



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
January 12, 2017
6:30 PM**

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Vacancy

1. Acceptance of Donation - Parks, Recreation and Facilities Department
2. Acceptance of Donations to Library Renovation Project - Campaign Manager for the Next Chapter Campaign
3. Acceptance of Donation - Police Department
4. Acceptance of Case Number 2015117128 Forfeiture - Police Department
5. Acceptance of Bureau of Justice Assistance - Ballistic Vest Partnership Grant - Police Department
6. Waste Management Transportation and Disposal Contract Amendment - Public Works Department
7. Reallocation of Road Rehabilitation Funds - Roxbury Street Crosswalk - Public Works Department
8. An Ordinance to Establish a College City Commission
Ordinance O-2016-21

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

December 14, 2016

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 1.

SUBJECT: Acceptance of Donation - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$100.00 and that the money is used by the Parks, Recreation and Facilities Department.

BACKGROUND:

\$100.00 *Donation for maintenance improvements of the Sumner Knight Chapel.*

Kevin Dremel with the Keene MusicFest hosts an ongoing concert series to raise money for the needed repairs in the Sumner Knight Chapel. To date, the concert series has generated \$9861.00. This most recent donation was a result of a concert held November 27, 2016.

For more information on the concert series visit <http://keenemusicfestival.org> .



January 6, 2017

TO: Finance, Organization and Personnel Committee

FROM: Patty Farmer, Campaign Manager for the Next Chapter Campaign

THROUGH: Medard Kopczynski, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donations to Library Renovation Project - Campaign Manager for the Next Chapter Campaign

RECOMMENDATION:

That the City accepts donations of \$511,320.70 listed in the October, November and December statements of the Cambridge Trust Bank (See attached reports) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

ATTACHMENTS:

Description

Cambridge Trust Reports Oct.Nov.Dec 2016

Donations received Cambridge Trust Oct.Nov.Dec,

BACKGROUND:

On June 30, 2015 the City Council authorized the establishment of a Temporarily Restricted City Trust Fund to receive and distribute funds for the Library Renovation Project. The Friends of the Library hired Patty Farmer as Campaign Manager. Together with the Library Trustees, they have put in place the Campaign Committee with Judith Putnam and Alfreida (Dita) Englund as Co-Campaign Chairs and Ernest Hebert as the Honorary Chair.

The first step of the campaign was the private campaign that solicited donations and pledges from the Library Trustees, Friends of the Library Board and Campaign Committee members with one hundred percent participation. Since early 2016, the campaign committee has been reaching out to individuals in the community, foundations and corporations. The attached reports contain details of the monies received in October, November and December. Gifts from donors who wish to remain anonymous are directed to the Friends of the Library and are included in the Cambridge Trust Bank reports as part of the Friends of the Library donation. Donors have received acknowledgement of their donations. Since mid-October we have been conducting the public phase of the campaign. .

The intent is to continue to bring forward Cambridge's monthly reports for acceptance by the City Council. The reports then will go the Trustees of the City Held Trust funds for approval and acceptance. This process was reviewed by the City Finance Department, the Library Trustees, the Friends of the Library Board, the City Attorney and Terry Knowles, Assistant Director, Charitable Trust Unit of the Department of the Attorney General.

MS-9 CRF LIBRARY
 REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH
 FOR PERIOD ENDING JUNE 30, 2017
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
 AS OF: OCTOBER 31, 2016

Principal					Year to Date (YTD)									
BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES	WITHDRAWALS	BALANCE END OF MONTH OCTOBER 31, 2016	GRAND TOTAL PRINC & INC OCTOBER 31, 2016	MARKET VALUE OCTOBER 31, 2016	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED
1,392,442.16	42,760.00	-	(744.42)	-	1,434,457.74	1,434,519.32	1,434,519.32	712,678.45	-	(2,300.05)	-	47.46	-	-
1,392,442.16	42,760.00	-	(744.42)	-	1,434,457.74	1,434,519.32	1,434,519.32	712,678.45	-	(2,300.05)	-	47.46	-	-

MS-9 CRF LIBRARY
 REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH
 FOR PERIOD ENDING JUNE 30, 2017
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
 AS OF: DECEMBER 31, 2016

Principal								Year to Date (YTD)						
BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES	WITHDRAWAL	BALANCE END OF MONTH	GRAND TOTAL PRINC & INC	MARKET VALUE	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWAL	INCOME	INCOME FEES	EXPENDED
DECEMBER 31, 2016								DECEMBER 31, 2016						
1,529,577.69	372,615.70	-	(1,045.34)	-	1,901,148.05	1,901,609.54	1,901,609.54	1,181,239.15	-	(4,170.44)	-	447.37	-	-
1,529,577.69	372,615.70	-	(1,045.34)	-	1,901,148.05	1,901,609.54	1,901,609.54	1,181,239.15	-	(4,170.44)	-	447.37	-	-

MS-9 CRF LIBRARY
 REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH
 FOR PERIOD ENDING JUNE 30, 2017
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
 AS OF: NOVEMBER 30, 2016

Principal						Year to Date (YTD)								
BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES	WITHDRAWALS	BALANCE END OF MONTH NOVEMBER 30, 2016	GRAND TOTAL PRINC & INC NOVEMBER 30, 2016	MARKET VALUE NOVEMBER 30, 2016	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED
1,434,457.74	95,945.00	-	(825.05)	-	1,529,577.69	1,529,708.85	1,529,708.85	808,623.45	-	(3,125.10)	-	117.04	-	-
1,434,457.74	95,945.00	-	(825.05)	-	1,529,577.69	1,529,708.85	1,529,708.85	808,623.45	-	(3,125.10)	-	117.04	-	-

Donations received by Cambridge Trust Company
 October, November and December 2016
 Library Renovation Trust Fund

<u>Deposit date</u>	<u>Donor(s)</u>	<u>Gift Amount</u>
10/3/16	Friends of the KPL	\$2,785.00
10/3/16	Peter and Nancy Welnak	\$1,000.00
10/6/16	Paul and Suzanne Krautmann	\$1,000.00
10/11/16	Barry and Carol Faulkner	\$1,000.00
10/11/16	Elaine Kernozicky	\$5,000.00
10/12/16	Michelle and Michael Fuller	\$1,000.00
10/13/16	Sue Doyle	\$500.00
10/13/16	Gordon and Marcy Leversee	\$1,000.00
10/14/16	Maryann Kristiansen	\$250.00
10/18/16	Friends of the KPL	\$12,000.00
10/18/16	Rob O'Connor and Kate Leinster	\$100.00
10/20/16	Barry and Doris LeClair	\$300.00
10/21/16	Ferguson & Alexander, CPA PC	\$250.00
10/24/16	Stephen Bragdon and Cheryl Belair	\$500.00
10/24/16	CMH Foundation	\$2,500.00
10/24/16	James and Josephine Faux	\$500.00
10/27/16	Donald and Jill Brehm	\$5,000.00
10/27/16	Darcy Doyle	\$100.00
10/27/16	Emily and Dobbs Hartshorne	\$250.00
10/27/16	Linda Harwood	\$100.00
10/27/16	Stephen Ide	\$10.00
10/27/16	Harriet Norris	\$50.00
10/27/16	Stephen and Sue Vekasy	\$20.00
10/31/16	Deborah Baldwin	\$100.00
10/31/16	Bonnie Forcier	\$100.00
10/31/16	Friends of the KPL	\$1,125.00
10/31/16	Herb and Kathy Frink	\$100.00
10/31/16	Mary G. Goodnow	\$500.00
10/31/16	Ray and Dorothy Jobin	\$100.00
10/31/16	Ann and Tim McCann	\$250.00
10/31/16	Marie Royce Ruffle	\$100.00
10/31/16	Sigrid Scholz-Karabakakis	\$25.00
10/31/16	Steve Silverstein and Melinda Belden	\$100.00
10/31/16	Eileen Synnott and Paul Gurn	\$20.00
10/31/16	Sandra Whippie	\$25.00
10/31/16	Don and Judy Wilmeth	\$5,000.00
11/2/16	Deanne Belanger	\$50.00
11/2/16	Debra and Tim Flanders	\$50.00

Donations received by Cambridge Trust Company
 October, November and December 2016
 Library Renovation Trust Fund

<u>Deposit date</u>	<u>Donor(s)</u>	<u>Gift Amount</u>
11/2/16	Ellen Jahos	\$25.00
11/2/16	Alan and Anita Kintisch	\$50.00
11/2/16	Allan Potter	\$100.00
11/2/16	The Putnam Foundation	\$4,000.00
11/2/16	Hubert Spicher	\$50.00
11/4/16	Dave and Vicki Bacon	\$500.00
11/4/16	Bruce and Yvonne Demay	\$250.00
11/4/16	Tim and Brenda Dunn	\$25.00
11/4/16	Wayne and Ann Gagnon	\$100.00
11/4/16	Allen Markland	\$25.00
11/4/16	Fred and Lee Ann Puksta	\$50.00
11/4/16	Dean and Karen Robinson	\$100.00
11/7/16	Lynne Andrews and Katje Mickola	\$100.00
11/7/16	Lewis and Carol Barnes	\$200.00
11/7/16	Bill and Betsy Cotter	\$100.00
11/7/16	Lawrence Dachowski	\$150.00
11/7/16	Michael Foot and Kristin Blais	\$500.00
11/7/16	Maryann Guay	\$25.00
11/7/16	Jill and Todd Lewis	\$250.00
11/7/16	Tom and Barbara Putnam*	\$50,000.00
11/7/16	Savings Bank of Walpole*	\$5,000.00
11/7/16	Jay Shanks	\$50.00
11/7/16	The Toadstool Bookshop	\$2,300.00
11/14/16	Thomas and Jean Dobson	\$100.00
11/14/16	Charles Henry, DDS	\$250.00
11/14/16	David Meader	\$50.00
11/14/16	Dr. and Mrs. James Nickerson	\$250.00
11/14/16	Nick Stenzel	\$1,000.00
11/14/16	Georgia Tasoulas	\$50.00
11/14/16	The Two Ruths Fund	\$1,200.00
11/17/16	Shirley Bartas	\$100.00
11/17/16	Robert and Mary Caldwell	\$100.00
11/17/16	Dorothy Ledwith	\$10.00
11/17/16	Caroll Lothrop	\$25.00
11/18/16	Margaret Kasschau	\$1,000.00
11/21/16	Katie Cassidy Sutherland Architects	\$500.00
11/21/16	Arthur and Kristina Lang	\$100.00
11/21/16	Wendy Turek	\$50.00
11/25/16	Joseph and Beth Bergman	\$500.00
11/25/16	Jack and Claire Coey	\$25.00
11/25/16	Howard and Elaine Lane	\$25,000.00

Donations received by Cambridge Trust Company
 October, November and December 2016
 Library Renovation Trust Fund

<u>Deposit date</u>	<u>Donor(s)</u>	<u>Gift Amount</u>
11/25/16	Colin Lyle	\$100.00
11/25/16	Tom and Cindy Richard	\$25.00
11/25/16	Lori and Dan York	\$200.00
11/28/16	Nancy Salwen and Forrest Seymour	\$25.00
11/28/16	Steve Silverstein and Melinda Belden*	\$100.00
11/30/16	Mark and Melinda DiPietro	\$25.00
11/30/16	Richard and Pat Dugger	\$1,000.00
11/30/16	Chris and Linda Nelson	\$10.00
12/1/16	Friends of the KPL*	\$2,644.00
12/1/16	Peter and Bridget Hansel*	\$2,000.00
12/5/16	The Agape Fund	\$1,000.00
12/5/16	Ms. Sally Bulger and Mr. David Bulger*	\$250.00
12/5/16	Anne Francisco	\$50.00
12/5/16	Robert K. Hamshaw	\$500.00
12/5/16	Melody and Paul Scheuring	\$50.00
12/5/16	Kim Schmidl-Gagne	\$25.00
12/7/16	The New Hampshire Trust Company*	\$1,000.00
12/7/16	Steve and Kathy Bill	\$25.00
12/7/16	William and Barbara Cory	\$250.00
12/7/16	William and Peggy Heyman	\$100.00
12/7/16	Jan Manwaring*	\$500.00
12/7/16	Robert and Mary Rooney*	\$250.00
12/7/16	Peggy Thornton	\$500.00
12/8/16	Dwight Ayotte*	\$50.00
12/8/16	Alfrieda and Robert Englund*	\$7,000.00
12/8/16	Friends of the KPL*	\$40,440.84
12/9/16	Joel Feldmann	\$25.00
12/13/16	The Clarke Family	\$5,000.00
12/13/16	Michael and Beth Newbold Family Charitable Fund	\$3,400.00
12/13/16	Abigail Abrash and Matthew Walton	\$250.00
12/13/16	Claire and Jack Fabian	\$500.00
12/13/16	Roger and Nancy Hansen*	\$2,000.00
12/13/16	Bob and Carol Hill	\$25.00
12/13/16	Diane and Michael Metell	\$500.00
12/13/16	Michael Ormont*	\$500.00
12/13/16	Jane and Leslie Pitts*	\$2,500.00
12/13/16	Tom and Cindy Richard	\$25.00
12/13/16	Greg Rothman and Linda Singer	\$100.00
12/13/16	Eileen and Mike Sarson*	\$3,400.00
12/13/16	Mr. and Mrs. Dominick Tralli	\$25.00

Donations received by Cambridge Trust Company
 October, November and December 2016
 Library Renovation Trust Fund

<u>Deposit date</u>	<u>Donor(s)</u>	<u>Gift Amount</u>
12/15/16	Maria Baril	\$25.00
12/15/16	Greg and Deb Hansen*	\$500.00
12/15/16	Roxanne and Karl Karter	\$50.00
12/15/16	Celia Rabinowitz*	\$100.00
12/16/16	Steve and Carrie Hoffman	\$1,000.00
12/16/16	Michael and Tricia Kapiloff	\$50.00
12/19/16	Friends of the KPL*	\$258,375.90
12/19/16	Aaron Lipsky	\$50.00
12/19/16	Mary Ellen Moore	\$500.00
12/19/16	Tom and Cindy Richard	\$25.00
12/19/16	John and Connie Schlegelmilch*	\$1,500.00
12/19/16	Lawrence Siegel	\$250.00
12/19/16	Sally Stockwell	\$10.00
12/19/16	Cameron Tease and Dixie Gurain*	\$1,000.00
12/21/16	Ashok Bahl and Mary Przywasa	\$1,000.00
12/21/16	Jill Batty and Daryl Stutes*	\$250.00
12/21/16	Carl and Karin Gravina	\$150.00
12/27/16	John and Charlotte Schuerman	\$150.00
12/27/16	Steve Silverstein and Melinda Belden*	\$100.00
12/27/16	Gregg and Julie Tewksbury*	\$500.00
12/29/16	David and Irene Davis	\$1,000.00
12/29/16	Marilyn Freeman	\$100.00
12/29/16	Friends of the KPL*	\$25,095.00
12/29/16	David and Rhunell Gruender	\$200.00
12/29/16	John and Jeanne Harper	\$100.00
12/29/16	Jim and Sharon Rousmaniere*	\$2,500.00
12/30/16	Walier Chevrolet	\$1,000.00
12/30/16	Huston Family Fund	\$500.00
12/30/16	Carolyn Isaak	\$50.00
12/30/16	Nancy Dole Mellish	\$1,000.00
12/30/16	Anonymous*	\$500.00
12/30/16	Susan and Hanspeter Weber	\$100.00
		\$511,320.74

* Represents pledge installment contributions

Deposits made to the Library Renovation Trust Fund by the Friends of the Keene Public Library include gifts from anonymous donors, gifts of securities and gifts contributed online via Network for Good.

PJF



City of Keene, N.H.
Transmittal Form

January 6, 2017

TO: Finance, Organization and Personnel Committee

FROM: Captain Steve Stewart

THROUGH: Brian Costa, Police Chief; Medard Kopczynski, City Manager

ITEM: 3.

SUBJECT: Acceptance of Donation - Police Department

RECOMMENDATION:

That the Finance, Organization, and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a donation of \$100 from the Groth family of Old Walpole Road in Keene.

BACKGROUND:

On December 27, 2016, the Keene Police Department received a check in the amount of \$100 from Phyllis and David Groth along with a card expressing their gratitude for the police department's service over the course of 2016.



City of Keene, N.H.
Transmittal Form

December 28, 2016

TO: Finance, Organization and Personnel Committee

FROM: Brian Costa, Police Chief

THROUGH: Medard Kopczynski, City Manager

ITEM: 4.

SUBJECT: Acceptance of Case Number 2015117128 Forfeiture - Police Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to accept forfeiture funds, in the amount of \$1,762.60, awarded to the Keene Police Department from the New Hampshire State Attorney General's Office.

BACKGROUND:

Concluding an investigation into the sale of both heroin and cocaine into our community, the Keene Police Department assisted the New Hampshire Attorney General's Drug Task Force with an investigation that resulted in the arrest of two individuals. This was a 2012 investigation and resulted with the seizure of both heroin, cocaine and cash. The Keene Police Department's share of this cash seizure totaled \$1,762.60.



City of Keene, N.H.
Transmittal Form

January 5, 2017

TO: Finance, Organization and Personnel Committee

FROM: Steven Russo, Police Captain

THROUGH: Brian C. Costa, Police Chief, Medard Kopczynski, City Manager

ITEM: 5.

SUBJECT: Acceptance of Bureau of Justice Assistance - Ballistic Vest Partnership Grant - Police Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a FY 2016 Bureau of Justice Assistance Bulletproof Vest Partnership grant of \$6,032.50.

BACKGROUND:

This annual grant provides matching funds to purchase ballistic vests for our Officers. Manufacturer and Federal recommendations call for ballistic vest rotation every five years. This grant, along with city matching funds, allows the Department to meet this requirement and keep our Officers outfitted with current ballistic protection. This grant only allows for what is commonly referred to as a patrol ballistic vest. The Department must purchase a new ballistic vest for every Officer hired, and we also purchase on average between 8-12 vests annually as replacement vests.



City of Keene, N.H.
Transmittal Form

January 4, 2017

TO: Finance, Organization and Personnel Committee

FROM: Duncan Watson, Assistant Public Works Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 6.

SUBJECT: Waste Management Transportation and Disposal Contract Amendment - Public Works Department

RECOMMENDATION:

The Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute a contract amendment with Waste Management New Hampshire (WMNH) to provide transportation and disposal services for refuse received at the Keene Transfer Station for a period of five (5) years with options to renew for additional years.

BACKGROUND:

In December 2013, the City signed an agreement with Waste Management New Hampshire (WMNH) to provide transportation and disposal services for refuse received at the Keene Transfer Station for a period of five (5) years with options to renew for additional years

Waste Management asked to amend the contract after three (3) years because of market share loss in refuse collected outside of Keene. The original contract required Waste Management to bring eighteen thousand (18,000) tons from outside Keene to the Keene Transfer Station. Terms of an amended contract were successfully agreed upon with WMNH with a reduction in the outside tonnage Waste Management is required to bring to the Keene Transfer Station, as well as a reduction in the transportation and disposal fee to WMNH to counter a portion of the revenue reduction. The contract amendment is for a period of five (5) years with options to renew for additional years. City Staff believes the contract amendment is in the best interest of the City and the Solid Waste Fund, and gives the City several years to look at its current business model and possibly propose changes to the business model over the next several years.

WMNH has been providing transportation and disposal services for the City of Keene since 2007 and the City has enjoyed a productive public/private partnership with WMNH for the past decade.

The City Attorney's office will review the contents of the contract and any items of concern or corrections will be addressed.



January 5, 2017

TO: Finance, Organization and Personnel Committee

FROM: Donald R. Lussier, P.E., City Engineer

THROUGH: Medard Kopczynski, City Manager

ITEM: 7.

SUBJECT: Reallocation of Road Rehabilitation Funds - Roxbury Street Crosswalk - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to all things necessary to allocate \$127,000 of unspent funds from previously appropriated Roadway Rehabilitation (90018) to the Roxbury Street Crosswalk project, \$35,000, to the Church Street Sidewalk project (90278), \$45,000 and to the Emerald Street Sidewalk project (90032-17), \$47,000.

BACKGROUND:

The Public Works Department has closed out the two construction contracts that comprised the 2017 road rehabilitation work. These two contracts included the remaining work that was authorized as part of the FY 2016 CIP as well as all of the FY 2017 work, with the exception of Water Street. Because the improvements to Water Street will include sidewalk and curbing repairs, it will be designed and bid as a separate contract.

After subtracting the budget for the Water Street improvements, approximately \$277,000 is not currently designated for a specific purpose. Several other projects planned for 2017 require additional funding. The Public Works Department recommends these remaining funds be reallocated as follows:

Roxbury Street Crosswalks

Residents requested improvements to a crosswalk at 21 Roxbury St. MSFI has selected a preferred alternative and referred the matter to FOP for funding. The estimated cost of the improvements is **\$35,000**.

Emerald Street Sidewalks

City Council has appropriated \$208,927 for the construction of a new sidewalk on the North side of Emerald Street. Additional funding would allow the project to incorporate streetscape features (i.e., landscape beds, bike lanes, parallel parking, seating, etc.). The Department recommends **\$47,000** be allocated for this purpose.

Church Street Sidewalks

City Council has appropriated \$73,930 for the rehabilitation of sidewalks on Church Street. The Department recommends additional funds be allocated to include road rehabilitation between 93rd Street and Harrison Street. The cost of this work is estimated at **\$45,000**.

The Public Works Department is developing a list of road rehabilitation priorities to use the remaining funds and will present that plan to City Council at a later date.



Transmittal Form

December 8, 2016

TO: Keene City Council

FROM: Kendall W. Lane, Mayor

ITEM: 8.

SUBJECT: An Ordinance to Establish a College City Commission

COUNCIL ACTION:

In City Council December 15, 2016.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That the proposed Ordinance O-2016-21 to establish a College City Commission be introduced and referred to the Finance, Organization, and Personnel Committee for their review and consideration.

ATTACHMENTS:

Description

Ordinance O-2016-21

BACKGROUND:

In the months leading to the fall of 2014, Mayor Lane and Keene State College President Dr. Huot met to discuss the formation of a joint committee of the College and the City. The College City Special Commission was formed in November of 2014, with the charge of facilitating long range planning and developing short- and long-term recommendations to Keene State College and the City of Keene on issues of mutual concern. Following a community meeting in March of 2014 at Heberton Hall, four areas of focus were identified: Housing and Neighborhoods, Infrastructure and Parking, Citizenship, and Property / Tax Base.

Throughout 2015 and 2016, the Commission explored and discussed each of these issues in detail. Commission members consulted with subject matter experts, researched existing plans and studies focused on these topic areas, and contracted the assistance of New Hampshire Listens. The work of New Hampshire Listens included facilitated discussions with stakeholders and Keene citizens in the spring of 2015 around these topic areas and other related themes.

In the fall of 2016, the Commission released a final report, which outlined short-, medium-, and longer-term recommendations for how the College and the City can address these topic areas and provides guidance for future coordination and collaboration between the College and City. One of the recommendations of this report is to formalize the membership and operation of the Commission.

As the Commission has proven to be a successful model for coordination and collaboration since beginning work in early 2015, it is of interest to the City and to Keene State College to formalize its structure and functions. The attached ordinance establishes a College City Commission by amending the "Administration"

section in Chapter 2 of City Code to include College City Commission to the list of standing Boards and Commission and by adding Division 23, which establishes the purpose, membership, and powers, duties and guidelines of the Commission.

If the Commission were to become a formal City Committee, it would be responsible for: evaluating the progress made at implementing the proposed recommendations in the recently released report; exploring new areas of focus as directed by the Mayor and College President; and, helping to foster the relationship between the College and City communities.



CITY OF KEENE

0-2016-21

Sixteen

In the Year of Our Lord Two Thousand and

Relating to the College City Commission

AN ORDINANCE

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by including Division 23 in the listing of boards in Sec. 2-594 and inserting a new Division 23 to Article V Boards and Commissions of Chapter 2 entitled "Administration" as follows:

Division 23. College City Commission

Sec. 2-1111. Purpose.

The College City Commission is created to facilitate long range planning and develop short- and long-term recommendations to the College and the City on issues of mutual concern. It is intended to serve as a model for how a city and college collaborate effectively and engage each other in the resolution of the most pressing issues and to create a framework to address emergent opportunities.

Sec. 2-1112. Membership.

- (a) The College City Commission shall consist of fourteen regular voting members. No more than four alternate members may be appointed. The Mayor and the President of Keene State College shall each appoint seven voting members and two alternates. No less than two of the College's seven voting members shall be students of Keene State College.
- (b) All appointed citizens to the Commission must represent a cross section of interests in the City and College communities.
- (c) The Mayor and the President of Keene State College shall each be an ex-officio member of the Commission without a vote.
- (d) The Commission shall be governed by two chairpersons. The Mayor and the President of Keene State College shall each appoint a chairperson from the seven members they appoint to represent the interests of the City and the College, respectively, and to provide leadership to the Commission.
- (e) Membership is not restricted to residents of Keene.

Sec. 2-1113. Terms.

- (a) Initial terms of Commission members shall be staggered. Of the seven members appointed by the Mayor, two shall have a one-year term, two shall have a two-

PASSED

year term, two shall have a three-year term, and one shall have a four-year term. Of the seven members appointed by the President of Keene State College, two shall have a one-year term, two shall have a two-year term, two shall have a three-year term, and one shall have a four-year term. After these initial terms, all members shall have three-year terms.

- (b) Regular voting members that are Keene State College students shall have one-year terms.
- (c) In the event of a vacancy, interim appointments may be made to complete the unexpired term and shall be appointed by the original appointing authority.

Sec. 2-1114. Relation to department.

The Planning Department will provide staff support as it may be available to the College City Commission. Other City Departments may be called upon as necessary. Keene State College will provide staff support to the Commission through the President's Office.

Sec. 2-1115. Powers, Duties and Guidelines.

The functions and guidelines in this section are established for the conduct of the College City Commission. The Commission shall:

- (a) Conduct activities to promote, enhance, and encourage improved relationships between the College and City communities.
- (b) Research and evaluate topics of shared concern or interest between the City and Keene State College.
- (c) Consult with the Mayor and Keene State College President on a periodic basis.
- (d) Develop reports and recommendations to the City and Keene State College with respect to issues of shared concern or interest, and measure progress at implementing these recommendations.
- (e) Promote communication and collaboration among community groups and organizations, City staff and departments, and Keene State College staff and departments with an interest in College/City relations.
- (f) Publicize and report on its activities.
- (g) Hold meetings and hearings necessary to carry out its duties.

Kendall W. Lane, Mayor