



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
January 4, 2024
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- December 21, 2023 Minutes

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Relating to a CDBG Grant *Application* - Water Infrastructure Projects - Base Hill Road Manufactured Housing Park

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmation - Keene Housing Authority
2. Nominations - Ashuelot River Park Advisory Board, Assessor's Board, Bicycle Pedestrian Path Advisory Board, Building Board of Appeals, Congregate Living and Social Services Licensing Board, Conservation Commission, Energy & Climate Committee, Historic District Commission, Housing Standards Board of Appeal, Human Rights Committee, Partner City Committee, Planning Board, Zoning Board of Adjustment.
3. Nomination - Zoning Board of Adjustment

C. COMMUNICATIONS

1. Justin Somma - Resignation - Keene Library Trustees
2. Christina Dretzin - Encouraging the Council to Stop Building Roundabouts
3. Councilor Andrew Madison - Resignation from Bicycle Pedestrian Path Advisory Committee and the Partner City Committee

D. REPORTS - COUNCIL COMMITTEES

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

G. REPORTS - BOARDS AND COMMISSIONS

1. Dr. Chris Brehme resignation from the Bicycle Pedestrian Path Advisory Committee (BPPAC)

H. REPORTS - MORE TIME

I. ORDINANCES FOR FIRST READING

J. ORDINANCES FOR SECOND READING

K. RESOLUTIONS

1. In Appreciation of John L. Rogers Upon His Retirement
Resolution R-2024-02
2. Relating to a CDBG Grant Application - Water Infrastructure Projects -
Base Hill Road Manufactured Housing Park
Resolution R-2024-03

NON PUBLIC SESSION

ADJOURNMENT

12/21/2023

A regular meeting of the Keene City Council was held on Thursday, December 21, 2023. The Honorable Mayor George S. Hansel called the meeting to order at 7:00 PM. Roll called: Bryan J. Lake, Michael J. Remy, Michael Giacomo, Randy L. Filiault, Robert C. Williams, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Bettina A. Chadbourne, Catherine I. Workman, Kate M. Bosley, Mitchell H. Greenwald, and Thomas F. Powers were present. Raleigh C. Ormerod was absent. Ward Four Council seat vacant. Councilor Lake led the Pledge of Allegiance.

MINUTES OF THE PRECEDING MEETING

A motion by Councilor Powers to adopt the December 7, 2023, meeting minutes as presented was duly seconded by Councilor Bosley. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

CONFIRMATION – PLANNING BOARD

Mayor Hansel nominated Kenneth Kost to change from an alternate member to a regular member of the Planning Board, with a term to expire December 31, 2025. A motion by Councilor Powers to approve the nomination was duly seconded by Councilor Bosley. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

RESIGNATION – KEENE HOUSING AUTHORITY

A communication was received from Robert Elliot, resigning from the Keene Housing Authority after nearly 3 years of service. A motion by Councilor Powers to accept the resignation with regret and appreciation of Mr. Elliot's service was duly seconded by Councilor Bosley. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

NOMINATION – KEENE HOUSING AUTHORITY

Mayor Hansel nominated Cody Morrison to serve on the Keene Housing Authority, with a term to expire December 31, 2025. The nomination was tabled until the next regular meeting.

COMMUNICATION – REQUEST TO USE CITY PROPERTY – ICE AND SNOW FESTIVAL – FEBRUARY 3, 2024

A communication was received from Mark Rebillard, Keene Downtown Group Chair, submitting their annual request to conduct the 2024 Ice and Snow Festival on City property on February 3, 2024. Mayor Hansel referred the communication to the Planning, Licenses, & Development Committee.

PLD REPORT – RELATING TO AMENDMENTS TO THE PERMITTED USES IN THE DOWNTOWN CORE, DOWNTOWN GROWTH, AND COMMERCE DISTRICTS – ORDINANCE O-2023-16-A; *AND* RELATING TO AMENDMENTS TO THE CITY OF KEENE LAND DEVELOPMENT CODE, DEFINITION OF CHARITABLE GAMING FACILITY – ORDINANCE O-2023-17-A

A Planning, Licenses, & Development Committee report read, unanimously recommending that the City Council substitute the amended Ordinance O-2023-16-A for consideration at the continued public hearing scheduled for January 18, 2024. A second Planning, Licenses, & Development Committee report read, unanimously recommending that Ordinance O-2023-17-A be placed on more time.

A motion by Councilor Bosley to carry out the intent of the Committee reports was duly seconded by Councilor Giacomo. The motion carried unanimously with 12 Councilors present and voting in favor and 1 abstention. Councilor Greenwald abstained. Councilor Ormerod was absent. Ward 4 Council seat vacant.

PLD REPORT – EXECUTE LEASE FOR AIRPORT HANGAR

A Planning, Licenses, & Development Committee report read, recommending that the City Manager be authorized to execute a lease agreement with Hexagon Hangar LLC. for land and associated hangar structure at the Keene Dillant-Hopkins Airport. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Giacomo. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

PLD REPORT – POWERPOINT – AIRPORT BRAND STRATEGY AND MARKETING PLAN

A Planning, Licenses, & Development Committee report read, recommending the acceptance of the Airport Brand Strategy and Marketing Plan Presentation as informational. Mayor Hansel filed the report as informational.

FOP REPORT – CONTRACT AWARD – GEAR EXTRACTOR AND DRYING EQUIPMENT

A Finance, Organization, & Personnel Committee report read, recommending that the City Manager be authorized to execute a contract with Daniels Equipment Co. Inc. for the purchase of a gear extractor and drying system. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

FOP REPORT – ACCEPTANCE OF THE LIEUTENANT JOSEPH DIBERNARDO MEMORIAL GRANT

A Finance, Organization, & Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to accept and expend the Lieutenant Joseph DiBernardo Memorial Foundation Grant for the purpose of outfitting department members with emergency rope escape systems. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

FOP REPORT – LEASE RENEWAL AGREEMENT 12 GILBO AVE - SUITE C

A Finance, Organization, & Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to negotiate and execute a lease renewal with United States Senator Jeanne Shaheen for the office space located at 12 Gilbo Avenue - Suite C. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

FOP REPORT – CONSULTANT SELECTION FOR MASTER PLAN UPDATE

A Finance, Organization, & Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Future IQ for master plan consulting services for an amount not to exceed \$160,000.00. In the event that negotiations with the preferred vendor are not successful, the City Manager is authorized to do all things necessary to negotiate and execute a professional services contract with FHI Studio for an amount not to exceed \$160,000.00. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

FOP REPORT – ALLEGATION OF FRAUD OR MISCONDUCT IN CONNECTION WITH THE MUNICIPAL ELECTION PURSUANT TO SECTION 5 OF THE KEENE CITY CHARTER

A Finance, Organization, & Personnel Committee report read, recommending accepting this item as informational. Mayor Hansel filed the report as informational.

ACCEPTANCE OF DONATIONS

A memorandum read from the Finance Director/Treasurer, Merri Howe, recommending acceptance of the donation in the amount of \$750.00 from Monadnock Interfaith Project and that

the City Manager be authorized to use the funds as specified by the donor for the Human Rights Committee's Martin Luther King Jr. Day event on January 15, 2024. A motion by Councilor Powers to accept the donation from the Monadnock Interfaith Project and Human Rights Committee was duly seconded by Councilor Remy. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

MEMORANDUM – PURCHASE OF MAP/LOT #536/031- OFF OF HOWARD STREET

A motion by Councilor Powers to suspend Section 26 of the Rules of Order to allow action on this item was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

A memorandum read from the City Manager, Elizabeth Dragon, recommending that she be authorized to execute all documents necessary for the purchase of Map/Lot #536/031. A motion by Councilor Powers to authorize the City Manager to execute all documents necessary for the purchase of Map/Lot #536/031 was duly seconded by Councilor Remy.

The City Manager spoke about this potential purchase of a small, 0.21-acre parcel off Howard Street that abuts several other parcels owned by the City. There was an interest in acquiring this parcel to combine with a City-owned tax deeded parcel for potential future housing development. The City Manager credited Councilor Lake for looking at parcels within the City to see if there are opportunities for potential development. The City Manager spoke with this property owner because the property had been vacant for a period of time and had no direct access off of Howard Street. The owner was willing to sell the parcel to the City for a purchase price of \$5,000.

The motion carried unanimously. Councilor Ormerod was absent. Ward 4 Council seat vacant.

EMERGENCY MANAGEMENT DIRECTOR – RESIGNATION

A memorandum read, recommending accepting the Emergency Management Director, Kurt Blomquist's, resignation as the City's Emergency Management Director effective December 30, 2023. Further, as per the City of Keene Code of Ordinances Sections 30–56 and 59, the City Manager will perform the Emergency Management Director's functions until a new Director is recommended and appointed.

A motion by Councilor Powers to accept Mr. Blomquist's resignation with regret and appreciation of his more than 30 years of service was duly seconded by Councilor Bosley. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

ORDINANCE FOR SECOND READING – RELATING TO CLASS ALLOCATION AND SALARY SCHEDULES – ORDINANCE O-2023-19

A Finance, Organization, & Personnel Committee report read, recommending the adoption of Ordinance O-2023-19. The report was filed into the record. A motion by Councilor Powers to adopt Ordinance O-2023-19 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

ORDINANCE FOR SECOND READING – RELATING TO LIFE SAFETY PERMIT AND INSPECTION FEES – ORDINANCE O-2023-20

A Finance, Organization, & Personnel Committee report read, recommending the adoption of Ordinance O-2023-20. The report was filed into the record. A motion by Councilor Powers to adopt Ordinance O-2023-20 was duly seconded by Councilor Remy. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

RELATING TO THE APPROPRIATION OF FUNDS FOR THE PURPOSE OF FUNDING THE CLASSIFICATION AND TOTAL COMPENSATION PROJECT – RESOLUTION R-2023-40

A Finance, Organization, & Personnel Committee report read on a vote of 4-1, recommending adoption of Resolution O-2023-40. A motion by Councilor Powers to adopt Resolution R-2023-40 was duly seconded by Councilor Remy.

Councilor Remy mentioned that he voted against this at the FOP meeting. He said that since that meeting, he now understood that this was not for all City positions, and therefore was less expensive than he first understood. The Councilor noted he would be supporting the Resolution.

The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

RELATING TO THE ACCEPTANCE AND APPROPRIATION OF UNANTICIPATED HIGHWAY REVENUE – RESOLUTION R-2023-41

A Finance, Organization, & Personnel Committee report read, recommending the adoption of Resolution R-2023-41. The report was filed into the record. A motion by Councilor Powers to adopt Resolution R-2023-41 was duly seconded by Councilor Remy. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

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RELATING TO THE APPROPRIATION OF FUNDS FOR THE MASTER PLAN UPDATE PROJECT – RESOLUTION R-2023-42

A Finance, Organization, & Personnel Committee report read, recommending the adoption of Resolution R-2023-42. The report was filed into the record. A motion by Councilor Powers to adopt Resolution R-2023-42 was duly seconded by Councilor Remy.

Councilor Jones stated that he read all of the proposals and sat in on the interviews. He said there were great companies which provided great proposals. He said they all considered the City's budget and if cuts were made, he did not think the City would be getting the services it needs; he worried it would hinder community engagement. If approved, he hoped the Council and City would ensure the job is done correctly and that the City gets everything it needs in a usable plan.

Councilor Lake recalled that he voiced some concerns at the FOP meeting due to the projected costs of the project. He thought his concerns were echoed at the Planning Board meeting on December 18, because projects are getting more and more expensive. He thought the City would need to make some hard decisions about funding projects. While he supported updating the Master Plan, Councilor Lake did not support this additional funding for a consultant, so he would vote in opposition.

The motion to adopt Resolution R-2023-42 carried with 11 Councilors present and voting in favor and 2 voting in opposition. Councilors Lake and Giacomo voted in the minority. Councilor Ormerod was absent. Ward 4 Council seat vacant.

CONSULTANT SELECTION FOR MASTER PLAN UPDATE

A Finance, Organization, & Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Future IQ for master plan consulting services for an amount not to exceed \$160,000.00. In the event that negotiations with the preferred vendor are not successful, the City Manager is authorized to do all things necessary to negotiate and execute a professional services contract with FHI Studio for an amount not to exceed \$160,000.00. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

Councilor Lake stated that since the Council approved the extra funding for this process, he wanted to thank the selection committee for all their work. He supported selecting this consultant. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

IN APPRECIATION OF KÜRT D. BLOMQUIST UPON HIS RETIREMENT – RESOLUTION R-2023-43

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A memorandum read from the HR Director/Assistant City Manager, recommending the adoption of Resolution R-2023-43. A motion by Councilor Powers to adopt Resolution R-2023-43 was duly seconded by Councilor Bosley. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

IN APPRECIATION OF JOHN MILLEDGE UPON HIS RETIREMENT – RESOLUTION R-2023-44

A memorandum read from the HR Director/Assistant City Manager, recommending the adoption of Resolution R-2023-44. A motion by Councilor Powers to adopt Resolution R-2023-44 was duly seconded by Councilor Bosley. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

IN APPRECIATION OF DIANE M. THEALL UPON HER RETIREMENT – RESOLUTION R-2023-45

A memorandum read from the HR Director/Assistant City Manager, recommending the adoption of Resolution R-2023-45. A motion by Councilor Powers to adopt Resolution R-2023-45 was duly seconded by Councilor Bosley. The motion carried unanimously with 13 Councilors present and voting in favor. Councilor Ormerod was absent. Ward 4 Council seat vacant.

FAREWELL REMARKS – COUNCILOR GIACOMO

Mayor Hansel and the Council honored Councilor Giacomo for his last meeting on the Council. Mayor Hansel noted that Councilor Giacomo always brought good humor, an engineering mind, and a sensibility to Council business, which Mayor Hansel and fellow Councilors always appreciated. Councilor Giacomo continuously prioritized his constituents. He also brought passion to very important conversations about technological changes. The City was better for Councilor Giacomo's service. The Council applauded the Councilor. Councilor Giacomo thanked his fellow Councilors for everything he learned from them. He said it was a great experience. He also thanked Mayor Hansel for progress during his tenure, particularly during Covid.

FAREWELL REMARKS – MAYOR HANSEL

Mayor Hansel addressed the Council and public at this, his last meeting as Mayor. He said his heart was filled with both gratitude and nostalgia, noting that the past two terms serving as Mayor had been an incredible journey full of trials and challenges. Yet, above all, there had been a lot of shared progress that he was proud of. He thanked the City Manager, Elizabeth Dragon, the City Attorney, Tom Mullins, and the City Clerk, Patty Little for their support. He said the City has an incredibly talented, high-integrity team. He thought future Councils would have to compete with the very high bar set by this Council; he would miss working with this Council immensely. His appreciation extended to the entire staff of the City of Keene; the citizens of this

City are profoundly lucky to have so many dedicated people working for them throughout this incredible organization. During his four years as Mayor, and his four years as a City Councilor, he witnessed a lot of little things that happen in the City that go nearly unnoticed but make an incredible difference. Mayor Hansel expressed his gratitude for City Staff.

Mayor Hansel also honored the Chairs of the City Council Standing Committees. While being Mayor is a lonely job, he said they made it less lonely. The Chairs contributed their knowledge, enthusiasm, and experience. He noted that Councilor Powers' job as FOP Chair was a hard one, with a lot of behind-the-scenes effort, but his career prepared Councilor Powers for it. Mayor Hansel thanked Councilor Powers for his support. The Mayor also honored the PLD Chair, Councilor Bosley, for taking on the position as a newer Councilor. He knew the hours of time that Councilor Bosley invested in the assignment, which led the PLD Committee and City to some incredible progress. When thinking about the Land Development Code update and other very tough issues during Mayor Hansel's tenure, he said Councilor Bosley never complained and approached the position with confidence. He thanked Councilor Bosley. Next, the Mayor recalled his interesting relationship with Councilor Greenwald, sometimes as competitors and other times as allies. Through all of that, the Mayor said he always considered Councilor Greenwald as a friend. Councilor Greenwald had contributed a wealth of experience and good humor to his role. He thanked the Councilor for stepping-in when needed.

Mayor Hansel expressed this deepest appreciation for the trust the community and City Council had placed in him, allowing him the honor of serving this wonderful City. He said it was a privilege beyond measure and he cherished every moment working alongside his colleagues to make Keene a better place, which is the simplest thing everyone could agree upon. When reflecting on his time with this Council, Mayor Hansel could not help but feel immense pride at what they had accomplished; their collective efforts were evident.

The Mayor mentioned some things the Council had achieved during his tenure:

- Reduced the City's property tax rate by more than 15% and decreased the City's debt by 25%. He said those were not just statistics, but tangible proof of his and this Council's commitment to financial responsibility and sustainability. He said such reductions were rare for any Mayoral term, and the past four years had been an outlier. This was the only Mayoral term to reach double digits in those two categories since 1970. Beyond those figures, he said there was a deeper story of unity, resilience, and creativity. Our City is not just defined by finances. Rather, it is the spirit of our people and their scrappiness, and the community comes together to uplift one another, especially during really uncertain times, like the Covid pandemic.
- During Covid, everyone had to adapt to a new reality and unprecedented levels of responsibility for city governments. Many in the community faced insurmountable losses that should not be forgotten. During 2020, there were times Mayor Hansel was unsure whether he would be the Mayor to preside over Keene losing its downtown, or losing jobs and businesses that would be unrecoverable. Fortunately, Keene had a very different outcome. There was a net increase in new businesses during Covid, and new traditions

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were borne, like the Taste of Keene Food Festival and more. These traditions that arose during a crisis will sustain the vitality of Keene's downtown for many years. The City was hardened by adversity but arose stronger, which Mayor Hansel was proud of.

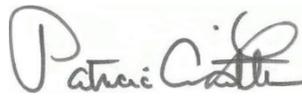
Having served eight years as an elected official in Keene, Mayor Hansel said he learned many different lessons. The experience corrected many misconceptions he previously had about City government, and he said it was incumbent for all Councilors to push back against those misconceptions and misinformation. These years fueled Mayor Hansel's incredible pride in his home, which he called a gift. He reflected upon the people of Keene having so much pride in their community that they give back in philanthropy and volunteerism, which is a community tradition that goes back many years. For example, a Main Street like Keene's does not happen overnight; rather, it takes efficient local government. As a small City that only comprises 1.5%–1.6% of NH's population, Keene performs greatly in economic productivity, sustainability, activism, and creativity; this does not happen by accident.

Mayor Hansel concluded noting that this is a community where eight like-minded City Councilors can make just about anything happen—change the environment, bring new ideas to life, and have an impact. He believed that more now than before his time with the City's government. He hoped his fellow Councilors would never lose sight of that. He urged them to speak for quieter voices and encourage everyone in the community to participate and share their ideas. He said it is the City government's job to build on that identity and add to it if possible. As he stepped down as Mayor, he carried with him the unwavering belief that Keene's best days are yet to come. He thanked everyone who stood by him, supported him, and challenged him to do better. He thanked everyone for their trust, dedication, and unwavering enthusiasm for Keene. From the bottom of his heart, Mayor Hansel thanked everyone for the honor. He was grateful for this chapter of his life, and he looked forward to continuing to contribute to the bright future ahead for this beloved City. The Council applauded Mayor Hansel.

ADJOURNMENT

There being no further business, Mayor Hansel adjourned the meeting at 8:01 PM.

A true record, attest:



City Clerk

NOTICE OF PUBLIC HEARINGS
Community Development Block Grant Program
Thursday, January 4, 2024 – 7:00 p.m.
City Hall, Second Floor
3 Washington Street, Keene, NH

Three public hearings regarding a proposed application to the NH Community Development Finance Authority for federal Community Development Block Grant (CDBG) funds will be held at Keene City Hall on the date and time noted above.

Application Hearings

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for projects which have primary benefit for low- and moderate-income persons. The City of Keene is eligible to apply for \$500,000 per program year in each of the following categories: housing, public facilities, and economic development, as well as \$750,000 for microenterprise technical assistance. Communities may also apply for up to \$25,000 for feasibility studies and \$500,000 for CDBG Emergency Grants annually.

A public hearing has been scheduled to provide specific information regarding grant requirements, and to provide information about the proposed CDBG application to be considered by the City Council.

The proposal to be considered by the City Council is a grant application for CDBG funds to support water infrastructure improvements for the Base Hill Cooperative manufactured housing park. The project would replace the water distribution system that serves roughly 150 Cooperative residents and is beyond its useful life. The current system was constructed in 1965 and now experiences regular leaks and failures that require emergency repairs. Work will include replacement of the entire water distribution system within the Cooperative, including all water mains, valves, appurtenances, and service lines.

In conjunction with the application hearing, two additional public hearings will be held to address:

- The City's Residential Anti-Displacement and Relocation Assistance Plan specific to the project.
- The City's updated Housing and Community Development Plan for CDBG projects.

Interested persons are invited to attend and comment on the proposed application and plans. If you need assistance to attend or participate in the hearing, please contact Elizabeth Dragon, Keene City Manager, five days in advance. Anyone wishing to submit written comments should address them in writing to the City Manager, City of Keene, 3 Washington Street, Keene, NH 03431 and submit them by the close of business on the day preceding the hearing.



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

Meeting Date: January 4, 2024
To: Mayor and Keene City Council
From: Mayor George H. Hansel
Through: Patricia A. Little
Subject: **Confirmation - Keene Housing Authority**

Council Action:

In City Council January 4, 2024.

Voted unanimously to confirm the nomination.

In City Council December 21, 2023.

Nomination tabled until the next regular meeting.

Recommendation:

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

Keene Housing Authority

Cody Morrison

64 Fox Circle

Term to expire Dec. 31, 2025

Attachments:

1. Morrison, Cody_Redacted

Background:

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Tuesday, December 19, 2023 11:48 AM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Tue, 12/19/2023 - 11:48</p>
<p>Submitted values are:</p>

First Name:
Cody

Last Name:
Morrison

Address
64 Fox Circle

How long have you resided in Keene?
1.5 years

Email:
codym@monadnockedc.org

Cell Phone:
[REDACTED]

Employer:
Monadnock Economic Development Corporation

Occupation:
Executive Director

Retired
No

Please list any organizations, groups, or other committees you are involved in
Executive Director - Monadnock Economic Development Corporation
Southwest Region Planning Commission - Economic Development & Brownfields Advisory Committee
President - New Hampshire Alliance of Regional Development Corporations

Have you ever served on a public body before?
Yes

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

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

Keene Housing Authority

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

I am interested in serving on the Keene Housing Authority (KHA) Board of Commissioners so that I can help address the local housing crisis. Professionally, I work in the community and economic development field, which focuses on commercial and industrial development in the region. However, housing is a major issue for employers, so we have been shifting our efforts to help address this need. I have interacted with KHA in various capacities, as both a local partner and from the perspective of a state agency. I am relatively new to the Keene community and this is my first nomination to a City committee or board. As a young person, the housing crisis impacts me directly so I feel strongly about this issue. Given my experience and KHA's direction, I feel that I can contribute to its success.

Please provide 2 personal references:

George Hansel

[REDACTED]
[REDACTED]

References #2:

Chris Coates

ccoates@co.cheshire.nh.us

[REDACTED]



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.2.

Meeting Date: January 4, 2024
To: Mayor and Keene City Council
From: Mayor-Elect Jay V. Kahn
Through:
Subject: **Nominations - Ashuelot River Park Advisory Board, Assessor's Board, Bicycle Pedestrian Path Advisory Board, Building Board of Appeals, Congregate Living and Social Services Licensing Board, Conservation Commission, Energy & Climate Committee, Historic District Commission, Housing Standards Board of Appeal, Human Rights Committee, Partner City Committee, Planning Board, Zoning Board of Adjustment.**

Council Action:

**In City Council January 4, 2024.
Nominations tabled until the next regular meeting.**

Recommendation:

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

Ashuelot River Park Advisory Board

Dian Matthews, re-nomination

Term to expire Dec. 31, 2026

Assessor's Board

Jason Frost, re-nomination

Term to expire Dec. 31, 2026

Bicycle Pedestrian Path Advisory Board

Edward Haas

Term to expire Dec. 31, 2026

Building Board of Appeals

Donald Flibotte, re-nomination

Term to expire Dec. 31, 2026

Congregate Living and Social Services Licensing Board

Thomas Savastano, re-nomination

Term to expire Dec. 31, 2026

Jennifer Seher, re-nomination

Term to expire Dec. 31, 2026

Medard Kopczynski, ex-officio

Term to expire Dec. 31, 2025

Conservation Commission

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|------------------------------------|------------------------------|
| Robert Williams, ex-officio | Term to expire Dec. 31, 2025 |
| Eloise Clark, regular to alternate | Term to expire Dec. 31, 2026 |
| John Therriault, alternate | Term to expire Dec. 31, 2026 |

Energy & Climate Committee

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| Raleigh Ormerod, ex-officio | Term to expire Dec. 31, 2025 |
| Jude Nuru, re-nomination | Term to expire Dec. 31, 2026 |
| Charles Redfern, alternate, re-nomination | Term to expire Dec. 31, 2026 |

Historic District Commission

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| Hope Benik, re-nomination | Term to expire Dec. 31, 2026 |
| Russ Flemming, regular to alternate | Term to expire Dec. 31, 2024 |

Housing Standards Board of Appeal

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|-----------------|------------------------------|
| Donald Flibotte | Term to expire Dec. 31, 2026 |
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Human Rights Committee

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|---|------------------------------|
| Hunter Kirshner, re-nomination | Term to expire Dec. 31, 2026 |
| Daniel Aronson, re-nomination | Term to expire Dec. 31, 2026 |
| Marti Fiske, ex-officio | Term to expire Dec. 31, 2025 |
| Ritu Budakoti, alternate, re-nomination | Term to expire Dec. 31, 2026 |

Partner City Committee

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|----------------------------|------------------------------|
| Mari Brunner | Term to expire Dec. 31, 2026 |
| Andrew Madison, ex-officio | Term to expire Dec. 31, 2025 |
| Michael Giacomo | Term to expire Dec. 31, 2024 |

Planning Board

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|---------------------------------------|------------------------------|
| Michael Remy, ex-officio | Term to expire Dec. 31, 2025 |
| Roberta Mastrogiovanni, re-nomination | Term expires Dec. 31, 2026 |
| Gail Somers, alternate, re-nomination | Term expires Dec. 31, 2026 |
| Tammy Adams, alternate, re-nomination | Term expires Dec. 31, 2026 |

Zoning Board of Adjustment

| | |
|----------------|------------------------------|
| Richard Clough | Term to expire Dec. 31, 2026 |
|----------------|------------------------------|

Attachments:

None

Background:



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.3.

Meeting Date: January 4, 2024
To: Mayor and Keene City Council
From: Mayor-Elect Jay V. Kahn
Through:
Subject: **Nomination - Zoning Board of Adjustment**

Council Action:
In City Council January 4, 2024.
Nomination tabled until the next regular meeting.

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

Zoning Board of Adjustment
Edward Guyot

Term to expire Dec. 31, 2026

Attachments:
1. Guyot, Edward_Redacted

Background:

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: Fw: Interested in serving on a City Board or Commission
Date: Monday, January 1, 2024 2:42:23 PM
Attachments: [Outlook-uiykdf1.png](#)

This is a nomination for this week's Council.



Patricia Little
CITY CLERK

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

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

<!--[endif]-->

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene
<helpdesk@ci.keene.nh.us>
Sent: Monday, January 1, 2024 2:20 PM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Mon, 01/01/2024 - 14:20</p>
<p>Submitted values are:</p>

First Name:
Edward

Last Name:
Guyot

Address
6 James Hill Drive
Keene, NH 03431

How long have you resided in Keene?
32 years



Cell Phone:

Employer:

John G Burk and Associates CPAs

Occupation:

Certified Public Accountant

Retired

No

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

City of Keene:

Former member and Chair of the Bicycle and Pedestrian Pathways Advisory Committee.

Non-City of Keene:

Multiple prior board positions:

Colonial Theatre Group

Stonewall Farm

Monadnock Food Cooperative

Hannah Grimes Center

Arts Alive

Keene Elm City Rotary

Have you ever served on a public body before?

Yes

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

Conservation Commission, Planning Board, Zoning Board Adjustment

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

ZBA

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

Planning Board

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

Conservation

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

Construction and real estate development experience

Please provide 2 personal references:

Jason Houston

[REDACTED]

References #2:

Dan Antosiewicz





CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

Meeting Date: January 4, 2024
To: Mayor and Keene City Council
From: Justin Somma
Through: Patricia Little, City Clerk
Subject: Justin Somma - Resignation - Keene Library Trustees

Council Action:

In City Council January 4, 2024.

Voted unanimously to accept the resignation with appreciation for service.

Recommendation:

Attachments:

1. Communication_Somma

Background:

Justin Somma is resigning as a City-appointed Library Board Trustee because he has been appointed a Thayer Trustee.

December 23, 2023

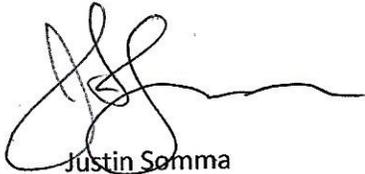
Keene City Council
City of Keene
3 Washington St
Keene NH 03431

To Whom It May Concern:

I have recently been appointed as a Thayer Trustee to the Board of Trustees at the Keene Public Library. As such, I need to announce my resignation as a city-appointed trustee with that organization.

I am happy to assist with any other correspondence necessary to memorialize this transition.

Regards,

A handwritten signature in black ink, appearing to read "Justin Somma", with a long horizontal flourish extending to the right.

Justin Somma

57 Mayflower Dr
Keene NH 03431



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

Meeting Date: January 4, 2024
To: Mayor and Keene City Council
From: Christina Dretzin
Through: Patricia Little, City Clerk
Subject: **Christina Dretzin - Encouraging the Council to Stop Building Roundabouts**

Council Action:
In City Council January 4, 2024.
Communication filed as informational.

Recommendation:

Attachments:

1. Communication_Dretzin

Background:

Christina Dretzin is writing to encourage the City Council they stop building roundabouts, which she dislikes and tries to avoid.

Hello,

I am writing to request that the City of Keene stop building roundabouts. I am guessing that you build them to improve the traffic flow where lights used to be. I dislike rotaries and go out of my way to avoid them when I can- especially the one at Winchester Street and Rt. 10. I would rather wait at a backed up light than drive on a rotary. I don't know the statistics, but I am sure that there are a lot more accidents on rotaries than there are at traffic lights.

Please stop making rotaries, find other solutions to the problems you are trying to solve and put the money that you would use to build them toward other city projects/needs.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Christina Dretzin".

Christina Dretzin



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.3.

Meeting Date: January 4, 2024
To: Mayor and Keene City Council
From: Councilor Andrew Madison
Through: Patricia Little, City Clerk
Subject: **Councilor Andrew Madison - Resignation from Bicycle Pedestrian Path Advisory Committee and the Partner City Committee**

Council Action:

In City Council January 4, 2024.

Voted unanimously to accept the resignation with appreciation for service.

Recommendation:

Attachments:

1. Communication_Madison

Background:

Councilor Madison is resigning his position as the ex-officio City Councilor on the Bicycle Pedestrian Path Advisory Committee and as a regular member on the Partner City Committee.

29 December, 2023

To the Honorable Mayor and City Council,

I wish to tender my resignation as the ex-officio member of the Bicycle and Pedestrian Path Advisory Committee due to a scheduling conflict.

I also wish to tender my resignation as a regular member of the Partner City Committee so that I may accept an ex-officio position within that same committee, and make a regular member slot available to the public.

I have enjoyed my time on the Bicycle and Pedestrian Path Advisory Committee and will continue to support their work as a member of the city council. I look forward to continuing my participation in the Partner City Committee.



Andrew M. Madison
City Councilor, Ward 3.

RECEIVED
CITY OF KEENE
DEC 29 2023
OFFICE OF
CITY CLERK



CITY OF KEENE NEW HAMPSHIRE

ITEM #G.1.

Meeting Date: January 4, 2024
To: Mayor and Keene City Council
From: William Schoefmann, Mapping Technician
Through:
Subject: Dr. Chris Brehme resignation from the Bicycle Pedestrian Path Advisory Committee (BPPAC)

Council Action:

In City Council January 4, 2024.

Voted unanimously to accept the resignation with appreciation for service.

Recommendation:

Accept the resignation of Dr. Brehme.

Attachments:

1. CBrehme resignation from BPPAC

Background:

Dr. Brehme served on the Bicycle Pedestrian Path Advisory Committee two full terms as a very active member and then was serving as an alternate. Dr. Brehme has moved to Maine for work and is unable to continue to serve on the committee.

From: [Chris Brehme](#)
To: drewbryenton@gmail.com
Cc: [William Schoefmann](#)
Subject: resignation from BPPAC
Date: Monday, December 11, 2023 10:18:38 AM

Hello Drew and Will,

I hope this finds you well. I apologize for not getting this notice to you sooner, but I am no longer living in Keene, and hereby resign from the Keene Bike Path Pedestrian Advisory Committee. I greatly appreciate the opportunity to serve on the committee alongside you both. While I will miss Keene, I'm very heartened to see the recent surge of interest and membership on BPPAC.

Respectfully submitted,

Chris Brehme
603.903.5901

Project Director, Lobster Institute
University of Maine
chris.brehme@maine.edu

Home address:
PO Box 324
Bath, Maine 04530



CITY OF KEENE NEW HAMPSHIRE

ITEM #K.1.

Meeting Date: January 4, 2024
To: Mayor and Keene City Council
From: Elizabeth Fox, ACM/Human Resources Director
Through: Elizabeth Dragon, City Manager
Subject: In Appreciation of John L. Rogers Upon His Retirement
Resolution R-2024-02

Council Action:

In City Council January 4, 2024.

Memorandum filed as informational. Voted unanimously for the adoption of Resolution R-2024-02.

Recommendation:

That Resolution R-2024-02 be adopted by the City Council.

Attachments:

1. R-2024-02 Rogers Retirement

Background:

Mr. Rogers retired from the Community Development Department effective December 29, 2023, with 15 years of service.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION In Appreciation of John L. Rogers Upon His Retirement

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

WHEREAS: John L. Rogers was appointed Sanitarian for the City of Keene December 22, 2008; assumed the additional duties of super-ising the building and housing inspection staff from January 3, 2010, through June 30, 2012; was reclassified to Code Enforcement and Inspections Manager July 1, 2012; was assigned as Acting Health Director, responsible for the former Health/Code Enforcement Department, January 7, 2016; became Building/Health Official in the new Community Development Department July 1, 2018; and served as Acting Community Development Director from December 27, 2021, until June 25, 2022; and

WHEREAS: John's talents were well tested during these 15 years of change, with his adapting to and succeeding at every "curve ball" thrown at him, stepping into roles and responsibilities beyond those that originally could have been anticipated—evolving from food establishment inspections to zoning, planning, and building determinations and growing the knowledge bases, skills, and advanced certifications in the field of building and life safety codes; and

WHEREAS: Customer service is a core issue for him and, cognizant that he must provide clear and often unpopular decisions in a closeknit community, John took a deep-research approach to resolving questions in the constantly-changing codes, discovering the reason for previous decisions, creating a firm ground for current decisions, and finding the right balance of legal interpretations and customer education—quickly addressing concerns with calmness, tact, and empathy while building better communication with landlords, tenants, and local homeowners; and

WHEREAS: A leader by example, John ensured his staff held his same high ethical standards, helped create a collaborative and fair environment by fostering staff communication and contributions to decision-making, providing clear expectations, and delegating the busy workload, building the knowledge base and experience of his team through hands-on feedback and outside education, and giving employees opportunities to stay engaged; and

WHEREAS: A key member of the pandemic emergency response team involved with many plans and changes, he was the go-to person through the pandemic regarding health-related questions, working many extra hours to educate himself in that role and gaining people's trust and gratitude for his excellent and tireless work to minimize the impact of COVID-19 on our community; and

WHEREAS: Involved in realigning the Health/Code Enforcement and Planning Departments into Community Development, John did an excellent job helping to design and manage the transition of the former fourth-floor departments into one—reviewing functions and responsibilities, configuring department positions, streamlining procedure, delegating tasks to appropriate staff members, ensuring that everyone stayed on task during this period of changing conditions and systems, helping them grow in their roles, trying to improve the work environment, and was a key person in the layout and construction of changes to the fourth floor of City Hall to address customer service efficiency and security; and

WHEREAS: After undergoing these major career changes, John put to work the knowledge and experience he gained by gathering public input; modernizing, streamlining, and automating inspection, plan review, and permitting procedures; improving coordination with other city departments; implementing voluntary housing inspections; rewriting pertinent City Codes; offering online public access to department information being active with statewide professional organizations; and supporting City interests by staying informed about legislative changes and regularly testifying at the New Hampshire Legislature; and

WHEREAS: John retired December 29, 2023, with 15 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to John L. Rogers for his dedication to the City of Keene and the Monadnock Region and wishes him the very best for his retirement years; and

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



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to Approving a CDBG Application for Base Hill Cooperative

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

WHEREAS, the City of Keene has stated as one of its Community Goals that a variety of housing options be available that are affordable, accessible, eco-efficient, and support varied lifestyles; and

WHEREAS, the Community Goals state that housing should be adaptable to changes in technology, climate, and demographics; and

WHEREAS, the U.S. Department of Housing and Urban Development has established a Community Development Block Grant Program which is administered within the State of New Hampshire by the Community Development Finance Authority; and

WHEREAS, if awarded, the Community Development Block Grant would provide up to \$500,000 to be sub-granted, less administrative costs, to Base Hill Cooperative for the replacement of the water distribution system at their resident owned manufactured housing park in Keene.

NOW, THEREFORE, BE IT RESOLVED that the City Council approve and support the City’s grant application to the New Hampshire Community Development Finance Authority for an amount up to \$500,000 in Community Development Block Grant funds; that the Council re-adopt the Housing and Community Development Plan, as updated; that the Council adopt the Residential Anti-Displacement and Relocation Assistance Plan, as updated; that the City will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and, further, that the City Manager is authorized to execute any documents which may be necessary for the project, including a new contract with the Southwest Region Planning Commission for the administration of the program.

Jay V. Kahn, Mayor



Southwest Region Planning Commission

37 Ashuelot Street, Keene, NH 03431

603-357-0557 Voice

603-357-7440 Fax

DATE: DECEMBER 27, 2023

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JACK AHERN, ASSOCIATE PLANNER, SWRPC
SA

THROUGH: ELIZABETH A. DRAGON, CITY MANAGER

RE: PROPOSED APPLICATION FOR CDBG FUNDS: BASE HILL COOPERATIVE WATER SYSTEM IMPROVEMENTS

Recommendation: That the City Council adopt the attached resolution approving an application for federal Community Development Block Grant (CDBG) funds to the NH Community Development Finance Authority (CDFA); and further to adopt the Anti-Displacement and Relocation Assistance Plan specific to this project and re-adopt the City's Housing and Community Development Plan as updated.

Proposed Application: The proposal is to request up to \$500,000 in CDBG Public Facilities funds to be sub-granted, less administrative costs, to Base Hill Cooperative, Inc. to be used toward the improvement of the water distribution system for the Base Hill Cooperative manufactured housing park located at 180 Base Hill Road in Keene, NH. The project will provide funds for the full replacement of the water distribution system that is experiencing regular leaks and failures due to its age. The system provides water to roughly 150 residents of the Cooperative.

Public Hearing and Schedule: The CDBG application will be due on or about January 31, 2024. Three public hearings will be scheduled for January 4, 2024 for the following purposes:

1. Public hearing for the Base Hill Cooperative Water System Improvements project.
2. Public hearing to adopt the Anti-Displacement and Relocation Assistance Plan specific to this project.
3. Public hearing to re-adopt the City's Housing and Community Development Plan.

New Hampshire Community Development Block Grant Program

The New Hampshire Community Development Block Grant (CDBG) Program represents federal funding from the United States Department of Housing and Urban Development (HUD). CDBG projects must target low to moderate income individuals and households. The program is administered by the New Hampshire Community Development Finance Authority (CDFA). Following are the categories of CDBG projects that are available to municipalities:

CDBG Housing Grants - up to \$500,000 annually

- Affordable housing and housing rehabilitation grants to purchase, rehabilitate, expand, and improve the condition and supply of housing for low- and moderate-income homeowners and tenants.
- Applications for housing and public facilities are accepted on the last Monday of January and July of each year.

CDBG Public Facilities Grants - up to \$500,000 annually

- Public Facilities grants include water and sewer system improvements, transitional and homeless shelters, sidewalks, handicapped access, and neighborhood or community centers that provide public services to low- and moderate-income individuals.
- Applications for housing and public facilities applications are accepted on the last Monday of January and July of each year.

CDBG Economic Development - up to \$500,000 annually

- CDBG Economic Development grants provide funds through an annual set-aside for activities which create and retain employment, primarily for low- and moderate-income individuals.
- Can provide business financing through Regional Development Corporations (RDC) and Economic Development Entities (EDE), or through public facility improvements to support economic development efforts.
- CDBG Economic Development Funds can be used for acquisition of land and buildings, construction of commercial buildings, purchase of machinery and equipment, employee training, and public facilities improvements. Applications are accepted as long as funds are available.

CDBG Microenterprise - up to \$750,000 annually

- CDBG Microenterprise grants provide support to low- and moderate-income microenterprise businesses through training, technical assistance, and loans.
- Grant funding is sub-granted to a Subrecipient entity that provides services to the microenterprise businesses.

CDBG Feasibility Studies Grants - up to \$25,000 annually

- The objectives of a feasibility study grant are to determine whether or not a proposed CDBG project is feasible and/or to recommend specific action(s) to be undertaken and that at least 51% of the intended beneficiaries will be of low- to moderate-income.
- Eligible activities include income surveys, preliminary architectural and engineering design, cost estimates, and market analysis.

CDBG Emergency and Unanticipated Events Grants - up to \$500,000 annually

- Grant funds are available for eligible CDBG projects which result from emergencies and unanticipated events that have a serious and immediate threat to public health and safety and must benefit low- to moderate-income individuals.
- Applications are accepted on a first-come, first-served basis.



FY 2023 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8](#) [Income Limits](#) [MTSP](#) [Income Limits](#) [HUD LIHTC Database](#)

FY 2023 Income Limits Summary

| FY 2023 Income Limit Area | Median Family Income Click for More Detail | FY 2023 Income Limit Category | Persons in Family | | | | | | | |
|----------------------------|---|--|-------------------|--------|--------|---------------|--------|--------|--------|---------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Cheshire County, NH | \$112,100 | Very Low (50%) Income Limits (\$) Click for More Detail | 35,000 | 40,000 | 45,000 | 50,000 | 54,000 | 58,000 | 62,000 | 66,000 |
| | | Extremely Low Income Limits (\$)* Click for More Detail | 21,000 | 24,000 | 27,000 | 30,000 | 35,140 | 40,280 | 45,420 | 50,560 |
| | | Low (80%) Income Limits (\$) Click for More Detail | 56,000 | 64,000 | 72,000 | 80,000 | 86,400 | 92,800 | 99,200 | 105,600 |

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2023 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2023 [Fair Market Rent documentation system](#).

Base Hill Cooperative – Water System Improvements

CDBG Application Summary

Applicant: City of Keene

Proposed Subrecipient: Base Hill Cooperative

Proposed Grant Administrator: Southwest Region Planning Commission

Needs Addressed: Providing stable drinking water supply to approximately 150 residents in the Base Hill Cooperative community, of which about 56% are low- or moderate-income persons.

Project: The CDBG funds would be used to replace the water distribution system at the Base Hill Cooperative manufactured housing park. The current system was constructed in 1965 and now experiences regular leaks and failures that require emergency repairs. Work will include replacement of the entire water distribution system within the Cooperative, including all water mains, valves, appurtenances, and service lines.

Amount of CDBG funds: \$500,000

Use of CDBG funds: Public Facilities

Other funds: NH Drinking Water & Groundwater Trust Fund - 2022 Annual Drinking Water Construction Projects Assistance Program:

- Up to \$1,000,000 in grant funds.
- Up to \$43,761 in loan funds.



**Attachment 5-1
Environmental Review for Exempt Activity
Pursuant to 24 CFR Part 58.34(a)**

Project Name: Base Hill Cooperative - Water System Improvements

Responsible Entity (Municipality): The City of Keene

Sub-Recipient (if different than Responsible Entity): Base Hill Cooperative

Preparer: Jack Ahern, Associate Planner, SWRPC

Certifying Officer Name and Title: Elizabeth A. Dragon, City Manager, City of Keene

Project Address: 180 Base Hill Road, Keene, NH 03431

Total CDBG Grant Amount: \$500,000

Exempt CDBG Activity Estimated Amount: \$30,000

Description of the Proposed Project: The project will replace the entire water distribution system of the Base Hill Cooperative manufactured housing park. Improvements will include the replacement of all water mains, valves, appurtenances, and service lines and the installation of new water meters for each unit.

LEVEL OF ENVIRONMENTAL REVIEW DETERMINATION

(please pick one or both from below)

Activity/Project is Exempt per 24 CFR 58.34(a)

As Chief Certifying Official of the Applicant, I hereby certify that the activities from the above mentioned project have been reviewed and determined to be Exempt activity(ies) per 24 CFR 58.34 as follows (check those that apply):

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 58.34(a) (1). Environmental & other studies, resource identification & the development of plans & strategies; |
| <input type="checkbox"/> | 58.34(a) (2) Information and financial services; |
| <input checked="" type="checkbox"/> | 58.34(a) (3) Administrative and management activities; |
| <input type="checkbox"/> | 58.34(a) (4) Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs; |
| <input checked="" type="checkbox"/> | 58.34(a) (5) Inspections and testing of properties for hazards or defects; |
| <input checked="" type="checkbox"/> | 58.34(a) (6) Purchase of insurance; |
| <input checked="" type="checkbox"/> | 58.34(a) (7) Purchase of tools; |
| <input checked="" type="checkbox"/> | 58.34(a) (8) Engineering or design costs; |

| | |
|--------------------------|---|
| <input type="checkbox"/> | 58.34(a) (9) Technical assistance and training; |
| <input type="checkbox"/> | 58.34(a) (10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration; |
| <input type="checkbox"/> | 58.34(a) (11) Payment of principal and interest on loans made or obligations guaranteed by HUD; |
| <input type="checkbox"/> | Other _____ Requires CDFA approval |

CDBG ENVIRONMENTAL REVIEW COMPLIANCE CHECKLIST FOR 24 CFR §58.6

1. §58.6(a) and (b) Flood Disaster Protection Act of 1973, as amended; National Flood Insurance Reform Act of 1994

HUD State-administered assistance through the Community Development Block Grant (CDBG) Program is considered a "formula grant made to States." By law, the restriction on financial assistance for acquisition and construction purposes in special flood hazard areas is not applicable to "formula grants made to States." 24 CFR 58.6(a)(3). Compliance with this section is not applicable for CDBG-financed projects.

2. §58.6(c) Coastal Barrier Improvement Act, as amended by the Coastal Barriers Improvement Act of 1990 (16 U.S.C. 3501) Not Applicable Please Move on to the next section CDFA 11/13/14.

Per FEMA's and the US Fish & Wildlife Service's web sites; New Hampshire does not have designated Coastal Barrier Resource System areas/communities. (Per Federal Consistency Coordinator, New Hampshire Costal Program DES 11/13/2014).

3. §58.6(d) Runway Clear Zones and Clear Zones [24 CFR §51.303(a) (3)]

- a. Is your project located near Concord, Manchester or Portsmouth Airports?
 Yes No
If No, compliance with this section is complete.
If Yes, continue below.

- b. Does the project involve the sale or purchase of existing property?
 Yes No
If No, compliance with this section is complete.
If Yes, continue below.

- c. Is the project located within 2,500 feet of the end of a civil airport runway (Civil Airport's Runway Clear Zone) or within 15,000 feet of the end of a military runway (Military Airfield's Clear Zone)?

Yes No

If No, compliance with this section is complete.

If Yes, Notice must be provided to buyer. The notice must advise the buyer that the property is in a Runway Clear Zone or Clear Zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date, be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information, and a copy of the signed notice must be maintained in this ERR.

To determine if your project falls in the Clear zone please use the following link. Radius Tool: <http://www.freemaptools.com/radius-around-point.htm> input your address on top, go below the map and fill in the feet space, click on map and the radius will be shown. If you have questions please call CDFA.

Cite and attach source document (Map indicating project site in proximity to end of runway):

For more information see:

Airport Information: <https://www.hudexchange.info/environmental-review/airport-hazards/>
<http://www.airnav.com/airports/>

HUD Airport Hazards Guidance: <https://www.onecpd.info/environmental-review/airport-hazards/>

Notice to Prospective Buyers: <https://www.onecpd.info/resource/2758/notice-prospective-buyers-properties-in-runway-clear-zones/>

With reference to the above Program activity(ies)/Project, I, the undersigned officer of the grantee, accept responsibility under the National Environmental Policy Act for environmental reviews, decisions and actions. By my signature below, I certify that I am authorized to, and do personally accept the jurisdiction of the Federal Court for enforcement of the aforesaid responsibilities. In addition, we request that the environmental conditions attendant to the above referenced grant activities be released so that, upon Governor and Council approval (where applicable), funds may be drawn down for Exempt (§58.34). I understand that any activities not listed above are subject to all rules applicable to 24CFR58 and that funds may be not be obligated without a notice of removal of environmental conditions from CDFA

Responsible Entity Agency Official Signature:

Name/Title/Organization: Elizabeth A. Dragon, City Manager, City of Keene

Authorized Certifying Officer Signature _____ Date: _____

Name/Title: Elizabeth A. Dragon, City Manager

Preparer Name: Jack Ahern, Associate Planner, SWRPC

Preparer Signature:  _____ Date: 12/27/2023

Any costs incurred prior to contract approval by the Governor and Executive Council (if applicable) of the State of New Hampshire will be at the risk of the applicant. You may not incur any cost except for those authorized by CDFA prior to release of funds notification. All applicable State and Federal regulations including but not limited to procurement and debarment apply to the activities stated above.

CITY OF KEENE
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Every effort will be made to minimize temporary or permanent displacement of an individual due to a project undertaken by the municipality.

However, in the event of displacement as a result of a federally funded award, the City of Keene will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntary and permanently displaced.

If the property is acquired, converted, or demolished, but will not be used for low/moderate income housing under 104 (d) of the Housing and Community Development Act of 1974, as amended, the Residential Anti-Displacement and Relocation Assistance Plan shall provide that, before obligating and spending funds that will directly result in such demolition or conversion, the City will make public and submit to the NH Community Development Finance Authority the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and approximate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion of the demolition or conversion;
- e. The general location on a map and approximate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits for all low- and moderate-income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
 1. Sufficient compensation to ensure that, for at least five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or
 2. If elected by a household, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate or voucher for rental assistance provided through New Hampshire Housing Finance Authority or Keene Housing.

- i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;
- j. Provide that persons displaced have the right to elect, as an alternative to the benefits in subparagraph h.2. above, to receive benefits under the Uniform Relocation Assistance and Real Property acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so;
- k. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph h.2. above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious;
- l. Paragraph a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

The City of Keene anticipates no residential displacement or relocation activities will be necessitated by this project (**Base Hill Cooperative Water System Improvements**).

Should some unforeseen need arise, the City certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official name: Elizabeth A. Dragon
 Title: City Manager, City of Keene, NH
 Signature: _____
 Date of Adoption: _____

CITY OF KEENE

HOUSING AND COMMUNITY DEVELOPMENT PLAN

The Housing and Community Development Plan goals reflect those goals outlined in the City's past community visioning exercises, community goal statements, and planning documents. The Housing and Community Development Plan is divided into five sections: the Downtown, Housing, Economic Development, Health and Human Services, and CDBG Impact Area. Each section describes the existing conditions, and specific short and long-term actions which would be implemented to alleviate the needs.

The Plan's goals and objectives are identified below and are consistent with the National Housing and Community Development Act of 1974, as amended, and the State's objectives listed in the Community Development Block Grant Program Rules (Cdfa 305.01 and 310.01.) Both short- and long-term goals and objectives are included. Priority will be given to the needs of low- and moderate-income persons, minorities and disadvantaged persons.

THE DOWNTOWN

The Downtown Section of the Comprehensive Master Plan emphasizes the long-term goal of preserving the downtown as the social, economic and cultural center of the community:

"We will maintain the distinctive, historic and scenic character of our downtown while ensuring that it remains the heart of our community and the region." This includes having a downtown "that consists of a mix of uses where people can socialize, have access to services and retail that creates a vibrant city core."

The importance of Keene's downtown indicates that activities which support and enhance the vitality of the area will receive priority in the City budget process, and where possible, in Community Development projects.

The land use plan for the downtown area revolves around the basic concept of retail and service center flanked to the north by a government center, and to the south by Keene State College (KSC). The downtown area should be surrounded by and integrated with high-density residential uses that complement the downtown area, fulfill the demand for residential units within walking distance of services, and create 24-hour activity. The warehousing and industrial uses in the immediate downtown area are continuing to convert to uses more compatible with the central business district.

The development of Keene's downtown area has followed the Plan. Main Street remains the central shopping core-the service and retail area with parking facilities located behind the stores. The ground floors are occupied by retail shops. The north end has many offices, government facilities, and the Greater Keene Chamber of Commerce. Public improvements to

Main Street have been accomplished. This work, which included improvements to traffic flow, sidewalks, lighting, and landscaping, has stimulated and been accompanied by major private improvements to the buildings on Main Street. The rehabilitation of buildings of historic significance, such as the Cheshire County Courthouse, City Hall, the United Church of Christ, the Chamberlain Block, and the Colony Block (Central Square Terrace), has contributed significantly to maintaining Central Square as the focal point of the community.

Substantial renovation of existing storefronts and downtown buildings began during the 1980's, and has continued since then. Formerly vacant space such as the Woodward building and two industrial buildings on Emerald Street were rehabilitated for residential, commercial or office use. Monadnock Economic Development Corporation (MEDC) rehabilitated the former Woolworths' building into office and retail space. In addition, it assisted a hotel developer to rehabilitate the adjacent E. F. Lane Block into a downtown hotel.

Keene's downtown area is a major source of housing for city residents. From 1975 through 2016, a variety of federal funding programs were used to greatly increase the amount of affordable and subsidized housing for elderly and disabled persons and families in the downtown area. These include: the Cleveland Building, Central Square Terrace, Eastside Housing, Bennett Block, the Chamberlain Block, Railroad Square Senior Housing, and CitySide Family Housing.

A major short-term goal for the downtown area is the completion of the redevelopment of the railroad yard which was acquired by the City, and then sold to MEDC in 2006. MEDC has undertaken an ambitious project for this area and has completed the development of a new hotel, an office building with residential condominiums, and the infrastructure necessary to support these uses. Southwestern Community Services has developed Railroad Square Senior Housing and CitySide Apartments, creating a total of 48 new apartments for low and moderate income households. In 2013, the Monadnock Food Cooperative opened on this site creating 35 new jobs. The railroad yard is being reclaimed from a neglected and deteriorating site to a mix of successful residential and commercial opportunities. Short-term goals include additional residential and commercial development creating both housing and employment opportunities.

The Plan also included the redevelopment of the former Wright Silver Polish building adjacent to the railroad yard. This building was rehabilitated and is now occupied by the offices and Head Start program of Southwestern Community Services. The City developed an Industrial Heritage trail along the former railroad tracks. The City continues to monitor the parking situation in the downtown area. A two-level parking garage was constructed on the east side of Main Street in the late 1990's.

HOUSING

For many years, Keene's biggest housing problem was the severe shortage and resulting high costs of housing in Keene. During the 1980's, Keene's vacancy rate was at 1% or 2%. The unusually tight housing market was caused by the lack of on-campus housing for KSC students and strong commercial growth accompanied by the state's lowest unemployment figures. As a result, it had been relatively easy to find a job in Keene (although it might be a low-paying job with no benefits) but very difficult to find affordable housing.

During 1990, that situation changed slightly with the construction of a 300-bed dormitory by KSC and a softening commercial sector with fewer jobs. For a time, the apartment vacancy rate was a more normal 5% or 6%, but many families and individuals still had great difficulty paying for their housing. Rents leveled off, but never decreased significantly except in the highly inflated apartments surrounding KSC. Because there was a high turnover of apartment buildings during the late 1980's, many landlords had high mortgage payments and could not afford to reduce rents.

By 1999, the situation had reversed itself and the housing shortage was again as severe as it was during the 1980's. The vacancy rate went down and rents increased. A fourth transitional housing shelter was opened for families. CDBG funds were used in 2000 to rehabilitate an attractive historic property for use as a men's shelter; this property has since undergone a more extensive rehabilitation using CDBG funds. In 2010, CDBG funds were used to open transitional housing for formerly incarcerated persons. The shelters and the transitional housing are full at all times.

Since 1988, the City has emphasized the concept of "permanently affordable" housing. While this does not rule out all assistance to private landlords, it places a much higher priority on funding projects owned by nonprofit organizations or Keene Housing. Since 1988, several CDBG housing grants have been utilized to assist Cheshire Housing Trust, an organization created to acquire and create permanently affordable housing for lower income persons. This includes a 19-unit rooming house located in downtown Keene. Beaver Mills is another example of the use of CDBG funds to assist in the development of permanently affordable housing. Since 2000, Southwestern Community Services has developed 40 apartments at Highlands, and Keene Housing has developed 57 apartments at Stone Arch Village, both using CDBG and Low Income Housing Tax Credits. Monadnock Family Services has used CDBG funds to build three apartments for families affected by mental illness. Southwestern Community Services has utilized CDBG and Low Income Housing Tax Credits to build 24 units each of senior and family housing in the railroad area.

A more recent problem is the need and difficulty of maintaining permanently affordable housing, especially when it is located in older or historic properties. Cheshire Housing Trust has successfully completed a CDBG program to make improvements to some of its affordable

housing located in older buildings. Keene Housing completed a project to transform its public housing for seniors and families with a new funding source, thus gaining money for necessary improvements and escaping the funding problems of the public housing program. The former Cheshire Homes has completed a redevelopment, now known as Brookbend East and Brookbend West. These 75 subsidized and affordable units could not be brought up to current standards and were, therefore, in need of complete replacement on the existing site. Both the Brookbend West and Brookbend East sites are completed and occupied. CDBG funds have been used to make essential improvements at Central Square Terrace and Meadow Road Apartments. Maintenance of permanently affordable housing continues to be both a short-term and long-term goal.

CDBG funds were used for a Feasibility Study in 2010 of the utilities at the Base Hill Cooperative, a resident-owned manufactured housing park. During the feasibility study, it became apparent that the principal problem was the substandard and deteriorating on-site sewer system. CDBG funds were awarded to the Cooperative in 2013 to replace the on-site failing sewer system. The CDBG project made a permanent improvement to the Cooperative's system, making it code compliant and eliminating health and sanitation issues. In a separate project, the City replaced the City-owned sewer connection line. This project was successfully completed in 2014.

In 2010, the Planning Board adopted a new Housing Plan which is incorporated herein by reference. Goals in the Plan includes:

- Have a variety of housing options available that are affordable, accessible, eco-efficient, and supportive of varied lifestyles.
- Have housing that is located in proximity to basic services and transportation options and is adaptable, over time, to changes in technology, climate and demographics.
- Have housing that uses innovative technologies and green building standards that improve energy efficiency and conserve resources.
- Have a majority of rental housing be locally owned and maintained.
- Increase owner-occupied housing.
- Achieve, with the support of the institutions of higher education, a balanced ratio between student and citizen housing in neighborhoods which surround these institutions. Improve student rental stock in surrounding neighborhoods so that they are well maintained and a benefit to neighborhood quality of life.

ECONOMIC DEVELOPMENT

As a long-term Community Development goal, land that lends itself to manufacturing should be preserved to provide areas for this use which add value to a product, provide labor intensive employment and bring dollars into the community. For a strong economic base, a balance between non-manufacturing and manufacturing industries needs to be maintained. In

accordance with the Land Use Plan, the City installed sewer, water and roads to open up development of 300 acres in the Black Brook area for corporate park use. MEDC has been extraordinarily successful in locating businesses for this area. Short-term goals now include filling the remaining industrial sites at Black Brook, and filling the few remaining privately owned industrial sites and buildings. In order to help attract C & S to Black Brook, the City seriously examined the need for childcare in the Black Brook corporate park. This was accomplished by the YMCA development of a new recreation and childcare facility on land donated by C & S.

Samson Manufacturing moved its manufacturing to Black Brook North renting an existing building owned by MEDC. CDBG funds were used to make leasehold improvements and to purchase equipment for Samson to relocate to Keene and for the business expansion. This grant successfully brought 10 jobs with the company and created an additional 25 new jobs in Keene. MEDC has used CDBG funds to expand the building at 4 Forge Street, Keene. The additional space has allowed Samson to introduce a new process (anodizing), expand their business offerings, and create an additional 25 new jobs. Construction was completed in 2015, and the project has met its job creation goal. In 2015, MEDC used CDBG funds to make a loan to help Tree Free Greetings renovate an existing empty manufacturing building on Krif Road in Keene. Tree Free Greetings had purchased the building but needed a loan to make it suitable for its greeting card business. This project resulted in 15 new jobs and allowed the company to expand its products.

Another economic development goal is the expansion of training opportunities, especially for at-risk or disabled individuals and for youth who do not go to college. This needs to be coordinated with the needs of local employers.

An additional economic development goal is to assist new and existing businesses obtain financing to start up and/or expand, increasing the number of jobs available.

The 1993 Economic Development Plan made a number of findings and recommendations. Some, including the development of the Black Brook corporate park, have been largely accomplished, but others are still relevant:

- The public and private sector need to work together in a concerted, professional effort to attract new industries and to encourage those industries already located here to remain and expand.
- Orderly retail and other commercial growth should be encouraged within the highway bypass system.
- The City should work with Cheshire Medical, Keene Clinic, Keene State College, Antioch University and others to allow their expansion to meet growing needs of these

institutions in the community.

- Keene should cooperate with other towns in Cheshire County to address regional issues including traffic, solid waste disposal and housing which have a bearing on the economic development of the area.
- The City should support the private sector in its tourism outreach.
- The City should keep up with technological advances in communication and other fields.

The 2010 Vision process resulted in additional short and long-term goals for economic development and employment:

- Have a vibrant, resilient, environmentally sound and sustainable economy that fosters individual economic well-being.
- Provide investment programs for small business development, to allow them to grow and thrive.
- Have a strong, local food-based sector of our economy that connects local farms to businesses and the community in various ways, such as through a food co-op and farmers market.

HEALTH AND HUMAN SERVICES

The major goal listed in the Health and Human Services section of the Community Goals Statement is:

To make available to all the people in the region the best possible health care and comprehensive, efficiently delivered and coordinated preventive and supportive services and opportunities, all designed to nurture and meet the needs of our citizenry and to encourage and allow all people to live with dignity and self-sufficiency.

Included in this goal is prevention education in areas such as sanitation, nutrition, substance abuse, smoking HIV/AIDS, dental care, and parenting.

CDBG funds have been used to improve public service facilities for low and moderate-income residents of the entire county, including the completion of the Community Kitchen, and improvements at Keene Day Care Center, the YMCA's day care program, Southwestern Community Services' program for developmentally disabled persons, and the Keene Senior Center. In addition, *Rise...for baby and family* completed the construction and rehabilitation of its facility on Washington Street. Home Health Care, Hospice and Community Services (HCS) completed the rehabilitation of an old mill into a 30,000 s.f. center for its offices, the program to provide day care to elderly and disabled persons in need of that service (Castle Center) and a

hospice center. Monadnock Family Services purchased a building on Main Street to provide a stable place from which to provide services. Monadnock Developmental Services leased and then purchased a large space in Beaver Mills in order to provide its services for developmentally disabled persons. A transitional housing facility for persons leaving Cheshire County House of Correction opened in 2013.

Short-term and long-term objectives for additional public service facilities improvements include:

- Adequate, permanent and stable facilities for Keene’s mental health and substance abuse programs, including but not limited to transitional housing;
- improvements to the Community Kitchen;
- increased and accessible space for service organizations to accommodate need, preferably coordinated with Monadnock United Way.

CDBG IMPACT AREA

As part of its Housing and Community Development Plan, the City established a “CDBG Impact Area” in the downtown area and the neighborhoods to the immediate east and north of the downtown. This area has a large percentage of low- and moderate-income residents, has seen substantial benefits from CDBG and other federally funded projects, and is the likely location of many future CDBG and other redevelopment projects. The characteristics of this area are outlined below:

Location

The boundaries of the area are shown on the attached map. In general, the area includes both sides of Main Street in the downtown area. It extends north a few blocks into the neighborhood bounded by Washington and Court Streets, and it extends into the multi-family areas located east of the downtown area. Based on the need for continuing rehabilitation and redevelopment, the City designated this area as a CDBG Impact Area. The attached map also shows the location of the Community Kitchen facility for an application in the January 2020 Public Facilities round.

Low and Moderate Income Residents

As described in the Downtown section of the Plan, federal funds have been used on numerous occasions over a period of thirty plus years to construct and rehabilitate housing for low and moderate-income persons in this area, especially elderly and disabled persons. Although millions have been invested in building and street improvements, the area has not been gentrified; it has a far higher concentration of low and moderate-income residents than it did when the process began.

There are at least 740 households in this area. Including both permanent housing and the two housing shelters in the area, at least 322 low or moderate income households are in this area. Due to the number of subsidized and affordable units in the CDBG impact area, documentation of low or moderate income residents can be established Keene Housing and used as necessary to provide documentation for grant applications for projects in this area. Updated low and moderate income information for the CDBG impact area will be updated and submitted for future CDBG applications as needed.

Subsidized housing in this area includes the following properties owned or managed by Keene Housing: Central Square Terrace, Bennett Block, and 17-19 Roxbury Court. Two shelters are also located in this area at on Water Street and Roxbury Street, which are owned and operated by Southwestern Community Services. In addition, the Cleveland Building is a privately-owned subsidized apartment building. Southwestern Community Services has acquired a property on Elm Street for use as transitional housing, and Cheshire Housing Trust owns a building rehabilitated with CDBG funds at 86 Winter Street. Southwestern Community Services owns 30 apartments at Beaver Mills developed with Low Income Tax Funds and CDBG funds, 24 apartments at Railroad Square Senior Housing, and 24 workforce apartments at the CitySide development on Water Street. Cheshire Housing Opportunities owns group homes on Emerald Street and Spring Street. CDBG funds have been used to rehabilitate privately owned apartments on Spring Street, Main Street, Church Street, Elm Street, Water Street, and Roxbury Street.

Characteristics of Buildings in the Area

This area contains much of the oldest housing in Keene, with many units built before 1900. Until the Beaver Brook Dam was built in 1984, the area east of Main Street suffered from flooding once or twice a decade. Many of the properties in this area have participated in CDBG programs--and there is still a substantial need for rehabilitation. The same is true of Central Square and Main Street where most of the presently existing structures were built between 1880 and 1920. The area which has seen the most recent redevelopment is the railroad yard and adjacent buildings and formerly vacant lots on Water Street. The most problematic building was the rear of the Latchis Theater, but this has been razed and was redeveloped by the County into a parking area to serve the Courthouse. The current area most in need of redevelopment is the former Keene Middle School on Washington Street and the former Keene Family YMCA on Roxbury St. The area also contains many fine historic buildings.

Economic Development and Social Services in area

The CDBG Impact Area has many social services for families and individuals of all ages, including but not limited to those shown on the following table:

| Economic Development and Social Services in project area | Address | Type of service |
|--|---------------------|--|
| Monadnock Family Services | 64 Main Street | Mental health services and administrative offices |
| Monadnock Family Services | 93rd Street | Services for persons with long-term mental illness |
| Monadnock Developmental Services | Railroad Street | Services for persons with developmental disabilities |
| Community Kitchen | 37 Mechanic Street | Meals and pantry boxes for low-income persons |
| Center for Violence Prevention | 12 Court Street | Services for victims of domestic abuse |
| City of Keene Human Services Dept | 3 Washington Street | Cash assistance and services for low-income persons |
| Men’s shelter | 139 Roxbury Street | Emergency shelter for males |
| Transitional family | 29 Elm Street | Transitional housing for families and women |
| Salvation Army | Roxbury Place | Assistance for low income persons |
| Marathon House of Keene | Roxbury Street | Services for persons with substance abuse problems |
| AIDS Services of Monadnock | Center Street | Prevention and services for HIV-positive persons |
| Samaritans | Roxbury Street | Suicide prevention agency |
| Phoenix House | Roxbury Street | Substance abuse programs |
| Rise for Baby and Family | Washington Street | Special education services |
| Familystrength | Roxbury Street | Human Services |
| Southwestern Community Services | Community Way | Housing, Child Care, Fuel Assistance |
| Monadnock Economic Development Corp | Railroad Street | Economic Development |
| NH FastRoads | Railroad Street | Open Access Internet Network |
| Monadnock Food Cooperative | Cypress Street | Community Centered Market |
| Head Start | Community Way | Pre School low-mod families |
| MAPS Counseling Services | 19 Federal Street | Assisting families to find answers to life’s problems |
| Monadnock United Way | 23 Center Street | Works with providers to identify and address emerging issues |
| New Hope New Horizons | Community Way | Assistance developmentally disabled adults |
| Hannah Grimes Center | Roxbury Street | Assists development of small business & entrepreneurs |

Other Public Services in Area

In addition to economic and social services, the area has many other public services and governmental agencies:

| | |
|---|---|
| Keene Fire Department (new in 2013) | Vernon Street |
| Keene District Court | Winter Street–relocated to new Courthouse in 2014 |
| Cheshire County Superior and Probate Courts | Winter Street–relocated to new Courthouse in 2014 |
| Victims advocates | Court Street |
| Cheshire County Human Services | West Street |
| Public Defender Program | West Street |
| Social Security Administration | Mechanic Street |

Past CDBG Projects in CDBG Impact Area

| CDBG Year | Project | Purpose |
|-----------|------------------------|--|
| 1982 | Central Square Terrace | 90-unit Section 8 elderly rehabilitation |
| 1984 | Housing Rehabilitation | Rehabilitation of privately owned apartments |
| 1984 | Beaver Brook Dam | Reduce flood damage in east Keene |

| | | |
|---------|-------------------------------|---|
| 1985 | Social Service building | Not funded; would have moved Monadnock Family Services and Southwestern Community services to railroad yard; this has since been accomplished |
| 1986 | Housing Rehabilitation | Includes mental health group home at 139 Roxbury St, Church Street, Main St, and Water Street |
| 1988 | Housing Rehabilitation | Cheshire Housing Trust: Dover Street |
| 1991 | Affordable housing | CHT Latchis, shelter |
| 1993 | Bagel Works | Economic Development for downtown business |
| 1994 | Chamberlain Block | Rehabilitation of downtown block with 12 apartments |
| 1995 | Social Service facilities | Community Kitchen, YMCA child care |
| 1996 | Keene Senior Center | Immediately outside area but serves residents |
| 1997 | Community Kitchen | Construction of pantry for community kitchen |
| 1998-99 | Beaver Mills | Rehabilitation of old mill to create 30 senior apartments |
| 2000 | Two Group Homes | Rehab of group home and men's shelter |
| 2001 | Hampshire House | CHT: Acquisition and rehab of rooming house |
| 2003 | Vision Financial | Economic development for downtown business |
| 2007 | SCS Senior Housing | SCS: Railroad Square Senior Housing |
| 2007 | SCS Head Start | Cheshire County: SCS Head Start in Wright building |
| 2005 | Railroad yard/Hotel | MEDC: Development of infrastructure and hotel |
| 2006 | Wright/First Course | MEDC: Purchase of Wright Silver Polish/First Course |
| 2008 | Central Square Terrace | KHA: Rehab of 90 units of elderly housing |
| 2009 | CitySide Family Housing | SCS: Construction of 24 affordable units for families |
| 2010 | Cheshire Housing Trust | Rehabilitation of permanently affordable apartments |
| 2010 | Vision Financial | MEDC: Loan to Vision Financial Corporation |
| 2010 | EF Lane Hotel | MEDC: Rehabilitation of EF Lane Hotel |
| 2011 | Hannah Grimes MicroEnterprise | Training and technical assistance to microentrepreneurs |
| 2011 | Monadnock Food Cooperative | MEDC: Construction and Lease of Food Coop Building |
| 2012 | Hannah Grimes MicroEnterprise | Training and technical assistance to microentrepreneurs |
| 2016 | MAPS Counseling Relocation | Relocation of MAPS Counseling to the UCC building |
| 2017 | The Community Kitchen | Improvements to the Community Kitchen facility |
| 2017 | Hannah Grimes MicroEnterprise | Training and technical assistance to microentrepreneurs |
| 2019 | The Community Kitchen | Improvements to the Community Kitchen facility |

DISPLACEMENT AND RELOCATION POLICY FOR THE CITY OF KEENE

It is the policy of the City of Keene that the involuntary displacement of households from their neighborhoods should be minimized. The City of Keene does not usually undertake activities that would cause the permanent displacement of households or businesses. When it is impossible to accomplish the project without permanent or temporary displacement and relocation, the City certifies that it shall comply with the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Elizabeth A. Dragon
City Manager

Signature: _____

Date adopted by City Council: January 4, 2024

History of Housing and Community Development Plan

Originally prepared by Keene Planning Department and adopted by City Council, about 1984
This version updated: January 2024

Most recent date adopted or readopted by City Council and submitted to CDFA:

1. December 17, 2009, submitted with YMCA application.
2. March 18, 2010, submitted with Vision application.
3. May 20, 2010, submitted with FastRoads application.
4. July 15, 2010, submitted with Cheshire Housing Trust application.
5. January 20, 2011, submitted with Brookbend (Cheshire Homes) application.
6. April 2011, submitted with Monadnock Community Market Cooperative application.
7. May 2011, submitted with Hannah Grimes Micro Enterprise application.
8. December, 2011, submitted with Hannah Grimes 2012 application.
9. January, 2012, submitted with Base Hill Cooperative application.
10. July, 2012, submitted with Base Hill Cooperative application.
11. January 2013, submitted with Base Hill Cooperative application.
12. September 2013, approved by City Council for Samson Manufacturing application.
13. November 2013, submitted with Meadow Road Apartments application.
14. February 2014, submitted with Samson Manufacturing Expansion application.
15. October 2014, submitted with MEDC: Social Services Building planning application.
16. October 2014, submitted with MAPS Counseling Services planning application.
17. December 2014, submitted with Keene Housing Shelter Rehabilitation application.
18. April, 2015 submitted with MEDC Tree Free Greetings revised application.

19. December, 2015, submitted with MAPS Counseling Services application.
20. April, 2016, submitted with Monadnock Area Peer Support Agency Feasibility study
21. August, 2016, submitted with MamaSezz application.
22. November, 2016, submitted with Community Kitchen application.
23. December, 2019, submitted with the Community Kitchen application.
24. July, 2021, submitted with an application for Monadnock Family Services.
25. May, 2023, to be submitted with the MAHC housing application.
26. January, 2024, to be submitted with the Base Hill Cooperative application.