



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
October 12, 2017  
7:30 PM**

Mitchell H. Greenwald  
Carl B. Jacobs  
Terry M. Clark  
Thomas F. Powers  
Bettina A. Chadbourne

- 
1. Acceptance of Donations to Library Renovation Project - Next Chapter Campaign Chairs - Keene Public Library
  2. Joe Schapiro/Keene Immigrant and Refugee Partnership - Encouraging the Consideration of a Resolution Aimed at Making Keene a Welcoming Environment for Immigrants
  3. Acceptance of Grant for Water Monitoring Equipment - Public Works Department
  4. Antioch Grant - Training Funding - Youth Services Department
  5. Relating to the Building Permit Fee Increase - Code Department  
Ordinance O-2017-09

Non Public Session  
Adjournment



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

October 2, 2017

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

**FROM:** Next Chapter Campaign Chairs - Keene Public Library

**THROUGH:** Elizabeth Dragon, City Manager

**ITEM:** 1.

**SUBJECT:** Acceptance of Donations to Library Renovation Project - Next Chapter Campaign Chairs -  
Keene Public Library

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**RECOMMENDATION:**

That the City accepts donations of \$30,934.82 as listed in the August Cambridge Trust Statement and the Aug 24 - September 30th Doner List (see attached reports) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Campaign Drive.

**ATTACHMENTS:**

Description

Cambridge Trust Reports Aug. 2017

Campaign Donor List Aug 24-Sept.30, 2017

Cambridge Trust Reports Sept. 2017

**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.

Since early 2016, the Campaign Committee has been reaching out to individuals in the community, foundations and corporations. 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. As Patty completed her contract, Julie Dickson is now the part time Campaign Gift Processing Administrator. The campaign continues to raise money.

In anticipation of a closing date in early to mid November and the need to have the correct amount of cash on hand, we will be submitting the requests for acceptance of funds more frequently using Cambridge Trust's monthly reports as available and the most recent donor lists. After acceptance of the funds by City Council, the reports then 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, 2018  
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)  
 AS OF: AUGUST 31, 2017

Principal								Year to Date (YTD)						
BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES *	WITHDRAWALS	BALANCE END OF MONTH AUGUST 31, 2017	GRAND TOTAL PRINC & INC AUGUST 31, 2017	MARKET VALUE AUGUST 31, 2017	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED
2,236,641.53	609,090.62	-	(1,560.67)	(18,625.00)	2,825,546.48	2,832,915.86	2,832,915.86	646,996.10	-	(2,739.38)	(18,625.00)	2,789.07	-	-
2,236,641.53	609,090.62	-	(1,560.67)	(18,625.00)	2,825,546.48	2,832,915.86	2,832,915.86	646,996.10	-	(2,739.38)	(18,625.00)	2,789.07	-	-

Cambridge Trust Company  
 City of Keene Library Renovation Restricted Trust  
 Posted Transaction Detail  
 As of date: 08/24/2017 To 09/30/2017  
 Position Type: Settled

<b>Transaction Description</b>	<b>Posting Date</b>	<b>Principal Cash</b>
GIFT FROM CECILE GOFF	8/24/2017	\$300.00
GIFT FROM JAMES & MARY FAY	8/24/2017	\$100.00
GIFT FROM JAN MANWARING	8/24/2017	\$1,000.00
GIFT FROM CHRISTINE CURTIS	8/25/2017	\$25.00
GIFT FROM NANCY MELLISH	8/28/2017	\$2,000.00
GIFT FROM TOM & HEATHER MINKLER	8/29/2017	\$500.00
GIFT FROM MELINDA BELDEN	8/29/2017	\$100.00
GIFT FROM ED TOMMEY & MAICH GARDNER	8/31/2017	\$1,250.00
GIFT FROM CHRISTINE CURTIS	9/1/2017	\$25.00
GIFT FROM GREENWALD REALTY ASSOCIATES	9/5/2017	\$1,000.00
GIFT FROM JOHN AND SUSAN MCGINNIS	9/5/2017	\$100.00
GIFT FROM W.S. BADGER COMPANY INC.	9/5/2017	\$250.00
GIFT FROM PATRICIA I CAMPBELL	9/7/2017	\$5,000.00
GIFT FROM JEAN J WALTHOUR	9/8/2017	\$75.00
GIFT FROM CHRISTINE CURTIS	9/8/2017	\$25.00
GIFT FROM NANCY M WILKINSON	9/8/2017	\$150.00
GIFT FROM FRIENDS OF KEENE PUBLIC LIBRARY	9/11/2017	\$3,700.00
GIFT FROM MICHAEL J. MOORE	9/13/2017	\$10.00
GIFT FROM JEANNA C HAMBLET REVOCABLE TRUST	9/13/2017	\$1,000.00
GIFT FROM JOHN SMELTZ & JULIE DICKSON	9/15/2017	\$50.00
GIFT FROM FRIENDS OF THE KPL	9/15/2017	\$6,250.00
GIFT FROM CHRISTINE CURTIS	9/15/2017	\$25.00
GIFT FROM CHRISTINE CURTIS	9/22/2017	\$25.00
GIFT FROM CAROL & RICHARD HINES	9/22/2017	\$500.00
GIFT FROM FRIENDS OF THE K P L	9/26/2017	\$7,449.82
GIFT FROM CHRISTINE CURTIS	9/29/2017	\$25.00
<b>Donations 8/24/17 - 9/30/17</b>		<b>\$30,934.82</b>

MS-9 CRF LIBRARY  
 REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH  
 FOR PERIOD ENDING JUNE 30, 2018  
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)  
 AS OF: SEPTEMBER 30, 2017

Principal					Year to Date (YTD)									
BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES *	WITHDRAWALS	BALANCE END OF MONTH SEPTEMBER 30, 2017	GRAND TOTAL PRINC & INC SEPTEMBER 30, 2017	MARKET VALUE SEPTEMBER 30, 2017	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED
2,825,546.48	25,659.82	-	(1,568.66)	-	2,849,637.64	2,858,984.55	2,858,984.55	672,655.92	-	(4,308.04)	(18,625.00)	4,766.60	-	-
2,825,546.48	25,659.82	-	(1,568.66)	-	2,849,637.64	2,858,984.55	2,858,984.55	672,655.92	-	(4,308.04)	(18,625.00)	4,766.60	-	-



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

October 3, 2017

**TO:** Mayor and Keene City Council

**FROM:** Joe Schapiro, Keene Immigrant and Refugee Partnership

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

**ITEM:** 2.

**SUBJECT:** Joe Schapiro/Keene Immigrant and Refugee Partnership - Encouraging the Consideration of a Resolution Aimed at Making Keene a Welcoming Environment for Immigrants

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**COUNCIL ACTION:**

In City Council October 5, 2017.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

The Keene Immigrant and Refugee Partnership is requesting that the City Council consider adopting a Resolution aimed at making Keene a safe and welcoming environment for immigrants.

**ATTACHMENTS:**

**Description**

Communication - Shapiro

Draft Resolution

September 21, 2017

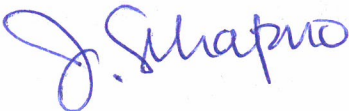
Mr. Kendall Lane, Mayor  
Keene, NH City Council  
3 Washington Street  
Keene, NH 03431

Mayor Lane and Council:

We are writing to submit for your consideration a resolution aimed at making Keene a safe and welcoming environment for immigrants. While we were encouraged by at least two Councilors to make an initial presentation to the whole Council, the Mayor's assistant has informed me that this will not be possible. Therefore, our assumption is that the enclosed resolution will be introduced at the next Council meeting on October 5, 2017 and from there be forwarded to a committee for further study and public comment. If, in fact, this is not the case I would ask that you call to let us know the correct time-line and process.

Thank you so much for your consideration in this matter. We understand that this issue evokes strong feelings pro and con. We look forward to a heartfelt and civil discussion. If you have any questions or are in need of further information please feel free to call me at 603-852-5039.

Sincerely,



Joe Schapiro  
Keene Immigrant and Refugee Partnership  
288 Church Street  
Keene, NH 03431  
603-852-5039

In City Council October 5, 2017.

Referred to the Finance, Organization and Personnel Committee.



Patricia Castle  
City Clerk



Keene, New Hampshire

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KEENE TO  
ENSURE THAT KEENE IS A SAFE AND WELCOMING COMMUNITY FOR  
IMMIGRANTS

WHEREAS, the city of Keene has a long and rich history of welcoming and successfully integrating diverse immigrant groups into its civic life; and

WHEREAS, immigrants contribute essential skills as employees and entrepreneurs, thereby strengthening our local economy, which is especially important in a state where the population is aging and many young people look elsewhere for opportunity; and

WHEREAS, the resources of the Keene Police Department are limited and the funding of city services through local property taxes are an issue of extraordinary concern; and

WHEREAS, recent studies have shown that humane treatment of immigrants by law enforcement enhances cooperation with police and lowers crime rates (Wong, University of California-San Diego, 2017); and

WHEREAS, there have been a number of recent events involving racist intolerant behavior in our community which were addressed in a letter signed by community leaders including the Keene Mayor, the Cheshire County Sheriff, the former Keene Police Chief, and the SAU 29 Superintendent of Schools (March, 2017); and

WHEREAS, Keene is blessed with the legacy of Jonathan Daniels and the example he provided of fighting for justice and offering compassion for those in need; and

WHEREAS, the mission statement of the Keene Police Department reads, "...to protect life and property and to maintain order within the City while assuring fair and respectful treatment of everyone."

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF KEENE:

Will promote the following policies within the Keene Police Department:

1. Police Officers shall inquire into the immigration or citizenship status of an individual only where the inquiry relates to a legitimate law enforcement purpose that is unrelated to the enforcement of a civil immigration law.

2. Police officers will assist U.S. Immigration and Customs Enforcement (ICE) or Customs and Border Protection (CBP) in actions intended to enforce federal immigration statutes only with clear indications that targeted persons are involved in violent criminal behavior, are in violation of NH State felony laws, or have an outstanding criminal warrant.
3. Police officers will detain or prolong detention of individuals on behalf of ICE or CBP only with clear indications that such persons are involved in violent criminal behavior, are in violation of NH State felony laws, or have an outstanding criminal warrant.

September 11, 2017



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

October 4, 2017

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

**FROM:** Donna Hanscom, Assistant Public Works Director/Laboratory Manager

**THROUGH:** Elizabeth Dragon, City Manager

**ITEM:** 3.

**SUBJECT:** Acceptance of Grant for Water Monitoring Equipment - Public Works Department

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**RECOMMENDATION:**

That the Finance, Organization, and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept and execute a Cyanotoxin Monitoring Equipment and Training grant from the New Hampshire Department of Environmental Services in the amount of six thousand one hundred forty six dollars (\$6,146) for the purchase of equipment to sample and monitor water quality in Babbage and Woodward reservoirs.

**BACKGROUND:**

The City of Keene relies on its reservoirs to provide almost 70% of its annual water demand and staff is developing a long-term water-monitoring plan as part of the Watershed Management capital improvement project. Part of the new monitoring plan includes monthly sample collection and analysis between May and November for water parameters that encourage or indicate algae growth.

Cyanobacteria, sometimes called blue-green algae, are a group of naturally-occurring microorganisms that can produce harmful compounds, called "cyano toxins." Cyanobacteria are present in surface water in New Hampshire and in low concentrations their cyano toxins are not a health risk. When present in higher concentrations, cyano toxins can cause health effects in humans, including acute and chronic illness involving the liver, kidney, central nervous system, and skin. Specific treatment at the City's water treatment facility can remove or reduce the concentration of the toxins.

To provide guidance for public water suppliers, the United States Environmental Protection Agency (EPA) established drinking water health advisory levels for some of the algal toxins in 2015.

Although Keene has used reservoir water for many years with no record of algae blooms, NH Department of Environmental Services (DES) identified cyanobacteria as a water quality concern because all 44 of the NH lakes it sampled in 1999 and 2000 contained cyano toxins. Because it identified toxins in both clean and high-nutrient lakes and because toxins are detectable even before a visible algae bloom, DES advises municipalities that rely on surface water for their drinking water supplies to implement a monitoring plan for cyanobacteria.

To support that recommendation, DES offered a competitive grant to help municipalities purchase equipment to sample and test surface water for the presence of cyanobacteria and to track water quality parameters.

DES approved Keene's application for \$6,146 grant funds to develop a site-specific sampling plan and

purchase sampling and monitoring equipment. The grant award is conditional on:

- Acceptance by Keene’s City Council
- Adherence to NH purchasing requirements
- Keene’s participation in a regional Cyanobacteria Monitoring Collaborative Workgroup
- Keene’s commitment to share its results with DES.

The grant funds will reimburse the City for the following expenses:

Development of a site specific project sampling plan	\$2,000
Fluorometer	\$1,780
Boat (canoe) and electric motor	\$1,039
Van Dorn sampler	\$ 460
Dissolved oxygen probe and cable	\$ 787
<u>Secchi disk</u>	<u>\$ 80</u>
Total	\$6,146

It is recommended the Finance, Organization, and Personnel committee authorize acceptance of this grant.



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

October 6, 2017

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

**FROM:** Elisabeth Brown, Youth Services Manager

**THROUGH:** Elizabeth Dragon, City Manager

**ITEM:** 4.

**SUBJECT:** Antioch Grant - Training Funding - Youth Services Department

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**RECOMMENDATION:**

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a grant from Antioch of New England in the amount of \$1,000.00 for use by Youth Services.

**BACKGROUND:**

Antioch New England is paying Youth Services \$1,000.00 to have site supervisors participate in four (4) trainings at Antioch from September 17, 2017 through March 18, 2018 as a gesture in appreciation of supervising their Antioch graduate students. This is Youth Services' second year supervising an Antioch student pursuing a Masters Degree in Clinical Mental Health Counseling/ Substance Misuse Disorders. Antioch students help Youth Services tremendously while gaining a great learning experience. This will be a wonderful opportunity to continue the partnership with Antioch, in addition the Youth Services Manager would be able to gain continuing education credits.



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

September 13, 2017

**TO:** Mayor and Keene City Council

**FROM:** John Rogers, Acting Health Director

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 5.

**SUBJECT:** Relating to the Building Permit Fee Increase - Code Department

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**COUNCIL ACTION:**

In City Council September 21, 2017.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That the Mayor and City Council refer the attached ordinance change relating to Appendix B Fee Schedule Building Permit Fees to the Planning, Licenses and Development Committee.

**ATTACHMENTS:**

Description

Ordinance O-2017-09

**BACKGROUND:**

A primary function of the Code Enforcement Department is receiving, reviewing, issuing and inspecting any and all construction projects in the City of Keene. The range of work covered by permits includes commercial and residential new buildings, additions, and alterations, plumbing, electrical, and mechanical. The Department collects fees to offset the costs based on the value of the construction project. The current minimum permit fee is \$75.00 which covers the first \$2,400 of improvement value. Above this amount, a fee of \$8.00 per thousand, rounded up to the nearest thousand, is calculated to the minimum fee. A 40% discount is given for any commercial project reviewed by a third party plans examiner and a 15% discount is given for any single family project designed by an architect. The last revision to this fee schedule was in 2009.



# CITY OF KEENE

Ordinance O-2017-09

Seventeen

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

Relating to the Building Permit Fees

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 inserting the bolded text and deleting the stricken text in APPENDIX B - FEE SCHEDULE Chapter 18. Building Regulations Article II Technical Codes Division 7 Fee Schedule Permit fee schedule as follows:

### **Chapter 18 Building Regulations**

Article II. Technical Codes

Division 7 Fee Schedule

Permit fee schedule.

In addition to the minimum fee as required under subsection (a) (1) hereof, a fee shall be assessed and paid at the rate of \$8.00 per thousand of improvement value rounded up to the nearest thousand **when over \$5,000 for permits issued under the scope of work as described in the International Residential Code as adopted under the State Building Code. Also in addition to the minimum fee as required under subsection (a) (1) hereof, a fee shall be assessed and paid at the rate of a fee of \$10.00 per thousand of when over \$5,000 for permits issued under the scope of work as described in the International Building Code as adopted under the State Building Code.** ~~If fire department plans review is required, an additional fee shall be assessed and paid at the rate of \$1.00 per thousand of improvement value.~~ A copy of a signed contract will be submitted to verify the value of the work to be performed by a contractor. Whenever during the time that the permit is active, and the scope changes, when that change increases the value the fee will be adjusted. For noncontract work, such as when a homeowner furnishes his own or has furnished free labor, but purchases the materials, the fee shall be based on the actual cost of all material with a multiplier of two applied. When there is a disagreement between the applicant and the department on the value of permit fees, the department may use any recognized method including but not limited to similar projects, nationally recognized construction value tables, or any other source relevant to determining improvement value.

- (a) Permit fees shall be in accordance with the following schedule:
  - (1) The minimum permit fee shall be ~~\$75.00~~ **100.00**
  - (2) Substantial modifications to active permits shall require a separate application and fee. Substantial modifications are changes that result in project cost increase greater than 25 percent, or the creation of additional square footage greater than 25 percent, whichever is less. When there is a substantial

modification to a permit application, a fee shall be estimated for the work completed in addition to the new work proposed in the modification.

(3) The permit fee for a modular home installation shall be based on the cost to install the unit as determined by the department.

~~(4) The fee for a certificate of occupancy permit for a new use of existing buildings shall be \$100.00. Permit fees for alterations required to meet the codes shall be in accordance with the permit fee schedule.~~

~~(5) An educational surcharge of 1.5 percent shall be calculated from the permit fee. This surcharge shall be deposited into an educational fund established for the ongoing education of code enforcement department staff directly involved in decisions regarding permit and inspections.~~

~~(b) Bureau of fire prevention permit fee schedule:~~

~~(1) Fire prevention permits for new construction or alterations such as fire detection systems, fire protection systems, special hazard systems, oil burner equipment installation, gas burner equipment installation, oil and LPG tank storage are all included in the \$1.00 fee per thousand improvement value as stated in [this fee schedule].~~

(24) Applications for permits shall be issued from the code enforcement department. Completed applications together with all necessary supporting documentation shall be submitted to the Keene Fire Department Prevention Bureau which shall complete the permit, conduct inspection and issue final approvals.

(b) Additional fees:

Projects completed without a permit, projects begun prior to the issuance of a permit, failure to cure problems raised in plans examination critiques, failure to complete work prior to inspection, and work not done in compliance with permitted plans or in violation of the codes result in, increased cost, diminished efficiency and error. This cost and inefficiency have not been reflected in the fee schedule contained herein and therefore the following additional fees shall be assessed to defray said costs.

~~(a)(1)~~ Work commenced prior to permit issuance: 25 percent of the permit fee for the first violation, 50 percent of the permit fee for the second, and 100 percent of the permit fee for the third and all subsequent violations or \$100.00 whichever is greater.

~~(b)(2)~~ On individual projects: Permit plans rejected by the department three times: Forfeiture of application fee, requiring a new application and fee required. **Will incur a penalty of 10 percent of the original permit fee.**

~~(e)(3)~~ Re-inspection fee: \$50.00 for each inspection of an element of construction after the second rejection.



(c) Incentives:

Permit application and plans, which are professionally prepared by licensed architects or engineers, require less effort by staff to review plans for permit. Therefore, the following incentives are created to facilitate the use of licensed architects or engineers.

**Plan Reviews:**

- (a)(1) Whenever requested by an owner or owners authorized representative, and **when required by the Code Enforcement Department on** ~~for all~~ plan reviews for projects larger than 5,000 square feet or any complex project shall be reviewed by a third party entity approved by the department and permit fees will be reduced by 40 percent. ~~Subsection (c) below does not apply for plans reviewed by third parties.~~
- (b)(2) The fee for any permit for a project shown on any plan prepared by a licensed architect or engineer where state law does not require such preparation shall be reduced by 15 percent.
- (3) **The fee for any permit for a project that has a licensed electrician and/or plumber where state law does not require such work to be performed by a licensed trade person shall be reduced by 10 percent per trade, maximum of 20 percent reduction allowed.**
- (c)(4) ~~Any plans review where the initial review is not completed in accord with the adopted department level of service standard as promulgated and amended from time to time by the department, shall receive a discount of one percent per day in excess of service level A. Incomplete applications shall be rejected.~~

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Kendall W. Lane, Mayor

In City Council September 21, 2017.  
Referred to the Finance, Organization and Personnel Committee.

  
City Clerk