



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
May 5, 2022  
7:00 PM

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MINUTES FROM PRECEDING MEETING**

- April 21, 2022

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Public Hearing - Zoning Map Change - Whitcomb's Mill Road - Ordinance O-2022-02
2. Presentation of Retirement Resolution - Former Fire Chief, Mark Howard

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

1. Nomination  
Planning Board

**C. COMMUNICATIONS**

1. Pablo Fleischmann - Keene Music Festival - Request for Use of City Property - September 3, 2022
2. Adam Toepfer - Keene Pride - Request that the City Absorb the Cost for Police, Public Works and Fire Personnel for Block Park - September 18, 2022

**D. REPORTS - COUNCIL COMMITTEES**

1. Conservation Commission – Recommendation on Eversource Energy – Tree Trimming on Scenic Roads
2. Tree Trimming on Scenic Roads

3. Request that Railroad Square be Designated a Smoke Free Zone
4. Presentation - Downtown to Trails - Parks, Recreation, and Facilities Director
5. WWTP Aeration Pipe Replacement Change Order 1 - WWTP Operations Manager

**E. CITY MANAGER COMMENTS**

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

1. 2019 State Homeland Security Program Critical Infrastructure-Water Related Catastrophe Grant - Deputy Fire Chief

**G. REPORTS - BOARDS AND COMMISSIONS**

**H. REPORTS - MORE TIME**

1. Renaming the Keene Recreation Center to the Brian A. Mattson Keene Recreation Center

**I. ORDINANCES FOR FIRST READING**

**J. ORDINANCES FOR SECOND READING**

**K. RESOLUTIONS**

1. Relating to the FY 2022-2023 Fiscal Year Budget  
Resolution R-2022-09
2. Relating to the Absolute Discontinuance of a Portion of the Commercial Street Parking Area  
Resolution R-2022-13
3. Relating to the Appropriation of Funds for the Patricia T. Russell Park Project and the Carpenter Street Flood Management Project  
Resolution R-2022-16  
Resolution R-2022-19
4. Relating to the Appropriation of Funds for George Street Bridge Replacement Project  
Resolution R-2022-17

**NON PUBLIC SESSION**

## ADJOURNMENT

04/21/2022

A site visit was held on Thursday, April 21, 2022 at the site of the absolute discontinuance of a portion of the Commercial Street Parking area. Councilors in attendance included: Mitchell H. Greenwald, Randy L. Filiault, Robert C. Williams, Catherine I. Workman, Kate M. Bosley, Philip M. Jones, Thomas F. Powers, Michael J. Remy, Bryan J. Lake and Andrew M. Madison. City staff in attendance included: Kurt Blomquist, Public Works Director, Don Lussier, City Engineer, Elizabeth Dragon, City Manager, Thomas Mullins, City Attorney and Amanda Palmeira, Assistant City Attorney. Councilors who were not in attendance included: Mike Giacomo, Gladys Johnsen, Kris Roberts and Bettina Chadbourne.

The Mayor opened the site visit at 5:45 PM. With the aid of a map, the City Engineer identified the location of the 700 square foot parcel of land. He stated that this sliver of land was laid out in 1969. The discontinuance is being requested to support a change to the skate park. At the request of the City Attorney, the City Engineer identified the public access that would remain after the discontinuance – both to the east and the south. As there were no further comments, the Mayor concluded the site visit at 5:49 PM and stated that the Public Hearing will be held that evening starting at 7:00 PM.

A true record, attest:



City Clerk

A regular meeting of the Keene City Council was held on Thursday, April 21, 2022. The Honorable Mayor George S. Hansel called the meeting to order at 7:00 PM. Roll called: Bryan J. Lake, Michael J. Remy, Randy L. Filiault, Robert C. Williams, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Bettina A. Chadbourne, Catherine I. Workman, Mitchell H. Greenwald, Kate M. Bosley, and Thomas F. Powers were present. Gladys Johnsen, Michael Giacomo, and Raleigh C. Ormerod were absent. Councilor Jones led the Pledge of Allegiance

## ANNOUNCEMENTS

Mayor Hansel offered double congratulations to Councilor Michael Giacomo, whose birthday was April 17. Councilor Giacomo and his wife, Rachel, became parents with the birth of their child on April 16. The baby's name is Soren John Giacomo and he weighed 9.2 lbs.

Next, the Mayor invited Officer O'Donnell to come forward with our new K9, Blanca. Later on the agenda, there is a donation that will go toward the care of Blanca and it seemed fitting to extend an invitation for them to attend. Officer O'Donnell provided some background on Blanca, stating that she is a three-year-old German shepherd who was purchased from a dog training facility in Holland, where she was born and raised. Then, Blanca was transferred to a training facility in Tennessee, where Officer O'Donnell drove to train with her for two weeks. She is trained in tracking, apprehension, and narcotics. Now, she is a part of the O'Donnell family and the Officer and Blanca continue training together through the NH K9 Academy. Blanca is trained

in Dutch, German, and English. Officer O'Donnell called her a very smart dog that was a good addition to his family. Mayor Hansel welcomed Blanca to the community.

The Mayor provided a final reminder and encouragement for all Councilors to participate in the annual Green Up Keene effort on Saturday, April 23. There will be a drive-through supply pick-up on Railroad Square. There is a map on the City website where you can sign-up for a specific area. Pre-registration is encouraged.

Lastly, Mayor Hansel said the workshop on the City's branding effort was rescheduled to Wednesday, May 4 at 6:00 PM at the Airport terminal. The City's project consultants will be present to lead this focus group.

#### MINUTES FROM PRECEDING MEETING

A motion by Councilor Powers to adopt the April 7, 2022 regular meeting minutes was duly seconded by Councilor Bosley. The motion carried unanimously with 12 Councilors present and voting in favor. Gladys Johnsen, Michael Giacomo, and Raleigh C. Ormerod were absent.

#### PUBLIC HEARING – COMPLETE DISCONTINUANCE OF A PORTION OF COMMERCIAL STREET PARKING AREA

Mayor Hansel called the public hearing to order at 7:07 PM. The City Clerk read the public hearing notice. The Mayor stated that the hearing was the public's opportunity to comment on the complete discontinuance of a portion of the Commercial Street Parking area.

The Mayor welcomed the City Engineer, Don Lussier, to review this project on behalf of the petitioner, the Director of Public Works, Kürt Blomquist. Mr. Lussier said that this petition was for the discontinuance of a very small portion of the Commercial Street parking lot roadway. He said this property has an interesting and convoluted history. In 1969, the Council laid out Commercial Street and the parking lot as a public way because it offered certain legal protections to the City that were not available if it was just a parking lot. The lot has been modified over time, most recently two years ago when a portion of the lot was discontinued to facilitate the Colonial redevelopment. The area under question at this meeting was a sliver of land that was discussed by the Planning Board recently during an application for a boundary line adjustment between the Skate Park and Commercial Street parcels. The Commercial Street parcel includes the alley that runs between Mon Ami and the Colonial, which includes the bike path from Main Street to the corner. As a part of that boundary line adjustment about 700 square feet of what was laid out as Commercial Street parking lot was transferred the Skate Park parcel in order to square-up the Skate Park; previously, the boundary line went through the corner of the Skate Park. Moving forward, the Skate Park will continue having access to the public way along the southern boundary (72') and for approximately  $\frac{3}{4}$  of the eastern boundary (107'). The City Engineer welcomed questions.

04/21/2022

With no questions from the Council, Mayor Hansel opened the floor to public comments and there were none.

Hearing no further comments, Mayor Hansel closed the public hearing at 7:11 PM. Written public comments would be accepted until 1:00 PM on Tuesday, April 26. Written comments must be signed and submitted to the City Clerk by that date and time to be included in the record. The Municipal Services, Facilities, and Infrastructure Committee will be making a recommendation to the full Council at their regular meeting next month.

A true record, attest:

  
City Clerk

#### CONFIRMATION

Mayor Hansel nominated Gregg Kleiner to serve as an alternate on the Historic District Commission, with a term to expire December 31, 2024. A motion by Councilor Powers to confirm the nomination was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 12 Councilors present and voting in favor. Councilors Giacomo, Johnsen and Ormerod were absent.

#### APPOINTMENT

Mayor Hansel nominated the following individuals to be appointed to the ad hoc Committee on Housing Stability, which would be charged with evaluating strategies and making recommendations to address housing stability in the City of Keene: Mayor George Hansel (Chair), Councilor Bryan Lake, Joshua Meehan, Jennifer Alexander, Doug Iosu, Craig Henderson, Natalie Darcy, Steven Bragdon, Jennifer Seher, Stacie Pickford. The IT Director/Assistant City Manager will serve as the Staff liaison.

A motion by Councilor Powers to confirm the appointments was duly seconded by Councilor Bosley. The motion carried unanimously on a show of hands, with 12 Councilors present and voting in favor. Councilors Giacomo, Johnsen and Ormerod were absent. Mayor Hansel announced that this committee will have its first meeting on Wednesday, May 4 at 3:00 PM. Their meeting schedule will continue on the 1<sup>st</sup> Wednesday of each month.

#### COMMUNICATION - PATHWAYS FOR KEENE – REQUEST TO USE CITY PROPERTY – 4 ON THE 4<sup>TH</sup> ROAD RACE

A communication was received from Jan Manwaring of Pathways for Keene, making their request to host the 20<sup>th</sup> annual 4 on the 4th Road Race on July 4, 2022 in downtown Keene. Mayor Hansel referred the communication to the Planning, Licenses, and Development Committee.

COMMUNICATION – KEENE SWAMP BATS – REQUEST TO DISCHARGE FIREWORKS

A communication was received from Kevin Watterson, President of the Keene Swamp Bats, requesting permission to discharge fireworks at Alumni Field on two separate dates, one after their regular game on July 3, 2022 in conjunction with Independence Eve, and the other after their regular game on July 16, 2022. Mayor Hansel referred the communication to the Planning, Licenses, and Development Committee.

COMMUNICATION – COUNCILOR THOMAS POWERS – RENAMING THE KEENE RECREATION CENTER TO THE BRIAN A. MATTSON KEENE RECREATION CENTER

A communication was received from Councilor Powers, on behalf of many citizens and local organizations in the City, recommending that the City Council rename the Keene Recreation Center to the Brian A. Mattson Keene Recreation Center. Mayor Hansel referred the communication to the Municipal Services, Facilities, and Infrastructure Committee.

PLD REPORT– FARMERS’ MARKET OF KEENE – REQUEST TO USE CITY PROPERTY

A Planning, Licenses, and Development Committee report read, recommending that the Farmers’ Market of Keene be granted permission to use 22 spaces along Gilbo Avenue and 18 spaces on the other side of the median strip in the Commercial Street parking lot on each Saturday commencing April 23, 2022 to Saturday, October 29, 2022. Said permission is subject to the following conditions:

- the furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured;
- the signing of a standard revocable license and indemnification agreement;
- the receipt of a total rental fee of \$932.00 (payable on the first day of every month at \$155.00 per month);
- access to City electrical shall also be provided at a fee of \$60.00 for the season;
- obtainment of all necessary permits and licenses and compliance with all laws, and compliance with any recommendations of City staff.
- In addition, the Petitioner agrees to comply with any recommendations of the Federal Center for Disease Control, the State of New Hampshire and the City of Keene; including compliance with any general guidelines, laws or ordinances enacted to ensure the health and safety of the general public that may be in effect as a result of the Novel Coronavirus (COVID-19).
- It is further recommended that the Farmer’s Market of Keene be allowed to erect sandwich board signs on City property prior to the start of sales, subject to review and approval by City staff with respect to the number and location. The signs must be removed immediately after the sales have concluded.



A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Giacomo, Johnsen and Ormerod were absent.

**PLD REPORT – CABANA FALLS WINERY – REQUEST PERMISSION TO SELL ALCOHOL AT THE FARMERS’ MARKET OF KEENE**

A Planning, Licenses, and Development Committee report read, recommending that Cabana Falls Winery be granted permission to sell alcohol and provide individual product samples to patrons at the 2022 Keene Farmers’ Market on City property licensed to the Farmers’ Market of Keene in accordance with the requirements of the State Liquor Commission. Said permission is contingent on the following: compliance with any recommendations of the Federal Center for Disease Control, the State of New Hampshire and the City of Keene, including compliance with any general guidelines, laws or ordinances enacted to ensure the health and safety of the general public that may be in effect as a result of the Novel Coronavirus (COVID-19); submittal of a signed letter of permission from the Farmers’ Market of Keene; obtainment of all necessary permits and licenses and compliance with all laws. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Giacomo, Johnsen and Ormerod were absent.

**PLD REPORT – KEENE STATE COLLEGE – REQUEST TO DISCHARGE FIREWORKS**

A Planning, Licenses, and Development Committee report read, recommending that Keene State College be granted permission for the discharge of fireworks on Saturday April 30, 2022 at no later than 10:00 PM subject to the following conditions: the signing of a revocable license and indemnification agreement; that Keene State College provide a certificate of liability insurance with the City of Keene listed as an additional insured in the amount of \$1,000,000; that the fireworks vendor provide a certificate of liability insurance with the City of Keene listed as an additional insured in the amount of \$1,000,000; that a Class B fireworks permit be obtained; and that Keene State College provide Campus Security to control the fireworks drop-zone. In addition, the petitioner agrees to comply with any recommendations of the Keene Fire Department and the Keene Police Department and agrees to absorb the charges for any City services provided. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. Councilor Williams warned that fireworks can be distressing to children in the community with autism. He also felt the City might be having too many fireworks events in general. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Giacomo, Johnsen and Ormerod were absent.



PLD REPORT – KEENE FAMILY YMCA – REQUEST TO USE CITY PROPERTY – YOUTH TRIATHLON

A Planning, Licenses, and Development Committee report read, recommending that the City Council grant permission to the Keene Family YMCA to sponsor a youth triathlon on Sunday, June 12, 2022 from 8am to 1pm, including the closure of Summit Road just after the YMCA entrance and Summit Ridge Drive where it intersects with Summit Road subject to the following conditions: the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. This license is conditional upon the petitioners providing an adequate number of volunteer race marshals to ensure runner safety along the course, and subject to any recommendations of City staff. Petitioner agrees to absorb the cost of any City services provided, and agrees to remit said payment within 30-days of the date of invoicing.

A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Giacomo, Johnsen and Ormerod were absent.

PLD REPORT – KEENE PRIDE – REQUEST TO USE CITY PROPERTY – SEPTEMBER 11–18, 2022

A Planning, Licenses, and Development Committee report read, recommending that the Keene Pride Group be granted permission to use downtown City rights-of-way on Sunday, September 18, 2022 to conduct a Keene Pride Celebration, including participating downtown businesses decorating their storefronts for the week leading up to the event date, conditional upon the following:

- This license is granted based upon the event scope presented to City staff during protocol meetings held to date, changes or additions to the license may require that an amended license be issued by the City Council and no changes to this license or the associated protocol documents will be accepted after August 1, 2022;
- The furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured;
- The signing of a standard revocable license and indemnification agreement;
- That the agreed upon footprint and layout for the event shall encumber Central Square, including the traveled portion of the road requiring the following road closures: Central Square, West Street at Central Square (with a slip lane for eastbound West Street traffic to go south on Main Street), Roxbury Street from the easterly side of the Hannah Grimes Parking Lot to Central Square, Washington Street from Vernon Street to Central Square, Court Street from Winter Street to Central Square, and Railroad Street from Main Street to the westerly entrance to Wells Street.
- That the Petitioner is permitted to place porta-potties and a dumpster in City parking spaces located at the base of Washington Street, and additional porta-potties on Railroad

Street from Friday, September 16, 2022 to Monday September 19, 2022, which will be chained together and affixed to ensure they are not vandalized while unattended overnight;

- That the actual event will be held from 10:00 AM to 6:00 PM with the times for set up and clean up to be established with City staff;
- That free parking be granted under the provisions of the free parking policy for City parking spaces on Washington Street and Railroad Street needed for storage of equipment from Friday, September 16, 2022 to Monday September 19, 2022, and spaces within the event footprint on the day of the event;
- The submittal of signed letters of permission from any private property owners for the use of their property; and
- That the Petitioner comply with any recommendations of the Federal Center for Disease Control, the State of New Hampshire and the City of Keene; including compliance with any general guidelines, laws or ordinances enacted to ensure the health and safety of the general public that may be in effect as a result of the Novel Coronavirus (COVID-19);
- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws; and compliance with any recommendations of City staff.
- And further, if the petitioners believe they will have insufficient funds to conduct this event, that they submit the application for Community Funded Event status and request a waiver of the City Council policy.

The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 23 Community Events Budget, if any, and agrees to remit said payment within 30-days of the date of invoicing. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. Councilor Jones thanked the petitioners for their answers to his questions. He said they were well organized. This event meets two of the six Human Rights Committee goals. He said it is a great thing for the community. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Giacomo, Johnsen and Ormerod were absent. Mayor Hansel said that having a Pride event in this part of NH has been discussed for years, but never reached critical mass. He was thankful for this important event in the community. Councilors Giacomo, Johnsen and Ormerod were absent.

#### PLD REPORT – LET IT SHINE – REQUEST TO USE CITY PROPERTY – 2022 PUMPKIN FESTIVAL

A Planning, Licenses, and Development Committee report read, recommending that a license be granted to Let It Shine, Inc. to use Downtown City rights-of-way on Saturday, October 22, 2022 to hold the Keene Pumpkin Festival subject to the following provisions:

- This license is granted based upon the event scope presented to City staff during protocol meetings held to date, changes or additions to the license may require that an amended

license be issued by the City Council and no changes to this license or the associated protocol documents will be accepted after September 1, 2022;

- The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 23 Community Events Budget, and agrees to remit said payment within 30-days of the date of invoicing;
- The furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured;
- The signing of a standard revocable license and indemnification agreement and associated protocol documents;
- That the agreed upon footprint and layout for the event shall encumber Central Square, including the traveled portion of the road requiring the following road closures: Central Square, West Street from Federal Street to Central Square, Roxbury Street from Roxbury Plaza to Central Square, Washington Street from Vernon Street to Central Square, Court Street from Winter Street to Central Square; and Gilbo Avenue from Main Street to Saint James Street;
- That the Petitioner is permitted to place 10 porta-potties in City parking spaces located at the base of Washington Street from Friday, October 21, 2022 to Monday October 24, 2022, which will be chained together and affixed to ensure they are not vandalized while unattended overnight;
- That the actual event will be held from 12:00 PM to 8:00 PM with the times for set up and clean up to be established with City staff;
- The submittal of signed letters of permission from any private property owners for the use of their property;
- That the Petitioner comply with any recommendations of the Federal Center for Disease Control, the State of New Hampshire and the City of Keene; including compliance with any general guidelines, laws or ordinances enacted to ensure the health and safety of the general public that may be in effect as a result of the Novel Coronavirus (COVID-19);
- That free parking be granted under the provisions of the free parking policy for City parking spaces on Washington Street needed for storage of equipment from Friday, October 21, 2022 to Monday October 24, 2022, and spaces within the event footprint on the day of the event; and
- That the Petitioner complies with any other recommendations of City staff.

A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Giacomo, Johnsen and Ormerod were absent.

#### PLD REPORT – NEW ENGLAND AEROBATIC CLUB – REQUEST TO USE CITY PROPERTY

A Planning, Licenses, and Development Committee report read, recommending that the City Council authorize the use of the Dillant-Hopkins Airport by Chapter 35 of the International

Aerobatic Club from the date of issuance through December 31, 2022, subject to the execution of a Revocable License and Indemnification Agreement, the receipt of an insurance certificate in the amount of at least \$1 million naming the City as an additional insured and all other requirements of City staff including but not limited to the following restrictions: compliance with any requirements of the FAA, limit practice sessions to not more than 5 for the year, there will be no Sunday or Holiday practice sessions, aerobatic activity shall not occur below 1,500 MSL, limit aerobatic activity to the southern portion of the aerobatic box established by the FAA, restrict use of the aerobatics box until after 10:00 AM, and invite neighbors to the mandatory safety briefings held on practice days and further that future requests be handled administratively by the Airport Director and/or City Manager. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Giacomo, Johnsen and Ormerod were absent.

**PLD REPORT – ASH SWAMP BROOK ERZ – ECONOMIC DEVELOPMENT  
DIRECTOR/SPECIAL PROJECTS**

A Planning, Licenses, and Development Committee report read, recommending to the City Council the addition of the “Ash Swamp Brook ERZ” to the Economic Revitalization Zone (ERZ) tax credit program. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Giacomo, Johnsen and Ormerod were absent.

**FOP REPORT – REDESIGN WHEELOCK PARK CAMPGROUND FOR DISC GOLF AND  
DOG PARK – PARKS, RECREATION AND FACILITIES DIRECTOR**

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to negotiate and execute a professional service contract with Dubois & King for design services required for the redesign of Wheelock Park Campground into a Disc Golf course and Dog Park, for an amount not to exceed \$29,888 and with funding to come from Project Cost Center (90291). A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. Discussion ensued. Councilor Williams expressed concern because there is still a need for camping in Keene that was expressed strongly by the community, and Wheelock Park is one location under discussion. Thus, he encouraged delaying this motion until the campground is assessed as a possibility by the Committee on Housing Stability. A motion by Councilor Williams to send this matter back to the FOP Committee was duly seconded by Councilor Jones. Councilor Roberts did not support sending this back to FOP. He recalled 2008/2009 when people came before the Council about a dog park, who have since fundraised more than \$10,000 toward this project. He said they committed to raising the money and the City committed to being supportive. Now, 13–14 years later with the funds raised, there is finally a possibility, and the City needs to hold-up its part. These organizations improve quality of life in Keene. He could not



see sending this back to Committee after all the issues had been addressed. Mayor Hansel agreed, stating that with the history of working with the dog park petitioners, he knew there were a lot of other options available for housing, though he was not denying that housing is a definite need in the community. The Mayor suggested not cutting this group off at the knees and to remember that this is a community group trying to build momentum; he did not want them to feel dejected if this were sent back to Committee because they have a lot of support.

Councilor Williams stated that he also supports the dog park and hoped there would be one, particularly on the east side at Robin Hood Park. Councilor Jones said he only seconded the motion to allow the discussion, but he had no qualms with this and would vote for the design to move forward. On a vote of 2–10, the motion to send the matter back to Committee failed. Councilors Williams and Workman voted in favor. Councilors Giacomo, Johnsen and Ormerod were absent. The motion to carry out the intent of the Committee report carried unanimously with 12 Councilors present and voting in favor.

#### FOP REPORT – SOLE SOURCE IMPRINTED CROSSWALKS DOWNTOWN – TRANSPORTATION AND STORM WATER OPERATIONS MANAGER

A Finance, Organization, and Personnel Committee report read on a vote of 3–0, recommending that the City Manager be authorized to do all things necessary to waive bidding requirement under Section 2-1336 (Waiver of Requirements) for the repair of the downtown imprinted crosswalks. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Giacomo, Johnsen and Ormerod were absent.

#### CITY MANAGER COMMENTS

The City Manager was excited to announce that on July 1, the City would have a new Community Development Director, Jesse Rounds, who is currently the planning manager in Boulder, CO. Mr. Rounds has a Master's degree in Urban and Regional Planning from the University of CO and a Bachelor's degree from Bates College in Environmental Studies, with a concentration in Resource Management and Policy. He has 16 years' experience in urban and rural planning and has worked the last 13 years in Boulder County. He is skilled in writing development and management plans and guiding residents and business owners through the planning process. He understands the importance of communication with stakeholders, creative problem solving, and teamwork. He did a significant amount of work earlier in his career with flooding in Boulder. In addition, in March 2020 during the early stages of the pandemic, he was temporarily reassigned to Boulder County Public Health to support their Covid-19 response. The City Manager said Mr. Rounds is well-rounded, experienced, and approachable and his positive attitude will make him a great addition to the City team. He is looking to build his family here in Keene and will have welcomed a newborn when he moves here.

## ACCEPTANCE OF DONATIONS – FINANCE DIRECTOR/TREASURER

A memorandum read from the Finance Director, recommending that the following donations be accepted. The City Manager recognized the following donations, totaling \$1,450:

- The Keene Parks, Recreation and Facilities Department received a donations totaling \$1,350 from Papagallos Restaurant and Jason Riddle to purchase a bench through the Adopt-A-Bench program in honor of their friend and coworker Svjetlana “Llana” Harrell. The bench will be placed in Robin Hood Park.
- The Keene Police Department received a \$100 check from Edward and Krishni Pahl. Their check is a donation made in honor of Brian Costa’s invaluable service to the community and is to be used for the Department’s K-9 program.

A motion by Councilor Powers to accept the donations was duly seconded by Councilor Remy. The motion carried unanimously with 12 Councilors present and voting in favor. Mayor Hansel, the City Manager, and the City Council expressed their recognition and gratitude for these very generous donations.

## DELAY IN MOWING FOR THE MONTH OF MAY – “NO MOW MAY” – CONSERVATION COMMISSION

At the April 18, 2022 Conservation Commission meeting, the Commission voted unanimously to make the recommendation to City Council that the City encourage citizens to participate in “No Mow May” and to encourage City Staff to identify areas where mowing may be delayed in order for the City to participate in “No Mow May” to the extent possible. Mayor Hansel referred the communication to the City Manager to identify any City property where mowing may be delayed in order for the City to participate in “No Mow May.”

## ORDINANCE FOR FIRST READING – RELATING TO AMENDMENTS TO THE LAND DEVELOPMENT CODE – ORDINANCE O-2022-04

A memorandum read from the Interim Community Development Director, John Rogers, submitting an Ordinance that would amend several provisions of the Land Development Code. The intent of the proposed changes is to provide an opportunity for housing development in commercial and downtown areas of the City that fits with the prevailing scale and built form of the surrounding area. Those amendments include adding “Dwelling, Multi-family” as a permitted use with limitations in the Commerce Zone; amending the height requirements in the Commerce District to allow for additional stories or height - up to four stories or 56 feet; and amending the use standards for “Dwelling Unit, Multi-family” to require multifamily dwelling units in the Downtown Core, the Downtown Growth and the Commerce Districts to be located above the ground floor. Mayor Hansel said this was an important step for addressing housing and encouraging new housing units. Mayor Hansel referred Ordinance O-2022-04 to the Joint Planning Board–Planning, Licenses, and Development Committee.

04/21/2022

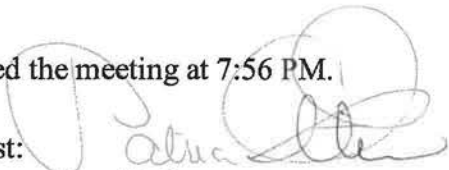
FOP REPORT – RELATING TO THE APPROPRIATION OF FUNDS FOR THE CITY HALL  
PARKING STRUCTURE MAINTENANCE PROJECT – RESOLUTION R-2022-08

A Finance, Organization, and Personnel Committee report read on a vote of 3–0, recommending adoption of Resolution R-2022-08. Mayor Hansel filed the report. A motion by Councilor Powers to adopt Resolution R-2022-08 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 12 Councilors present and voting in favor. Gladys Johnsen, Michael Giacomo, and Raleigh C. Ormerod were absent.

ADJOURNMENT

There being no further business, Mayor Hansel adjourned the meeting at 7:56 PM.

A true record, attest:

  
City Clerk





### Notice of Public Hearing

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to Ordinance O-2022-02, which proposes to amend the Keene Zoning Map of the City of Keene from Rural and Agricultural to Low Density-1 for a 12.29 acre tract of land owned by the Sandra R. Henry Trust. The parcel is located on the west side of 19 Whitcomb's Mill Road and identified with TMP 237-018-000.

HEARING DATE: May 5, 2022  
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 seventh day of April, two thousand and twenty-two.

Attest:

City Clerk



# CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

**Meeting Date:** May 5, 2022  
**To:** Mayor and Keene City Council  
**From:** Mayor George S. Hansel  
**Through:** Patricia Little, City Clerk  
**Subject:** **Nomination  
Planning Board**

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**Council Action:**  
In City Council May 5, 2022.  
Tabled until the next regular meeting.

**Recommendation:**

**Attachments:**

1. Kost, Kenneth\_Redacted

**Background:**

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

Planning Board  
Kenneth Kost, alternate slot 13  
79 Ridgewood Avenue

Term to expire Dec. 31, 2024

**From:** neipaesk@ci.keene.nh.us <neipaesk@ci.keene.nh.us>  
**Sent:** Thursday, April 28, 2022 2:33 PM  
**To:** Helen Mattson <hmattson@keenenh.gov>  
**Cc:** Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>  
**Subject:** Interested in serving on a City Board or Commission

<p>Submitted on Thu, 04/28/2022 - 14:33</p>

<p>Submitted values are:</p>

**First Name:**

kenneth

**Last Name:**

Kost

**Address**

79 Ridgewood Avenue

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

18 months

**Email:**

[REDACTED]

**Cell Phone:**

[REDACTED]

**Employer:**

WSP USA

**Occupation:**

Business Development

**Retired**

No

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

None since we moved to Keene. Still learning what is here

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

Yes

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

Planning Board

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

I am interested in downtown redevelopment, creating more market rate housing in town, preserving the historic character while building on infill sites.

I am a registered landscape architect, but have not been a design practitioner for years. I am interested in resiliency, sustainability, alternative energy and urban development.

I am working for a major global engineering firm, now focused on business development. In past years I led the buildings and infrastructure practice.

**Why are you interested in serving on this committee**

for the reasons above. Mostly, I want to be part of the future of Keene and help support good sustainable planning practices

**Please provide 2 personal references:**

Ed Coppola



**References #2:**

Vincent Plocido





# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

**Meeting Date:** May 5, 2022

**To:** Mayor and Keene City Council

**From:** Pablo Fleischmann  
Keene Music Festival Director

**Through:** Patricia Little, City Clerk

**Subject:** **Pablo Fleischmann - Keene Music Festival - Request for Use of City Property - September 3, 2022**

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**Council Action:**

**In City Council May 5, 2022.**

**Referred to the Planning, Licenses and Development Committee.**

**Recommendation:**

**Attachments:**

1. Communication\_Keene Music Festival

**Background:**

The Keene Music Festival is requesting use of City property for the annual music festival on Saturday, September 3, 2022.



*Keene Music Festival  
37 Roxbury Street  
Keene, NH 03431  
(603) 499-6656*

January 11, 2022

The Honorable Mayor and City Council  
Keene City Hall  
3 Washington Street  
Keene, NH 03431

Re: 2022 Annual Keene Music Festival

The Keene Music Festival wishes to sponsor this year's Annual Keene Music Festival on Saturday, September 3, 2022. The scheduled hours for performances and other activities are 10:00 AM until 10:30 PM; with performances ending by 10:00 PM.

As with previous events, we are seeking permission to use the common area and bandstand in Central Square, Railroad Square and those sections of the following sidewalks that are located within the Downtown area: Main Street, Lamson Street and Gilbo Avenue. Musicians, merchants and city permitted restaurants will use the sidewalks. In no instance will a sidewalk be blocked in a manner that restricts pedestrian traffic. In addition to these locations, City Tire Company (124 Main Street), Lindy's Diner (Possible!), The Toadstool Book Shop (Emerald Street), The Monadnock Food Coop (Cypress Street) as well as other possible downtown businesses, will also be designated as performance venues. We would like to request and reserve the use of parking metered space #'s: 164, 166, 168, 170, 172, and 174 on Main Street in front of the City Tire Company. The Main Street metered spaces are being requested to serve as a staging area to allow the sound crew to prepare equipment to be set up in the City Tire Company parking lot; and could be opened for use later in the day.

While we do not request that Railroad Street, from Main Street to the parking garage be officially closed, we are asking that the Public Works Department please provide us with adequate barriers for that eventuality. If the Keene Police Department determines that there is a safety issue, we will close the street as needed. We are also requesting to place a stage at Lamson Street; in the area between Main Street and the sidewalk. We would request access to portable safety barriers to place at the entrance to Lamson Street to serve as a buffer between Main Street and the performers. The performance area would be designed to fit within the area between Main Street and the sidewalk adjacent to Lamson Street.

As with prior years, and in a manner consistent with community event protocol, we ask that the City please give due consideration to absorbing any additional cost of Police Officers, Public Works and Fire Department Personnel for the day. We are requesting that Police and Fire Department Personnel be detailed to the event between the hours of 11 :00 AM and 10:30 PM.

As required, we will provide a \$1 Million certificate of insurance to the City, and work closely with City staff to ensure that this is a safe and enjoyable event.

Our previous Music Festivals have always been a great success. There have been no public issues; the performances have been amazing, and the crowds' orderly. As in previous years, Keene Music Festival does not consider or accept outside vendor applications. We prefer to encourage our guests to explore local businesses and shops as they enjoy the musical well as the array of the current licensed Food Trucks, who will be invited to participate in the Downtown area.

Events such as this add to the vibrancy of our Downtown, and the City in general, helping Keene be the exceptional place that it is. We thank you in advance for your continued consideration and support.

Sincerely,



Pablo Fleischmann  
Keene Music Festival Director





# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

**Meeting Date:** May 5, 2022  
**To:** Mayor and Keene City Council  
**From:** Adam Toepfer  
**Through:** Patricia Little, City Clerk  
**Subject:** Adam Toepfer - Keene Pride - Request that the City Absorb the Cost for Police, Public Works and Fire Personnel for Block Party - September 18, 2022

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**Council Action:**

**In City Council May 5, 2022.**

**Referred to the Finance, Organization and Personnel Committee.**

**Recommendation:**

**Attachments:**

1. Communication\_Keene Pride
2. Community Funded Event Application\_Keene Pride
3. Community Funded Event Application Appendix\_Keene Pride
4. Council Policy

**Background:**

Keene Pride is requesting that the City absorb the cost for City services associated with the Keene Pride block party on September 18. They have submitted the application for Community Event Funding and are requesting an exception to the Council Policy by waiving the requirement that the event shall have been previously produced at least twice prior to the request for community event status.

Keene Pride  
411 Winchester St.  
Suite 1  
Keene, NH  
keenepride@gmail.com



The Honorable Mayor and City Council  
Keene City Hall  
3 Washington St.  
Keene, NH 03431

January 27, 2022

Re: 2022 Keene Pride

The LGBTQIA+ Community has long been an underserved and under-recognized part of the greater Keene community. We would like to establish the first annual Keene Pride celebration to support this community, creating a week-long celebration from September 11, 2022 through September 18, 2022.

Starting Sunday September 11, 2022, we are asking the City Council for permission to decorate the following City areas with Pride related decorations and lighting: City Square, the trees lining Main Street, and the exterior of City Hall. We will also be coordinating with local businesses along Main Street in providing options and support in decorating exteriors and providing Pride themed services or products, if they so choose.

The week-long pride event will culminate on Sunday September 18, 2022 with a "block party" from 10am – 6pm which will include entertainment, food, and local vendors. For this day, we request from the City:

- Close the streets surrounding Central Square
- Close Railroad Street from Main street to parking garage
- Request proper barriers from Public Works Department to provide adequate safety
- Request use of City Power/Electricity
- Request the support of Police and Fire
- Request City water in the event that vendors require it

In a manner consistent with community event protocols, we ask that the City please give due consideration to absorbing any additional cost of Police Offices, Public Works, and Fire Department Personnel for the day. We are requesting that Police and Fire Department personnel be detailed to the event from the hours of 9am – 9pm.

We believe this will be a highly desirable attraction that will bring tourism to local businesses. We plan on marketing this event to the Monadnock Community and beyond. We also plan to leverage the beauty of the fall foliage season in conjunction with the event to draw more people.

As required, we will provide a \$1 Million certificate of insurance to the City, and work closely with City staff to ensure this event is safe and enjoyable for all.

We are proceeding with the understanding that should conditions in our overall community dictate a stricter than usual protocol, such as COVID-19 flare ups, we may need to cancel the event.

We would like to stress that this is intended to be a family friendly event. Our intention is to reach out to local schools to be involved with helping to decorate and plan. The primary purpose of Pride is to celebrate diversity, bring awareness, and support our LGBTQIA+ community; however, ALL are welcome and encouraged to attend.

  
Adam Toepfer  
President  
Keene Pride



City of Keene  
New Hampshire

## COMMUNITY FUNDED EVENT APPLICATION

Date completed:	04/14/2022
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Sponsoring Organization	Keene Pride
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1. Is your organization incorporated as a non-profit? (Please provide date of incorporation/founding date and list of current board members)
See Attached

2. Please provide copies of the following financial statements for your organization: <ul style="list-style-type: none"><li>• Profit &amp; loss statement for previous fiscal year</li><li>• A current balance sheet</li></ul>
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4. Has your organization received community funding in the past for this or other events? Please indicate other events.	YES	<input checked="" type="radio"/> NO
--	-----	-------------------------------------

### Proposed Event Information (Funding Request FY 2023, July 1, 2022 to June 30, 2023)

Name of Event:	Keene Pride
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Anticipated Event Date(s):	September 18, 2022
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1. Please complete Attachment A (Use of City Property Questionnaire) to provide a detailed description of the proposed event.
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2. Does your event take place on public property? (Please indicate location(s) below)
Yes, Central Square and Railroad Square

(over)

<p>3. Is your event a leisure time activity that is open to the public free of charge?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> YES      NO</p> <p>If NO, provide information regarding anticipated admission charges as part of event budget documentation.</p>	<p>4. Has your group successfully run this event two consecutive times or more prior to this request?</p> <p style="text-align: center;">YES      <input checked="" type="checkbox"/> NO</p> <p>When did this event receive community funded event status?</p>
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<p>5. Confirm whether anticipated event scope (activities planned) and location (event footprint) as described on the Use of City Property Questionnaire will be similar to the prior year or most recent event. Describe anticipated support to be provided for set up, break down and event security by event sponsor.</p> <p>Event scope has changed?      <input checked="" type="checkbox"/> YES      NO      New event not previously held</p>
<p>See Attached</p>

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

See attached

7. Please attach documentation detailing the costs incurred and revenue generated (excluding community funding received from the city) by this event last year or when last conducted (if a bi-annual event).

See attached

8. Please attach documentation demonstrating your organization's efforts to raise monies through other sources for last year's event. Please include all donations received and the names of major sponsors.

See attached

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

See attached

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

See attached

(over)

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

See attached \$ \_\_\_\_\_

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

See attached

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

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
*(For office use only)*

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Date Forwarded to Finance Department for Review: \_\_\_\_\_

Final Disposition of  
Request: \_\_\_\_\_

\_\_\_\_\_  
Finance Department Signature

City of Keene, New Hampshire  
Community Funded Event Application  
Keene Pride  
Event Date: September 18, 2022

1. Is your organization incorporated as a non-profit?

Keene Pride was established on March 8, 2022 when we received our certificate of existence as a New Hampshire Nonprofit Corporation Business ID: 892067. We are pending 501c3 status. Keene Pride submitted Form 1023 – Application for Recognition of Exemption to the IRS on March 25, 2022 (Agency Tracking ID: 76217992455). We are exploring options for a fiscal sponsor until we receive our official tax exempt status

2. Does your event take place on public property?

Yes, on Sunday, September 18<sup>th</sup>, Central Square and Railroad Square as outlined at the City of Keene Planning, Licensing, and Development Committee meeting on April 13, 2022. Traffic closed to Central Square at Court Street, Washington Street, and West Street with limited traffic on Main Street South bound and Main Street North Bound. Events are to take place surrounding and in Central Square as well as Railroad Square and the amphitheater off of Railroad Square.

5. Confirm whether anticipated event scope (activities planned) and location (event footprint) as described on the Use of City Property Questionnaire will be similar to the prior year or most recent event. Describe anticipated support to be provided for set up, break down, and event security by event sponsor

Keene Pride on September 18, 2022 will be the first Pride event hosted on Keene City Property. It is also the first event of its kind in the City of Keene as well as the first event sponsored by Keene Pride. While we are unable to reference past years, we do have a detailed plan in place that has been thoroughly reviewed by the board. We have consulted with other like nonprofit events including Manchester Pride and Northampton, MA Pride. We have also consulted with members of organizations who have hosted similarly structured events on City of Keene property, most notably, the Keene Young Professionals and their taste of Keene event in June of 2021.

Our event will run from 10am – 6pm on Sunday, September 18<sup>th</sup> with a slate of entertainment events occurring through the day on the gazebo in Central Square, the amphitheater off of Railroad Square and Railroad Square itself. We will also host spots for vendors and local businesses, artists, entertainers, merchants, and other nonprofits



in support of the LGBTQIA+ community. Food vendors and food trucks will also be located in the private parking lot behind Modest Man.

We will be enlisting the support of volunteers overseen by the Keene Pride Board for set up, and break down. We also plan to use volunteer “peace keepers” to work with the Police on event day to diffuse any protests or unfriendly visitors on event day. We will need the support of City Public Works to place and remove traffic barricades at the designated locations. We will also need the help of Keene City Police for the security and safety of our attendees.

6. Does your event appeal to a cross-section of the community?

Yes! While the goal of this event is to celebrate and honor our LGBTQIA+ community, the events planned are to be welcoming to anyone in the community who is interested in performances, entertainment, shopping, and food. The event is family friendly and we welcome any youth groups, organization, businesses and individuals who would like to be a productive part of the event. We want everyone to join in the celebration of the LGBTQIA+ community. Given that over 20% of Generation Z identifies as LGBTQIA+ this community is one that touches many, if not all, of our lives and aspects of our community.

7. Please attach documentation detailing the costs incurred and revenue generated (excluding community funding received from the city) by this event last year.

While we do not have prior years to reflect on, please see question 9 for our detailed anticipated budget.

8. Please attach documentation demonstrating your organization’s efforts to raise monies through other sources for last year’s event. Please include all donations received and the names of major sponsors.

We are currently ramping up our fundraising efforts for 2022 Keene Pride. We are in the preliminary conversations with a number of interested sponsors.

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

Anticipated Revenue:

Individual Donations	\$10,000
Corporate Sponsorships	\$60,000
In-Kind Donations	\$5,000
Event/Fundraisers	\$10,000
<u>Merchandise Sales</u>	<u>\$5,000</u>
TOTAL	\$90,000

Anticipated Expenses:

Insurance	\$2,000
Administrative	\$4,000
Marketing	\$5,000
Fundraising	\$3,000
Events	\$20,000
Block Party	\$40,000
<u>Decorations</u>	<u>\$15,000</u>
TOTAL	\$89,000

10. List anticipated funding sources, their level of funding and the percentage of the total event budget.

We are currently ramping up our fundraising efforts for the 2022 Keene Pride. We expect the majority of our funding to come from business partners, and sponsors. We are also seeking individual donations, grant funds, and proceeds from the sale of merchandise.

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

We request the City provide financial assistance to cover expenses that we will owe to the City for holding Keene Pride on City property. We anticipate the bills we will pay to Public Works, the Fire Department, and the Police Department will be our largest expenses. Any assistance the City can give to offset these expenses would be greatly appreciated.

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

The City's commitment to Keene Pride for use City property was done with great trust in our organization that we don't take lightly. The City of Keene has a strong commitment to Community Development, Human Rights, Diversity and Inclusion and we are honored that the City believes we are a good steward of this message. We believe that this event

can be mutually beneficial to the City by highlighting the open and accepting atmosphere we all wish to be a part of. While on paper the Keene community is not vastly diverse, we believe Keene is committed to welcoming diversity. We believe this event is a great way for us to show that welcoming spirit. In highlighting this aspect of our community, we hope that it makes Keene not only a place where everyone can be proud to live, but also a place that people want to live, work, and play. As stated above, our largest expense will be those owed to the City of Keene, any assistance that the City can provide to help offset those expenses will allow Keene Pride to focus our resources on programming. We understand that this request would require an exception to the current policy and are extremely appreciative of your consideration.



# CITY OF KEENE

R-2012-19

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

A RESOLUTION RELATING TO COUNCIL POLICY: FUNDING FOR COMMUNITY EVENTS.....

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

WHEREAS: Community events are important because they help to financially enhance, showcase and build upon the community's investment in itself, provide social, cultural and recreational opportunities; provide economic stimulus for both area non-profit and for-profit organizations and businesses; promote the quality-of-life and economic vitality of the community and that such fairs, events and promotions are consistent with Keene's Comprehensive Master Plan and

WHEREAS: RSA 31:100 provides that the governing body of a City may grant a license to an applicant to use and occupy a portion of any street or sidewalk as may be designated for the purpose of conducting thereon street fairs or other community events, including but not limited to the sale of merchandise by commercial retailers or by community associations conducting street fairs or other promotions. Such licenses may include the right to encumber the designated area with boxes, shelves, stands or other devices useful in conducting such sales and shall be issued for not more than 3 consecutive business days; and

WHEREAS: The City may also authorize a community event to occur on other public property not consisting of a public street or sidewalk; and

WHEREAS: The City of Keene owns significant real property in the Towns of Roxbury and Swanzy, which also may be suitable sites for community events; and

WHEREAS: The City Council may at its sole discretion budget from year to year funds to support those community events which it determines to be appropriate for financial participation by the City, and based upon the standards contained in this policy; and

WHEREAS: Licenses may also be subject to such other terms and conditions, to be expressed in the license, as the public convenience and safety may require; and

WHEREAS: A community event is defined by the City of Keene as an event that takes place on public property, and which may require street closures or traffic coordination, and which has a expected attendance of at least 500 participants or observers; and

WHEREAS: A community event may accept donations and may charge attendees for general admission; and for participation at special venues within the event or for parking in private parking areas; and

PASSED May 17, 2012

WHEREAS: the event applicant must be registered with the State of New Hampshire as a not-for-profit organization; and

WHEREAS: The event shall have been previously produced at least twice prior to the request for community event status; and

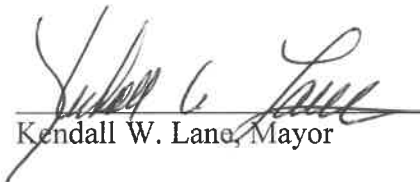
WHEREAS: the applicant requesting community event status shall annually provide the City with documentation showing its efforts to raise monies through the private sector, its actual costs for producing the event and any fund balance prior to its request to the City for funding; and

WHEREAS: The sponsor of a community event must show proof of its ability to pay all reasonable and customary expenses associated with the planned event or provide the City with sufficient surety of payment which in the City Council's sole discretion it may require in the event that the sponsor fails to raise said funds. In the event that the sponsor is not able to repay the City, the City Manager shall be authorized to negotiate a settlement of the amount due and for consideration by the City Council; and

WHEREAS: The community event budget is intended to fund personnel, equipment and material costs that would otherwise not be incurred by the respective City department involved in any particular event. It is intended to fund equipment used and overtime incurred during pre-event set-up, activities during the event and any after hour cleanup. The community events budget is not intended to fund those costs associated with administrative planning or personnel cost of work performed during a regular working week, day or shift.

NOW THEREFORE BE IT RESOLVED:

The total annual appropriation for all community events shall be at the discretion of the Keene City Council.

  
Kendall W. Lana, Mayor



# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.1.

**Meeting Date:** May 5, 2022  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** Conservation Commission – Recommendation on Eversource Energy –  
Tree Trimming on Scenic Roads

---

**Council Action:**

In City Council May 5, 2022.  
Report filed as informational.

**Recommendation:**

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee accepted the report from the Conservation Commission as informational.

**Attachments:**

None

**Background:**

Vice Chair Filiault stated that he understood that Councilor Williams would be presenting the Commission's recommendation regarding the tree trimming request.

Councilor Williams stated that a couple weeks ago the City Council and the Conservation Commission had a joint session to talk about some trees that are being cut down along various scenic rights-of-way. He continued that one of the Conservation Commission's focuses is maintaining habitats and looking for opportunities to build habitats in Keene. The Commission believes that dead trees represent an excellent habitat opportunity for birds and insects. Cutting down dead trees might have aesthetic advantages, but it means losing other aesthetic advantages such as woodpeckers, butterflies, and so on and so forth. The Commission voted unanimously to recommend that those dead trees that don't threaten wires remain standing. The Councilor continued that this is the Commission's preferred practice for any future requests as well.

Vice Chair Filiault asked to hear from Kurt Blomquist, Public Works Director.

Mr. Blomquist stated that over the years, off and on, he has had this conversation with the Conservation Commission. He continued that he and Conservation Commission member, Eloise Clark, have talked about this sort of situation. The Director noted that the Committee should be aware that limbs on dead trees will eventually fall. Staff will work with Eversource Energy as they look at locations. One of the challenges on the scenic roads is that they are typically the oldest

roads and typically only have a 33-foot right-of-way. This means that, in most cases, the trees are literally right off the edge of the pavement. Staff's concern is always public safety and there would be a concern with a tree coming down and blocking the roadway and having to be removed by the City. However staff will work with Eversource Energy and evaluate any potential remaining trunks that could remain standing.

Vice Chair Filiault asked if there were any questions from the Committee. Hearing none, he asked if members of the public had any questions. Hearing none, he asked for a motion.

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

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee accepted the report from the Conservation Commission as informational.





# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.2.

**Meeting Date:** May 5, 2022  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** Tree Trimming on Scenic Roads

---

**Council Action:**

**In City Council May 5, 2022.**

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

**Recommendation:**

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the City Council authorize Eversource Energy to perform all tree trimming services on requested scenic roads: Concord Road, Concord Hill Drive, Moore Farm Road, and Nims Road, in accordance with the recommendations of the Conservation Commission to leave the snags (dead vertical trees) in place, if possible.

**Attachments:**

None

**Background:**

Vice Chair Filiault asked to hear from Eversource Energy.

Dane D'Darcangelo, Arborist from Eversource Energy, stated that he is here to discuss the proposed trimming and taking down select trees along scenic roads Concord Road, Concord Hill Road, Moore Farm Road, and Nims Road. He continued that the trimming will be conducted along the high voltage primary wire, which is on the topmost part of the pole. This is Eversource's standard, maintenance trimming, which consists of trimming the re-growth branches from 15 feet above that wire, 8 feet to the left and 8 feet to the right of that wire, and 10 feet below that wire. In addition to the standard maintenance trimming, Eversource identified 12 hazardous trees along the roads. These trees are either dead, diseased, dying, or otherwise defective, and Eversource would like to remove them at no cost to the City. Regarding the snags, Eversource will do whatever the City has decided is best. As long as the trees are not an impact to the wires, it does not matter to Eversource whether there is a snag left or if the tree is fully cut to the ground.

Vice Chair Filiault asked if there were any questions or comments from the Committee or staff. Hearing none, he asked if members of the public had any questions.

Councilor Williams stated that this is now the third meeting in which the Committee has discussed

these trees, and now there will be a fourth, because this will go to the full City Council. He asked if this is an opportunity for the City Council to look at its procedures and maybe cut out some red tape. It seems a bit much to expect the Conservation Commission and the City Council to weigh in on this. He knows there is a public hearing aspect that needs to happen, but he would be curious to know what they can do to make this less of an ordeal.

Mr. Blomquist replied that the process is set by State statute. He continued that the Scenic Road Ordinance is an old statute, founded by towns which did not want the NH Department of Transportation (NHDOT) to do certain work along their roads. How you could get the requirement for utility companies and NHDOT to come see you is to designate certain roads that meet certain conditions as "scenic." He knows the City of Keene does a little more than the statute requires, but the public hearing is required by statute. Staff can look at the statute, along with the City Attorney, to see if the City Code can be amended a little bit. Staff can talk with the Committee regarding the areas of the statute that the City has added to.

City Manager Elizabeth Dragon stated that one of the complicating factors is the public hearing. She continued that if the Committee had acted upon this item, they probably would have had to suspend their rules, which is something they could do. She agrees with Mr. Blomquist that staff can take a look at the process.

Councilor Roberts stated that it is extremely important to be aware of what could happen if they rush this. He continued that Councilor Williams was probably not around when Eversource hired a company from Maine that butchered a lot of the trees in the City. The City Council and the City Manager were inundated with public feedback about how this company just cut, cut, cut.

Mr. Blomquist stated that it is a long process to have a road designated as a scenic road, because it is a citizen-driven process. He continued that it requires a petition from the road's residents. That is why there is an additional, perhaps onerous process for any work that occurs on the scenic roads, because the statutes recognize that there is an effort to get the scenic road designation. It has been about a decade since the last proposal from residents for a scenic road designation. That is why the Public Works Department always cautions the City Council, when they review a request for designation, that they should make sure it is something they wish to do, because the processes to work on the road become what they are now experiencing. Staff will look at the statute, with the City Manager and the City Attorney.

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

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

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the City Council authorize Eversource Energy to perform all tree trimming services on requested scenic roads: Concord Road, Concord Hill Drive, Moore Farm Road, and Nims Road, in accordance with the recommendations of the Conservation Commission to leave the snags (dead vertical trees) in place, if possible.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.3.

**Meeting Date:** May 5, 2022  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** Request that Railroad Square be Designated a Smoke Free Zone

---

**Council Action:**

**In City Council May 5, 2022.**

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

**Recommendation:**

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends that the portion of the request for park attributes be referred to staff, and recommends that the smoke free zone portion of the request be placed on more time.

**Attachments:**

None

**Background:**

Vice Chair Filiault asked to hear from Monica Marshall regarding her request.

Monica Marshall, of 81 Terrace Street, stated that this is her second time before the Committee. She continued that after she was first here, she formed a small committee with other people who were present this evening, and they began to reach out to many different groups of people, such as the hospital, the smoking cessation group, the YMCA, Monadnock Family Services, the Monadnock Food Co-op, the Police Chief, clergy people, and lots of citizens who love downtown. What kept coming up during their discussions was Railroad Square. She and a couple other people spent quite a bit of time in Railroad Square, at different times, and it is clear that Railroad Square could be something much more than it is right now. In the past, it was much more of a meeting place for lots of different kinds of people.

Over the past 10 or so years, the City has taken away picnic tables and benches that were there, in an attempt to maybe fix some issues that were happening there. However, people with young families do not even think about coming downtown. They do not think of Railroad Square as a place to bring their children, because it often has many smokers, and there is no place to sit, nothing for children to do, and is not inviting. Elderly people whom the committee spoke to said there are no benches; it is not a place to stay; it is not welcoming. With the work the City is doing on the Arts Corridor across the street, it felt right to pull back her initial request, which was for all of Main St. to be smoke free, and to do it in two tiers. The committee looked to Burlington – and more specifically

to Church Street, which is designated smoke free – as a model for their plans. Ms. Marshall noted this works well in Burlington and you can see all of the information on the website.

Ms. Marshall continued that her proposal is to make Railroad Square smoke free by posting it, including the bench at the edge of the square. Last time she was before the Committee, someone said that cigarette butts compost and there is “no big deal” about them. Thus, she copied some articles for the Committee about the thousands of people who die every year from second-hand smoke and what happens to cigarette butts when they are dropped. They do not even start breaking down for 10 years. When water drips on them, it releases chemicals that are harmful to humans and animals into the soil. Cigarette butts are a health hazard. They are synthetic, not natural. She will leave those articles for the Committee. To be clear, she wants the bench that is on the edge of Railroad Square to be included as smoke free. The idea is to post that the area is smoke free, but not to have Police enforce it; the norms over time, and the people using the space, would enforce it, just by their behavior.

Ms. Marshall continued that they are also asking that more plantings occur and for picnic tables and benches to be brought back. They are also asking that businesses be responsible for sweeping up the butts every morning and every evening when their clientele are gone. They ask that businesses employees voluntarily smoke behind the building, so they are not in Railroad Square during smoking breaks. They also ask for the corridor all the way to the Co-op to be smoke free. The Co-op is part of an association with the restaurant and the condo building there, and they are posting their area, in back of the Co-op, as non-smoking. This corridor would provide the beginning of a nice little area. Roger Weinreich, one of the committee members, is willing and has already started to spearhead a movement of downtown merchants as a public/private, or just all-private group that is willing to build a play structure on that grassy area between the Co-op and Railroad Square to attract people with children. They think it is financially and socially a good thing for Keene to start there. If in a year or two they see that it has been successful, they can spread out, maybe by making a certain number of feet from each restaurant smoke free. The studies are clear that anyone eating outside in a smoke free area would still be inhaling the cigarette smoke from the people walking by while smoking. They could make that a longer corridor, in a year or so, when they see how well this works after people get used to not smoking in Railroad Square. They could see who they could invite back in to use the square so that it provides a meeting place for a larger group of Keene citizens. Currently, it is only used sporadically by one group, mostly, but the committee feels that these changes would allow many different kinds of people to use the square again.

Vice Chair Filiault stated that he sees there are two phases to Ms. Marshall’s request – one is the smoke free designation, and the other has to do with setting up benches and tables and coordinating with businesses to create a semi-playground. Ms. Marshall replied that all of that together is one phase, for this spring. Vice Chair Filiault replied that it is two separate things for the City Council, because the smoke free designation would be an Ordinance and the other part would be handled administratively.

Vice Chair Filiault asked for staff comments.

The City Manager stated that the City Attorney is away on vacation this week. She continued that staff has been talking about how best to move forward with a request like this. The Railroad Square area has many different things going on. There are restrictions related to the pavers, , and certain parts of the area are potentially considered as a “park” but they are unclear if it is listed in the Ordinances as such. If it is a park, there are rules they can create, related to smoking restrictions, versus an Ordinance that would need to be created if it was public property. Thus, staff has some work to do with the City Attorney when he returns, to define some of those things and give the MSFI Committee a recommendation on how best to proceed. Regarding looking at activating the area, you

would be surprised how complicated benches are; it is not as easy as one would think. Thus, staff recommends that Ms. Marshall's suggestions related to activating that area with different pieces of equipment and structures be referred to staff to be considered as they move forward.

Vice Chair Filiault stated that his question for the City Attorney, although he is not here, is whether it is correct that at one point Railroad Square was designated as a park.

Mr. Blomquist replied that is correct. He continued that as the City Manager said, issues with the Railroad Square area are complex. That property was originally owned by the railroad and in 1988 it was purchased by the City. Then there was the group that came in that proposed to place the brick areas there as part of a project for that area, and in doing that, the City Council adopted the Resolution that identified the restrictions for the use of that area. The grassy area beyond that is just City property; it is not a park. It is overlaid with the multiuse trail, which the City has spent Federal money on as a public way. He knows the City Attorney's Office is working with the Parks, Recreation, and Facilities Director to clarify the whole discussion of parks. Within the Code, there are only certain spaces that have been declared as such. Other places folks like referring to as parks, like Railroad Square, are not designated as parks. As the City Manager indicated, that does not allow them to use certain tools for restrictions. Thus, there is some work to be done here. Regarding the other items, he and Mr. Bohannon will work with the City Manager's Office to see if there are some things they could reintroduce into the space. Benches are challenging in the downtown area. They rotate benches around, as they deal with different issues, because people do ask for them, but at times there are challenges when there is a conflict between users of the benches and the activities immediately adjacent to them.

Vice Chair Filiault asked, in fairness to Ms. Marshall, if the MSFI Committee were to put this on more time to wait for the City Attorney to return and get together with staff from Public Works and Parks, Recreation, and Facilities, and everyone else involved, when could they expect this item to return to the Committee? Mr. Blomquist replied that they could probably give the Committee an update in a month, and the Committee now only meets once a month.

Councilor Workman asked if there is anything currently prohibiting the surrounding businesses in the Railroad Square area from putting up their own signage right now, designating no smoking areas. The City Manager replied that as long as it is in a business's own area, she does not know of anything that would be prohibiting them. Mr. Blomquist replied that a business cannot restrict it on the sidewalk outside of their business. He continued that there was comment about restricting it on either side of the doorway. Staff dealt with some of this when they were dealing with the smoking issue before, when the legislature passed the RSA dealing with indoor smoking. When you get out on the public way, NH laws are not as progressive as those in other states. Councilor Workman asked if he means there is nothing that says "You cannot smoke X amount of feet in front of an entrance." Mr. Blomquist replied that is correct. He continued that for example, a number of private entities have declared their campuses as smoke free, but what happens is people come onto the public way and smoke there, and that is because they cannot restrict it in the public way.

Ms. Marshall named a business where she saw a "No smoking 25 feet from the door" sign, and continued that a number of housing apartment units have similar signs. She asked how that fits in with the City Ordinances. Mr. Blomquist replied that they are doing it illegally.

Vice Chair Filiault stated that it looks it will take until at least next month's meeting to address this, and as Ms. Marshall has heard, the MSFI Committee cares; they just have to stay within the legal boundaries. He continued that Ms. Marshall will be notified and hopefully next month they will have enough information to bring back.

Councilor Roberts made the following motion, which was seconded by Vice Chair Filiault.

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends that the portion of the request for park attributes be referred to staff, and recommends that the smoke free zone portion of the request be placed on more time.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.4.

**Meeting Date:** May 5, 2022  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** **Presentation - Downtown to Trails - Parks, Recreation, and Facilities Director**

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**Council Action:**

**In City Council May 5, 2022.  
Report filed as informational.**

**Recommendation:**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee accepted the presentation on Downtown to Trails as informational.

**Attachments:**

None

**Background:**

Vice Chair Filiault asked to hear from staff.

Mr. Bohannon stated that tonight's presentation will give an overview of the final document created by the UNH Cooperative Extension related to the study of Keene's trail system, which is in the agenda packet. He continued that they started this program in 2019 with the UNH Cooperative Extension, to look at where they were. Timing was not right and then COVID-19 interrupted everything. Last June, they came forward and received the funding to pursue this. In early August, they started the initial presentation to the Bicycle Pedestrian Path Advisory Committee (BPPAC), which was a core group, and then brought in several members of the public from downtown businesses and Antioch University to engage them in a process. Tonight, he hopes the Committee sees that this gives them good direction for the future.

Mr. Bohannon continued that they owe a great deal of gratitude to project managers Shannon Rogers and Jada Lindblom from the UNH Cooperative Extension, who were not able to be here tonight. Dr. Rogers and Dr. Lindblom did the majority of the work, leading the team and putting the presentation and final report together. They are both economic development specialists for the UNH Cooperative Extension and have done great work. He has started to promote Keene's program on different blogs and elsewhere, so Keene will have some nice recognition out of this program.

He continued that regarding the national Trail Town movement, they went to Kentucky to look at this

as a national movement. Pennsylvania copyrighted the Trail Town name, so what occurred in KY was a copyright issue. That is why Keene has “Downtown to Trails.” Thinking about Keene’s trails, their surroundings and what has been built over the years, there are four key elements to the success: first is the natural environment, including rivers, scenic areas, forest, and parks. Second is economics, with a great, vibrant downtown. When (Dr. Rogers and Dr. Lindblom) looked at Keene, they said “You kind of already have a lot of these elements, but let’s investigate how we can improve it.” When they go into some of these towns, they are trying to revitalize downtowns through the trail system, but this was a unique opportunity for them to see how things are done really well and make it even better. They found ways to do that. The third element is Keene’s built environment. There is a central business area, and infrastructure relating to parking, bike racks, sidewalks, and more. The fourth and final element is the social and leadership component, which is big. Keene has great leaders related to the trails, such as Pathways for Keene and the mountain bike club, the Monadnock Cycling Club, and other groups in the community that want to make the trail system better. Bringing those people into the conversation along with the downtown businesses was a good way to engage the process.

Mr. Bohannon continued that when they look at revitalizing this program and creating these components, they wanted to review the research connecting all of them. They looked at other NH towns, like Bristol and Ossipee. The State of NH is undergoing this exercise as well. UNH Cooperative Extension had already been in Keene doing trail study for that program, as well as in Manchester, Nashua, Salem, and some of the other larger communities, learning about what they see around the state and how the trails connect to these towns. Dr. Rogers and Dr. Lindblom trained all the committee members to conduct intercept surveys. They were modified a bit due to COVID-19, but they did have people out on the trails, asking trail users questions like whether they are a Keene resident and how they engage with the trails. They also did spatial assessments. Using a phone app, trained committee members went out and collected the GIS-based information. Will Schoefmann, GIS Technician and BPPAC staff liaison, downloaded all that information for use in future analyses with the BPPAC when issues come forward.

Mr. Bohannon continued that they wanted to look at the opportunity for how to make Keene a destination for the trail system. It is a vision of his to make Keene a destination for trail riders of all uses, the multiuse trails as well as the single-track trails. There is great mountain biking here and in different areas. It is all connected, and the question is how to get people into the downtown, staying overnight and utilizing the downtown services and spending money. The study team had good interaction with the downtown businesses as well as smaller businesses right off the trails.

Mr. Bohannon continued that when they were looking at trail assessment characteristics, the highlighted ones are the top six to look for along the trails. The slides show how they rated different things. They had almost 200 asset characteristics, related to where they were, what could be done, and more. For example, off Water St., the trail starts to come into downtown by the Co-op and into Railroad Square. That is a great downtown entrance. As they expand the rail trails from Eastern Ave. out to Rt. 101 and across into the Swanzey line, it will draw more traffic that may not necessarily know about downtown. The sooner they begin to give people information about what is in downtown Keene, the better. It would be beneficial for Keene, to have people stay downtown longer and spend money and possibly want to stay overnight or move here. Having a couple hotels right off of the rail trails is very helpful. There are many benefits to having Cheshire Rail Trail cut right through the middle of downtown. The Ashuelot Rail Trail is right off Emerald St., in a close proximity, five minutes, and there is an international market right off the corner of the trail, which is a big bonus for people. Right up the road, there are coffee shops and food trucks. Highlighting those things so that people know they are there is important.

Mr. Bohannon continued that the map in the report shows where they captured the data points,



mostly in the downtown footprint in the Railroad Square area. They tried to get as much information as they could. There are many data points at West St. and Island St. Ashuelot River Park has a trailhead with a kiosk. Pearl St. has a lot of connectivity, all the way to Antioch and Kohl's and the businesses in that area. There is another trail at Eastern Ave. where people can park. Of the 191 responses, 151 had usable data. They did not get as much as they wanted; COVID-19 was peaking again and folks were a little resistant to go out and do the survey. They could have put the survey on social media to get more responses, but the folks from UNH did not want that, because it could be skewed. For example, a local group supportive of the trails could say, "Okay, everyone take the survey, and this is what to say," and it does not work out as well. They tried to get different clubs to send the information out to, say, the DeMar Marathon runners and the 4 on the 4<sup>th</sup> runners, but for whatever reason were unable to connect those dots. Eighty-one percent of the 151 responses were residents of Keene. Visitors were mostly from the surrounding geographic area in VT and MA. A good number of the 151 usable responses were from bicyclists. Keene rail trails are popular for biking and they are pushing to build that infrastructure to help bicyclists.

Mr. Bohannon continued that there is a high satisfaction with the rail trails. Very few people indicated in the survey that they have a low satisfaction. He would like to understand why a few people rated their satisfaction with the trails as low, but that is something to work on another time. The surveys show satisfaction with downtown, with more respondents indicating a "medium" satisfaction with the downtown compared to satisfaction with the trails, which could be for various reasons. There are many positive/negative responses to these factors impacting the satisfaction. There was a positive and a negative related to a variety of businesses, services, and restaurants. In his opinion, Keene has a great downtown with a lot of businesses and restaurants and opportunities, but maybe there was not enough of one particular thing someone was looking for. One thing that definitely is a negative is that if you have ever ridden a bicycle downtown, you will know that it is "a little bit of a life journey." There is definitely opportunity there. Parking is limited, which they hear all the time. One person commented on "inconsistent trail conditions throughout the network." Downtown has a paved trail infrastructure, but once they get outside of that corridor it turns to stone dust, which is much cheaper for the City to maintain, long-term, going all the way out to some remote areas. They have a lot of opportunity for safety and lighting, positive and negative, and they are grateful to Pathways for Keene for donating a lot of the lighting that exists. Those are some examples of responses.

Mr. Bohannon continued that the Gateway to Downtown is the trailhead he shared with the Committee, at Water St. It is a good opportunity to highlight what is coming before you in the downtown – restaurants, locations for services, and opportunities for trail users to have longer, extended stays. That is what they want to do, and they want to be able to leverage what Keene already has and create more vibrancy for all trail users. Wayfinding is improving. They have been able to add some kiosks recently. Recently, on the back of the kiosk for the Ashuelot River Rail Trail, on Emerald St., Peter Poanessa of Keene Sign Works completed it by putting up the history of the rails. He suggests people go take the time to read it; it gives a great history of the City of Keene and how the rails impacted it. Some parts of wayfinding are opportunities to better indicate where people are on the trail system and people's proximity to downtown and its attractions. They want to see bike shops; there are two in Keene, on lower Main St. opposite one another. People may not realize, but Good Fortune has a bicycle repair shop inside, which people might want to know about if they have a flat tire coming into downtown or something of that nature.

Mr. Bohannon continued that the committee reached out to the Rotary Club and had a good turnout there. They presented to the downtown business group, which is a good opportunity to have some extended conversations about this. They could have had a whole meeting about this particular project with the downtown business group, but they needed to move onto other agenda items. The report was shared on UNH Cooperative Extension's social media and the City's social media, and the

blog is still forthcoming. Trailfinder Trailside Services is an opportunity for businesses in the downtown or in Keene in general to put their information on an app. Trailfinder Trailside Services was built by the UNH Cooperative Extension, and has all the trails in NH and VT. He shared this with the downtown business group, and several of the downtown businesses loaded their information in. Then, a Boy Scout troop in Walpole was trying to find a bike route to use and found this app, saw some of the businesses in Keene, connected with a business owner, rode to the business as a field trip, and then went back to Walpole on the trail. As a result, this business had a dozen Boy Scouts buying food. It was a win/win situation. Ten businesses in the downtown footprint have input information. They can share their hours, information about restrooms, and so on and so forth.

Mr. Bohannon continued that they have done the evaluation. Regarding the economic impact, retail, food, and drink are the prime downtown businesses and ways in which people spend money downtown and make the downtown more vibrant. The rail trail study demonstrates that these amenities, in combination with the Ashuelot and Cheshire Rail Trails, provide for a high economic impact.

Mr. Bohannon stated that he is happy to answer questions. Vice Chair Filiault thanked Mr. Bohannon for his presentation and asked if the Committee or public had any questions. Hearing none, he asked for a motion.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee accepted the presentation on Downtown to Trails as informational.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.5.

**Meeting Date:** May 5, 2022  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **WWTP Aeration Pipe Replacement Change Order 1 - WWTP Operations Manager**

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**Council Action:**

**In City Council May 5, 2022.**

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

**Recommendation:**

On a 3-0 vote, the Finance, Organization, and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute Change Order 1 with Kingsbury Construction for the WWTP Aeration Pipe Replacement Project for an amount not to exceed \$11,168 for Contract #01- 22-07.

**Attachments:**

None

**Background:**

Asst. Public Works Director/WWTP Operations Manager Aaron Costa addressed the Committee and stated the department is requesting the City Manager be authorized to execute change order 1 with Kingsbury Construction for an amount not to exceed \$11,168 for the Wastewater Treatment Plant aeration pipe replacement project. He indicated the cost of this change exceeds the City Manager's 10% authority.

Mr. Costa explained the Wastewater Treatment Plant came online in 1985 and treats approximately three million gallons of wastewater every day. This project replaces approximately 150 feet of 16-inch ductile iron pipe that conveys air from the blower system to the iteration basin. The existing pipe is old and has numerous leaks and has reached the end of its useful life.

The project replaces the 16-inch ductile iron with 150 feet of HDPE pipe. In November 2021, the City put this project out for bid and received a total of three bids. Kingsbury Construction was the lowest bidder at \$104,987. This change order covers hardware and labor. During the design phase, staff specified a certain fitting, but that fitting isn't available in sizes over 14 inches. So this change order substitutes that fitting for a different type of fitting, and the additional labor required to do that work.

Mr. Costa went on to say the City's design consultant, Aldrich & Elliot Engineers concurs with this

change.

On a 3-0 vote, the Finance, Organization, and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute Change Order 1 with Kingsbury Construction for the WWTP Aeration Pipe Replacement Project for an amount not to exceed \$11,168 for Contract #01- 22-07.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #F.1.

**Meeting Date:** May 5, 2022

**To:** Mayor and Keene City Council

**From:** Jeffrey Chickering, Deputy Fire Chief

**Through:** Donald Farquhar, Fire Chief  
Elizabeth Dragon, City Manager

**Subject:** **2019 State Homeland Security Program Critical Infrastructure-Water Related Catastrophe Grant - Deputy Fire Chief**

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**Council Action:**

**In City Council May 5, 2022.**

**Voted unanimously to suspend the Rules of Order to act on the matter on first reading. Voted unanimously to authorize the City Manager to do all things necessary to accept and expend \$9,937.00 awarded under the State Homeland Security Program (SHSP) portion of the 2019 Homeland Security Grant Program (HSGP) to purchase critical infrastructure/water-related catastrophe equipment.**

**Recommendation:**

Move that the City Council suspend its Rules of Order to allow action on the request to authorize the City Manager to do all things necessary to accept and expend \$9,937.00 awarded under the State Homeland Security Program (SHSP) portion of the 2019 Homeland Security Grant Program (HSGP) to purchase critical infrastructure/water-related catastrophe equipment.

**Attachments:**

1. 2019 CI and Water-related Catastrophe

**Background:**

On April 26, 2022, the Keene Fire Department was informed by the Department of Safety that we have been awarded \$9,937.00 for the purchase of approved equipment to assist with protecting critical infrastructures and responding to water related catastrophes. A list of the approved equipment has been attached. The signature forms are expected to be signed and returned to the Grants Management Bureau within 15 days of the grant award date.

The City of Keene Fire Department applied for grant funds under the 2019 State Homeland Security Program (SHSP) Critical Infrastructure-Water related catastrophe. The Keene Fire Department has been recognized by the State of New Hampshire for swiftwater and hazardous materials teams for many years. The City has made a major commitment to funding the teams as well as supporting training, equipment purchases and maintenance. This support has allowed the teams to continue to operate in a safe, efficient and effective manner.

Keene Fire Department  
 2019 CI/Water-related Catastrophe  
 Approved Items Checklist  
 \$9,937.00

Vendor: 177417 B001  
 Account 54090000 500574  
 Activity: 23HS19SHTR

Final Pymt:             
 Grant Category: SHSP  
 Grant Expires: 8/31/2022  
 Audit Period: 1/01 to 12/31

Approved		Reimbursed							
Name of Equipment	Quantity	Cost	AEI	Name of Equipment	Quantity	Cost	Vendor	Invoice #	Invoice Date
Tension High Line Hardware	1	3,920.00	9						
Tension High Line Hard Software	1	335.00	9						
Stainless Steel Rescue Litter / Floatation	1	2,137.00	9						
Water Rescue Sling	3	510.00	3						
Catch Pole	2	260.00	3						
Water Rescue Helmet	6	320.00	1						
Water Rescue Knife	4	200.00	3						
Hand Held SpotLight	1	220.00	3						
Float Marker	2	60.00	3						
Carabiners	20	360.00	3						
PFD Tethers	2	215.00	1						
Helmet Lights	12	600.00	3						
Mustang Survival Suit	1	800.00	1						
<b>Total</b>		<b>9,937.00</b>							<b>0</b>

Balance 9,937.00



# CITY OF KEENE NEW HAMPSHIRE

ITEM #H.1.

**Meeting Date:** May 5, 2022  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** Renaming the Keene Recreation Center to the Brian A. Mattson Keene Recreation Center

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**Council Action:**  
In City Council May 5, 2022.  
More time granted.

**Recommendation:**  
On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommended the request to rename the Keene Recreation Center to the Brian A. Mattson Keene Recreation Center be placed on more time.

**Attachments:**  
None

**Background:**  
Vice Chair Filiault stated that Councilor Powers is not present, and asked to hear from staff. The City Manager stated that she is asking the MSFI Committee to put this on more time, because Councilor Powers really wants to be here to present this item and has asked that they hold off until he has returned.

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

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee placed the renaming of the Keene Recreation Center to the Brian A. Mattson Keene Recreation Center on more time.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #K.1.

**Meeting Date:** May 5, 2022  
**To:** Mayor and Keene City Council  
**From:** Merri Howe, Finance Director/Treasurer  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Relating to the FY 2022-2023 Fiscal Year Budget  
Resolution R-2022-09**

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**Council Action:**

In City Council May 5, 2022.

Memorandum filed as informational. Resolution R-2022-09 referred to the Finance, Organization & Personnel Committee. Public hearing scheduled for Thursday, June 2, 2022 at 7:00 PM.

**Recommendation:**

That Resolution R-2022-09 relating to the FY 2022-2023 budget be referred to the Finance, Organization & Personnel Committee for their review and recommendation, and that a public hearing be scheduled for Thursday, June 2, 2022.

**Attachments:**

1. Transmittal Memo\_Budget
2. Resolution R-2022-09\_referral

**Background:**

Resolution R-2022-09 summarizes the budget document that has been prepared for FY 2022-2023.

The detailed budget document has been distributed to the Mayor and City Council. The document, in its entirety, has been posted on the City's website. For user convenience, the table of contents throughout the book has been linked to the appropriated pages. A Citizen's Budget Guide will also be available that summarizes the General Fund Proposed Budget, explains the City Budget process, and the role of the Comprehensive Master Plan in that effort.

Any bond resolutions associated with projects recommended for funding in the next fiscal year will be presented under separate cover memos.

The remaining steps in the budget process are outlined below:

Council/FOP Budget Schedule



DATE(S)	DAY	TIME	DESCRIPTION
May 2, 2022	Monday		Budget Books distributed to City Council
May 5, 2022	Thursday	7:00 PM	<b>Regular Council Meeting</b> - Budget resolution first reading - referred to FOP Committee
May 10, 2022	Tuesday	5:30 PM	<b>Special FOP Meeting</b> - Budget review - Overview, General Fund Revenues & Expenditures, Debt Service, Mayor & City Council, Outside Agencies, Unclassified Items, Capital Appropriations, Employee Benefits, Risk Management, City Manager, City Attorney, City Clerk, Assessment, Finance, Human Resources, Information Technology, PC Replacement Fund
May 12, 2022	Thursday	5:30 PM	<b>Regular FOP Meeting (start 5:30 PM)</b> - Budget Review -Library, Parks, Recreation & Facilities, Fire, Police, Airport
May 16, 2022	Monday	5:30 PM	<b>Special FOP Meeting</b> -Budget Review - Community Development, Public Works, Parking Fund, Solid Waste Fund, Sewer Fund, Water Fund, Equipment (Fleet Fund)
May 18, 2022	Wednesday	5:30 PM	<b>Special FOP Meeting</b> -Budget Review if necessary
May 19, 2022	Thursday	7:00 PM	<b>Regular Council Meeting</b> - Introduce bond resolutions; introduce salary ordinance
May 26, 2022	Thursday	6:00 PM	<b>Regular FOP Meeting</b> -Make recommendation on budget, salary ordinance, bond resolutions
June 2, 2022	Thursday	7:00 PM	<b>Regular Council Meeting</b> - Public Hearing
June 16, 2022	Thursday	7:00 PM	<b>Regular Council Meeting</b> - Vote on budget, salary ordinance, bond resolutions
July 1, 2022	Friday		Start of FY 2023



May 1, 2022

To the Honorable Mayor and City Council

From: Merri Howe, Finance Director

Through: Elizabeth Dragon, City Manager

Subject: FY 2022-2023 Proposed Operating Budget – Transmittal Memo

On May 1 each year, the upcoming fiscal year proposed operating budget is distributed to the Mayor and City Council. Below is a brief introduction and overview of the FY 2022-2023 Proposed Operating Budget.

### **GENERAL FUND**

The General Fund is the primary operating fund utilized by the City of Keene and accounts for the activity of the vast majority of City departments and functions. Other City budgeted funds account for activities related to the production and distribution of drinking water, the collection and treatment of wastewater, recycling or disposing of refuse generated by the City's residents and businesses, parking-related activities, and the timely maintenance and replacement of equipment utilized by the various departments of the City. Everything else (police, fire, and ambulance service, street, sidewalk and bike path maintenance, elections, library functions, cemeteries, maintenance of parks, drainage system maintenance, airport activity, and so forth) is budgeted and accounted for in the General Fund.

The balance of the funding increase necessary to pay for the operating budget changes comes from a wide variety of sources. It should be noted that from year to year the funding profile for the annual budget changes in many small and some significant ways, as revenue estimates for the various line items are reviewed in the context of past history, the economic and legislative environment, new or revised local fee schedules, and other factors. Each year, all of the revenue and expenditure line items are analyzed and adjusted accordingly to reflect the needs of the City and its departments, while staying within the guidelines established by current fiscal policy and goals set forth by the City Council.

For FY 2023, the proposed City tax rate is \$12.37, up 0.49% from the prior year actual. Each year the adopted budget tax rate includes an appropriation to fund the overlay account, which is a balance sheet account (meaning activity funded through this account is not an expenditure) used to pay for property tax abatement costs. The overlay appropriation is included in the amount of taxes to be raised as well as the amount of war service tax property credits.



# CITY OF KEENE

R-2022-09

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

Relating to the 2022/2023 fiscal year budget

A RESOLUTION

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

That the sum of \$26,757,681 be raised by taxation during the current year which together with \$38,227,487 for estimated operating revenues aggregating \$64,985,168 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$6,959,868 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, 2022, as attached hereto and made a part thereof.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 5, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.  
Public Hearing set for June 2, 2022 at 7:00PM.

  
City Clerk

PASSED

**2022/2023 Annual Operating Budget**

**R-2022-09**

<b>General Fund Revenue &amp; Other Financing Sources:</b>	<i>Adopted</i>	<b>General Fund Appropriations:</b>	<i>Adopted</i>
Property Tax Revenue	\$26,757,681	Elected & Appointed Officials	\$3,233,994
Use of Surplus	1,725,000	Capital Projects	4,401,977
Other Taxes	1,152,565	Administrative Services	5,065,171
Tax Increment Financing	1,171,750	Community Services	21,688,996
Licenses, Permits & Fees	3,973,867	Municipal Development Services	7,265,530
Intergovernmental	3,168,323	Debt Service	3,919,092
Charges for Services	2,197,792		
Fines & Forfeits	56,517		
Miscellaneous	1,401,996		
Other Financing Sources	3,969,269		
<b>NET GENERAL FUND OPERATING REVENUES</b>	<b>\$45,574,760</b>	<b>NET GENERAL FUND OPERATING APPROPRIATIONS</b>	<b>\$45,574,760</b>
<b>TOTAL PARKING FUND REVENUES</b>	<b>\$1,040,446</b>	<b>TOTAL PARKING FUND APPROPRIATIONS</b>	<b>\$1,040,446</b>
<b>TOTAL PC REPLACEMENT FUND REVENUES</b>	<b>\$93,160</b>	<b>TOTAL PC REPLACEMENT FUND APPROPRIATIONS</b>	<b>\$93,160</b>
<b>TOTAL SOLID WASTE FUND REVENUES</b>	<b>\$5,304,423</b>	<b>TOTAL SOLID WASTE FUND APPROPRIATIONS</b>	<b>\$5,304,423</b>
<b>TOTAL SEWER FUND REVENUES</b>	<b>\$6,134,188</b>	<b>TOTAL SEWER FUND APPROPRIATIONS</b>	<b>\$6,134,188</b>
<b>TOTAL WATER FUND REVENUES</b>	<b>\$4,152,007</b>	<b>TOTAL WATER FUND APPROPRIATIONS</b>	<b>\$4,152,007</b>
<b>TOTAL EQUIPMENT FUND REVENUES</b>	<b>\$2,686,184</b>	<b>TOTAL EQUIPMENT FUND APPROPRIATIONS</b>	<b>\$2,686,184</b>
<b>TOTAL OPERATING REVENUES - ALL FUNDS</b>	<b>\$64,985,168</b>	<b>TOTAL OPERATING APPROPRIATIONS - ALL FUNDS</b>	<b>\$64,985,168</b>
<b>CAPITAL:</b>			
PARKING FUND CAPITAL FUNDING	\$954,800	PARKING FUND CAPITAL APPROPRIATIONS	\$954,800
SOLID WASTE FUND CAPITAL FUNDING	\$375,000	SOLID WASTE FUND CAPITAL APPROPRIATIONS	\$375,000
SEWER FUND CAPITAL FUNDING	\$2,618,893	SEWER FUND CAPITAL APPROPRIATIONS	\$2,618,893
WATER FUND CAPITAL FUNDING	\$1,599,251	WATER FUND CAPITAL APPROPRIATIONS	\$1,599,251
EQUIPMENT FUND CAPITAL FUNDING	\$1,411,924	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,411,924
<b>TOTAL CAPITAL FUNDING - OTHER FUNDS</b>	<b>\$6,959,868</b>	<b>TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS</b>	<b>\$6,959,868</b>



# CITY OF KEENE NEW HAMPSHIRE

ITEM #K.2.

**Meeting Date:** May 5, 2022  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** **Relating to the Absolute Discontinuance of a Portion of the Commercial Street Parking Area  
Resolution R-2022-13**

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**Council Action:**

**In City Council May 5, 2022.**

**Report filed as informational. Voted unanimously for the adoption of Resolution R-2022-13.**

**Recommendation:**

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the adoption of Resolution R-2022-13. Councilor Roberts abstained.

**Attachments:**

1. Resolution R-2022-13\_adopted

**Background:**

Chair Greenwald, having arrived during the previous agenda item, thanked Vice Chair Filiault for facilitating in his absence. He asked to hear from Don Lussier, City Engineer.

Mr. Lussier stated that he is here to talk about the discontinuance of a portion of the Commercial Street parking lot, as they talked about at the public hearing last week. He continued that to briefly summarize, the Planning Board approved a boundary line adjustment. That boundary line adjustment resulted in the laid out portion of the Commercial Street parking lot not coinciding with the property boundary lines. They are here tonight to remedy that. He is happy to answer questions.

Chair Greenwald asked if there were any questions from the Committee. Hearing none, he asked if members of the public had any questions. Hearing none, he asked for a motion, noting that Councilor Roberts would be abstaining because he did not attend the site visit.

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

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the adoption of Resolution R-2022-13. Councilor Roberts abstained.



# CITY OF KEENE

R-2022-13

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

A RESOLUTION ..... Relating to the Absolute Discontinuance of a Portion of the  
Commercial Street Parking Area .....

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

WHEREAS: Commercial Street and the Commercial Street Parking Area are a public highway and a public parking area in the City of Keene; and,

WHEREAS: A Petition has been filed for the discontinuance of a section of the Commercial Street Parking Area that was included in the 1969 Return of Layout of Commercial Street and Parking Area; and,

WHEREAS: The City of Keene is the only owner of property abutting the section of the Commercial Street Parking Area to be discontinued; and,

WHEREAS: That the Keene City Council is of the opinion that there is no further need to use a portion of Commercial Street for the accommodation of the public and that there is occasion for the absolute discontinuance of said portion of Commercial Street;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keene:

That City Council of the City of Keene hereby discontinues absolutely that portion of the Commercial Street parking area bounded and described as follows:

Beginning at an iron pin, said pin being the south east corner of a parcel of land in the City of Keene identified as "Proposed 575-15" on a map entitled "Lot Line Adjustment Plan; Tax Map 575 Lots 10 & 15; Gilbo Avenue & Main Street; Keene, New Hampshire" prepared by Fieldstone Land Consultants, PLLC, dated February 16, 2022; Thence,

South 82° 52' 25" West a distance of 14.54 feet to a point; Thence,

North 0° 41' 25" East a distance of 106.90 feet to a point in the Eastern property line of said parcel; Thence,

South 7° 7' 35" East a distance of 105.91 feet along said Eastern property line to the point and place of beginning.

Containing 770 square feet, more or less.

PASSED

Reserving any utility easements, permits, and licenses of record at the time of the discontinuance in accordance with New Hampshire RSA 231:46.

Meaning and intending to absolutely discontinue that portion of Commercial Street identified as "Parcel A", as shown on the above referenced plan.

**BE IT FURTHER RESOLVED:**

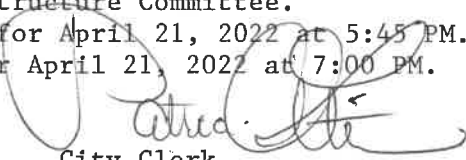
That the City Manager be, and hereby is, authorized to do all things necessary to effect said discontinuance of a portions of the Commercial Street parking lot, provided that all documentation is in a content and form acceptable to the City Attorney and City Engineer.



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George Hansel, Mayor

In City Council April 7, 2022.  
Referred to the Municipal Services,  
Facilities and Infrastructure Committee.  
Site Visit scheduled for April 21, 2022 at 5:45 PM.  
Public Hearing set for April 21, 2022 at 7:00 PM.



City Clerk



# CITY OF KEENE NEW HAMPSHIRE

ITEM #K.3.

**Meeting Date:** May 5, 2022

**To:** Mayor and Keene City Council

**From:** Donald Lussier, City Engineer

**Through:** Elizabeth Dragon, City Manager  
Kurt Blomquist, ACM/Public Works Director

**Subject:** **Relating to the Appropriation of Funds for the Patricia T. Russell Park Project and the Carpenter Street Flood Management Project**  
**Resolution R-2022-16**  
**Resolution R-2022-19**

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**Council Action:**

**In City Council May 5, 2022.**

**Memorandum filed as informational. Resolutions R-2022-16 and R-2022-19 referred to the Finance, Organization and Personnel Committee.**

**Recommendation:**

Recommend that Resolutions R-2022-16 and R-2022-19 be referred to the Finance, Organization and Personnel Committee for their consideration and recommendation.

**Attachments:**

1. Resolution R-2022-16\_Referral
2. Resolution R-2022-19\_Referral

**Background:**

In 2019, the Keene City Council adopted the FY20-FY25 Capital Improvement Program (CIP), which considered redevelopment of Patricia T. Russell Park. The CIP also considered stormwater improvements on Carpenter St. and Church St. through the Flood Management Program. The FY21-FY27 CIP again appropriated funds for these two projects. In 2021, the City successfully applied for and received a grant from the National Park Service, Land and Water Conservation Fund (LWCF) Program for the Park redevelopment project.

In 2020, the City selected a consultant to begin design for the Patricia T. Russell Park project. Due to the proximity of the Carpenter St. Flood Management project, the City combined the two projects for efficiency in design and construction. In conjunction with the ad-hoc design committee, the City and the consultant developed the design for the combined project throughout 2020 and 2021. Although public involvement was hindered by the coronavirus pandemic, the design team was able to successfully use virtual methods to solicit public feedback. Once the design and permitting were complete, easement negotiations began with abutters for work along Beaver Brook. This was completed in early 2022 and the combined project was advertised for construction. Bids were opened on March 31, 2022.

The City received one bid, which was approximately \$1 million over the existing budget. Like most other projects that the City advertised this year, competition is low. Costs for materials and labor have risen beyond the budgeted



amounts. Through close negotiation with the contractor, the City was able to reduce the cost by approximately \$400,000 while still maintaining the essence of the project.

To date, the City Council has appropriated a total of **\$1,400,000** for the Patricia T. Russell Park project. The LWCF grant will contribute **\$400,000** to the Park project. The City Council has also appropriated **\$722,790** for the Carpenter St. Flood Management Project. The appropriations for both of these projects are from the General Fund. The total existing project budget, including the LWCF grant described above, is **\$2,522,790**.

Based on the actual costs of design, easement acquisition, the negotiated price for construction, and construction oversight, the total cost of the project is estimated to be **\$3,367,399**. This amount exceeds currently available funding. A breakdown of the budgets and expenses (current and projected) is shown below:

	Patricia T. Russell Park + LWCF Grant Budget	Carpenter St. Flood Management Budget	Total Budget
Design Phase	\$ 125,000	\$ 107,760	\$ 232,760
Right-of Way Phase	\$ 0	\$ 0	\$ 0
Construction Phase	\$ 1,675,000	\$ 615,030	\$ 2,290,030
Project Total	\$ 1,800,000	\$ 722,790	\$2,522,790

Resolution R-2022-16 would appropriate an additional \$350,000 from the General Fund for the Patricia T. Russell Park project by increasing the amount of planned debt funding. Resolution R-2022-19 would appropriate an additional \$100,000 from the General Fund for the Carpenter St. Flood Management project, also by increasing the project bond.

In addition, staff are recommending reallocation of unspent project balances totaling \$410,000 from other capital projects. These will be brought to the Finance, Organization, and Personnel committee for concurrent consideration on May 12.

The sum of the existing budget, additional bond funding, and reallocation of project balances would provide sufficient funding to cover the known costs and provide a small contingency (approximately 7%) to cover unanticipated changes that may occur during construction.



# CITY OF KEENE

R-2022-16

Twenty-Two

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

Relating to the Appropriation of Funds for the Patricia T. Russell Park Capital

A RESOLUTION ....Project.....

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

That the sum of three-hundred fifty thousand dollars (\$350,000.00) is hereby appropriated for the Patricia T. Russell Park Capital Project (90316), and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three-hundred fifty thousand dollars (\$350,000.00) 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 the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 5, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

PASSED



# CITY OF KEENE

R-2022-19

Twenty-Two

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

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

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

That the sum of one-hundred thousand dollars (\$100,000.00) is hereby appropriated for the Carpenter St. Flood Management Project (90298), and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to - \_\_\_\_\_ dollars (\$100,000.00) 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 the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 5, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

PASSED



# CITY OF KEENE NEW HAMPSHIRE

ITEM #K.4.

**Meeting Date:** May 5, 2022

**To:** Mayor and Keene City Council

**From:** Donald Lussier, City Engineer

**Through:** Elizabeth Dragon, City Manager  
Kurt Blomquist, ACM/Public Works Director

**Subject:** **Relating to the Appropriation of Funds for George Street Bridge Replacement Project Resolution R-2022-17**

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**Council Action:**

**In City Council May 5, 2022.**

**Memorandum filed as informational. Resolution R-2022-17 referred to the Finance, Organization and Personnel Committee.**

**Recommendation:**

Recommend that Resolutions R-2022-17 be referred to the Finance, Organization and Personnel Committee for their consideration and recommendation.

**Attachments:**

1. Resolution R-2022-17\_referral

**Background:**

The George Street Bridge over Beaver Brook (NHDOT Bridge No. 142/072) is one of the City's ten currently "red-listed" bridges. As such, it is eligible for funding under the New Hampshire Department of Transportation's State Bridge Aid (SBA) program. Under this program, the State funds 80% of eligible project costs and the City is responsible for the remaining 20%. The NHDOT estimated the total cost of the replacement project in 2009 at \$690,000. The City Council appropriated a total of \$138,039 into the Bridge Capital Reserve for this project in FY09 and FY12 in order to fund our share of the estimated project cost. The City requested funding through the SBA program in December of 2013. Currently, the project is funded in the NHDOT Ten Year Plan for construction in 2024.

The City's FY22 CIP included an estimated budget for the design phase of \$117,398 (City share of \$23,480). That budget was based on the 2009 cost estimate. Unfortunately, actual costs have increased significantly since 2009.

We expect the actual design cost for this project will be approximately \$245,000 (City share of \$49,000). An additional appropriation of \$30,000 from the Capital Reserve will allow us to match the City's share of the design fee, and will provide an allowance for change orders should they be

needed.

The requested appropriation will be taken from funds that were previously designated for the future replacement of the Maple Avenue Bridge over Black Brook. That project is currently not funded in the State's Ten Year Plan. Additional appropriations for Maple Avenue will be requested in future CIP updates to replace the amount reallocated for the George St. Project.



# CITY OF KEENE

R-2022-17

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

A RESOLUTION ..... Relating to the Appropriation of Funds for the George Street  
..... Bridge Replacement Project.....

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

That the sum of Thirty Thousand (\$30,000.00) is hereby appropriated from the Bridge Capital Reserve, Maple Avenue sub-account (T0617-K) for the George Street Bridge Replacement Project (90328-22).

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 5, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

PASSED