knox box. Multiple building complexes shall have a knox box on each building in the complex for rapid entry of emergency personnel and shall be approved by the fire department. Applications are available at the fire department.
- (d) All fire alarm equipment shall be new and shall be furnished and installed by the owner of the property protected and/or by the developer of the new right-of-way.
- (e) If trouble or faults develop in any part of a private system, it shall be the prerogative of the fire department to disconnect any part or all of the private system from the municipal circuits. The owner or agent of the protected property shall be notified of the disconnection.

- (f) Any or all parts of existing fire alarm systems in a building undergoing renovation shall conform to the requirements for new installations.
- (g) All installations shall conform to the requirements of NFPA, the International Municipal Signal Association (IMSA), or any applicable code in effect.
- (h) Access to the protected property shall be made available to the fire department.
- (i) Code wheel numbers for all master boxes shall be approved by the fire department.
- (j) A service charge per calendar year shall be assessed for each master box connected to the municipal circuit. This shall include existing and new master boxes. New systems installed shall be charged a pro rata amount per month or part of a month, until June 3 of the installation year, after which the annual fee will take effect on July 1. The charges required in this subsection are as set forth in the schedule of fees in appendix B to this Code.

Sec. 34-93. - Supervisory control panel.

- (a) A supervisory control panel shall be installed with the fire alarm system for the purpose of identifying location, resetting and/or disabling alarms. Panel locks shall be keyed for "CAT-60" or "Simplex B" key.
- (b) The supervisory control panel shall feature the following:
  - (1) Zone indication.
  - (2) Alarm silence switch.
  - (3) System reset switch.
  - (4) Trouble buzzer and light.
  - (5) Trouble silence switch.
  - (6) Ring back feature.
- (c) All controls shall be secured from use by occupants of the protected property.
- (d) In an installation where the fire alarm system is installed in (i) more than one building or (ii) more than one floor, an annunciator panel shall identify the location of all originating signals. Normally, one zone per floor is adequate. The fire department may require more zones depending on building size, occupancy or hazard protected. An annunciator shall be required in a multizoned property near the main fire department access to the property. This may either be the alarm control panel or a remote annunciator panel with control functions. In an installation where an additional fire alarm system is installed in new building additions and connected to the existing approved system in the original building, an annunciator panel shall be installed on the inside of the new building addition or at a location designated by the fire department.
- (e) The supervisory control panel shall conform to the requirements of NFPA 72 and the following fire department requirements:
  - (1) Access to the control functions of the alarm system by fire department and alarm service personnel only.

- (2) When the panel is indicating zone trouble, activation of a pull station shall initiate the alarm.
- (3) Upon activation of a detector or pull station, the panel shall lock on the initiating circuit with audible and visual indication. Silencing the audible shall not cause the panel to reset.

Sec 34-94. Connection to municipal circuits - Master box. **(Mechanical or electronic)**

- (a) Installations within 2,000 linear feet of the area served by the municipal alarm system but not requiring direct fire department notification under section 34-9598 of this Code may be connected to this system by a master fire alarm box if direct fire department notification is desired.
- (b) The fire alarm master box for connection to municipal circuits shall be by Gamewell, either new or factory reconditioned, as approved by the fire department.
- (c) The master box shall be accessible year round from a walkway or entranceway. (see exceptions)

EXCEPTION 1 - If a master box serves multiple buildings, a system of private roads and drives are required to access the property, a pedestal mounted box with remote annunciator shall be located at the entrance to the property, or, at the first road intersection in the development.

EXCEPTION 2 - If a master box serves multiple buildings and if access to the development is by a single road, the master box with remote annunciator shall be located on the outside of the first building approached providing no roadway intersections have been crossed prior to reaching this annunciator, and the building is not in excess of 35 feet from the curb line.

- (d) The master box shall be mounted at a minimum of 42 inches and a maximum of 54 inches, measured vertically, from the finished grade to the activating handle or lever of the box.
- (e) The master fire alarm box shall be of the local energy type with the following features:
  - (1) Noninterference.
  - (2) Quick succession.
  - (3) Automatic grounding under open municipal circuit.
  - (4) Telegraph key.**(mechanical)**
  - (5) Tap bell.**(mechanical)**
  - (6) Lock and key (fire department specification).
  - (7) Code wheel index (fire department specification).
  - (8) Manual actuating level.
  - (9) Timing one-half second.
  - (10) Shunt type boxes are not approved to be on the City of Keene Fire Alarm Circuits as of the adoption of this section. (Ref. NFPA 72 A.27.6.3.2.2.1(2))
- (f) Flush-mounted boxes shall be weatherproof.

- (g) A red beacon strobe shall be mounted above the master fire alarm box. This light shall flash upon activation of the interior fire protection system. Installation of these units will be at the discretion of the fire department.

**Sec. 34-95. - Connections for Radio Box Fire Alarm System.**

- (a) The entire system shall be installed according to the following: Manufacturer installation requirements, per NFPA 72 and NFPA 1221.
- (b) The radio alarm box shall be SIGCOM DTX, 4 zone or 16 zone radio box or compatible to be received by the SIGCOM Vision 21 Receive Module and approved by the fire department. The box shall meet NFPA 72 and be Factory Mutual approved
- (c) The radio alarm box shall be installed in the same location as the fire alarm control panel. If building size prevents the installation of the radio alarm box and FACP in the same location, due to radio antenna cable length, the fire department shall approve an alternate location for the radio alarm box.
- (d) The fire alarm control panel shall be connected to the radio alarm box in such a way that when a zone is activated only the corresponding zone of the radio alarm box will be activated.
- (e) Radio alarm box zone assignments will be made in consultation with the fire department.
- (f) The fire department will issue the radio alarm box number.
- (g) Radio alarm boxes shall be programmed to self-test once daily. The fire department shall assign the time of the daily test. The test time will be listed on a sheet inside the radio box.
- (h) Relay I/O boards are required for each zone in the radio alarm box.
- (i) There shall be no means of disconnecting the fire alarm from the radio alarm box.

**Sec. 34-96. – Radio Alarm Box Antenna requirements.**

- (a) Antennas for radio alarm boxes shall be installed according to the following: Manufacturer installation requirements.
- (b) Antenna location shall be determined during consultation with fire department.
- (c) Antennas must be installed above the roof or flashing.
- (d) The antenna shall not be mounted within 20 feet of an air handling unit.
- (e) Antenna runs less than 100 feet shall meet or exceed RG213.
- (f) If an antenna cable run exceeds 100 feet, the contractor shall contact the distributor for and acceptable alternative solution.
- (g) A rigid aluminum or galvanized steel conduit shall protect any antenna cable mounted outside.
- (h) A service box and weatherhead shall be installed at the antenna mounting location

**Sec. 34-97. – Acceptance test.**

- (a) The fire department shall inspect, test and commission the radio box system once installed

- (b) **Once accepted, the radio alarm box shall not be opened by the installer, fire alarm system installer, sprinkler service contractor or by any other person.**
- (c) **The fire department shall be contacted to take the radio box off line when maintenance or repair is required to be performed on the radio box.**

Sec. 34-9598. – Occupancies requiring connection.

The following occupancies, if new or being introduced where no such occupancy previously existed, shall have fire alarm systems connected to the fire department via the municipal alarm system if within 2,000 linear feet of the area served by the municipal alarm system **or by way of radio alarm box**. This requirement may be waived by the fire chief or his designee, if for technical reasons there is insufficient pole space to allow for municipal alarm system connection **or the location does not allow for the use of a radio alarm box**. If said waiver is granted, the installation shall employ an alternate monitoring system as approved by NFPA 72, as adopted. All waiver requests shall be made in writing to the fire department. All cost associated with a desired or required connection to the municipal fire alarm system shall be the responsibility of the property owner. Any occupancy that requires emergency forced notification shall submit an emergency call list to the Keene Fire Department on an annual basis with addresses and phone numbers where they can be reached 24 hours a day seven days a week.

- (1) Assembly occupancies with occupant load of 300.
- (2) Educational facilities with more than six students.
- (3) Daycare centers with more than 12 clients.
- (4) Hospitals, nursing homes, and limited care facilities.
- (5) Detention and correctional facilities.
- (6) Hotels, motels, and dormitories housing more than 16 persons.
- (7) Residential board and care facilities with four or more occupants having a slow evacuation capability.
- (8) Class-A mercantile occupancies covered malls and covered mall buildings as defined by NFPA 101 Life Safety Code.
- (9) Industrial occupancies with total capacity of 100 or more persons or if more than 25 persons are above or below level of exit discharge.
- (10) Underground or windowless structures (excluding one- or two-family), occupied towers and high-rise occupancies as defined by NFPA 101 Life Safety Code.
- (11) Any special hazard/extra hazard use or occupancy as determined by the fire chief and/or his designee.
- (12) Apartment buildings four or more stories in height or housing 12 or more units.

Sec. 34-96. — Street boxes.

- ~~(a) Fire alarm street boxes for connection to municipal circuits shall be installed at locations approved by the fire department in accordance with NFPA 1221.~~
- ~~(b) Street boxes shall be mounted on new or existing utility poles or on pedestals.~~
- ~~(c) The street box shall be mounted at a minimum of 42 inches and a maximum of 54 inches, measured vertically, from the finished grade to the activating handle or lever of the box.~~
- ~~(d) Utility pole banners, with vertical letters stating "fire/emergency," shall be attached to all utility poles with installed fire alarm boxes at a height of ten feet above the finished grade to the bottom of the banner. In addition, the designation "fire/emergency" shall be attached to both sides of each street box.~~
- ~~(e) Street boxes shall have the same operating features as master boxes.~~

**Sec. 34-9799.** – Aerial connection.

Standards for aerial connections to municipal fire alarm circuits shall be as follows:

- (1) Provide a minimum of one-half inch EMT terminated with a weatherhead, located a minimum of 16 feet above the finished grade from the master box.
- (2) Provide a utility grade eyebolt or similar approved device next to the weatherhead, properly secured to support the aerial cable.
- (3) The maximum allowed span for aerial cable is 200 feet. For distances from the weatherhead to the utility pole exceeding 200 feet, additional poles will be required.
- (4) Install two #12 AWG, THWN solid conductors from the master box to the weatherhead. These wires may not be the same color.
- (5) The path for the aerial service may not cross over buildings or through trees. Branches shall be cut to provide clear spaces for the aerial cable.

**Sec. 34-98100.** – Underground (direct burial) connections.

Standards for underground (direct burial) connections to municipal fire alarm circuits shall be as follows:

- (1) The connection shall be four conductor, #12 AWG solid conductor, shielded polyethylene jacket, ISMA certified, direct burial cable, in one unspliced length from the master box to the utility pole or splice box designated by the fire department.
- (2) Provide rigid steel conduit from 12 inches below the finished grade to the master box as protection for the cable. A bushing shall be used at the end of the conduit to protect the cable.
- (3) Provide a sweep ell of rigid steel and one ten-foot length of rigid steel conduit at the utility pole.
- (4) Extend the cable up the pole using schedule 40 PVC electrical grade conduit to a height approximately 18 inches above existing telephone cables. Terminate it using a weatherhead.

- (5) Provide a schedule 40 PVC sleeve under all traveled ways, including walkways, parking lots, driveways and patios.
- (6) The cable shall be bedded in screened sand completely surrounding the cable, a minimum of six inches on the top, bottom and sides.
- (7) The minimum depth of the cable below the finished grade shall be 24 inches.
- (8) Provide aerial fire alarm pole splice block.

Sec. 34-99**101**. – Same – Underground (buried conduit) connections.

Standards for underground (buried conduit) connections to municipal fire alarm circuits shall be as follows:

- (1) Provide an IMSA certified four conductor #12 AWG solid conductor polyethylene jacket duct cable installed in one-inch minimum schedule 40 PVC.
- (2) Conduit shall be cemented at all joints.
- (3) Conduit shall be buried to a depth of 18 inches minimum below the finished grade.
- (4) Termination of the conduit at the master box shall comply with section 34-103**105**(b).
- (5) Provide a sweep ell of schedule 40 PVC and one ten-foot length of rigid steel conduit at the utility pole.
- (6) Extend conduit up the pole and terminate it per section 34-103**105**(d).

Sec. 34-100**102**. – Lightning protection.

- (a) Lightning protection for connections to the municipal fire alarm service shall be provided by the contractor consisting of a TII Model 317A located inside the master box.
- (b) Additional protection at the utility pole will be installed by the fire department ~~alarm~~ ~~division~~ as required.

Sec. 34-101**103**. - Grounding.

- (a) The fire alarm box and the lightning arrester for connections to municipal circuits shall be grounded as follows:
  - (1) A common ground for both devices is acceptable.
  - (2) Ground wire shall not be run in the same conduit as fire alarm wire.
  - (3) An unenclosed no. 8 copper wire or equivalent shall be used to connect the ground terminal of the master box and/or street box to the suitable ground in order to provide mechanical strength.
  - (4) If enclosed in metal pipe, a no. 12 wire may be used.
- (b) Suitable grounds are as follows:
  - (1) Underground metallic water piping system.

- (2) Ground rod not less than one-half inch in diameter and eight feet long driven into permanently wet soil.
- (c) The resistance of a ground connection shall not exceed 250 ohms.
- (d) Power company neutral conductors are not acceptable grounds.

Sec. 34-102~~104~~**104**. – Testing.

- (a) The fire alarm system and its components shall be tested, in its entirety, by the person responsible for the installation. This test shall be conducted in the presence of a member of the fire department prior to the connection of the master box to the municipal circuit.
- (b) It shall be the responsibility of the owner of the protected property to completely test the fire alarm system once a year. This test shall be reported in writing to the fire department.
- (c) The owner/developer of any protected property connected to the municipal system by a master fire alarm box shall notify the fire department for disconnection prior to testing of the system.
- (d) All master boxes and street boxes shall be tested for operation no less than **required by NFPA 72** by the fire department during regularly scheduled work shifts.
- (e) If an owner or occupant of a protected property requests assistance from the Keene Fire Department in conducting fire drills after normal business hours a fee will be charged as set forth in the schedule of fees in Appendix B.

Sec. 34-103~~105~~**105**. - Responsibility.

- (a) It is understood that the owner/developer of the property shall be responsible for all fire alarm line construction, whether aerial, underground, or **Radio alarm box**, from the fire alarm box to a fire alarm circuit designated by the fire department. This is to include all appropriate pole hardware and connection devices.
- (b) All costs of equipment and installation, including extension of the municipal service, shall be the responsibility of the owner/developer at the time of installation and connection to the municipal system.
- (c) Aerial extensions of the municipal service shall be installed by the fire department ~~alarm bureau~~ and shall be charged to the owner/developer on a time-and-material basis.
- (d) Underground extensions of the municipal service shall be installed in accordance with the specifications of the fire department by the owner/developer.
- (e) Upon completion of a satisfactory test of the fire alarm system by the fire department, the system shall be tied into the municipal fire alarm. No one shall make these tie-ins but the fire department.
- (f) After the tie-in is made, the new line then becomes the property and responsibility of the fire department.

Sec. 34-104~~106~~**106**. – Exceptions.

It is intended that the requirements in this division provide a basis for providing a reliable, cost effective means of meeting the protection goals of the city. It is expected that requests for clarification and for specific variances to this division may be made from time to time. Requests for clarifications and/or variances should be made in writing to the fire department. Every effort will be made by the fire department to provide solutions to individual problems. The fire department welcomes any input which may improve the system's reliability or provide an equal system at reduced cost. Such adjustments as may be made to this division will be made at the discretion of the fire chief.

Sec. 34-105**107**. – Liability.

The city or any of its employees shall not, under any circumstances, be held liable for the failure of any of the equipment to operate during the transmission of a fire alarm to the fire department console. It is understood that the fire department will do all that is possible to render trouble free, reliable service.

Sec. 34-106**108**. – Disconnection.

- (a) *Fire alarm Master boxes*. It shall be unlawful for any person to disable or alter the mode of operation of any fire alarm box connected with the municipal fire alarm system. If it becomes necessary for any user of the municipal fire alarm services to access any fire alarm box connected to the municipal fire alarm system in order to alter the mode of operation or disable any so-connected fire alarm box, application shall be made to the fire department.
- (b) *Penalties*. For penalties, see section 1-15 et seq. pertaining to penalties and citations for violations of this Code.

Sec. 34-107**109**. – False fire alarms.

- (a) *Definitions*. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:
  - Accidental alarm* means any activation of an alarm system to which the fire department responds which is the result of an unintentional occurrence or mishap. This includes burned food, steam from showers, and good-faith assumptions of a fire condition.
  - False alarm* means any activation of an alarm system to which the fire department responds which is not the result of a fire, emergency call for assistance, or accidental alarm. This includes alarms improperly or maliciously sounded or alarms that turn out to be groundless or system malfunctions.
- (b) *Prevention, payment of costs*. Any owner or lessee or person in control of property having an alarm system on the premises and any user of alarm services or equipment designed and installed with the intent of eliciting an emergency response shall pay to the city a service charge of \$100.00 for each and every false alarm to which the fire department responds after the initial response within a 30-day period. It shall be the responsibility of the property owner to correct any and all problems resulting in the activation of false alarms. If the fire department finds it necessary to disconnect an alarm device or system due to repeated activations, a fire watch may be ordered posted on the premises until such time that the protection provided by the system or device can be restored.

- (c) *Appeals.* Any alarm user, owner, or lessee may appeal false alarm service charges in writing to the fire chief within ten days after receipt of the notice of the service charge. The fire chief may waive assessment of the service charge when, in his judgment, reasonable attempts are being taken to discover and eliminate the cause of the false alarms.
- (d) *Liability.* The fire department shall take every reasonable precaution to ensure that alarms received are given appropriate attention and are acted upon with dispatch. Nevertheless, the fire department shall not be liable for any defects in the operation of alarm devices, for any failure or neglect to respond appropriately upon receipt of an alarm from such a source, nor for the failure or neglect of any person in connection with the installation and operation of alarms and systems.

Sec. 34-108110. – System maintenance and testing.

- (a) No one will be allowed access into an active master box except fire department personnel. Systems shall be properly maintained in good working order. Systems shall be tested in accordance with frequency and methods as described in NFPA 72, as adopted. The fire department shall be informed of the test prior to its performance. Written documentation as to test results shall be kept on file on the premises and forwarded to the fire department. Competent and trained individuals shall complete testing and maintenance.
- (b) Any person wishing to test the fire alarm or sprinkler system that is monitored by a master box must notify the fire department at least 24 hours before any test is conducted provided that the master box cannot be disabled at the fire alarm control panel. The master boxes must be plugged out by fire department at its convenience. The fire department may refuse to allow tests if busy with emergency calls.
  - (1) It shall be the responsibility of the party holding the fire alarm access permit to notify fire department before any service is done on alarm/sprinkler systems. It shall also be the party's responsibility to notify the fire department when work is completed.
  - (2) Any false alarms received without prior knowledge of the fire department are subject to fines per subsection 34-107109(b) of this division and subject to permit suspension per subsection 34-109111(b).

Sec. 34-109111. – Fire alarm access permit required.

- (a) Access to work on, disable or restore fire alarm systems connected to emergency force notification, excluding one and two family house whole warning fire alarm systems, shall be limited to authorized personnel who have acquired an alarm access permit. Said permits shall only be issued by the fire chief or his designee after an applicant has received and acknowledged that they have read and understand this fire alarm ordinance, have completed an alarm access permit application and have paid the annual permit fee as outlined in appendix B.
- (b) Unless renewed, all alarm access permits shall expire on December 31 of current year.

In addition, alarm access permits may be revoked by the fire chief or his designee without refund of the permit fee, if in the opinion of the fire chief or his designee the permit holder has

placed protected property at risk, caused three or more false alarms in one calendar year, or violated any other provision of this chapter.

Sec. 34-110**112**. – Two-way radio enhancement systems.

- (a) All new buildings shall be tested for adequate radio coverage for emergency responders within the building. Radio coverage is defined as the ability to transmit and receive from the interior of the building to the command vehicle and the dispatch center. Radio coverage must also be capable of transmitting and receiving from portable to portable radio while operating inside the facility to all areas of the building including elevators, elevator lobbies, emergency and standby power rooms, fire pump rooms, areas of refuge, mechanical rooms, boiler rooms and inside enclosed exit stairways. The system installation and components shall also comply with all applicable Federal Regulations, including but not limited to, Federal Communications Rules (47 CFR 90.219), as specified in the NFPA Two-Way Radio Enhancement Systems. These communications have to reach **a voter site**. ~~the radio tower at Highland Hill at the longitude 72-23-02.83 and latitude 42-57-36.02.~~
- (b) An application and permit is required for installation of or modification to two-way radio enhancement systems and related equipment. A fee as set forth in the schedule of fees Appendix B to this code shall be paid upon application for the permit.
- (c) Emergency radio coverage shall include emergency services dispatch frequency and three tactical operations frequencies for the Keene Fire Department, emergency medical services and one dispatch and one tactical frequency for law enforcement. All equipment shall allow communication in analog, digital and encrypted mode.

(1) The emergency frequencies that will be approved to use are as follows:

Channel Name	Personality Type	Receive Freq.	Receive PL Freq.	Receive PL Code
<b>WQCV921</b>	Cnv	<b>159.450</b>	136.5	4Z
TAC 1	Cnv	154.38500	136.5	4Z
TAC 2	Cnv	154.28000	136.5	4Z
TAC 3	Cnv	153.83000	136.5	4Z
<b>KPD</b>				
Main		155.2500		4Z
Tactical		153.9500		4Z

- (d) Buildings and structures which cannot support the required level of radio coverage shall be equipped with a radiating cable system, a distributed antenna system with FCC certified signal boosters, or other system approved by the fire chief or his designee in order to achieve the required adequate radio coverage.
- (e) The system shall be inspected and tested per NFPA 72 Two-Way Radio Enhancement Systems.
- (f) The building owner shall notify or expand the two-way radio enhancement system at their expense in the event frequency changes are required by the FCC or additional frequencies

are made available by the FCC. Prior approval of a two-way radio enhancement system on previous frequencies does not exempt this section.

- (g) Agency personnel shall have the right to enter onto the property at any reasonable time to conduct field-testing to verify the required level of radio coverage.

---

Kendall W. Lane, Mayor

**Appendix B**  
**Chapter 34. Emergency Services**  
**Article II. Alarm Systems Division**  
**3. Fire Alarms**

Fire Alarms Systems Permits:

Application Fee	\$20.00
Fire Alarm Access Permit (annual)	<del>\$25.00</del> <b>\$45.00</b>
Master Box Installation ( <b>Mechanical, Electronic or Radio</b> )	<del>\$110.00</del> <b>\$130.00</b>
Service charge for each master box connected to the municipal circuit ( <b>includes required testing &amp; maintenance per NFPA 72</b> )	
Per calendar year	\$408.00
Pro rate amount per month or part of a month until June 30 of the installation year	\$34.00

Automatic fire detection systems (per FACP):

Application Fee	\$20.00
Up to 25 devices	<del>\$110.00</del> <b>\$130.00</b>
26-99 devices	<del>\$220.00</del> <b>\$240.00</b>
Add for each device beyond 99	\$1.00
Household warning fire alarm system	<del>\$55.00</del> <b>\$75.00</b>

Modification to Automatic fire detection systems:

Application Fee	\$20.00
FACP Change Out/Upgrade (plus 20 percent of devices)	<del>\$30.00</del> <b>\$50.00</b>
Add/Relocate 1-10 devices	<del>\$55.00</del> <b>\$75.00</b>
Add/Relocate 11/50 devices	<del>\$110.00</del> <b>\$130.00</b>
Add for each device beyond 50	\$1.00
Annual In-House Modification Permit (per building)	<del>\$300.00</del> <b>\$320.00</b>
Household warning fire alarm system	<del>\$30.00</del> <b>\$50.00</b>

After Hour Fire Alarm Requests:

Fire Drill	Per market value <b>\$75.00</b>
------------	------------------------------------

Two-way Radio Enhancement Systems:

Application Fee	\$20.00
Two-way Radio Enhancement System	<del>-\$50.00</del> <b>\$70.00</b>
Modification to Existing	<del>-\$30.00</del> <b>\$50.00</b>



City of Keene, N.H.  
*Transmittal Form*

May 15, 2017

**TO:** Mayor and Keene City Council

**FROM:** Mark F. Howard, Fire Chief

**THROUGH:** Thomas Mullins, City Attorney and Medard Kopczynski, City Manager

**ITEM:** H.2.

**SUBJECT:** Relating to Fire Prevention Code

---

**RECOMMENDATION:**

That the City Council refers Ordinance O-2017-06 to the Planning, Licenses and Development Committee for their consideration and recommendation.

**ATTACHMENTS:**

Description

Ordinance O-2017-06

**BACKGROUND:**

This Ordinance is being recommended in order to update the edition and language in Article II, "Fire Prevention Code", of Chapter 42, entitled "Fire Prevention and Protection" and section 65.11.3 "Permit Requirements" Appendix B Fee Schedule.

We are recommending the adoption of NFPA 1 "Uniform Fire Code", 2015 Edition as published by the National Fire Protection Association and the NFPA 101 "Life Safety Code", 2015 Edition as published by the National Fire Protection Association.



# CITY OF KEENE

O-2017-06

## Seventeen

In the Year of Our Lord Two Thousand and .....

Relating to Fire Prevention Code

AN ORDINANCE .....

*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 removing the stricken text and inserting the bolded text throughout Article II, "Fire Prevention Code", of Chapter 42, entitled "Fire Prevention and Protection" and Section 65.11.3 "Permit Requirements" Appendix B Fee Schedule as follows:

### Article II. Fire Prevention Code

#### Sec. 42-31. Adopted

There is hereby adopting the NFPA 1 "Uniform Fire Code", ~~2009~~ **2015** as published by the National Fire Protection Association and the NFPA 101 "Life Safety Code", ~~2009~~ **2015** as published by the National Fire Protection Association. The following sections of the NFPA 1 Uniform Fire Code (~~2009~~ **2015**) shall be excluded from adoption under these rules:

1. Section 1-13 Certificates of Fitness;
2. Section 13.3.2.20.1 One- and Two-Family Dwellings;
3. Section 65.2 Fireworks Displays;
4. Section 65.5 Fireworks Manufacturing;
5. Section 65.9 Explosives;
6. Reference Publications NFPA 5000 Chapter 2

#### Sec. 42-94. – General requirements.

(a) *Single unit.* Each living unit contained in a multi-unit dwelling, rental property or group living facility shall be equipped with single station and/or multi-station smoke alarm/carbon monoxide detectors in accordance with the household fire warning equipment requirements of NFPA 72, National Fire Alarm Code 720 Carbon Monoxide Standard. All required detectors shall receive their operating power from the building electrical system. If a dedicated circuit is used, a lock must be installed on the circuit breaker. Where two or more detectors are required within a living unit, they shall be interconnected. The detectors shall sound an alarm only within an individual living unit or similar area and shall not actuate the building protective signaling and control system. **Wireless Interconnection Systems are permitted.**

The following sections of the NFPA 101 Life Safety Code (~~2006~~ **2015**) shall be excluded from adoption under these rules:

1. Section 24.3.5.1 Residential Sprinklers

APPENDIX B

Chapter 42. Fire Prevention and Protection

Section 65.11.3 Permit Requirements:

Fire Suppression Systems Permit:

Application Fee	\$20.00
NFPA 13D system (per riser)	\$55.00\$75.00
NFPA 13 & 13R system (per riser) up to 5,000 square feet	\$110.00\$130.00
NFPA 13 system (per riser)	\$220.00\$240.00
5,001 to 10,000 square feet of protected area	\$450.00\$470.00
10,001 square feet to 25,000 square feet	\$600.00\$620.00
25,001 square feet to 52,000 square feet	
Partial sprinkler system (not complete building protection)	
Up to 6 sprinkler heads	\$30.00\$50.00
7 to 20 sprinkler heads	\$110.00\$130.00
Standpipe systems (not part of combined sprinkler/standpipe systems)	
Up to 3 floors (per riser)	\$110.00\$130.00
Add per floor beyond 3	\$55.00\$75.00
Pre-engineered systems (wet/dry/Co2)	\$150.00\$170.00
Engineered systems (wet/dry/Co2)	\$220.00\$240.00
Fire pump installation	\$50.00\$70.00

Life Safety Permit Fees

Application Fee	\$20.00
Place of assembly permits (valid for one year)	\$50.00\$70.00
<b>Boarding/rooming/lodging inspections up to 16 beds</b>	\$100.00\$120.00
<b>More than 16 beds</b>	\$150.00\$170.00
Permissible firework displays (per display)	\$100.00\$120.00
Non-permissible firework displays (per display)	\$100.00\$120.00
Explosive/blasting (per site)	
Up to 7 days	\$100.00\$120.00
Add for each additional day beyond 7	\$10.00
Oil/LP gas burner/supply lines permit	\$50.00\$70.00
<b>Oil/LP supply lines</b>	<b>\$70.00</b>

Storage Tank Permit Fees

Underground storage tank (per tank >60 gal water capacity) Removal only	\$60.00\$80.00
--	----------------

Installation only	<del>\$75.00</del> <b>\$95.00</b>
Removal and installation	<del>\$125.00</del> <b>\$145.00</b>
Aboveground storage tank (per tank >60 gal water capacity)	
Removal only (except LP gas cylinders)	<del>\$60.00</del> <b>\$80.00</b>
Installation only Retail Cylinder Exchange Cages	<del>\$75.00</del> <b>\$95.00</b>
Installation only (including LP gas cylinders)	<del>\$75.00</del> <b>\$95.00</b>
Removal and reinstallation (except LP gas cylinders)	<del>\$125.00</del> <b>\$145.00</b>

#### Inspection Fees (upon request per inspection)

Family day care homes (up to 12 children)	\$30.00
Day care centers and/or nurseries (more than 12 children or more than 4 children under the age of 2 years old)	\$100.00
Home health care life safety	\$30.00
Boarding/rooming/lodging/shelter inspections Up to 16 beds	\$100.00
More than 16 beds	\$150.00
Health care facility (nursing home/hospital) (annual)	\$200.00
Re-inspection fee (per inspection)	
After 1 <sup>st</sup> failed final inspection of permit	\$50.00

#### Miscellaneous Fees

Environmental searches (per address)	\$75.00
Incident reports (per incident)	\$15.00
Investigation report (per investigation)	\$25.00

#### Hazardous Materials Storage Permit (valid for 1 year)

Explosives/dangerous when wet/pyrophoric	
1-25 pounds	\$50.00
26-100 pounds	\$100.00
>101 pounds	\$150.00
Flammable liquids (class I liquids)	
61-660 gallons	\$50.00
661-2500 gallons	\$100.00
>2500 gallons	\$150.00
Flammable/combustible liquids (class II and III)	
661-1000 gallons	\$50.00
1001-25,000 gallons	\$100.00
Liquid petroleum (LPG) liquid natural (LNG) gases	
Retail cylinder exchange	\$25.00
1000-3000 gallon systems	\$50.00
>3000 gallon systems	\$100.00
Cryogenic liquids	
Non-flammable >500 gallons	\$25.00
Flammable >10 gallons	\$50.00
Poison by inhalation gases	

60-660 gallons (water capacity)	\$50.00
661-2500 gallons	\$100.00
>2500 gallons	\$150.00
Caustics	
<2000 pounds or 1000 gallons	\$50.00
<4000 pounds or 2000 gallons	\$100.00
>4000 pounds or 2000 gallons	\$150.00

---

Kendall W. Lane, Mayor



City of Keene, N.H.  
*Transmittal Form*

May 12, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Elizabeth A. Fox, ACM/Human Resources Director  
**THROUGH:** Medard Kopczynski, City Manager  
**ITEM:** H.3.  
**SUBJECT:** Relating to Class Allocation and Salary Schedules

---

**RECOMMENDATION:**

That the City Council refer Ordinance O-2017-07 to the Finance, Organization, and Personnel Committee for their review and recommendation.

**ATTACHMENTS:**

Description

Ordinance O-2017-07

**BACKGROUND:**

The ordinance relating to salary and wage schedules for the 2017/2018 fiscal year reflects generally an across-the-board increase of 2% for non-bargaining units. The effective date of this increase would be July 1, 2017. This adjustment is comparable to that provided by the City's negotiated collective bargaining agreements.

This revision also recommends additional adjustments to several non-union public safety positions, including probationary positions, considering labor market information and other conditions.



# CITY OF KEENE

O-2017-07

In the Year of Our Lord Two Thousand and .....Seventeen.....

AN ORDINANCE .....Relating to Class Allocations and Salary Schedules.....

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative and Clerical," effective July 1, 2017.

\_\_\_\_\_  
Kendall W. Lane, Mayor

City Code Section 2-231

**COUNCIL APPOINTMENTS  
ANNUAL SALARY SCHEDULE**  
(effective July 1, 2017)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	83,994	103,977	124,818
<u>E</u>	87,774	108,656	130,435
<u>V</u>	91,723	113,545	136,305
<u>E</u>	95,851	118,655	142,439
<u>L</u>	100,164	123,994	148,848
	104,672	129,574	155,546

City Code Section 62-166

**PROBATIONARY PUBLIC WORKS  
HOURLY WAGE SCHEDULE**

**Non Union**

(effective July 1, 2017)

<u>GRADE</u>	<u>STEP</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
H 1	12.52	13.46	14.06	14.70
H 2	13.07	14.05	14.68	15.34
H 3	13.66	14.68	15.35	16.04
H 4	14.25	15.32	16.01	16.73
H 5	14.91	16.03	16.75	17.50
H 6	15.58	16.75	17.50	18.29
H 7	16.26	17.48	18.27	19.09
H 8	17.02	18.30	19.12	19.98
H 9	17.78	19.11	19.97	20.87
H 10	18.54	19.93	20.83	21.76
H 11	19.43	20.89	21.83	22.81
H 12	20.29	21.81	22.79	23.82

CLASS ALLOCATION

<u>GRADE</u>	
H 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
H 4	Water & Sewer Service Aide I
H 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II
H 7	Mechanic I
H 8	Motor Equipment Operator II
H 9	Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator
H 10	Highway Foreman; Solid Waste Foreman; Maintenance Technician I
H 11	Water Meter Technician; Maintenance Electrician
H 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman

**City Code Section 62-191**

**PROBATIONARY FIREFIGHTER  
HOURLY WAGE SCHEDULE  
(effective July 1, 2017)**

<u>GRADE</u>		<u>STEP 1</u>
F 1	Level I/EMT B	\$18.84
F 2	Level II/A-EMT	\$19.97
F 3	Level II/Medic	\$20.95

**City Code Section 62-192**

**PROBATIONARY POLICE OFFICER  
HOURLY WAGE SCHEDULE  
(effective July 1, 2017)**

<u>GRADE</u>		<u>STEP 1</u>
P 1		\$22.14

**ADMINISTRATIVE AND CLERICAL  
ANNUAL SALARY SCHEDULE**

**Non Union**

(effective July 1, 2017)

<u>GRADE</u>	<u>STEPS</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 1	29,206	30,520	31,893	33,328	34,828	36,395
S 2	30,520	31,893	33,328	34,828	36,395	38,033
S 3	31,893	33,328	34,828	36,395	38,033	39,744
S 4	33,328	34,828	36,395	38,033	39,744	41,532
S 5	34,828	36,395	38,033	39,744	41,532	43,401
S 6	36,395	38,033	39,744	41,532	43,401	45,354
S 7	38,033	39,744	41,532	43,401	45,354	47,395
S 8	39,744	41,532	43,401	45,354	47,395	49,528
S 9	41,532	43,401	45,354	47,395	49,528	51,757
S 10	43,401	45,354	47,395	49,528	51,757	54,086
S 11	45,354	47,395	49,528	51,757	54,086	56,520
S 12	47,395	49,528	51,757	54,086	56,520	59,063
S 13	49,528	51,757	54,086	56,520	59,063	61,721
S 14	51,757	54,086	56,520	59,063	61,721	64,498
S 15	54,086	56,520	59,063	61,721	64,498	67,400
S 16	56,520	59,063	61,721	64,498	67,400	70,433
S 17	59,063	61,721	64,498	67,400	70,433	73,602
S 18	61,721	64,498	67,400	70,433	73,602	76,914
S 19	64,498	67,400	70,433	73,602	76,914	80,375
S 20	67,400	70,433	73,602	76,914	80,375	83,992
S 21	70,433	73,602	76,914	80,375	83,992	87,772
S 22	73,602	76,914	80,375	83,992	87,772	91,722
S 23	76,914	80,375	83,992	87,772	91,722	95,849
S 24	80,375	83,992	87,772	91,722	95,849	100,162
<b>S 24.5</b>	<b>82,184</b>	<b>85,882</b>	<b>89,747</b>	<b>93,786</b>	<b>98,006</b>	<b>102,416</b>
S 25	83,992	87,772	91,722	95,849	100,162	104,669
S 26	87,772	91,722	95,849	100,162	104,669	109,379
S 27	91,722	95,849	100,162	104,669	109,379	114,301
<b>S 27.5</b>	<b>93,786</b>	<b>98,006</b>	<b>102,416</b>	<b>107,025</b>	<b>111,841</b>	<b>116,874</b>
S 28	95,849	100,162	104,669	109,379	114,301	119,445
S 29	100,162	104,669	109,379	114,301	119,445	124,820
<b>S 29.5</b>	<b>102,416</b>	<b>107,025</b>	<b>111,841</b>	<b>116,874</b>	<b>122,133</b>	<b>127,629</b>

City Code Section 62-194

ADMINISTRATIVE AND CLERICAL

(effective July 1, 2017)

<u>GRADE</u>	<u>CLASS ALLOCATION</u>
S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	NO POSITIONS ASSIGNED
S 11	Fire Department Administrator; Office Manager; Parking Services Technician; Police Dispatch Supervisor
S 12	Librarian I; Planning Technician; Paralegal; Executive Secretary
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant; Librarian II; Senior Staff Accountant; Payroll Administrator; Human Resource Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Technical Support Specialist; Assistant City Clerk; Parking Operations Manager; Purchasing Specialist
S 16	Planner; Laboratory Supervisor
S 17	Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; Treatment Plant Manager; Fleet Services Operations Manager; Airport Maintenance & Operations Manager,
S 18	Water & Sewer Superintendent; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; <del>Engineer-Utilities Inspector/Coordinator;</del> Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager,
S 19	Highway Superintendent; Fleet Services Superintendent; Operations Manager; Code Enforcement & Inspections Manager
S 20	<del>Assistant City Attorney;</del> Systems Administrator; Purchasing & Contract Services Manager
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	Code Enforcement Superintendent
S 24	City Engineer; Assistant Public Works Director/Division Head; Assistant IT Director; Database Administrator; Airport Director; <del>Police Captain; Deputy Fire Chief</del>
<b>S 24.5</b>	<b>Police Captain; Deputy Fire Chief</b>
S 25	Parks, Recreation & Facilities Director; Human Resources Director; Library Director; Human Services/Youth Services Director; Assistant Finance Director/Assistant Treasurer
S 26	Planning Director; Health Director; City Assessor
S 27	<del>Police Chief; Fire Chief; Finance Director/Treasurer; Public Works Director;</del> IT Director
S 27.5	<del>NO POSITIONS ASSIGNED</del> <b>Police Chief; Fire Chief; Public Works Director</b>
S 28	NO POSITIONS ASSIGNED
<b>S 29</b>	<b>NO POSITIONS ASSIGNED</b>
<b>S 29.5</b>	<b>NO POSITIONS ASSIGNED</b>



City of Keene, N.H.  
*Transmittal Form*

May 12, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Elizabeth A. Fox, ACM/Human Resources Director  
**THROUGH:** Medard Kopczynski, City Manager  
**ITEM:** H.4.  
**SUBJECT:** Relating to Personnel Procedures - Hours of Work

---

**RECOMMENDATION:**

That the City Council refer Ordinance O-2017-08 to the Finance, Organization, and Personnel Committee for their review and recommendation.

**ATTACHMENTS:**

Description

Ordinance O-2017-08

**BACKGROUND:**

City Code and collective bargaining agreements, augmented by the Employee Handbook, provide an employment framework for management of the City's workforce. Chapter 62-216 prescribes hours of work for various types of positions and departments. An analysis of the City work week practice indicates that an adjustment modifying the basic work week to 40 hours for certified fire department positions listed in Chapter 62-194 (Fire Chief and Deputy Fire Chief) aligns the City's standard for those positions to comparable communities and to similar positions on the City's schedule.



# CITY OF KEENE

Seventeen

In the Year of Our Lord Two Thousand and .....  
Relating to Personnel Procedures – Hours of Work

AN ORDINANCE .....

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by inserting the boldface text in the following sections of Chapter 62, Personnel: *Sec. 62-276, Hours of work, as follows:*

Sec. 62-276. Hours of Work

- (a) Average workweeks for various regular full-time city employees and departments are based on operations and needs of the public, and they normally are as follows:

Administrative and office positions.....37.5 hours

All certified fire department positions (**except those listed in Chapter 62-194**).....42 hours

All non-administrative public works; **certified fire department positions listed in Chapter 62-194**; airport; facilities management; and parks, recreation, cemeteries positions.....40 hours

All library positions (except facilities management).....38 hours

All non-administrative police department positions (except clerical).....40 hours

---

Kendall W. Lane, Mayor



City of Keene, N.H.  
*Transmittal Form*

May 14, 2017

**TO:** Mayor and Keene City Council

**FROM:** Steve Thornton, Finance Director

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** J.1.

**SUBJECT:** Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; Relating to the Appropriation of Funds for the LED Streetlights Project; Relating to the Appropriation of Funds for the Flood Management Project; Relating to the Appropriation of Funds for the Airport Terminal Improvement Project and Relating to the Appropriation of Funds for the Transfer Station Energy Source Project

---

**RECOMMENDATION:**

That resolutions R-2017-12 through R-2017-16 relating to appropriation of funds for the Consolidated Infrastructure, LED Streetlight, Flood Management, Airport Terminal Improvement, and Transfer Station Energy Source Projects be introduced and read at the May 18, 2017 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council.

**ATTACHMENTS:**

**Description**

Resolution R-2017-12

Resolution R-2017-13

Resolution R-2017-14

Resolution R-2017-15

Resolution R-2017-16

**BACKGROUND:**

Included in the proposed 2017/2018 operating budget are several bond issues to fund projects advanced through the Capital Improvements Program (CIP) process, as follows:

				<i>term</i>
R-2017-12	General Fund	Consolidated Infrastructure	\$1,301,500	10
R-2017-13	General Fund	LED Streetlights	\$350,000	5
R-2017-14	General Fund	Flood Management	\$906,000	15
R-2017-15	General Fund	Airport Terminal Improvements	\$200,000	7
		<b>SUBTOTAL - GENERAL FUND</b>	<b>\$2,757,500</b>	
R-2017-16	Solid Waste	Transfer Station Energy Source	\$250,000	10
		<b>SUBTOTAL - SOLID WASTE</b>	<b>\$250,000</b>	
		<b>TOTAL - ALL FUNDS</b>	<b>\$3,007,500</b>	

These resolutions require two readings before the City Council, the first of which will be May 18, 2017.



# CITY OF KEENE

R-2017-12

In the Year of Our Lord Two Thousand and .....Seventeen.....

A RESOLUTION ..... Relating to the Appropriation of Funds for the Consolidated  
.....Infrastructure Project.....

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

That the sum of one million, three hundred and one thousand five hundred dollars (\$1,301,500) is hereby appropriated for the Consolidated Infrastructure Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, three hundred and one thousand five hundred dollars (\$1,301,500) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

\_\_\_\_\_  
Kendall W. Lane, Mayor



# CITY OF KEENE

R-2017-13

In the Year of Our Lord Two Thousand and .....Seventeen.....

A RESOLUTION ..... Relating to the Appropriation of Funds for the LED Streetlights  
Project .....

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

That the sum of three hundred and fifty thousand dollars (\$350,000) is hereby appropriated for the LED Streetlights Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three hundred and fifty thousand dollars (\$350,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

\_\_\_\_\_  
Kendall W. Lane, Mayor



# CITY OF KEENE

R-2017-14

In the Year of Our Lord Two Thousand and .....Seventeen.....

A RESOLUTION ..... Relating to the Appropriation of Funds for the Flood Management  
Project .....

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

That the sum of nine hundred and six thousand dollars (\$906,000) is hereby appropriated for the Flood Management Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to nine hundred and six thousand dollars (\$906,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

\_\_\_\_\_  
Kendall W. Lane, Mayor



# CITY OF KEENE

R-2017-15

In the Year of Our Lord Two Thousand and .....Seventeen.....

A RESOLUTION ..... Relating to the Appropriation of Funds for the Airport Terminal  
Improvements Project.....

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

That the sum of two hundred thousand dollars (\$200,000) is hereby appropriated for the Airport Terminal Improvements Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred thousand dollars (\$200,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

\_\_\_\_\_  
Kendall W. Lane, Mayor



# CITY OF KEENE

R-2017-16

In the Year of Our Lord Two Thousand and .....Seventeen.....

A RESOLUTION ..... Relating to the Appropriation of Funds for the Transfer Station  
.....Energy Source Project.....

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

That the sum of two hundred and fifty thousand dollars (\$250,000) is hereby appropriated for the Transfer Station Energy Source Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred and fifty thousand dollars (\$250,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

\_\_\_\_\_  
Kendall W. Lane, Mayor



City of Keene, N.H.  
*Transmittal Form*

May 10, 2017

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Finance & Infrastructure Committee

**ITEM:** J.2.

**SUBJECT:** Relating to the Absolute Discontinuance of a Portion of Castle Street

---

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends the adoption of Resolution R-2017-01 for absolute discontinuance of a portion of Castle Street, Resolution R-2017-02 related to a deed for the discontinued portion of Castle Street, and Resolution R-2017-03 relating to release of drainage easements and acceptance of a deed.

**ATTACHMENTS:**

**Description**

Resolution R-2017-01

Resolution R-2017-02

Resolution R-2017-03

**BACKGROUND:**

Councilor Filiault recused himself from this petition because he did not attend the site visit. The City Engineer noted the site visit was the previous week and the public hearing has concluded, with little feedback. The Council had one question last week about access to the Jonathan Daniels Trail. As of today, there is no public access to the trail on the Keene Housing Authority property but Council was interested in considering that option. The City Engineer stated he has spoken with the City Attorney and Keene Housing Authority representatives who expressed significant legal concerns with opening formal public access through private property to a City trail. First, it would have to be legally defined in the form of an easement to record that agreement on the land records. Second, it is difficult to define public access and ensure that access will not transfer to other parts of the private property. Third, in terms of liability, the municipality has certain protection under State regulations for things that happen in the right of way but private properties do not have the same protections; so, there would be legal liability for Keene Housing Authority. Finally, there is question of the long-term maintenance of the public access. Staff recommended that Castle Street be discontinued because the road only serves one property owner but the City is paying for maintenance. If this petition is accepted, the owner will be responsible for long-term maintenance of the public access. Some were also concerned by the parking situation at the end of Castle Street if formal access to the trail network is created there; this will attract people onto private property. The City Engineer said both staff and Keene Housing Authority are not in favor of public access through the property at this point.

Councilor Hooper asked if Keene Housing would put private property signage at the head of the trail to discourage use. The City Engineer replied there is currently no signage or fencing as a part of the project. Chair Manwaring said because there was no public feedback, the Committee is just voting on these three resolutions

and asked the City Engineer to briefly explain them.

- Resolution R-2017-01: the absolute discontinuation of a portion of Castle Street allowing the City to give up that portion of the street as a public way; contingent on the Monadnock Affordable Housing Corporation relieving the City from damages.
- Resolution R-2017-02: relates to a deed for the discontinued portion. The City Engineer explained there are two ways the City can have legal interest in a right of way, 1) by owning the land underlying the public way or 2) an easement across someone property for highway purposes; these give the public at large the right to pass and repass over someone else's land. The City has a deed to the land underlying the right of way on Castle Street. It is recommended that the City Manager sign the deed back over the Keene Housing Authority.
- Resolution R-2017-03: will release the old drainage easement and acceptance of a deed from the releasing of old drainage easements. It is essentially cleaning up land records as part of the work toward preparing documents that will lead to discontinuation of the street. The surveyor found two existing easements that are not currently on the public land records. This resolution also ends those easements and authorizes the City Manager to accept a deed from Keene Housing Authority to the City to lay, maintain, and continue where there is drainage.

Chair Manwaring asked if all resolutions can be included in one motion and the Assistant City Manager replied yes.

Councilor Lamoureux made the following motion, which was seconded Councilor O'Connor.

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends the adoption of Resolution R-2017-01 for absolute discontinuation of a portion of Castle Street, Resolution R-2017-02 related to a deed for the discontinued portion of Castle Street, and Resolution R-2017-03 relating to release of drainage easements and acceptance of a deed.



# CITY OF KEENE

R-2017-01

In the Year of Our Lord Two Thousand and ....Seventeen.....

A RESOLUTION .....RELATING TO THE ABSOLUTE DISCONTINUANCE OF A  
PORTION OF CASTLE STREET.....

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

That the Keene City Council is of the opinion that there is no further need to use a portion of Castle Street for the accommodation of the public and that there is occasion for the absolute discontinuance of said portion of Castle Street as described in the attached Description of Complete Discontinuance, subject to the following conditions:

1. All affected property owners associated and in connection with the discontinuance agree to the discontinuance and either waive their rights to any damages, or accept damages paid, and sign an agreement to such effect; and
2. All documentation is in a content and form acceptable to the City Attorney and City Engineer.
3. That Monadnock Affordable Housing Corporation shall indemnify and save harmless the City of Keene from any and all damages that may be claimed as a result of said discontinuance.

\_\_\_\_\_  
Kendall W. Lane, Mayor



# CITY OF KEENE

R-2017-02

Seventeen

In the Year of Our Lord Two Thousand and .....

RELATING TO A DEED FOR THE DISCONTINUED PORTION OF

A RESOLUTION ..... CASTLE STREET .....

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

That The City Manager is authorized to do all things necessary to execute the attached deed for that portion of Castle Street lying westerly of Ashuelot Street, as shown on a plan entitled "Discontinuance Plan, Portions of Castle Street, Prepared for City of Keene," dated December 12, 2016, by SVE Associates, to be recorded at the Cheshire County Registry of Deeds, subject to the following condition;

All documents shall be a form and content acceptable to the City Attorney, and City Engineer.

\_\_\_\_\_  
Kendall W. Lane, Mayor



# CITY OF KEENE

R-2017-03

In the Year of Our Lord Two Thousand and ... Seventeen .....

A RESOLUTION ..... RELATING TO THE RELEASE OF DRAINAGE EASEMENTS AND THE ACCEPTANCE OF A DEED FOR A RELOCATED DRAINAGE EASEMENT .....

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

That the City of Keene release to Monadnock Affordable Housing Corporation all its right, title and interest in and to two (2) drainage easements shown on the plan entitled "Discontinuance Plan, Portions of Castle Street, Prepared for City of Keene," dated December 12, 2016, by SVE Associates, to be recorded at the Cheshire County Registry of Deeds. Said rights having been originally conveyed to the City of Keene by deed of The Faulkner & Colony Manufacturing Company and recorded on September 20, 1940, at Volume 489, Page 402, and by deed of Emile J. Legere, Inc., Barker Realty Co., Inc. and Philip Michael Hamblet, recorded on April 26, 1968, at Volume 779, Page 111, and authorize the City Manager to do all things necessary to execute and deliver a Deed without Covenants thereto.

That the City Manager be authorized to accept an Easement Deed with warranty covenants from Monadnock Affordable Housing Corporation for the purpose of constructing, reconstructing, and maintaining a relocated drainage system for surface water as shown on the above-described plan, and also shown on a plan entitled "Proposed Relocated Drainage Easements over lands of Monadnock Affordable Housing Association, Prepared for City of Keene," dated December 12, 2016, by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

---

Kendall W. Lane, Mayor