



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

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MINUTES FROM PRECEDING MEETING**

- February 15, 2024 Minutes

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Public Hearing - Capital Improvement Program

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

1. Confirmations - Airport Development and Marketing Committee, Energy and Climate Committee, Human Rights Committee
2. Nomination - Human Rights Committee

**C. COMMUNICATIONS**

1. Councilor Ormerod - Resignation - Keene City Council
2. Conan Salada - Concerns Regarding the Issuance of Fire Permits
3. Jared Goodell - Issues Associated with Sidewalk Cafe Licenses
4. Peter Espiefs - In Opposition of the Charitable Gaming Facilities - Ordinance O-2023-16-A
5. Charlotte and David Lesser - Noise Disturbance from a Commercial Vehicle Generator at 58 Grant Street
6. Keene Swamp Bats - Request to Discharge Fireworks - Independence Eve Celebration - July 3, 2024
7. Keene Swamp Bats - Request to Discharge Fireworks - June 5, 2024 & July 30, 2024

8. Saint James Episcopal Church - Request for Parking Passes - Gilbo Avenue Parking Lot

**D. REPORTS - COUNCIL COMMITTEES**

1. Support for Downtown Improvement Project – Multimodal Design Concepts – Bicycle and Pedestrian Path Advisory Committee

**E. CITY MANAGER COMMENTS**

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

1. Acceptance of Land and Water Conservation Funds Grant 33 for the Skate Park

**G. REPORTS - BOARDS AND COMMISSIONS**

**H. REPORTS - MORE TIME**

1. Petition – East Side Residents – Traffic Calming on East-side Keene Streets
2. Luca Paris/Greater Monadnock Collaborative – Request to Use Parking Spaces – Classic Cars – May 5, 2024

**I. ORDINANCES FOR FIRST READING**

1. Relating to Departments and Class Allocation  
Ordinance O-2024-02
2. Relating to the Airport Development and Marketing Committee  
Ordinance O-2024-03

**J. ORDINANCES FOR SECOND READING**

**K. RESOLUTIONS**

1. In Appreciation of Raymond R. Phillips Upon His Retirement  
Resolution R-2024-06
2. Relating to the Reallocation of unspent bond funds for the Martell Court Pump Control and Replacement Project  
Resolution R-2024-07

**NON PUBLIC SESSION**

**ADJOURNMENT**

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A regular meeting of the Keene City Council was held on Thursday, February 15, 2024. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:00 PM. Roll called: Kate M. Bosley, Laura E. Tobin, Michael J. Remy, Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones (arrived at 7:26 PM), Andrew M. Madison, Kris E. Roberts, Raleigh C. Ormerod, Bryan J. Lake, Catherine I. Workman, Bettina A. Chadbourne, Thomas F. Powers, & Mitchell H. Greenwald were present. Councilor Tobin led the Pledge of Allegiance.

#### MINUTES OF THE PRECEDING MEETING

A motion by Councilor Greenwald to adopt the February 1, 2024, minutes as presented was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

#### ANNOUNCEMENTS

Mayor Kahn made several announcements, which included 2<sup>nd</sup> Council workshop on the Rules of Order was scheduled for Tuesday, February 20 at 6:00 PM. The February 22 Finance, Organization, & Personnel Committee meeting was canceled. The public hearing on the Capital Improvement Program was scheduled for March 7 at 7:00 PM in the Council Chamber. Special meetings of the Municipal Services, Facilities, & Infrastructure Committee meetings on the downtown infrastructure project were scheduled for March, 13, April 10, and May 8 all starting at 5:30 PM with 7:00 PM starts of the Planning, Licenses and Development Committee; the Legislative Delegation meeting was scheduled for March 26 at 6:30 PM in Heberton Hall, a Council workshop was scheduled about the downtown project on June 11 at 6:00 PM in the Council Chamber that will follow the special MSFI hearings and public participation sessions. In addition, the Mayor scheduled the Council's summer vacation schedule with the August 15 and September 5 City Council meetings canceled as well as the Standing Committees on August 7–8, 21–22, and 28–29. The Standing Committees will resume their schedule on September 11–12 and the City Council will resume meetings on September 19.

#### RETIREMENT RESOLUTION – KÜRT BLOMQUIST

Mayor Kahn welcomed the former Public Works Director, Kürt Blomquist, to be honored upon his retirement. The Mayor read a Resolution honoring Mr. Blomquist's 30 years of service to the City, and the City Council and City Staff applauded.

Mr. Blomquist said that when he came to Keene in 1993, he only planned to stay for five years before moving on to another career. He wound up staying for 30 years, which went by very quickly. He shared reasons he stayed, including that Keene's community and City Council had always been committed to a vision. During his tenure, he helped to open 560 acres for development, build a parking garage, build roundabouts before they were "cool," reconstruct neighborhoods, and work with citizens on various issues, from potholes to drainage. As a leader, he said he could not have done any of that without the support from senior leaders—the Council, City Manager, City Attorney, and City Clerk—as well as all the various Department heads, and Public Works Staff. The Council, as senior leaders, help to fulfill the vision for the City by

providing the resources to help the community. He has never worried that someone would not have his back, which is one of the reasons he stayed. Mr. Blomquist said that words matter, and that the Council—as senior leaders—should keep that in mind when setting the City’s vision that City Staff will implement. Staff are experts in their areas and come to work every day because of the shared vision. He thanked everyone for supporting him during these 30 years.

The City Manager announced that Mr. Blomquist was named the Engineer of the Year by the NH Joint Engineering Societies. This prestigious award was based on Mr. Blomquist’s impressive contributions to the engineering and public works profession, dedication to public welfare, and service to the community through numerous volunteer activities. The Council congratulated Mr. Blomquist.

**COMMUNITY RECOGNITION – MELINDA ASBURY, CHIEF MEDICAL OFFICER AT MFS AND DIRECTOR OF PSYCHIATRY AT CMC**

In keeping with this effort to recognize individuals making incredible contributions to Keene, the region, and beyond, Mayor Kahn welcomed Dr. Melinda Asbury to be honored. The Mayor said that Monadnock Family Services’ (MFS) new facility is outstanding, which will allow MFS to continue delivering outstanding mental health and counselling services to the community. He credited the MFS staff for reimagining mental healthcare delivery in Keene, which those outside the region have looked upon with envy. The expansion will allow MFS to expand services offered such as telecommunications counselling, child psychiatry, and medically assisted treatment. This reinvention of mental healthcare for the Monadnock Region has attracted new professional talent to Keene as well.

Mayor Kahn introduced and welcomed Dr. Asbury to Keene. Since August 15, 2023, Dr. Asbury had served as the first Chief Medical Officer of MFS, while simultaneously serving as Cheshire Medical Center’s Chair of Psychiatry. Dr. Asbury served five years in the U.S. Navy during the wars in Iraq and Afghanistan. Subsequently, she earned her M.D. from Marshall University School of Medicine in Huntington, WV, and a Ph.D. in neurotoxicology and neuropharmacology from the University of Kentucky and Marshall University. Dr. Asbury thanked Mayor Kahn and the City Council for this recognition and prestigious honor. She said that this was sincerely one of the most treasured honors she had received in her personal or professional career, and the reason is the people, community, and culture of Keene.

**NOMINATIONS – AIRPORT DEVELOPMENT AND MARKETING COMMITTEE, ENERGY AND CLIMATE COMMITTEE, HUMAN RIGHTS COMMITTEE**

Mayor Kahn nominated the following individuals to serve on City Boards and Committees: To the Airport Development and Marketing Committee, Councilor Greenwald as a regular member, with a term to expire December 31, 2025, and Colin (Bob) Lyle as a regular member, with a term to expire December 31, 2026. To the Energy and Climate Committee, Paul Roth as a regular member, with a term to expire December 31, 2026; Kenneth Swymer, Jr. as a regular member, with a term to expire December 31, 2026, and Jake Pipp as an alternate member, with a term to expire December 31, 2026. To the Human Rights Committee, ja Davis as a regular member, with a term to expire December 31, 2024, and Debra Bowie as an alternate member, with a term

to expire December 31, 2026. The Clerk noted that Richard Baker withdrew his candidacy from the Congregate Living and Social Services Licensing Board. Mayor Kahn tabled the nominations until the next regular meeting of the City Council.

**COMMUNICATION – PETITION – EAST-SIDE RESIDENTS – TRAFFIC CALMING ON EAST-SIDE KEENE STREETS**

A communication was received from several residents of Keene’s eastside, with a signed petition expressing their great concern about vehicle speed on several Keene streets. They are requesting that quantitative data be collected and that the City then look for traffic-calming features to be installed. Mayor Kahn referred the communication to the Municipal Services, Facilities, and Infrastructure Committee.

**COMMUNICATION – LUCA PARIS/GREATER MONADNOCK COLLABORATIVE – REQUEST TO USE PARKING SPACES – CLASSIC CARS – MAY 5, 2024**

A communication was received from Luca Paris, requesting permission to host an event “Cruisin’ Main Street” on May 5, 2024, from 8:00 AM to 1:30 PM. Classic cars will be on display in parking spaces along Main Street and Central Square. Mayor Kahn referred the communication to the Municipal Services, Facilities, and Infrastructure Committee.

**COMMUNICATION – COUNCILOR WILLIAMS – CONSIDERATION FOR ORDINANCE AMENDMENT – REQUIRING DOGS WITH A RECORD OF VICIOUS DOG OFFENSES TO BE MUZZLED WHEN IN PUBLIC**

A communication was received from Councilor Bobby Williams, requesting that the City Council consider an ordinance amendment that would require dogs with a record of attacking other dogs to wear a muzzle when in public. He referenced an incident that occurred on North Street, where a resident and her dog were attacked. Mayor Kahn referred the communication to the Planning, Licenses and 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 COMMUNICATIONS IN SUPPORT OF O-2023-16-A FROM BRIDGET HANSEL, JOSLIN KIMBALL FRANK, CAMILLE HELMINSKI, AND JUDY & JIM PUTNAM**

A Planning, Licenses, and Development Committee report read, unanimously recommending accepting communications in support of Ordinance O-2023-16-A from Bridget Hansel, Joslin Kimball Frank, Camille Helminski, and Judy & Jim Putnam as informational. Mayor Kahn filed the communications as informational.

A Planning, Licenses, and Development Committee report read, unanimously recommending referring Ordinance O-2023-16-A back to the Joint Planning Board-Planning, Licenses, and Development Committee for further consideration. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Jones. The motion carried with 14 Councilors present and voting in favor. Councilor Greenwald abstained.

FOP REPORT – 2024 ENERGY EXPO EVENT SPONSORSHIP – ENERGY AND CLIMATE COMMITTEE

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to work with the Energy and Climate Committee with respect to the potential of any facility fees and to authorize access to city facilities and support of the 2024 Energy Expo event to be scheduled in the fall of 2024. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion passed unanimously with 15 Councilors present and voting in favor.

FOP REPORT – ACCEPT FEDERAL FUNDING FOR AIRPORT CAPITAL PROJECT

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to accept, execute and expend a grant for up to the amount of \$2,767,767 from the Federal Aviation Administration Airport Improvement Program. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

FOP REPORT – MARLBORO STREET CORRIDOR PROJECT – DESIGN CHANGE ORDER #3

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to negotiate and execute an engineering services Change Order with DuBois & King for additional services required for the design of the Marlboro Street Corridor Project for an amount not to exceed \$20,000. Funding to come from the Marlboro Street Corridor Project (75J0018B). A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

CITY MANAGER COMMENTS

The City Manager, Elizabeth Dragon, reported that a new Animal Control Officer was hired: Michelle Grimes. She comes to us with a wealth of knowledge and experience with animals. She owns and operates a local canine training business where she specializes in behavior modification. She has extensive experience as a licensed veterinary technician, with a focus in emergency critical care and field service response and rescue.

Next, the City Manager recalled that at the last meeting, she mentioned the installation of a Nalaxone at City Hall. The Mayor requested some training on the use of Narcan. So, the Fire Chief volunteered to provide that training at 6:45 PM, before the next Council meeting.

The City Manager reported on the new Deputy City Manager press release. This was a formal public announcement that the retirement and pending retirement of individuals filling the three

current Assistant City Manager roles presented an opportunity to reorganize, adjust job duties, and consolidate into two Deputy City Manager positions. The City Manager went through a process to select these individuals with the help of two town managers from surrounding communities. She announced that effective April 1, 2024, Andy Bohannon (current Parks, Recreation, and Facilities Director) and Rebecca Landry (current Marketing & Communications Director and Assistant City Manager) will assume their new roles as Deputy City Managers. The City Manager offered her congratulations and excitement to work with both in their new roles.

Rebecca Landry has served the City in a variety of roles over the past 25 years, including holding the title of Assistant City Manager. Ms. Landry has served the City as both the IT Director and currently as the Communications and Marketing Director. She has successfully led many difficult projects, took on additional responsibilities in the Manager's absence, and built relationships in the community, all of which will be very helpful in her new role. As Deputy City Manager, Ms. Landry will maintain her responsibilities as the primary Information Officer for the City and will be responsible for overseeing parking, economic development, and special project assignments.

Andy Bohannon has served the City for the past 20 years as Recreation Programmer and currently as Parks, Recreation, and Facilities Director. Mr. Bohannon grew up in Keene and has been passionate about serving the community for the past two decades as he rose through the ranks. In his department head role, he has overseen several large community impact projects, been engaged in many committees, and built a strong service culture across his divisions. As Deputy City Manager, Mr. Bohannon will be responsible for working with department heads across the organization to provide mentorship, strengthen teams, and prepare for the continued wave of retirements across our organization. In addition, Mr. Bohannon will maintain oversight of City facilities.

In the near future, the Parks and Recreation Director's job description would be revised, removing the facilities oversight from this role. This will necessitate the need to regrade the position on the City's salary scale before beginning our recruitment process.

#### REPORT – ACCEPTANCE OF DONATIONS – FINANCE DIRECTOR

A memorandum read from the Finance Director/Treasurer, Merri Howe, recommending that the City Council accept donations in the amount of \$15,632.65 and the City Manager be authorized to use each donation in the manner specified by the donor. A motion by Councilor Powers to accept \$15,000 towards the construction of a dog park \$632.65 that had been raised at a recent event hosted by the Human Rights Committee from book sales. The funds will be donated by the Human Rights Committee to the Homeboy Industries. Homeboy Industries became the largest gang intervention, rehabilitation, and re-entry program in the world.

#### REPORTS – MORE TIME – RELATING TO AMENDMENTS TO THE CITY OF KEENE LAND DEVELOPMENT CODE, DEFINITION OF CHARITABLE GAMING FACILITY – ORDINANCE O-2023-17-A; AND KEENE PRIDE – REQUEST FOR COMMUNITY FUNDED EVENT STATUS – 2024 PRIDE FESTIVAL



A Planning, Licenses, and Development Committee report read, unanimously recommending placing Ordinance O-2023-17-A on more time. Mayor Kahn granted more time.

A Finance, Organization, and Personnel Committee report read, unanimously recommending placing the request from Keene Pride for community event funding for their 2025 Pride event on more time to be further discussed during fiscal year 2025 budget deliberations. Mayor Kahn granted more time.

**ORDINANCE FOR FIRST READING – RELATING TO AMENDMENTS TO THE LAND DEVELOPMENT CODE TO CREATE A COTTAGE COURT OVERLAY DISTRICT – ORDINANCE O-2024-01**

A memorandum was received from the Community Development Director, Jesse Rounds, recommending that the Mayor refer the proposed Ordinance O-2024-01 to the Joint Committee of the Planning Board and Planning, Licenses, and Development Committee for a Public Workshop. Mayor Kahn referred Ordinance O-2024-01 to the Joint Committee of the Planning Board and Planning, Licenses, and Development Committee.

**RESOLUTION – RELATING TO THE APPROPRIATION AND USE OF FUND BALANCE FOR THE FY2024 FINANCE DEPARTMENT BUDGET SHORTFALL – RESOLUTION R-2024-05**

A memorandum read from Natalie Darcy, Human Services Manager, recommending that Resolution R-2024-05—relating to an appropriation of funds and use of unassigned fund balance for the FY 2024 Finance Department Human Services Division operating budget—be referred to the Finance, Organization, and Personnel Committee. Mayor Kahn referred Resolution R-2024-05 to the Finance, Organization, and Personnel Committee.

The City Manager reported that this Resolution was related to additional funds to be allocated for Human Services, under the oversight of the Finance Department’s budget. In the past, when we have experienced overages in Human Services, the City was able to absorb them in other areas of the budget due to vacancies or other changes during the year, but they had never been this substantial. Human Services was experiencing a great need for shelter services, whether at a hotel or paying rent to prevent an eviction. It is extremely difficult. When the City Manager asked if these expenses are expected stay the same over the next several months, Ms. Darcy—the Welfare Director—said yes, because these expenses are primarily being driven by families and individuals that Keene is housing right now in various hotels. The only way to move them out of those hotels is to find them permanent housing, which is a challenge for several reasons. So, Staff was asking for \$900,000 to be appropriated to the Human Services budget via Resolution R-2024-05. The City Manager added that Staff are constantly brainstorming creative ways to provide housing and ways to meet the needs of people, but nothing is going to dramatically reduce this expense soon. However, Senate Bill 406 was submitted, and Senator Fenton was involved. This Bill is an opportunity to bring additional funds to communities like Keene that are housing greater than their share of homeless people on behalf of the State of New Hampshire. Unfortunately, the Bill had some resistance. The City Manager wanted to comment at this

02/15/2024

meeting so the public is aware of the challenges Keene is facing, and to help build momentum for SB 406.

Mayor Kahn thanked the City Manager and said this was timely, as he talked about this on a conference call with 13 other NH cities' mayors. They are collecting data about budgeted and actual expenses, so that the costs are more transparent to the Legislature.

#### PRESENTATION OF GIFT TO TOM MULLINS, CITY ATTORNEY

On behalf of the City Council, Mayor Kahn expressed the City's great appreciation for the City Attorney, Tom Mullins', 15 years of service to the City of Keene. His knowledge of the law, proactivity interpreting judicial decisions, and ability to help the Council understand court decisions was excellent. While the City Attorney will still be with the City part-time until the end of 2024, it was the Mayor's and Council's pleasure to offer Mr. Mullins a gift upon his retirement.

Mr. Mullins was grateful for this surprise. He looked forward to helping in the transition for his replacement. It had been a wonderful 15 years, and he said he could not have done it without the trust and support of the Charter Officers, Department heads, other Staff, and the City Council.

#### NON-PUBLIC SESSION

At 8:00 PM a motion by Councilor Greenwald to enter a non-public session to discuss a land matter under RSA 91-A:3, II (d) was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor. Attorney Thomas Quarles and J.B. Mack from the Southwest Regional Planning Commission were invited to attend. A brief recess was called, and the Council entered non-public session at 8:02 PM. Discussion was limited to the subject matter.

The regular meeting resumed at 9:18 PM.

A motion by Councilor Greenwald to keep the minutes of the non-public session non-public until the conclusion of the review period required to reach a final decision was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

#### ADJOURNMENT

There being no further business, Mayor Kahn adjourned the meeting at 9:19 PM.

A true record, attest:

  
City Clerk



PUBLIC HEARING  
CAPITAL IMPROVEMENT PROGRAM

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to the proposed City of Keene Capital Improvement Program for the 7 years starting July 1, 2024, and ending June 30, 2031. The plan identifies non-school capital projects and equipment acquisitions that are planned to be undertaken in the community and which calls for a financial investment totaling \$200,835,658 from local, State, and Federal resources. The first-year investment totals \$103,359,939 from all sources. The local portion of the program is funded by the sale of bonds, property taxes and other miscellaneous sources.

HEARING DATE: March 7, 2024  
HEARING TIME: 7:00 pm  
HEARING PLACE: Council Chambers, Keene City Hall

Per order of the Mayor and Councilors of the City of Keene, this eighteenth day of January, two thousand and twenty-four.

Attest:

City Clerk



# CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Mayor Jay V. Kahn  
**Through:**  
**Subject:** **Confirmations - Airport Development and Marketing Committee, Energy and Climate Committee, Human Rights Committee**

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**Council Action:**  
**In City Council February 15, 2024.**  
**Nominations tabled until the next regular meeting.**

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

**Airport Development and Marketing Committee**

Councilor Mitchell H. Greenwald, re-nomination slot 7 Term to expire Dec. 31, 2025

Colin (Bob) Lyle, slot 1 Term to expire Dec. 31, 2026  
211 Chapman Road

**Energy Climate Committee**

Paul Roth, re-nomination, slot 6 Term to expire Dec. 31, 2026

Kenneth Swymer, Jr., re-nomination, slot 9 Term to expire Dec. 31, 2026

Jake Pipp, alternate, slot 12 Term to expire Dec. 31, 2026

**Human Rights Committee**

Aja Davis, slot 3 Term to expire Dec. 31, 2024  
30 Kingsbury Street

Debra Bowie, alternate, slot 13 Term to expire Dec. 31, 2026  
659 Hurricane Road

**Attachments:**

1. Lyle, Bob\_Redacted
2. Davis, Aja\_Redacted
3. Bowie, Debra\_Redacted

**Background:**

**From:** [Patty Little](#)  
**To:** [Heather Fitz-Simon](#)  
**Subject:** Fw: Interested in serving on a City Board or Commission  
**Date:** Wednesday, February 7, 2024 5:09:38 AM  
**Attachments:** [Outlook-0q12sipn.png](#)

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please redact and save



**Patricia Little**  
CITY CLERK

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

**From:** helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene <helpdesk@ci.keene.nh.us>  
**Sent:** Tuesday, February 6, 2024 4:41 PM  
**To:** Helen Mattson <hmattson@keenenh.gov>  
**Cc:** Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>  
**Subject:** Interested in serving on a City Board or Commission

<p>Submitted on Tue, 02/06/2024 - 16:41</p>

<p>Submitted values are:</p>

**First Name:**

Colin (Bob)

**Last Name:**

Lyle

**Address**

211 Chapman Road

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

since 1985

[REDACTED]

[REDACTED]

**Employer:**

retired after 40 years with The Keene Sentinel

**Occupation:**

Advertising Director

**Retired**

Yes

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

Past Chairman of the Greater Keene Chamber of Commerce, 6 years as part of the Chamber Airport Committee, 38 years as member Keene Lions Club, Past President of Keene Lions Club, past director of the Grand Monadnock Arts Council, founder and organizer of Cruisin' Downtown Keene, Ward One moderator for several years.

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

Yes

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

Airport Development & Marketing Committee

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

Airport Development and Marketing Committee

**Please provide 2 personal references:**

Jay Kahn

**References #2:**

Tom Ewing

[REDACTED]

**From:** [Patty Little](#)  
**To:** [Heather Fitz-Simon](#)  
**Subject:** Fw: Interested in serving on a City Board or Commission  
**Date:** Friday, January 26, 2024 8:29:55 PM  
**Attachments:** [Outlook-4zyzix1a.png](#)

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please redact



**Patricia Little**  
CITY CLERK

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

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

**Sent:** Tuesday, January 23, 2024 10:45 PM

**To:** Helen Mattson <hmattson@keenenh.gov>

**Cc:** Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>

**Subject:** Interested in serving on a City Board or Commission

<p>Submitted on Tue, 01/23/2024 - 22:45</p>

<p>Submitted values are:</p>

**First Name:**

Aja

**Last Name:**

Davis

**Address**

30 Kingsbury St.

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

4 years

**Email:**

[REDACTED]

[REDACTED]

**Employer:**

Self



**Occupation:**

Coach & Consultant

**Retired**

No

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

Keene East Side Neighbors

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

No

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

Bicycle/Pedestrian Path Advisory Committee, Human Rights Committee

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

human rights Committee

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

Bike and pathway

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

I've done coaching and communications training on having conversations around race. I'm a minority who would like to have a voice in how Keene grows.

**Please provide 2 personal references:**

Molly

[Redacted]

**References #2:**

Krishni Pahl

[Redacted]

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

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**Patricia Little**  
CITY CLERK

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

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

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

<p>Submitted values are:</p>

**First Name:**

Debra

**Last Name:**

Bowie

**Address**

659 Hurricane Road, POB 1076  
Keene, NH. 03431

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

19 years

**Email:**

[REDACTED]

**Cell Phone:**

[REDACTED]

**Retired**

Yes

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

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

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

No

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

Human Rights Committee

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

Roadway Safety Committee

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

Human Rights Committee

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

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

**Please provide 2 personal references:**

Pam Slack

[Redacted contact information]

**References #2:**

Darrell Hucks

[Redacted contact information]



# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Mayor Jay V. Kahn  
**Through:**  
**Subject:** **Nomination - Human Rights Committee**

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**Recommendation:**

**Attachments:**

1. Morill, David\_Redacted

**Background:**

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

Human Rights Committee

David Morrill, alternate, slot 14

Term to expire Dec. 31, 2026

72 Mechanic Street

**From:** [Patty Little](#)  
**To:** [Heather Fitz-Simon](#)  
**Subject:** FW: Interested in serving on a City Board or Commission  
**Date:** Thursday, February 22, 2024 3:49:37 PM  
**Attachments:** [image001.png](#)

---

Please redact



**Patricia Little**  
CITY CLERK

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

**From:** helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>  
**Sent:** Thursday, February 22, 2024 3:45 PM  
**To:** Helen Mattson <hmattson@keenenh.gov>  
**Cc:** Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>  
**Subject:** Interested in serving on a City Board or Commission

<p>Submitted on Thu, 02/22/2024 - 15:45</p>

<p>Submitted values are:</p>

**First Name:**

David

**Last Name:**

Morrill

**Address**

72 Mechanic St  
Apt C  
Keene NH 03431

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

8 years most recently but I've lived here most of my life

**Email:**

[Redacted]

**Cell Phone:**

[Redacted]

**Employer:**

Badger Balm

**Occupation:**

Manufacturing

**Retired**

No

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

Yes

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

Human Rights Committee

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

Human Rights Committee

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

I have an MBA in sustainability and I sit on the DEI Employee Resource Group at work.

**Please provide 2 personal references:**

Katie Schwerin

[Redacted]  
[Redacted]

**References #2:**

Rowland Russell

[Redacted]  
[Redacted]



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Councilor Raleigh Ormerod  
**Through:** Patricia Little, City Clerk  
**Subject:** **Councilor Ormerod - Resignation - Keene City Council**

---

**Recommendation:**

**Attachments:**

1. Communication\_Ormerod\_Council

**Background:**

Councilor Ormerod is resigning as the Ward One City Councilor effective April 1, 2024.

Raleigh Ormerod  
4 Monadnock Ct  
Keene, NH 03431

March 4, 2024

To the Honorable Mayor and City Council,

After careful consideration, I have decided to resign my office as Keene City Councilor effective April 1, 2024. I look forward to serving the Keene community in other ways. Thank you for the opportunity to serve the people of Keene with you on Council these past few years.

I also thank the City of Keene officers and staff for all they have done and continue to do.

Thank you especially to the residents of Ward 1 who have elected me twice to the office.

Sincerely,



Raleigh Ormerod  
Keene City Councilor, Ward 1





# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Conan Salada  
**Through:** Patricia Little, City Clerk  
**Subject:** **Conan Salada - Concerns Regarding the Issuance of Fire Permits**

---

**Recommendation:**

**Attachments:**

1. Communication\_Salada

**Background:**

Conan Salada is writing to express his concern about the issuance of fire/burn permits by the Fire Department. He is suggesting that the permit process is unnecessarily burdensome, and he questions its compliance with NHRSA 227-L:17, II.

February 14, 2024

Mayor Kahn and Keene City Council,

I have concerns regarding the City of Keene Fire Department's issuance of Fire permits.

A few years back the Keene Fire Department adopted a new online program for the issuance of Fire/burn permits. Before this new change the act of obtaining a Seasonal burn permit involved driving down to the local station once a year and filling out a permit. This was a simple 5-10 min process.

This new adopted system has become something else entirely and I question its legality. Pursuant to RSA 227-L and Res 5600, I am unable to locate any clause stating that the residents of NH be forced to pay a \$5.50 processing fee to some 3<sup>rd</sup> party organization, have a PC with internet access, a credit card, a cell phone, and a printer to print out the completed permit. RSA 227-L:17, II. Simply states: No person, ... shall kindle any fire ... without first obtaining a written permit from the forest fire warden of the town where the burning is to be done. There are some additional requirements including name, age, address and safety considerations. And that is all.

This new issuance program is unnecessarily burdensome to the residents of New Hampshire and most likely utilized illegally in its implementation. I hope that the City Council will be able to address this problem.

Thank you for your time and consideration.



Conan Salada

132 Kennedy Dr

Keene, NH

████████████████████



# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Jared Goodell  
**Through:** Patricia Little, City Clerk  
**Subject:** **Jared Goodell - Issues Associated with Sidewalk Cafe Licenses**

---

**Recommendation:**

**Attachments:**

1. Communication\_Goodell

**Background:**

Jared Goodell has submitted a letter requesting to have the City Council look into the outdoor dining licenses on City Property. He feels that there are four areas of concern: Outdoor patios that extend beyond the actual frontage of a restaurant; fees charged for using City Property for outdoor dining; outdoor patios that include audio and/or visual components; and enforcement of non-compliant licensees.

Jared Goodell  
PO Box 305  
Keene, NH 03431

February 19, 2024

Honorable Mayor Jay Kahn  
3 Washington Street  
Keene, NH 03431

*Via Electronic-Mail*

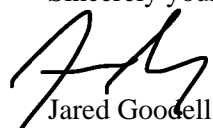
Dear Mayor Kahn:

As spring quickly approaches, I am requesting that the City Council take a closer look at outdoor dining on City property. Outdoor dining, particularly in downtown, is a staple of summer in Keene, however expansion of the practice in recent years has created several concerns that should, at a minimum, be discussed. I would recommend that the Council obtain information and consider action on the following items relating to outdoor dining;

1. **Outdoor patios that extend beyond the actual frontage of a restaurant.** In some circumstances, outdoor dining on Main Street & Central Square does include patios which extend beyond the frontage of the restaurant. This practice should be reviewed as it is inconsistent with other City code which limits a businesses activity to its actual frontage. This practice may be an unfair burden on taxpayers.
2. **Fees charged for using City property for outdoor dining.** The current annual license fee for an outdoor patio on City property is insignificant. In many cases, restaurants are increasing their capacity by fifty-percent or more. Fees charged for outdoor patios should be tied to the prevailing rate per square foot for restaurant space in the City. This fee would help to defray downtown maintenance costs paid by tax payers.
3. **Outdoor patios that include audio and/or visual components.** In recent years, restaurants have begun to include audio and/or visual components to their patios. This practice should be reviewed as visual displays which are visible, in whole or in part, by downtown drivers may be distracting and therefore unsafe. Audio components may also become offensive if multiple patios in an area are playing different audio sources simultaneously or if their volume becomes excessive. It also may be appropriate to specify times at which such audio/visual components should be disallowed. The use of City power pedestals for the use of these audio and visual components should also be reviewed.
4. **Enforcement of non-compliant licensees.** The use of City Property for commerce, in this case for outdoor dining, is a privilege and not a right of any downtown restaurant. Code and rules are in effect to protect the historic nature of downtown and to ensure fair and safe access to public spaces. Unfortunately, a minority of licensees have been non-compliant with existing rules in place relating to outdoor patios. Despite City action relating to non-compliance, some licensees ignore orders to become compliant. It may be appropriate for the City Council to place greater authority in the hands of City staff to administratively suspend and/or revoke non-compliant outdoor dining licensees.

I look forward to hearing public input from all stake holders regarding the use of City property for outdoor dining and the City Council taking careful and prudent action relating to the same.

Sincerely yours,



Jared Goodell



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.4.

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Peter Espiefs  
**Through:** Patricia Little, City Clerk  
**Subject:** **Peter Espiefs - In Opposition of the Charitable Gaming Facilities - Ordinance O-2023-16-A**

---

**Recommendation:**

**Attachments:**

1. Communication\_Espiefs

**Background:**

Mr. Espiefs is in opposition to a gaming business being in the center of the City of Keene. He believes it would not support the beauty that is renowned and loved by most people who care about the jewel of a community within sight of Mt. Monadnock, and who want to keep it that way.

February 20, 2024

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

Dear Mayor and City Council,

Keene is an "All American City" and is respected and applauded everywhere. It has a dignity and beauty that is renowned and loved by most people who care about this jewel of a community within sight of Mt. Monadnock, and who want to keep it that way. It also is the location of Keene State College.

A gaming business in the center of Keene's most beautiful spot—with City Hall, the Court House and the Congregational Church crowning the community—would be an abomination that would literally trash the community's unique and historic place in our State and Nation, and could well precipitate many problems for the City, neighborhood, and College.

Once this business is allowed, there will be no stopping others.

Thank you for your attention to this serious matter.

Respectfully,

  
Peter Espie

29 Middle St.

Keene, NH



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.5.

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Charlotte and David Lesser  
**Through:** Patricia Little, City Clerk  
**Subject:** **Charlotte and David Lesser - Noise Disturbance from a Commercial Vehicle Generator at 58 Grant Street**

---

**Recommendation:**

**Attachments:**

1. Communication\_Lesser

**Background:**

The Lessers are raising their concern over a commercial vehicle generator that runs for extensive periods through the day and night and which is adjacent to their residence. Their understanding in speaking with the Police Department is that this disturbance is not addressed in the current noise ordinance.

February 22, 2024

David Lesser, owner of 48 Grant St., Keene  
125 Treelyn Rd, Stoddard, NH 03464

Dear Mayor Kahn and City Council Members,

My wife, Charlotte, and I raised our son on Grant Street. It was a family friendly, quiet neighborhood just a few minutes walk from Central Square. We purchased the property next to us, 48 Grant Street, over 20 years ago because it was a two-family building sadly neglected and full of noisy college students. We renovated it and have rented it to tenants since then, emphasizing the quiet, respectful aspect of the neighborhood. People have loved living on Grant St, both at our property and in other homes because it was a peaceful haven very close to downtown.

Sometime in the fall of 2023 a large tractor trailer cab appeared at 58 Grant St, with a loud generator running most of the day and night. We were renovating our apartments at that time and all we heard was the roar of an engine, even though the windows were closed, no matter where we were inside our building.

Eventually I called the police and asked them to speak to the renter about this noise and air pollution issue. They did visit that neighbor but let me know that there was nothing they could do about it since they didn't think it fit under the current noise ordinance. Then I called the owner, Susie Wudtke, in California to share my concerns. Although she was sympathetic, I don't think anything happened because the problem continued. My next step was to contact Bobbi Williams and he kindly came over at once to assess the situation. I also contacted Connie Joyce, another long-term property owner on Grant St. and shared my unhappiness with her. She also has tenants living very close to 58 Grant St.

The noise from the generator is almost deafening in both apartments at 48 Grant St. Both apartments have occupants who work from home, so they get to hear that loud roar day and night. There is also the issue of air pollution from a machine that is spewing out fumes for long periods of time.

It is totally unacceptable that my tenants and other neighbors are exposed to loud noise and fumes from a commercial vehicle generator in our residentially zoned neighborhood. I have tried to address this issue in a respectful manner, contacting what I thought were the appropriate people along the way. But the situation has not changed. We all hope for the days when the 58 Grant St tenant takes his truck out on a long-distance haul, but we know that the noise will start again when he returns.

I am requesting that this be brought to the City Council for discussion and resolution. If necessary, I will start a neighborhood campaign encouraging people to call you about the impact this is having on their daily lives. I am sure a large radius of homes around 58 Grant St, including Beaver and Douglas Streets, are hearing this noise. Just because they haven't complained doesn't make it okay.

Your support in this matter is greatly appreciated.

Sincerely,  
David & Charlotte Lesser

*Charlotte Lesser*  
*David Lesser*





# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** March 7, 2024

**To:** Mayor and Keene City Council

**From:** Kevin Watterson  
President - Keene Swamp Bats

**Through:** Patricia Little, City Clerk

**Subject:** **Keene Swamp Bats - Request to Discharge Fireworks - Independence Eve Celebration - July 3, 2024**

---

**Recommendation:**

**Attachments:**

1. Communication\_Swampbats\_Independence Eve

**Background:**

Mr. Watterson is requesting the annual license to discharge fireworks at Alumni Field as part of the Independence Eve Celebration held at that evening's Swamp Bats Game. This is a Community Funded Event, and a request for funding in the next fiscal year has been received from the applicant.



January 24, 2024

Keene City Council

Mayor Kahn

Dear City Councilors and Mayor Kahn,

The Keene SwampBats request your approval to host a Class B fireworks display on Wednesday July 3<sup>rd</sup>, 2024. This event is part of Keene's annual fireworks celebration, also known as Independence Eve.

The fireworks will take place at Alumni Field on Arch Street, immediately following the regularly scheduled SwampBats game. The fireworks display will begin at approximately 9:45pm. We will supply a letter of approval from the SAU29 and an insurance rider naming the City of Keene as a co-insured.

Thank you in advance for your consideration.

Respectfully,

Kevin D. Watterson, President

Keene SwampBats



# CITY OF KEENE NEW HAMPSHIRE

ITEM #C.7.

**Meeting Date:** March 7, 2024

**To:** Mayor and Keene City Council

**From:** Kevin Watterson  
President - Keene Swamp Bats

**Through:** Patricia Little, City Clerk

**Subject:** **Keene Swamp Bats - Request to Discharge Fireworks - June 5, 2024 & July 30, 2024**

---

**Recommendation:**

**Attachments:**

1. Communication\_Swampbats\_Additional Displays

**Background:**

Mr. Watterson is seeking permission to discharge fireworks on June 5, 2024, on the evening of their opening game, and again on July 30, 2024, at their last regular season game. These displays will occur at Alumni Field immediately after the Swamp Bats games scheduled for those evenings.



Feb. 6, 2024

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

City Council Members:

Per this letter, the Keene SwampBats request your approval to host a Class B Fireworks Display on two separate dates:

Wednesday, June 5<sup>th</sup>

Tuesday, July 30<sup>th</sup>

These events would take place at Keene's Alumni Field on Arch Street, immediately following the regularly scheduled SwampBats games on those evenings. Fireworks traditionally are shot off at approximately 9:45 pm. These are two significant dates for our 2024 season, as June 5<sup>th</sup> is our Home Opening game and July 30<sup>th</sup> is our last Regular Season game. We will supply a Letter of Approval from the SAU 29 and an Insurance Rider naming the City of Keene as a co-insured.

Thank you in advance for your consideration.

Respectfully,

Kevin D. Watterson, Pres  
Keene SwampBats



# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** March 7, 2024

**To:** Mayor and Keene City Council

**From:** Reverend Elsa H. Worth  
Saint James Church

**Through:** Patricia Little, City Clerk

**Subject:** **Saint James Episcopal Church - Request for Parking Passes - Gilbo Avenue Parking Lot**

---

**Recommendation:**

**Attachments:**

1. Communication\_Saint James Church

**Background:**

Reverend Elsa Worth of Saint James Church is requesting the church office be provided with five parking passes for the use of public parking spaces in the Gilbo Avenue Parking Lot, which would be used as needed by Reverend Worth, the office staff and their visitors.



# St. James Episcopal Church

March 1, 2024

To the Honorable Mayor and Members of the Keene City Council,

St. James Episcopal Church would appreciate the council's help in obtaining five dashboard parking passes. These passes would only be for the public parking lot located behind St. James (see attached). The five passes would be kept in our church office and used on an as-needed basis by me, our staff, and various committee members or visitors.

In a preliminary discussion at the City Clerk's office, we briefly described how St. James has only metered parking available around the church. Our church office is open weekdays, Tuesday through Friday. It was suggested that a pass similar to those used by the Red Cross might be considered.

This August, St. James will be celebrating our 160th year in the beautiful historical district of downtown Keene. We're grateful to be Jonathan Daniels' home church and we are looking forward to serving our community as we grow together for the next 160 years.

Thanks you for your consideration and help in this request.

Faithfully,

The Rev Elsa H. Worth



# City of Keene NH

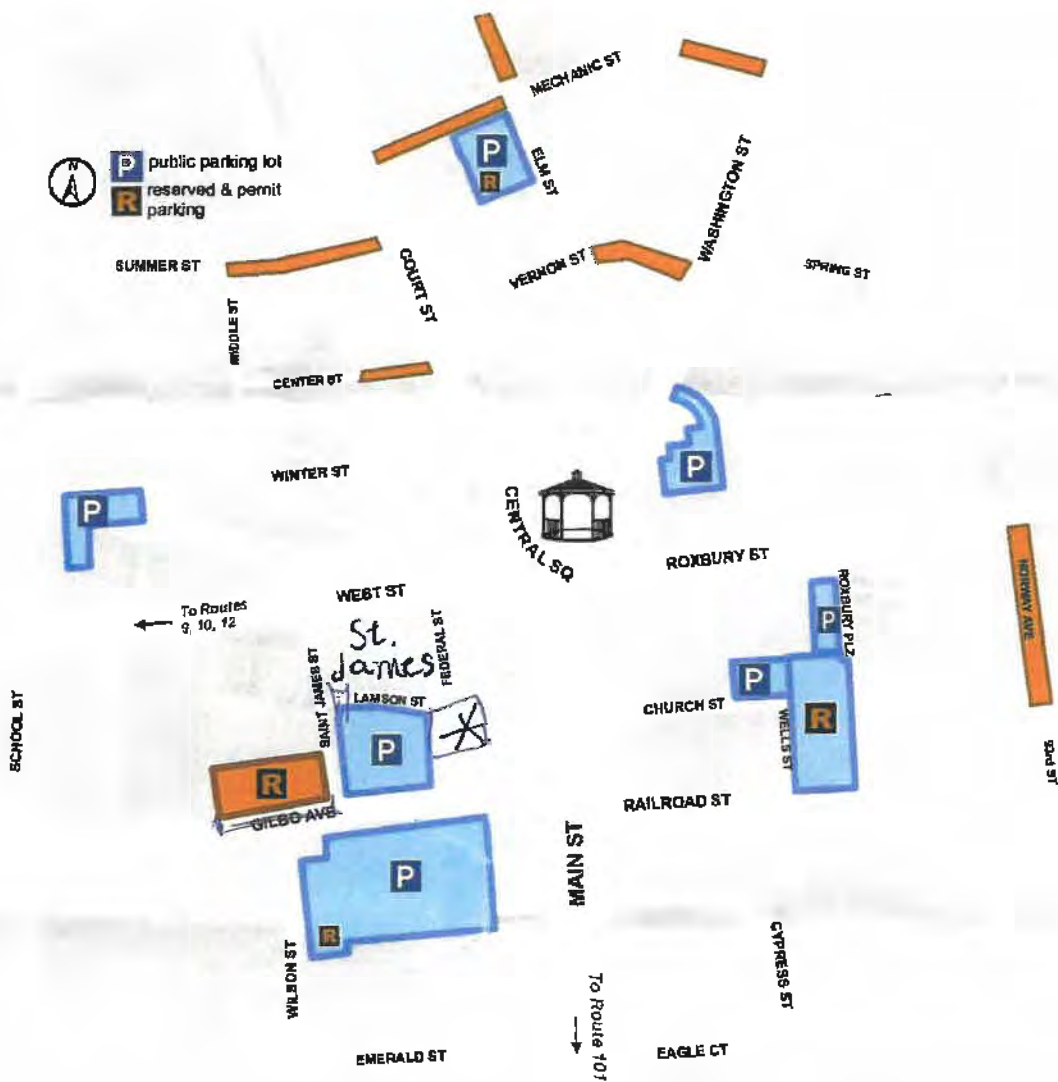
## DOWNTOWN PARKING SERVICES

### METERED SPACES

**8 AM to 5 PM, MONDAY thru SATURDAY.** Sundays and Holidays are exempt. *Time limits are enforced.*  
 On-street parking is \$1.00 per hour. For longer visits, parking lots are \$0.50 per hour.  
*Time limits vary so please check before parking.*

### RESERVED PERMIT PARKING

Quarterly pre-paid permits are available in various locations. Contact Parking Services for current rates and details. Residents and patrons of downtown are still responsible for complying with other nighttime restrictions.



### NIGHTTIME PARKING RESTRICTIONS

There is **NO PARKING** permitted on any City street in the 'CENTRAL BUSINESS DISTRICT'  
**MAY 1 – OCT 31, 2 AM to 6 AM**  
**NOV 1 – APR 30, 1 AM to 6 AM**



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** **Support for Downtown Improvement Project – Multimodal Design Concepts – Bicycle and Pedestrian Path Advisory Committee**

---

**Recommendation:**

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

**Attachments:**

None

**Background:**

Jesse Rounds, Community Development Director, stated that he is here for the Bicycle and Pedestrian Path Advisory Committee (BPPAC), as well as Will Schoefmann, the BPPAC's staff liaison. He continued that the BPPAC wants to remind the Council that they are here to advise the Council. They support multimodal updates in the downtown project and they are here to be the Council's eyes and ears to the multimodal-using community. Since there are new councilors and a new mayor, the BPPAC just wanted to reiterate their support for that, as well as their role in advising the Council.

Chair Greenwald asked for public comment.

Jennifer Sizoo of 10 Fairfield Ct. stated that she is in favor of keeping pedestrians and bicyclists in the eye of all of the planning that goes on. She continued that it is important to many people in town, and for bringing young people to town, this is something young people and families are interested in.

Pete Moran of Myrtle St. stated that in reference to the bike lanes, he wants to know where all of the bikes are going to park. He continued that there has been talk of a 400-car parking garage, but he does not know where the bikes will park. Maybe tied to a tree while people sit at tables at the sidewalk. He wants to know who will monitor it when e-bikes and skateboards go zooming by. They have heard about the limitations of the police force. People will suggest having a police officer on a bike or doing foot patrols, but he cannot see an officer on foot chasing down an e-bike. Many people walk downtown. A friend of his was nearly run over/knocked over a few times. His suggestion is to have a designated spot, or several, for the bikes to go, and then people can walk through downtown. This is adding another mode of transportation to a congested area. He likes the idea of bikes, but the negatives need to be addressed. He wants to know if bikes will be parked "all over the



place.” There needs to be some consideration about bike parking, otherwise they could interfere with people walking and crossing to get to their cars. He has not heard anything about this. It is interesting that the first (agenda item tonight) was alternate forms of travel and getting in and out. He wants the Committee’s thoughts on where the bikes are going.

Chair Greenwald stated that this is a good segue, and Mr. Moran has brought up many good issues. He continued that he spent close to three hours this morning in meetings about downtown. He was invited to listen to the consultants in a different format than how they have presented previously, and it was very informative. The consultants are thinking about this very positively and are very aware, as is the Mayor. A committee is being appointed to deal with bicycle safety and rules of the road. Keene is not the first city that has had bike lanes, so they can look at how the other cities do it. There must be very good acceptance that there are rules for bicycles, which cannot be zooming on sidewalks where there are pedestrians. The design he saw separates bikes and pedestrians nicely, with trees in between so there is green space. The plan is taking Mr. Moran’s concerns into strong consideration. Absolutely there will be bike storage. It is not a thoroughfare; the idea is for people to ride their bikes downtown, park their bikes, and do their shopping and eating. All of these issues are there, and Mr. Moran voicing them puts them on the record for everyone to hear. This will be good. He left this morning feeling much better about the project than he did previously.

Chair Greenwald continued that that segues into the fact that there are workshops (coming up). The first will be March 6, on the topic of the Main St. streetscape, the whole layout of the plan, with the plantings, bike lanes, pedestrians, and the commerce zone (strip next to the buildings for tables and vendors). There are two workshops at the Rec Center on March 6, from [3:00 to 4:30 PM] and 5:30 to 7:00 PM. The MSFI Committee’s vice chair will be the representative, because he will be out of town. He encourages people to attend. He does not want to hear “nobody knows what’s going on,” because this is it; this is public involvement. Public involvement is “not just a bunch of sticky notes from 40 people” like it was last year. He urges everyone to please get involved. Fellow Councilors who have comments, thoughts, or anything they want the consultants or staff to address should know that now is the time, and get out in front of it. He feels like last year they were maybe running behind it, but now staff and the consultants are listening.

The City Manager stated that how they have it structured right now is every design review workshop will be followed by an MSFI Committee meeting. At the March 6 workshop, they will be looking at the Main St. streetscape and then having that same conversation March 13, about what they heard from the public, at the MSFI Committee meeting. The next workshop is April 3, regarding Gilbo Ave. and Railroad Square, at the same times at the Rec Center. An April 10 MSFI Committee meeting follows that. On May 1 the workshop is about Central Square, at the same times at the Rec Center, followed by the May 8 MSFI Committee meeting.

Chair Greenwald again encouraged people to attend the workshops and meetings. He continued that ultimately, they are aiming for a July conclusion, to get this done and get consensus on what they want. He does not expect anyone to be 100% happy, but at least, they are all in. To reassure people, Central Square stays Central Square. There is no change in that. Bike lanes are a reality. Unless there is an outpouring of opposition to it from the City Council, as far as he is concerned, they are done with that discussion. Now it must be done safely. He knows the Mayor is concerned about safety and the conflicts of interest between pedestrians, shoppers, people parking, bicyclists, and so on and so forth. Everyone needs to give. Perhaps this goes back to the Water St. discussion – people could slow down a little, and enjoy the city’s environment.

Chair Greenwald asked if there was any further comment on the BPPAC’s letter.

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

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



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Andrew Bohannon, Parks, Recreation and Facilities Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Acceptance of Land and Water Conservation Funds Grant 33 for the Skate Park**

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**Recommendation:**

Move that the City Council recommend that the City Manager be authorized to accept and execute a Land and Water Conservation Fund Grant Round 33 award for \$250,000.00 for the Skate Park Project.

**Attachments:**

None

**Background:**

The City of Keene has been awarded \$225,000.00 through the Land and Water Conservation Fund for the construction of the skate park. These funds allowed the City to meet the community's fundraising goal and to improve the site after demolition of the Findings building. However, the bids for the demolition came in above budget, and through a reallocation process with the National Park Service, the grant funds can be utilized for the demolition. Upon award from the state, the City will rebid the demolition work to align with the construction of the skate park. As a result, the City needs to resubmit with a certified vote within 30 days for the Governor and Council application packet for the NH Parks Division.

The City Council originally approved this action on November 4, 2023.



# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** **Petition – East Side Residents – Traffic Calming on East-side Keene Streets**

---

**Recommendation:**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends placing the Petition – East Side Residents – Traffic Calming on East-side Keene Streets on more time.

**Attachments:**

None

**Background:**

Vicki Morton of 275 Water St. stated that the City of Boston’s webpage says that by the end of 2024 they intend to install traffic calming raised crosswalks and/or speed bumps on every street in several neighborhoods. She continued that she is not suggesting the City of Keene do that for every street in the east side of Keene, rather that they address the more frequently traveled streets and the ones where motorists speed. The City of Keene’s webpage for the Roadway Safety Action Plan (RSAP) says there have been 3,800 vehicle crashes over the past five years. Three involved a fatality and 34 resulted in serious injury. The RSAP’s goal is to reduce roadway accidents to zero. The RSAP identifies corrective steps to reduce accidents, concentrating on roadway directions, one-way streets, reducing traffic lanes, increasing pedestrian and/or bicycle infrastructure, and general public education. She did not see anything about traffic calming techniques, such as tabletops or speed bumps. On the one hand, there is the City of Boston, installing tabletops everywhere, and on the other hand, there is the Federal government not even mentioning them as a possibility.

Ms. Morton continued that in the previous conversation, she heard that if the City granted the east side residents’ request for a tabletop, they would have to grant all other requests for tabletops across the city. What she has never heard is why the City is against these methods of slowing traffic speed. She does not know if it is the cost, inconvenience, or something else. The concerns about speeding are not limited to Water St., but since she lives on Water St., and she is obviously responding to the concerns about speeding there. Residents have concerns about Beaver St.; Roxbury St.; Church St., especially at the intersection with 93rd; and various cross streets such as Carpenter St., Valley St., and even Eastern Ave., although it has just received the 25-mph posting.

Ms. Morton continued that South Lincoln St. presents another issue. Every day, parents park directly

in front of the two “no parking” signs in front of the school while waiting to pick up their children. These parked cars inhibit any traffic flowing north if there is a vehicle traveling south. The street is not wide enough for three cars. She wants to know why these parents cannot stage on Wilber St. If they are allowed to impact traffic daily, the “no parking” signs should be removed. If “no parking” is indeed intended, the vehicles should be ticketed or told to move along. If it is okay to park there, she would like the City to state that there is an exemption for this particular period of time at this particular place on this street, or widen the street to accommodate these cars and so as not to impact the traffic flow.

Ms. Morton continued that it is grand that Keene has updated parks, “zippy roundabouts, and razzmatazz downtown designs,” but at the end of the day, they need basic safety and enforcement of the ordinances on the books.

Chair Greenwald thanked Ms. Morton and asked if anyone else would like to speak.

Connie Joyce of 81 Grant St. stated that Grant St. crosses over Beaver St. She continued that every day, children wait at the corner, and it is easy to see who is violating the speed limit, because they have big logos on their trucks. Nobody slows down. There is no Police presence, no video cameras, nothing to help residents with the safety issues of the speeding in Keene. Eventually, there will be a tragedy, and before that happens, she thinks the City should address this issue.

Jennifer Sizoo of Fairfield Ct. stated that Fairfield Ct. is up Water St. She continued that the traffic is too fast in certain places in the area. She asked if individuals can request to have those tracking (signs) that tell drivers how fast they are going. She asked if there is a way to put that in place, or a way for the residents to request that on specific streets.

Chair Greenwald replied yes, that is called “directed enforcement.” He continued that through the City Manager, the Police Chief could be requested to put extra focus on Water St. and, he thinks, Roxbury St., which is in a similar situation.

City Manager Elizabeth Dragon stated that those are “directed patrols,” and the City has many of them. For a period of time, someone on duty, if they are free, will swing by the area and patrol. She continued that she thinks what Ms. Sizoo is asking for is a speed trailer, and the City does have those. A citizen can request that a speed trailer be put on a street for a period of time. They can process that request through the Public Works Department.

Ms. Sizoo replied that that is good to know. Chair Greenwald stated that the speed trailers do not have cameras, however, just to be clear. Ms. Sizoo replied that she knows, but maybe it would collect some data. She continued that she is in favor of something that slows the traffic.

Chair Greenwald stated that (the area) is part of his morning and evening commute, and he absolutely agrees that traffic is too fast. He continued that the other “nightmare” is So. Lincoln St. The intersection is frightening and almost needs a stop sign on Water St. and Roxbury St. He agrees that slowing traffic down is critical.

Timothy Jordan of 275 Water St. stated that one of these days, the City will tear up Main St. to do the necessary infrastructure work. He continued that when they do that, his concern is where the traffic will go. It is likely that some will come to the east side of Keene, and on any of those streets, there will be more traffic than there is now. He has not heard anything about traffic flow and what might happen when that project starts, or which streets will be closed or open. Unless there is already a plan in place, he does not expect the MSFI Committee to be able to answer that question now. However, he wants them to know that will be another ongoing concern for the east side

residents. If they have not yet thought about it and made a plan, they should know the east side residents are interested and would be happy to talk about that, if community members' input is needed.

Don Lussier, City Engineer, stated that it warms his heart to hear the east side residents talking about the RSAP the City is working on. He continued that the City's website has a page about that project, and he encourages everyone to take the survey there. It is a great way to provide information to the consultant doing the study for the City. The survey asks you to drop a pin on a map to identify locations of vehicular safety problems, pedestrian safety problems, or bicycle safety problems. As part of that project, the City is planning a total of eight "stakeholder meetings." For example, they will have a meeting just with folks from SAU 29, to talk about safety issues specific to the school's situations. Among those stakeholder groups are two planned neighborhood meetings, one on the east side of the city and one on the west side. He does not know the dates yet, but that will be coming in the next couple of months. It would be great to have people attend those meetings.

Mr. Lussier continued that eventually that RSAP will produce a plan for the city. The consultants' charge is to provide a plan that has both site-specific recommendations, such as, "This intersection has caused a lot of accidents and needs to be addressed," as well as systemic/policy-type recommendations, such as "In these types of neighborhoods, you should look at narrowing the streets to slow down traffic." There will be recommendations coming out of that plan that would be applicable to this situation.

Mr. Lussier continued that regarding the speed radars that the City Manager mentioned, ever since the Traffic Control person retired, those (devices) have been in his shop. There are six, but only five are operational. One is near the Rec Center, powered with a solar panel. That was installed rather permanently, to get people to slow down as they are coming in off the highway. It is a location where people were habitually driving too fast. That (speed trailer) has been there since about 2015. Most of the others are available for short-term deployments. They operate in two different modes. Mostly, his team uses them for data collection. They turn the display off, and the device still records and collects data about the number of vehicles that pass in front of it and the vehicles' speeds. Staff can get detailed, hour-by-hour information about how many vehicles there are and all of the different speed cohorts, such as "16 vehicles going between 40 and 45 mph, and the top speed was 52 mph," and that sort of thing. The other mode is the behavioral compliance modification mode, when the display panel is turned on. Typically, his team will put the device up with the display turned off, in data collection mode, for about a week. Then, they will turn the display panel on for a week and see if there is any discrepancy. They can see whether the device reminding people that they are driving above the speed limit actually changed people's behavior. Many times, staff finds that the issue causing this perceived traffic problem is a very small portion of traffic, such as 10% or 5% of the vehicles going much faster than the speed limit, with the vast majority of vehicles going at or a couple miles per hour over the speed limit. That, unfortunately, is a difficult problem for engineers to solve. It is more of an enforcement concern.

Mr. Lussier continued that regarding safety measures, the Federal Highway Administration has a toolbox of safety measures that it knows, has studied, and has demonstrated as cost effective at reducing injury-producing accidents. That may be the toolbox that was seen on the website, he is not sure, but the consultant's recommendations can look beyond what the Federal Highway refers to as "proven countermeasures." The City can look at other things. He was surprised to hear that raised crosswalks and tabletops at intersections were not a proven safety countermeasure, but if they are not, that does not preclude them from being something the City does. He continued that there are some downsides to raised crosswalks. They are difficult to maintain; they are tough on the plow operators and the plow equipment, and get rather beat up by the plow operations. The initial cost to install is not necessarily the problem; it is the cost to maintain. The other disadvantage is emergency

response. First responders are not fans of having those on the main thoroughfares in particular, such as Main St. or Water St. They are more tolerable on neighborhood streets that are not main emergency response routes. One of the things they have looked at for the downtown project, for example, is the crosswalks on the side streets coming into the downtown, having raised crosswalks to improve safety. It is certainly in the toolbox and can be used; but they are not always the right application in every circumstance.

Mr. Lussier continued that he thinks the letter/petition talked about traffic calming more generally. He would like to frame this discussion in those terms, about traffic calming, and include in the traffic calming discussion more than just raised crosswalks. There are more tools, such as narrow lanes, chicanes, or other methods of controlling traffic and reminding people to slow down. Regarding next steps, much of the data staff has already collected in this area of interest is a few years old, so he thinks it warrants collecting some additional data. He suggests the Committee place this item on more time, and staff would come back in a cycle or two with some speed studies and a look at some specific locations, to have more of a discussion. Ultimately, all of this feeds into the RSAP.

Councilor Filiault stated that if they place this on more time, a cycle or two could be about sixty days. He asked if staff could put one of the speed trailer devices out there in the meantime. Mr. Lussier replied absolutely, they can do that right away.

Councilor Madison stated that about four or five years ago, Councilor Bosley sent a communication to the City Council regarding reducing speed limits within neighborhoods, including east Keene, and north/central where he lives. He asked what became of that. Mr. Lussier replied that he thinks speed limits were reduced in specific locations, but not wholesale.

Chair Greenwald asked if there were any further questions from the Committee. Hearing none, he asked if members of the public had any questions.

Vicki Morton stated that she took the survey (linked from the webpage for the RSAP), and one question is which parts of the city you think have the most problems with parking or traffic. It lists a number of areas. This group (of east side residents) has been coming before this body since at least August, raising basic issues of safety in east side Keene. East side Keene is not one of the options in that survey question. It makes her wonder if there is not a common understanding about this. They (the east side Keene residents) feel this is a huge safety issue, and if the City does not, they want the City to prove them wrong. Regarding changing the speed limits, people do not go the speed limit now, and if you lower the speed limit, they are not going to go any lower. The traffic that comes out of Victoria St. is very fast, with people spinning their tires and whipping out of the street. It is difficult to drive in the city of Keene. They have not even raised the issue of people who run red lights; they are still just dealing with general speed and overall safety in east side Keene.

Tim Jordan of 275 Water St. stated that he forgot to include something in his earlier comments. He continued that when Connie was speaking, it reminded him that at the intersection of Valley St. and Victoria St. and Water St. is where the children get on the bus in the morning. It is also where all the tractor trailer trucks come down and turn from Water St. onto Victoria St. If there happens to be a tractor-trailer truck coming when the bus is coming and when the children are on the corner, that is a safety issue. At one point in time, it was his understanding that there was some consideration for all the tractor-trailer trucks that have to go down Victoria St. He thought they were going to knock a hole in the other end and go out onto Marlboro St. He asks that that be revisited.

Mr. Jordan continued that something else he neglected to mention earlier, regarding the infrastructure project and Main St. getting closed off, is that if folks start coming over to the east side (as a detour), it could become habitual for them. If they drive that way for a couple months or

however long it takes, they might just continue to use that same traffic pattern because they got used to it, so that is something to consider as well.

Chair Greenwald stated that without going into detail, the “Victoria St. Extension,” so called, is in the works. He continued that it has to go through the former Kingsbury property and there is a lot involved, but definitely, the City Manager and City staff are very aware of it, and it is a goal. It would be great to get those trucks off Water St. The trucks do not want to be there, either. He has watched them trying to make the turn first onto Victoria St. and then back onto Main St. It is not ignored. It is just a difficult project. He hopes it will happen, and soon.

Councilor Tobin stated that the Committee appreciates the residents bringing this issue to them. She continued that she has heard the residents come together several times and she admires how they have been able to coordinate and come together to bring the Committee specific concerns. She wants to mention that “See, Click, Fix” has a sidewalk and road category. You can bring specific things and pinpoint it outside of the survey, too.

Councilor Workman stated that many people know that this – traffic, and people not obeying the rules of the road - is a big pet peeve of hers as well. She continued that when they (the Committee) were talking about issues up by the cemetery, she had asked if the City could do something like what Maryland does, where neighborhoods are monitored by video. As you enter the neighborhood, signs inform you that your speed is being monitored by camera and radar. It is great because you do not need officers to enforce it, and you just get a ticket in the mail. Unfortunately, the City cannot do this because the State of New Hampshire does not allow it. She knows the City does not like to set precedents by submitting letters to the State, but the City Manager attends meetings with other city managers and the Mayor meets with other mayors in the state. There must be other communities having this same issue. She knows it is an enforcement issue. They need to get creative, because this issue is not going away; it is getting worse. As Councilor Madison pointed out, Councilor Bosley has brought this issue to attention as early as 2018, at least. It is thus on the City Council’s radar, but they are lacking tools to effectively address it. Some of it is beyond their scope as a municipality, but they need to be creative and add more tools to the toolbox. She lives on Colorado St. and does not know where people on West St. are zipping down to, but it is an issue on her street, too. They have to do something.

Councilor Madison stated that he lives on Elm St., which some consider to be east Keene, and there are people speeding there, too, either to get to the school or the hospital, and they are not emergency personnel. He continued that last year, a car came within about an inch of hitting him, turning onto Elm St. from a stop while he was in the crosswalk. This is an issue throughout the neighborhoods closer to the center of town, where there is a lot of pedestrian traffic and side streets that were laid out in the 1800s before cars were a thing, and now there are many cars on them. Many people do not care to follow the rules. Whether they need to work more with the Police Department to increase enforcement, or whether there is hardware the City can install or designs to implement on the streets to slow traffic down, he is not sure, but they do need to address it. He has lived in these neighborhoods for ten years and can say it is a real problem. He is getting frustrated about it, too.

The City Manager stated that once the work they are doing in the Roadway Safety Plan Committee is complete and recommendations come out of it, the City will then be able to access federal funding for implementing improvements. She continued that they have only had one meeting so far, but they are working to take all this input and create recommendations that actually work for the City. This will give them the opportunity to apply for some funds. While they will address this neighborhood issue more immediately, there are many issues in the neighborhoods throughout the city, especially close to the downtown. She hopes they can tap into some funds to help them with some creative



engineering solutions and calming solutions. Relying on the KPD is difficult. They might sound like a broken record every time they say it, but the City is short police officers, and they have done a variety of methods to encourage police officers to apply here and to relocate here, with some limited success. With the increased demands, it is difficult. They do add things to the directed patrol list, but officers can only do a directed patrol when they have time. The more they can do to engineer solutions and create traffic calming options in the neighborhoods, the better off they will be.

Sharon Gallagher of 18 Highland Ave. stated that she moved here from a large, urban area that has speed cameras, which literally cut to the chase. She continued that it affects the drivers financially and creates revenue for the town or city. She asked if a grassroots movement can be started to petition the State legislators to introduce the speed camera law. It is not just Keene; it is probably every town in the state. Speed cameras are one thing, but maybe creating one-way streets would slow traffic down, too. She asked if they can get a petition going.

Chair Greenwald replied that he suggests citizens do it. Ms. Gallagher replied "Alright, let's do that, then." She asked that the Committee let them know how they could put something like that together. Chair Greenwald replied that he thinks Vicki Morton is a good person to talk to. He continued that he thinks there are very few streets where the residents do not feel there is speeding going on. He continued that for instance, regarding the re-paving of Jordan Rd., he was lobbied heavily by residents to get the road fixed. (His response was) that if they made the roadway any smoother, people would go from 40 mph to 60 mph. That is the "east side highway" in Keene. Speed bumps work, absolutely, and as the City Engineer said, there are a number of methods they could use. They should at least get the speed trailers out there while they are talking about this. The Committee hears what the residents are saying. Roxbury St. is as much an issue as Water St., just not as vocal.

Councilor Filiault stated that he encourages people in the neighborhood to send a letter to the State Senator. He continued that the State of NH says "We want communities to have local control," but that is until you ask for local control. What the State really means is, "We want local control of you collecting taxes, but we will tell you what to do." It is more effective when neighborhoods get together and (make requests), rather than city councilors doing it, because the State will look at (the latter) as political. Neighborhood residents have a better chance of being heard than the city councilors do. He encourages neighborhoods to contact the Senator.

Tim Jordan of 275 Water St. stated he has a personal statement and is not representing anyone else when he says this. He continued that "traffic calming" is annoying jargon. They are talking about traffic safety issues. From his perspective, calling it traffic "calming" is like trying to make it less than it really is. It is rather a series of traffic safety issues, and that is what he will call it.

Councilor Madison made a motion for the Municipal Services, Facilities, and Infrastructure Committee to place Petition – East Side Residents – Traffic Calming on East-side Keene Streets on more time. Councilor Workman seconded the motion.

The City Manager stated that the City used the term "traffic calming" because it was the topic of the petition they received.

William Gillard of 72 Reservoir St. stated that he knows Water St., since he rode his bike to Wheelock School for 30 years, and he cannot disagree with anything the people have said. He continued that he wants to point out two intersections he calls "near miss intersections," Eastern Ave. and Water St., and Roxbury St. and So. Lincoln St. Driving home, he will not come down Roxbury St. anymore. He finds a different route to get onto S. Lincoln St. or N. Lincoln St., because coming into those intersections, you have a clear shot at what the people on S. Lincoln St. and N. Lincoln St.

are doing. Coming down Roxbury St. going to the east side, those cars are speeding. If you are not careful, you will get clipped. He and his family hear the crashes from Reservoir St.

The motion passed 5-0.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** Luca Paris/Greater Monadnock Collaborative – Request to Use Parking Spaces – Classic Cars – May 5, 2024

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**Recommendation:**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee placed Request to Use Parking Spaces - Classic Cars - May 5, 2024 on more time to allow protocol meetings to occur.

**Attachments:**

None

**Background:**

Larry Monson, General Manager of Monadnock Ford, stated that he is here representing Luca Paris and the Greater Monadnock Collaborative. He continued that they want to put on a Cruising Main Street for Cinco de Mayo, Sunday, May 5, from 8:00 AM to 12:00 PM. They want to take use downtown as the location for the classic cars. They have no third party vendors and are keeping it small. They are requesting parking stalls. Each car will take about a stall and a half, so they can be angled and have more room for people to walk around, without having to close down Main St. That is their hope. Being a low traffic time on Sunday, it would be a great time to open up downtown.

Chair Greenwald stated that he will be there with his 1966 Ford Thunderbird.

The City Manager stated that this is a great idea, and she loves it. She continued that the City loves anything that activates the downtown. (Staff) had an initial protocol meeting, and at that time, right around the time of the Ice Festival, they received some concerns from the Ice Festival about use of spaces that were close to the road for the sculptures, and people being actually in the roadway. While Sunday is typically a slower day, in terms of traffic on Main St., it is graduation weekend and Cinco de Mayo. Thus, staff asks that this (request) be sent back to the protocol group to discuss those issues further, to come up with a plan that could mitigate some of the concerns they saw during the Ice Festival.

Chair Greenwald replied that that sounds reasonable, but he heard that there is concern about the calendar. He continued that if this goes through the normal MSFI Committee cycle, it will not be back for a month, which might be a problem. The City Manager replied that if it is okay with the MSFI Committee, if the (protocol group) could resolve this, she could bring it to another Committee to keep it on track for the timeline. Councilor Filiault replied that there are additional MSFI Committee

meetings coming up next month anyhow, so maybe they could attach this to the next agenda. The City Manager agreed.

Chair Greenwald asked if anyone on the MSFI Committee has a problem with this potentially going to the Planning, Licenses, and Development Committee for final approval. Committee members replied no. Chair Greenwald replied that that is great, and he is looking forward to it.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee placed Request to Use Parking Spaces - Classic Cars - May 5, 2024 on more time to allow protocol meetings to occur.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #1.1.

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Elizabeth Fox, ACM/Human Resources Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Relating to Departments and Class Allocation Ordinance O-2024-02**

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**Recommendation:**

That the City Council refer Ordinance O-2024-02 to the Finance, Organization, and Personnel Committee.

**Attachments:**

1. O-2024-02 Department & Class Allocation Parks & Recreation

**Background:**

In follow up to other organizational adjustments to be implemented April 1, modifications to Chapter 2 and Chapter 62 of City Code relating to departments and job titles are advanced to prescribe the responsibilities of the Parks and Recreation Department and support recruitment of a new department director.



# CITY OF KEENE

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

AN ORDINANCE Relating to Departments and Class Allocation

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

That the ordinances of the City of Keene, as amended, hereby are further amended by deleting the stricken text and inserting the bolded text in Section 2-262, "Administrative Departments", Division 11, Section 2-466 "Functions" effective April 1, 2024 as follows:

**Sec. 2-262. Administrative departments.**

In addition to others created in the future by the city council, the city's administrative service shall consist of the following departments, and the department heads shall be known by the title shown:

	Department	Department Head
(1)	Airport	Airport director
(2)	Assessment	City assessor
(3)	Community development	Community development director
(4)	Finance	Finance director
(5)	Fire	Fire chief
(6)	Human resources	Human resources director
(7)	Information technology	Information technology director
(8)	Library	Library director*
(9)	Parks <b>and</b> recreation <b>and</b> facilities	Parks, <b>and</b> recreation <b>and</b> facilities director
(10)	Police	Police chief
(11)	Public works	Public works director

\*This designation to be subject to the Thayer Agreement.

**Division 11. Parks, **and** Recreation **&** Facilities, Sec. 2-466. Functions.**

The major functions of the parks, **and** recreation **and** facilities department are to:

- (1) Provide, maintain and operate recreational facilities.
- (2) Provide recreational programs.
- (3) Facilitate the provision of public leisure activities through clubs, associations, and service organizations.
- (4) Provide adequate cemetery facilities and burial services.
- ~~(5) Maintain safe and functional municipal and departmental buildings.~~
- (6) Provide, through various programs, methods for diverting youth from the court and criminal justice system while holding youth accountable for their actions, support prevention through community collaboration and create positive opportunities for youth interactions within the community.

## Sec. 58-1. Responsibility.

City parks, as defined below, and including city-owned bike paths, multi-use trails and any adjacent parking areas (collectively "city parks"), and city-sponsored recreation, shall be the responsibility of the parks, **and** recreation ~~and facilities~~ department, and under the supervision of the parks, **and** recreation ~~and facilities~~ director ("director").

That the ordinances of the City of Keene, as amended, hereby are further amended by deleting the stricken text and inserting the bolded text in Section 62-194, "Administrative, Office, Technical and Management Personnel" of Chapter 62 entitled "Personnel" effective April 1, 2024, as follows:

### Sec. 62-194. Administrative, office, technical and management personnel

- S 4 Library Aide
- S 5 Minute Taker
- S 6 Administrative Assistant; Records Clerk
- S 7 Administrative Assistant I
- S 8 NO POSITIONS ASSIGNED
- S 9 NO POSITIONS ASSIGNED
- S 10 Audio Video Production Specialist
- S 11 Office Manager; Parking Services Technician
- S 12 Librarian I; Planning Technician; Executive Secretary; Staff Accountant;  
Fire Department Administrator; Purchasing Specialist; Human Resource Specialist
- S 13 NO POSITIONS ASSIGNED
- S 14 NO POSITIONS ASSIGNED
- S 15 Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant;  
Youth Services Manager; Mapping Technician; Engineering Technician; Assistant City Clerk;  
Senior Paralegal; Police Dispatch Supervisor; Social Worker
- S 16 Planner; Laboratory Supervisor
- S 17 Appraiser; Recreation Programmer; Librarian III; Airport Maintenance & Operations Manager;  
IT Systems Specialist; Parking Operations Manager; Recreation Facilities Manager
- S 18 Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager;  
Revenue Collector; Records Manager/Deputy City Clerk; Laboratory Manager;  
Human Services Manager; Treatment Plant Manager
- S 19 Transportation/Stormwater Operations Manager; Utilities Treatment Operations/Plant Manager;  
Senior Planner; Recreation Manager; Fleet Services Manager, Accounting & Fund Manager;  
Infrastructure Project Manager
- S 20 Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney;  
Water/Sewer Operations Manager
- S 21 NO POSITIONS ASSIGNED
- S 22 NO POSITIONS ASSIGNED
- S 23 NO POSITIONS ASSIGNED
- S 24 City Engineer; *Database* Administrator; Building/Health Official
- S 25 Assistant Finance Director/Assistant Treasurer; Assistant Public Works Director/Division Head;  
Airport Director
- S 26 City Assessor; Police Captain; Human Resources Director; Library Director; Deputy Fire Chief  
**Parks & Recreation Director**
- S 27 IT Director; ~~Communications & Marketing Director~~; Community Development Director;

~~—Parks, Recreation & Facilities Director~~

- S 28 Finance Director/Treasurer
- S 29 Police Chief, Fire Chief; Public Works Director
- S 30 NO POSTIONS ASSIGNED
- S 31 Deputy City Manager
- S 32 NO POSITIONS ASSIGNED

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Jay V. Kahn, Mayor





# CITY OF KEENE NEW HAMPSHIRE

ITEM #1.2.

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** David Hickling, Airport Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Relating to the Airport Development and Marketing Committee Ordinance O-2024-03**

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**Recommendation:**

That Ordinance O-2024-03 be referred to the Finance, Organization and Personnel Committee for consideration.

**Attachments:**

1. O-2024-03\_Airport Development and Marketing Committee

**Background:**

The Airport Development and Marketing Committee plays a lead role in marketing the Keene Dillant-Hopkins Airport for economic development as well as developing and implementing marketing and public relations strategies pertaining to the value that the airport provides the community.

Through the past years, this committee has struggled to fill seats, make quorums, and elect a chairperson. Recent discussions have decided that it would be advantageous to modify the membership criteria to improve opportunities for effective meetings.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to the Airport Development and Marketing Committee

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

**Sec. 2-621. Membership.**

- (a) The airport development and marketing committee shall consist of ~~eleven~~ **seven** regular voting members. **Members of the committee shall be city residents except when a special expertise is not otherwise available.** ~~No less than five voting members must be residents of the city. One member shall be the fixed-based operator at the airport.~~ At least one of the voting members must reside in the Town of Swanzey, and one voting member ~~must~~ **may** be a member of the city council.
- (b) ~~The mayor, or his designee, shall be an ex officio member with a vote. The mayor, or his designee, shall not be counted as one of the minimum of five voting members who are residents of the city.~~
- (c) The city manager **or designee** shall be ~~an ex officio member~~ **a member** without a vote.
- (d) **The airport director shall serve as the nonvoting chair.** ~~membership of the committee shall elect a chair, who shall be a city resident. The chair shall have a demonstrated interest in aviation and shall assume an active role in the development of the airport.~~

**Sec. 2-622. Terms.**

The terms for members of the airport development and marketing committee shall be for a period of three years.

**Sec. 2-623. Relation to department**

~~The airport director will work with the committee to market and develop the airport.~~

**Sec. 2-624. Functions and guidelines.**

In accordance with the provisions of applicable law, the functions and guidelines in this section are established for the conduct of the airport development and marketing committee. The committee shall:

- (1) Take a proactive role in the development of the Keene Dillant-Hopkins Airport by collaborating with other city and local economic development efforts to implement the airport master plan.
- (2) Serve as ambassadors for the airport both locally and regionally.
- (3) Assume primary responsibility in developing and implementing various marketing and public relations programs regarding the benefits of the airport and aviation. These efforts should be aggressive and ongoing.

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Jay V. Kahn, Mayor



# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Elizabeth Fox, ACM/Human Resources Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **In Appreciation of Raymond R. Phillips Upon His Retirement  
Resolution R-2024-06**

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**Recommendation:**

Recommend the adoption of resolution R-2024-06 in Appreciation of Raymond R. Phillips Upon His Retirement

**Attachments:**

1. Resolution R-2024-06

**Background:**

Raymond Phillips retired as Lieutenant/AEMT after 22 years of service with the city as of January 29, 2024.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION In Appreciation of Raymond R. Phillips Upon His Retirement

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

WHEREAS: Raymond R. Phillips began his career with the Keene Fire Department September 18, 2001 as Call Firefighter. He transitioned to a full-time Firefighter/EMT January 20, 2023; was promoted to Lieutenant – Fire Alarm effective July 31, 2016 and transferred into a Lieutenant/AEMT role August 11, 2019; and

WHEREAS: Ray brings to the job topnotch knowledge, skills and experience as a firefighter, an emergency medical technician, and company officer; a commitment to training and tactical rescue techniques; sound judgement when confronted with a wide variety of situations; and a willingness to actively assist any way he can to better the department; and

WHEREAS: An important part of the leadership team, Ray has been valued for his assistance to the department in meeting goals and objectives and his willingness to have an open mind and to listen and learn. He often seeks out projects without direction and has been valuable in seeking out grants for the department; and

WHEREAS: A quick learner, Ray easily applies concepts and is an excellent problem solver. Using his exceptional knowledge of firefighting and building construction, he anticipates issues before they occur and corrects them using innovative and non-traditional methods; and

WHEREAS: Ray is always looking to further his knowledge of firefighting to improve the department and himself; an enthusiastic supporter of trainings to enable his shift to address every type of emergency in a safe manner, Ray has furthered the knowledge of the department by serving as a state instructor, allowing him to provide valuable training to his shift and the department, obtained his Associates degree in Fire Science and advanced training and certifications including Municipal Fire Alarm Technician, Fire Inspector, and Hazardous Materials Technician among others; and

WHEREAS: Ray's outgoing personality has helped him develop a good rapport with peers and the public alike; and

WHEREAS: His active contributions to various committees and teams over the years include serving as a member of the Massachusetts Task Force 1 USAR team and FEMA Urban Search and Rescue Task Force and the department's equipment and new station committees; and

WHEREAS: Ray retires from the City of Keene January 29, 2024, with over 22 years of honorable service;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Keene hereby extends its sincere thanks to Raymond R. Phillips for his dedication to the City of Keene and wishes him the very best through all his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Ray in appreciation for his many years of service to the residents of Keene and the Monadnock Region.

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Jay V. Kahn, Mayor



# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** March 7, 2024  
**To:** Mayor and Keene City Council  
**From:** Aaron Costa, Asst. Public Works Directors/ Operations Mgr.  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Relating to the Reallocation of unspent bond funds for the Martell Court Pump Control and Replacement Project Resolution R-2024-07**

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**Recommendation:**

That Resolution R-2024-07 be referred to the Finance, Organization and Personnel Committee.

**Attachments:**

1. R-2024-07 - Bond Proceeds

**Background:**

The City owns and operates a wastewater treatment plant (WWTP) that came online in 1985. The WWTP is designed to treat 6 million gallons of wastewater per day and operates 24 hours a day, 7 days a week. All the wastewater from the City of Keene and Town of Marlborough is pumped to the WWTP via the Martell Court Pump Station.

The Martell Court Pump Station is equipped with three (3) 250 horsepower pumps and one (1) 50 horsepower pump that are capable of pumping approximately 20 million gallons of wastewater per day. The pumps and motors were installed in 2013 and are due for service and repair. Over the past decade, the City has seen an increase in non-flushable materials such as wipes and other materials in the collection system. This material gets caught in the pump assemblies causing blockages which can lead to mechanical issues.

To combat the issue with non-flushable materials and to protect the pumping systems at Martell Court as well as at the WWTP, the City recently completed a \$1.5 million upgrade that installed a screening system specifically designed to remove trash and other non-flushable materials from the collection system.

Because these repairs are required sooner than expected, staff has not established a budget in the Capital Improvement Program and is requesting to use unspent bond funds from the Rose Lane Maintenance Program to help fund the repairs.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the reallocation of unspent bond funds for the Martell Court Pump Station Pump Control and Replacement Project

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

That the sum of \$27,767.58 in unspent bond proceeds from the WWTP Rose Lane Maintenance Program (32MW012A) be reallocated to the Martell Court Pump Station Pump Control and Replacement Project (32JM008A).

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Jay V. Kahn, Mayor