



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
December 14, 2017
6:30 PM**

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

-
1. Allocation from the Land Use Change Tax Fund to the Monadnock Conservancy for Land Acquisition - Conservation Commission
 2. Bulletproof Vest Partnership Grant Program- 2017 - Police Department
 3. Acceptance of State Drug Forfeiture Monies - Police Department
 4. Event Planning - Public Works Department
 5. Cheshire TV Operating Agreement - IT Department
 6. RFP 02-18-06 Storage Area Network Replacement - IT Department
 7. Relating to Water and Sewer Rates
Ordinance O-2017-20

MORE TIME ITEMS:

- A. Library Renovation Construction Contract - Parks, Recreation and Facilities Department

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

December 1, 2017

TO: Mayor and Keene City Council

FROM: Conservation Commission

ITEM: 1.

SUBJECT: Allocation from the Land Use Change Tax Fund to the Monadnock Conservancy for Land Acquisition - Conservation Commission

COUNCIL ACTION:

In City Council December 7, 2017.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

Move to recommend that City Council allocate \$25,000 of the Land Use Change Tax Fund for the purposes of providing financial support to the Monadnock Conservancy in its effort to acquire 130 acres in northeast Keene and 50 acres in Gilsum from Patricia Lake for permanent conservation, pending City staff approval of independent land assessment from the Conservancy.

ATTACHMENTS:

Description

Monadnock Conservancy Proposal to Keene Conservation Commission

BACKGROUND:

The Conservation Commission discussion on this topic at the November 20, 2017 meeting is included below. Attached to this memorandum are the materials provided to the Conservation Commission by Ms. McBride of the Monadnock Conservancy.

“Monadnock Conservancy Request for Financial Support – Belvedere Road Parcel Acquisition

Chair Haynes welcomed Anne McBride, Land Protection Director for the Monadnock Conservancy. Ms. McBride explained the Conservancy sometimes needs financial assistance when doing work in the City of Keene, which is why she was at this meeting. The Conservancy is working to acquire Patricia Lake’s property in northeast Keene, which is near the greater Goose Pond property owned by the City and the Gilsum town line. She showed an adjacent property on the map that the Conservancy has used for research, planting trees, and as a demonstration forest. Three years ago, Ms. Lake approached the Conservancy about a right-of-way through the Conservancy property to reach her property for a timber harvest. Now, Ms. Lake would like to sell her property, ideally with a conservation outcome. The Conservancy was her first choice as they are already an abutter. This property has already been reviewed by the Conservancy Land’s Committee and Board of Trustees for all criteria. The Conservancy is hopeful for the opportunity to acquire this land and expand the adjacent demonstration forest. They are under contract and hope to close the purchase the land before February 2018. The Conservancy is not usually in a position to purchase land so quickly because grant writing and fundraising are required; however, the Conservancy was given a bequest three years ago that was kept

undesignated and will be used toward this acquisition. Still, that is not enough money to complete the purchase. Thus, Ms. McBride requested assistance from the Commission to complete this land purchase. The property is 180 acres in total, with 130 acres in Keene and 50 acres in Gilsum. There are seven separate tax lots on the property, and it scores highly on the NH Wildlife Action Plan with both Tier 1 and Tier 2 landscapes.

Councilor Hansel asked the assessed value of the property. Ms. McBride replied she did not have the exact number with her, but there was a private appraisal.

Dr. Reilly asked about the logging history of the property. Ms. McBride replied there was logging to create a right-of-way from the Conservancy property to the Lake property approximately three years ago and that was phase one of a three-phase harvest the Lake's were planning and the only phase to have been completed (there is still good standing oak on the property).

Councilor Hansel asked if there will be any access for recreational use on the property. Ms. McBride replied yes, there is a kiosk and small parking area with mostly woods roads, but few trails. This is open to the public currently for hunting; some areas are gated off for tree planting. This destination is more for research than recreation but is open for use. Councilor Hansel said this is a good application of the Land Use Change Tax Fund. He has always felt that if land is taken out of current use (or a conserved state) it makes sense to apply the funding placed in the Land Use Change Tax Fund from this transfer to apply towards land conservation somewhere else in the City. He does not know if the Commission can make the decision to provide this funding, but he anticipates they can write a letter to the Finance, Organization, and Planning Committee supporting this proposal. Ms. Kessler replied the Commission would be recommending that City Council allocate \$25,000 for this purpose from the Land Use Change Tax Fund. The current balance in this fund for Conservation purposes is approximately \$92,500. This total accounts for the \$30,000 recently allocated for the Goose Pond Forest Plan. It is expected that the transfer of land out of current use for Hillside Village at Wyman Road will contribute approximately \$60,000 to the Land Use Change Tax Conservation Fund. Councilor Hansel said he supports this but would like the City Assessor to review the appraisal and evaluation to ensure the money is spent appropriately.

Mr. Von Plinsky agreed with Councilor Hansel that this is an ideal use of funding. Chair Haynes agreed and added this is increasing connectivity to Goose Pond. Ms. McBride shared a topographic map of greater Goose Pond, how it connects with Surrey Lake, the Gilsum forest connection work, and more.

Ms. Kessler asked who owns the land between Goose Pond and the property being purchased. Ms. McBride replied there are at least three tax parcels and several smaller lots scattered throughout. Ms. Kessler asked if there is frontage for those smaller lots. Ms. McBride replied she believes there are class six roads that are unlikely to be developed. Councilor Manwaring agreed and said somewhere along Gilsum Road the City was gifted one acre of land. The Conservancy is interested in helping connect lands in conservation but some smaller parcels are not valuable enough.

Chair Haynes asked if the Conservancy has also approached the town of Gilsum for help. Ms. McBride replied she has worked with them in the past and they generally do not have a lot of funding. They have never gone through the process of approving funds due to political constraints. Walking Gilsum through the process would demand too much Conservancy staff time on the part of the Conservancy.

Councilor Hansel made a motion for the Conservation Commission to recommend that City Council allocate \$25,000 of the Land Use Change Tax Fund for the purposes of providing financial support to the Monadnock Conservancy in its effort to acquire 130 acres in northeast Keene and 50 acres in Gilsum from Patricia Lake for permanent conservation, pending City staff approval of independent land assessment from the conservancy. The motion was seconded by Andrew Madison and carried unanimously.”



**A proposal to the Keene Conservation Commission
from the Monadnock Conservancy
November 13, 2017**

The Monadnock Conservancy respectfully requests financial assistance from the Keene Conservation Commission to complete a land conservation project located in Keene & Gilsum.

The Conservancy is under contract to purchase 180 acres located in northeast Keene (130 acres) and Gilsum (50 acres) from Patricia Lake. The property is composed of seven tax lots and has over 1,700 feet of frontage along Belvedere Road in Keene. This land abuts the Conservancy's 100-acre Maynard Forest and would be an expansion of this property. We manage the Maynard Forest as a demonstration and research forest. We've partnered with Antioch University to study whether fencing affects the growth rate of beech regeneration and to evaluate the mix of species naturally regenerating within study plots. We are also partnering with the American Chestnut Foundation to reintroduce blight-resistant American chestnut trees.

This property contains a mixed forest with hardwoods, hemlock and pine. However, a large portion of it is oak dominated. There are over 4,300 feet of streams and two forested wetlands totaling 3.4 acres. The land was harvested about three years ago as Phase 1 of a three-stage harvest. There is good oak remaining, the value of which is reflected in the appraisal we had completed for the property. There is a network of woods roads already in place. This property contains 59 acres of Tier 1 wildlife habitat (top ranked in the state), 21 acres of Tier 2 wildlife habitat (top ranked in its biological region), and 100 acres of Supporting Landscape, all as designated by the New Hampshire Wildlife Action Plan.

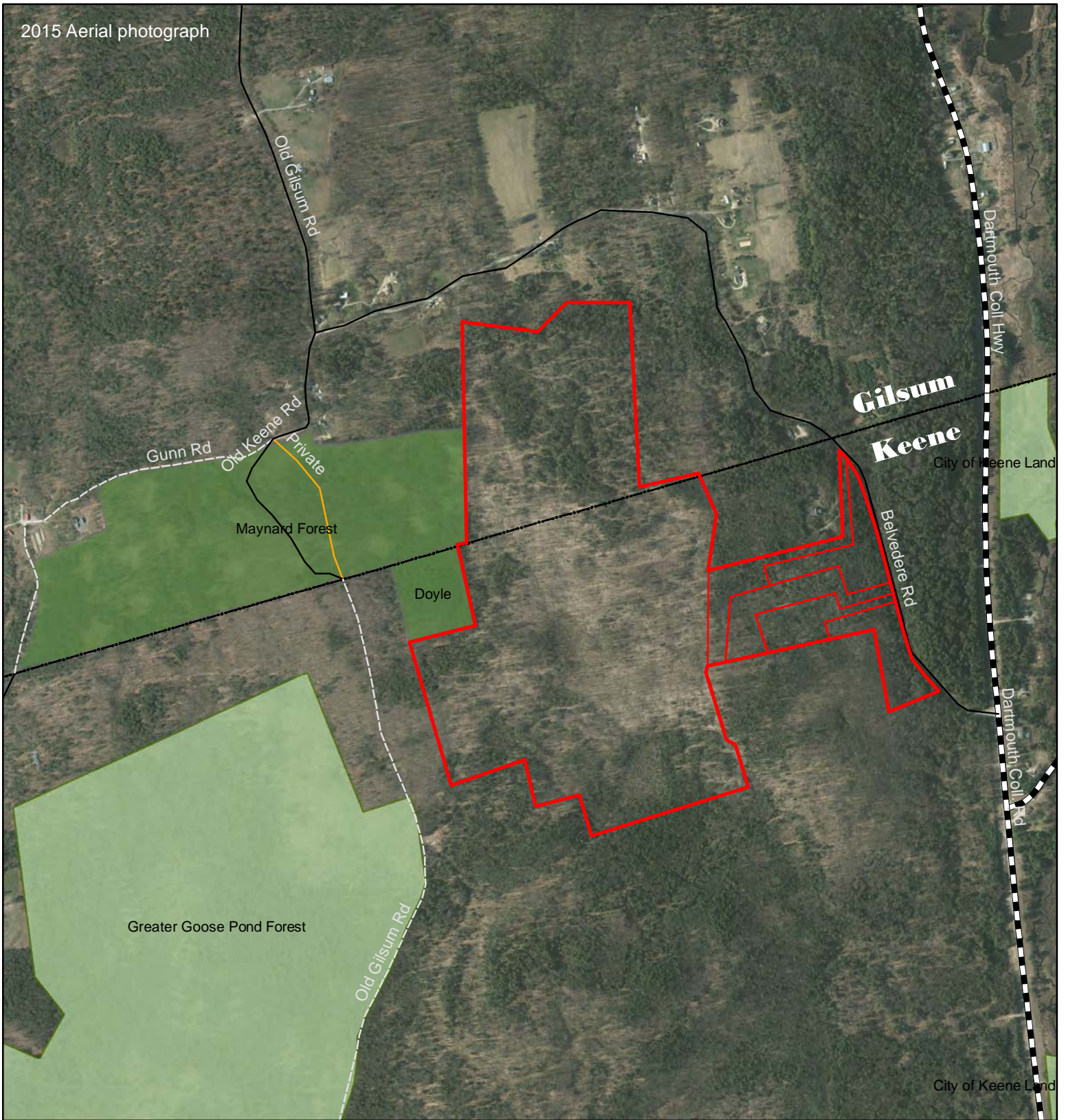
This project is estimated to cost about \$270,000. This includes the purchase of the land and all the related transaction costs (i.e. appraisal, survey work to locate boundaries, a Phase I Environmental Site Assessment conducted by an environmental consultant, staff time, legal fees, title examination, title insurance, recording fees at the Registry of Deeds, overhead and funding for the Conservancy's Land Stewardship Fund, which is an endowment that supports our perpetual stewardship of the property).

The land will remain permanent conservation land and will be open to the public.

The Monadnock Conservancy is looking to the Keene Conservation Commission for financial support for this important project and is hopeful that you will consider a contribution of \$25,000.

Thank you for your consideration.





2015 Aerial photograph



Lake, Gilsum & Keene, ~180 acres

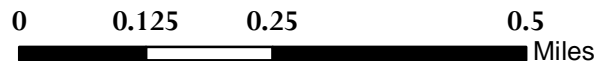


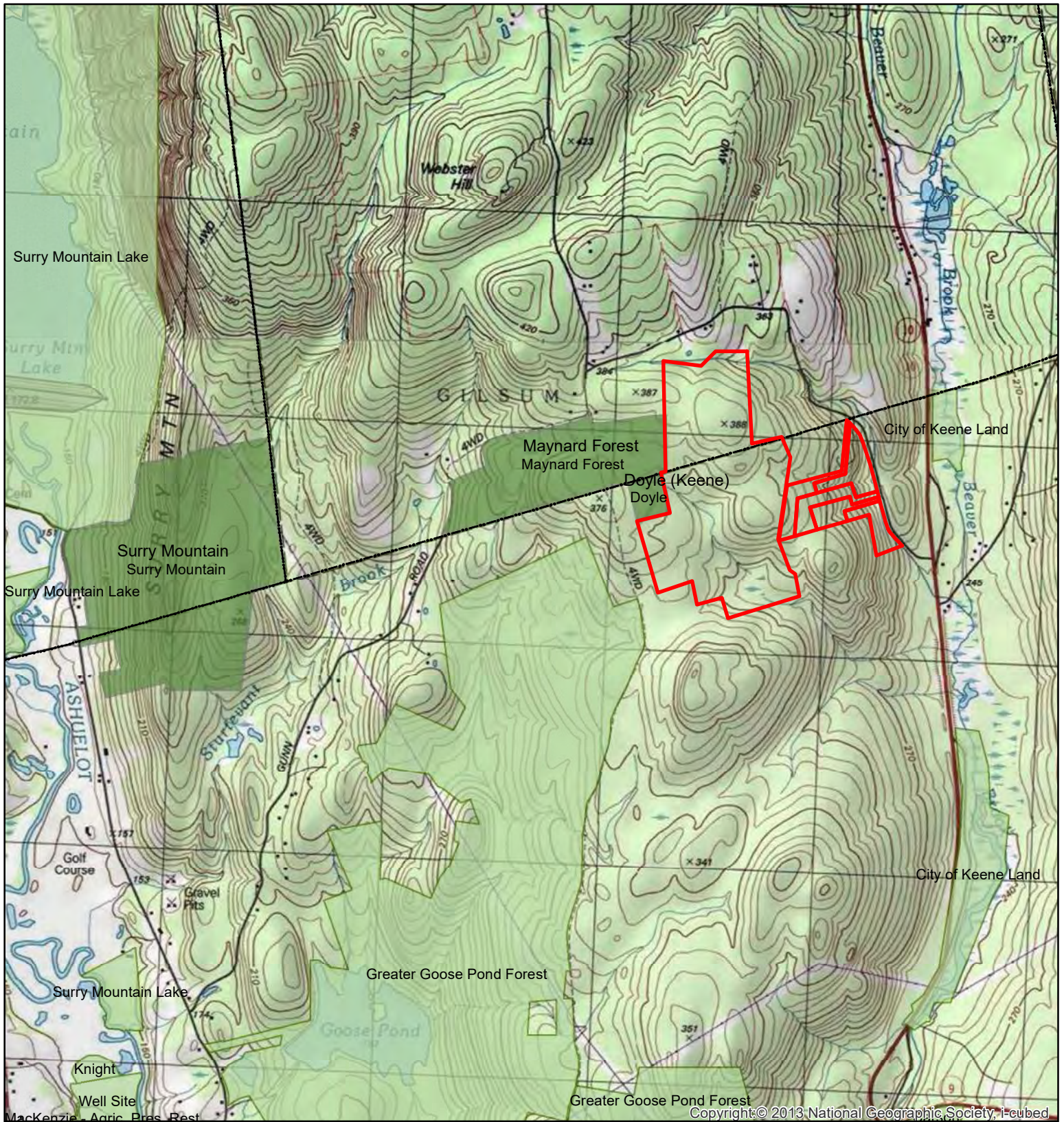
NAD 83 - NH State Plane
 A. McBride, 7/11/17
 Source: GRANIT & SWRPC

-  Lake
-  Town Boundaries
-  Monadnock Conservancy Lands
-  Other Protected Lands

Note: Map is not survey accurate.

1:12,000









Lake, Gilsum & Keene, ~180 acres

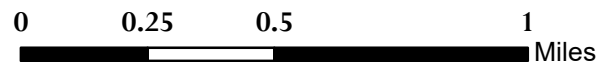


NAD 83 - NH State Plane
 A. McBride, 7/11/17
 Source: GRANIT & SWRPC

-  Lake
-  Town Boundaries
-  Monadnock Conservancy Lands
-  Other Protected Lands

Note: Map is not survey accurate.

1:24,000





City of Keene, N.H.
Transmittal Form

November 27, 2017

TO: Finance, Organization and Personnel Committee

FROM: Todd B. Lawrence, Police Captain

THROUGH: Elizabeth A. Dragon, City Manager and Steven Russo, Police Chief

ITEM: 2.

SUBJECT: Bulletproof Vest Partnership Grant Program- 2017 - Police Department

RECOMMENDATION:

Move the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept \$3,296.37 from the Bulletproof Vest Partnership Grant Program funds of the US Department of Justice, Bureau of Justice Programs.

BACKGROUND:

Consistent with the provisions of the collective bargaining agreements and sound safety practices, the Keene Police Department provides all police officers with body armor for on-duty wear. The body armor or "bulletproof vest" has a warranted life of five years and then is replaced.

The Police Department has budgeted \$3,950.00 for the purchase of new vests. It is anticipated that we will expend \$7,246 for replacement vests. The program will reimburse the City approximately 45% of the actual cost, or up to a total of \$3,296.37.

These vests will be issued to new officers and will replace vests currently in service that are over five years old.



City of Keene, N.H.
Transmittal Form

December 1, 2017

TO: Finance, Organization and Personnel Committee

FROM: Police Captain Steve Stewart

THROUGH: Steve Russo, Police Chief

ITEM: 3.

SUBJECT: Acceptance of State Drug Forfeiture Monies - Police Department

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend that City Manager be authorized to do all things necessary to accept drug forfeiture payments from the State of New Hampshire in the amount of \$17,988.95.

BACKGROUND:

These forfeitures are related to the following investigations:

16-1649-AR conducted by the Keene Police Department and culminated on December 23, 2016. (\$1,973.59)

TF-15-137 a joint investigation conducted between the Keene Police Department and the NH Attorney General's Drug Task Force that was culminated on January 7, 2016 (\$13,589.10)

17-350-AR conducted by the Keene Police Department and culminated on April 6, 2017. (\$2,426.26)



City of Keene, N.H.
Transmittal Form

Decemebr 8, 2017

TO: Finance, Organization and Personnel Committee

FROM: Kürt D. Blomquist, PE, Public Works Director/Emergency Management Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Event Planning - Public Works Department

RECOMMENDATION:

Accept as informational.

ATTACHMENTS:

Description

Use of City Property

Community Event Funding

BACKGROUND:

City staff presented the efforts that went into the planning and execution of the 2017 Pumpkin Festival. As the discussion ended, staff said that there would be a follow up on the how the City manages the planning for events and activities within the City.

The City recognizes the value of a healthy vibrant community and that public and private activities and events provide opportunities to showcase the community. They provide citizens the opportunity to interact; to raise funds for organizations and causes; and provide business opportunities. On any weekend within the City there are large gatherings with citizens participating in specific events/activities ranging from private events such as block parties, graduations, etc., to events the public is invited to attend such as car shows, road races, sidewalk sales, or festivals. The purpose of the provision of a license and the necessary interaction with the City is to provide for general public safety and health.

Events/Activities

The majority of events/activities in the City do not require City Council involvement. Licenses or permissions for events or activities are typically issued through the City Clerk's Office or the Parks, Recreation, and Facilities Department. Other Departments may become involved, such as Fire, Health, Police or Public Works, depending on the type and needs of the event/activity.

City Clerk's Office

The City Clerk's Office issues licenses under Chapter 46 of the City Code of Ordinances and State Statute. These licenses cover such events as follows:

- Outdoor Events - Defined as athletic exhibitions, public dances, circuses, carnivals, live performances, exhibitions, promotional activities and any similar periodic activity open and available to the public which is conducted outdoors.
- General Use of City Property – Defined as the use of public property for a specified duration, including but not limited to use of city parking spaces, city sidewalks or rights-of-way, or facilities. It also includes the sale or service of alcohol on city property, which in addition to requiring City's permission, shall also be in compliance with the requirements of the State Liquor Commission (Application Attached).
- Street Fairs or Community Events – as defined by NH Statute 31:100 Street Fairs. – The selectmen of a town or governing body of a city may grant a license in writing to any person or persons to use and occupy a portion of any street or sidewalk, as may be designated in general or in specific terms, for the purpose of conducting thereon street fairs or other community events, including but not limited to the sale of merchandise by commercial retailers, or by community associations conducting street fairs or other promotions. Such licenses may include the right to encumber the designated area with boxes, shelves, stands and other devices useful in conducting such sales and shall be issued for a period not in excess of 3 consecutive business days. Licenses may also be subject to such other terms and conditions, to be expressed in the license, as the public convenience and safety may require.
- Discharge of Fireworks – Is defined in State Statute 160-B Fireworks. – Among other requirements, the statute indicates the applicant must obtain a municipal license for the display. The City Code further dictates that the governing body is the licensing authority for this activity.
- Parade – Defined as a public procession, especially one celebrating a special day or event, which may impact vehicular traffic and/or include marching bands or floats.
- Bicycle race – Defined as a race with contestants using bicycles propelled manually by foot pedals that may impact vehicular traffic and may be timed and competitive.
- Footrace – Defined as a race run by contestants on foot that may impact vehicular traffic and may be timed and competitive.
- Walk-a-thon/Sidewalk Procession – A walkathon is a community or school fundraiser in which participants raise money by collecting donations or pledges for walking a predetermined distance or course. Participants remain on sidewalks or off the traveled portion of any public right of way, and have no impact on vehicular traffic. A procession means a number of people moving forward in an orderly fashion that remain on sidewalks or off the traveled portion of any public right of way, has no impact on vehicular traffic and does not include marching bands or floats, especially as part of a ceremony or festival.

Parks, Recreation, and Facilities Department

The Parks, Recreation and Facilities Department issues licenses/permits under Chapter 58 of the City Code. The types of events and activities include the following:

- Resolution 2015-29 - Central Square and Railroad Square: The department is responsible for the scheduling of both of these venues. Each one has a fee associated for the use of electricity; otherwise there is no charge. The applications can be found online and are approved by the Director. These spaces are intended for public use for activities associated with educational events, community events, political activities, recreational events, and charitable solicitation.
- Resolution 2015-30 relates to the use of City park lands: The department is responsible for scheduling all park land through an application process. There are fees associated with each location for electricity, maintenance and usage depending on the park. Specific uses include charitable solicitation, educational, instructional recreational or recreational activities and can be non-profit or commercial. All fee-based instructional recreational programs shall pay the City twenty (20) percent of collected registrations.

City Council

City Council will get involved with a license when required by State Law, City Code or policy. Examples include provision/consumption of alcohol, commercial display of fireworks, significant closure of public ways, etc., or an established Community Event. Many first time licenses to hold an event on public property will also be routed to City Council in the first instance, with subsequent renewals handled administratively by staff.

The City Council has set the definition of a Community Event and how funding is allocated for an event. This policy was first adopted in 2007 and most recently was updated in 2012 through Resolution R-2012-19. The City Council has defined a Community Event as an event that takes place on public property, which may require street closure or traffic coordination, and has an expected attendance of at least 500 participants and observers. If an event is determined to be a Community Event it may be eligible for funding by the City if it meets these further requirements. (application attached)

- Event applicant is a registered not-for-profit with the State of New Hampshire,
- Event shall have been previously produced at least twice prior for community event status,
- Applicant shall provide documentation showing its expenses and efforts to raise funds through the private sector, and
- Sponsor must show proof of its ability to pay all reasonable and customary expenses associated with the planned event.

The policy then defines the expenses that the Community Event Budget is to fund. The Community Events Budget funds personnel, equipment, and material expenses that would not otherwise be incurred by the respective City Departments (overtime, equipment use outside normal work day incurred during pre-event setup, event activities, and clean up). The Community Events Budget does not fund cost associated with administrative planning or personnel and equipment use for work performed during regular working hours.

For non-community event budgeted events/activities licensee's/event sponsors are responsible for all license fees and any other direct cost that would not be otherwise incurred if it was not for the event (traffic control, food licenses, fire inspections, etc.). Administrative review and support during regular working hours is not billed to the event sponsor.

Process

The City Clerk's Office has licensing forms that are required to be filed on each event/activity. These forms have basic information such as event sponsors, type of event, location, and expected attendance/size. For Community Events there is additional information that is required to be submitted to meet the requirements of the City Council Policy. Parks, Recreation, Cemetery and Facilities Department has a similar submission requirement.

When an event/license application is received, the City Clerk reviews it to determine the level of other staff review that maybe required. The requirement for level of review has been developed through discussions with the City's Emergency Management team and other impacted departments. There are three general levels of review and are as follows:

- Administrative Review – This is for an event/activity that has a potential of having minimal impact on the public or City services. Departments are notified by e-mail of the event/activity and are asked to provide comments/conditions for inclusions in the license.
- Administrative Protocol Review – This is for an event/activity that has the potential of having a higher level of impact on the public or City services. The City Clerk's office will schedule a protocol meeting with the sponsor and City Departments to review the event/activity. There may be one or several

- meetings with the sponsor to coordinate the impacts/requirements for the event.
- Council Protocol Review – This for an event/activity that will have a major impact on the public or City services. It will also be for events/activities that want to have Community Event status and are seeking Community Event funding from the City. There will be a number of meetings with City staff that occur over a period of several months.

During this process any department may request a higher review of an event/activity.

Parks, Recreation, and Facilities will provide an electronic notification of events/activities occurring in the spaces/facilities that they oversee to other City departments for their information.

Protocol/Review Process

The protocol/review process is a risk assessment. When City staff is reviewing an event/activity they are looking at a number of issues and factors. These include the following.

- Type of event and what are the activities,
- Is the event locally, regionally, or nationally known or advertised,
- How large of an area will the event encompass,
- Are the activities concentrated in a location or spread out over several locations,
- What is the expected attendance/draw,
- What time of year is the event occurring,
- What is the time frame of the event/activity, is it several hours, entire day, several days, and
- What are the activities that will be occurring. Will there be entertainment, food, merchandise sales, etc.

There are additional questions that may be generated based on the activities of the event. From a public safety perspective, staff will look at the following.

- Identify the kinds of threats and risks (natural and man made),
- The likelihood of something occurring,
- The level of damage or disruption that may occur (within the event and outside), and
- What actions are needed to minimize/prevent the threats.

Based on what is generated from the answers to the previous questions and the assessment performed by staff, other support requirements are identified. This will include identification of other licenses and inspections (fire, health, etc.), emergency medical support, set up and clean up plans, barrier and detour plans, and determination of outside agency support or coordination. Finally staff has to ensure that there is support and staffing for the rest of the City during the proposed time frame of the event/activity. This process results in a plan that cost estimates may be generated from. This type of process is done for activities from small road races to major events such as the DeMar Marathon and Pumpkin Festival.

Attachments

1. Use of City Property Application
2. Community Event Funding Request



**CITY OF KEENE
USE OF CITY PROPERTY APPLICATION
STREET FAIR/EVENT LICENSE**

Applicant/Sponsoring Organization Information:

NAME OF ORGANIZATION: _____

APPLICANT NAME: _____

ADDRESS: _____

DAYTIME PHONE: () _____ EVENING: () _____ FAX #: () _____

E-MAIL: _____

DAY OF EVENT CONTACT NAME AND CELL NUMBER: _____

Special Event Information:

_____ SPECIAL EVENT ON CITY PROPERTY

_____ STREET FAIR

_____ DISCHARGE OF FIREWORKS

_____ SERVING OF ALCOHOL AT A CITY FACILITY - please specify location _____ HEBERTON HALL

_____ COMMUNITY ROOM

_____ PARADE, WALK-A-THON, OR BIKE/FOOT RACE REQUIRING STREET CLOSURES/POLICE ASSISTANCE

_____ OTHER (please specify) _____

EVENT TITLE: _____

EVENT DATE(S): _____ ESTIMATED ATTENDANCE: _____

LOCATION OF EVENT: _____

DURATION OF USE (INCLUDING SET UP/BREAKDOWN): from: _____ AM / PM to: _____ AM / PM

HOURS OF ACTUAL EVENT: from: _____ AM / PM to: _____ AM / PM

DESCRIPTION OF EVENT: _____

Please attach additional sheets as necessary

STREET CLOSURES/DETOURS REQUESTED: _____

Please attach additional sheets as necessary



**CITY OF KEENE
USE OF CITY PROPERTY APPLICATION
STREET FAIR/EVENT LICENSE**

DETAILED MAP OF PROPOSED EVENT FOOTPRINT: Please provide as an attachment to your application a single line sketch/drawing of the layout of the event. On the sketch/drawing include sidewalks/streets/lanes to be closed and/or blocked, locations of vendors (merchandise, food, etc.), display tables, or other encumbrances, and identify areas of activities (start lines, finish lines, attractions, etc.).

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT:

YES	NO	
_____	_____	WILL ACTIVITIES AND ATTENDEES BE ENCUMBERING THE TRAVELED PORTION OF ANY PUBLIC WAY, STREET OR LANE?
_____	_____	FOOD CONCESSIONS AND/OR OUTDOOR COOKING
_____	_____	USE OF PROPANE
_____	_____	OUTDOOR BURNING (CAMPFIRE)
_____	_____	SET UP OF TABLES AND CHAIRS (if so, how many): _____
_____	_____	DOES THE EVENT REQUIRE ACCESS TO CITY ELECTRICAL? (location): _____
_____	_____	DOES THE EVENT REQUIRE ACCESS TO CITY WATER? (location): _____
_____	_____	BOOTH(S), EXHIBIT(S), DISPLAY(S) AND/OR ENCLOSURE(S) (if so, please describe): _____ (Use a separate sheet if necessary)
_____	_____	CANOPY(IES) AND/OR TENT(S) (please provide number of set-ups and their dimensions): _____ _____
_____	_____	SCAFFOLDING, BLEACHER(S) OR OTHER STRUCTURES (if so, please describe): _____ (Use a separate sheet if necessary)
_____	_____	CHILDREN'S CARNIVAL OR INFLATABLE RIDES (please describe number, type, location, dimensions and proposed means of anchoring): _____ _____



**CITY OF KEENE
USE OF CITY PROPERTY APPLICATION
STREET FAIR/EVENT LICENSE**

YES

NO

_____ _____ VEHICLE(S) AND/OR TRAILER(S) (if so, how many): _____

_____ _____ WILL YOUR EVENT ENCUMBER METERED PARKING SPACES?
(if so, please provide number, location, and what they'll be used for): _____

_____ _____ PORTABLE TOILET(S) (if so, how many): _____

_____ _____ ENTERTAINMENT (if so, please describe): _____

_____ _____ BANNERS OR TEMPORARY SIGNAGE

_____ _____ WILL THE EVENT BE ADVERTISED? (if so, how?): _____

_____ _____ SOUND AMPLIFICATION (if yes, indicate start/end times): _____

OTHER MISCELLANEOUS INFORMATION YOU WISH TO PROVIDE PERTAINING TO THIS EVENT:

(Protocol meetings will be held with the applicant as necessary to seek further details relative to the request for a license and/or funding for City services. Please be aware, the City may place additional conditions or requirements on the event at its sole discretion to ensure public safety)



CITY OF KEENE USE OF CITY PROPERTY APPLICATION STREET FAIR/EVENT LICENSE

What is General Use of City Property?

General use City property is defined as the use of public property for a specified duration, including but not limited to use of city parking spaces, city sidewalks or rights-of-way, or facilities. It also includes the sale or service of alcohol on city property, which in addition to requiring City permission, shall also be in compliance with the requirements of the state liquor commission.

Obtaining a License

The City Clerk is the licensing authority for general uses of City property that have a minimal impact on the public. Events that are larger in scale may be referred to the Keene City Council for license approval. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with the applicable fee. The applicant will also need to submit a certificate of liability insurance listing the City of Keene as an Additional Insured.

Licenses issued by the City Clerk

The City Clerk's Office will initiate a review process with various City departments to determine licensing conditions. If deemed necessary, the applicant may be asked to attend a safety protocol meeting with City staff to determine public safety needs. Once the review process had concluded, the applicant will sign an indemnification agreement and the City Clerk will issue the license.

Licenses Requiring City Council Approval

If upon initial review of the application it is determined that City Council approval is needed, the applicant will submit a cover letter to the City Clerk's Office addressed to the Honorable Mayor and City Council. The applicant will be invited to a meeting of the Planning, Licenses and Development Committee to discuss their request. In addition, safety protocol meeting(s) will be scheduled with City staff to determine public safety needs. The City Clerk's Office assists applicants through the process and helps to facilitate communication with the City Council and/or the various City departments. Once the review process has concluded, the applicant will sign an indemnification agreement and the City Clerk will issue the license.

Licenses issued under this section of the City Code are date specific. There is no application fee for this type of license; however, if City resources are required to ensure safety, these costs are passed along to the applicant.

To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:

https://www.municode.com/library/nh/keene/codes/code_of_ordinances

Chapter 46 is the Licensing Chapter.



CITY OF KEENE USE OF CITY PROPERTY APPLICATION STREET FAIR/EVENT LICENSE

What is a Street Fair?

As define by NH Statute **31:100 Street Fairs.** – The selectmen of a town or governing body of a city may grant a license in writing to any person or persons to use and occupy a portion of any street or sidewalk, as may be designated in general or in specific terms, for the purpose of conducting thereon street fairs or other community events, including but not limited to the sale of merchandise by commercial retailers, or by community associations conducting street fairs or other promotions. Such licenses may include the right to encumber the designated area with boxes, shelves, stands and other devices useful in conducting such sales and shall be issued for not in excess of 3 consecutive business days. Licenses may also be subject to such other terms and conditions, to be expressed in the license, as the public convenience and safety may require.

Obtaining a License

The Keene City Council is the licensing authority for Street Fair Licenses. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with a certificate of liability insurance listing the City of Keene as an Additional Insured and a cover letter addressed to the Honorable Mayor and City Council. The applicant will be invited to a meeting of the Planning, Licenses and Development Committee to discuss their request. In addition, safety protocol meeting(s) may be scheduled with City staff to determine public safety needs. The City Clerk's Office assists applicants through the process and helps to facilitate communication with the City Council and the various City departments. Once the review process has concluded, the applicant will sign an indemnification agreement and the City Clerk will issue the license.

Licenses issued under this section of the City Code are date specific. There is no application fee for this type of license; however, if City resources are required to ensure safety, these costs are passed along to the applicant.

To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:

https://www.municode.com/library/nh/keene/codes/code_of_ordinances

Chapter 46 is the Licensing Chapter.



City of Keene
New Hampshire

COMMUNITY EVENT FUNDING QUESTIONNAIRE

Date completed:	
-----------------	--

Sponsoring Organization	
-------------------------	--

1. Is your organization incorporated as a non-profit? (Please provide date of incorporation/founding date and list of current board members)

2. Please provide copies of the following financial statements <u>for your organization</u> :
<ul style="list-style-type: none">• Profit & loss statement for previous fiscal year• A current balance sheet

4. Has your organization received community event funding in the past for this or other events? Please indicate other events.	YES	NO
---	-----	----

Proposed Event Information (Funding Request FY 2017, July 1, 2017 to June 30, 2018)

Name of Event:	
----------------	--

Anticipated Event Date(s):	
----------------------------	--

1. Please complete Attachment A (Use of City Property Questionnaire) to provide a detailed description of the proposed event.
--

2. Does your event take place on public property? (Please indicate location(s) below)

(over)

3. Is your event a leisure time activity that is open to the public free of charge?

YES NO

If NO, provide information regarding anticipated admission charges as part of event budget documentation.

4. Has your group successfully run this event two consecutive times or more prior to this request?

YES NO

When did this event receive community event status?

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

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

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

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

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

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

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

Signature of Officer

(For office use only)

Date Received: _____ By: _____

Date Forwarded to Finance Department for Review: _____

Final Disposition of Request: _____

Finance Department Signature



City of Keene, N.H.
Transmittal Form

November 27, 2017

TO: Finance, Organization and Personnel Committee

FROM: Rebecca Landry, ACM and IT Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Cheshire TV Operating Agreement - IT Department

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to negotiate and execute a renewal operating agreement with Cheshire TV.

BACKGROUND:

The current Cheshire TV (CTV) Operating Agreement was executed in 2014. This agreement sets the terms for CTV's operations of the public, education and government channels and related activities as well as CTV's recording of meetings. This includes payment by the City to CTV for these services. The agreement has come to term and is due for renewal.

City staff are presently reviewing CTV's most recent annual report and considering future needs that should be addressed in any renewal agreement. It is my recommendation that the City Council authorize the City Manager to proceed with negotiations so that discussions with CTV representatives can take place, and a renewal agreement can be executed.



City of Keene, N.H.
Transmittal Form

December 7, 2017

TO: Finance, Organization and Personnel Committee

FROM: Rebecca Landry, Assistant City Manager and IT Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: RFP 02-18-06 Storage Area Network Replacement - IT Department

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a contract with Cambridge Computer Services, Inc. for the acquisition and implementation of a Reduxio storage area network solution.

BACKGROUND:

The current Storage Area Network (SAN) solution provides centralized storage for City programs, files, databases and backups. It provides immediate and scalable storage functionality to all City servers and eliminates the necessity for each individual server to provide independent data storage equipment. An RFP was recently issued for the replacement of the existing SAN systems consistent with the Capital Improvement Program due to the fact that the manufacturer will not offer further support and maintenance services, and it is important to regularly improve storage capacity and performance to adequately support the evolution of City information systems.

Four proposals were submitted in response to the RFP. Proposals were evaluated by the IT Director, IT Assistant Director and a System Administrator using the following criteria.

- Valid understanding of project objectives.
- Experience with similar SAN replacement projects.
- Compliance with minimum requirements.
- Solution performance and storage capacity.
- Likelihood of long term solution sustainability.
- Ease of acquisition.
- Future City staff access to support, maintenance and upgrade resources.
- Qualifications of vendor staff assigned to the project.
- Quality of proposal.
- Total cost of proposed solution including annual licensing, warranty and support costs.
- Timeline for full solution implementation.

The proposals submitted by Cambridge Computer Services, Inc., and PCM-G offered the lowest total cost. The Cambridge Computer Services proposal scored higher on the evaluation criteria and is the recommended solution for this project.

The Capital Improvement Program included a phased project to replace one of the two existing SAN systems this fiscal year and the second system in FY19. In the time that passed since the CIP was submitted, however, the plan has changed to accommodate newer technologies that have since become available. The SAN solution recommended is a single solution that will replace both of the current systems and provide the best long term capabilities going forward. Funding will come from the approved CIP budget, project 90144, and from the approved IT Operating Budget.



November 8, 2017

TO: Mayor and Keene City Council
FROM: Steve Thornton, Finance Director
THROUGH: Elizabeth A. Dragon, City Manager
ITEM: 7.
SUBJECT: Relating to Water and Sewer Rates

COUNCIL ACTION:

In City Council November 16, 2017.
Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Ordinance O-2017-20 relating to water and sewer utility rates have a first reading at the November 16, 2017 meeting of the City Council and that it be referred to the Finance, Organization and Personnel Committee for a recommendation.

ATTACHMENTS:

Description

Ordinance O-2017-20
Rate Change Sample Calculations

BACKGROUND:

City staff has conducted its annual review of the water and sewer fees that provide the primary sources of revenue for the Water and Sewer utility enterprise funds. The results of that review are contained in the rate change recommendation incorporated into Ordinance O-2017-20.

The rate structure utilized by the city has two key components for each service account.

The first is a fixed component, based on meter size. It is designed to recover the principal and interest cost of capital projects funded by bonds and the loan portion of state aid programs.

The second component is a volume based rate that is designed to provide funding for operations, maintenance, and capital costs of the water distribution and treatment systems, as well as the wastewater collection and treatment systems.

The volume rate is the same for all customers and is charged for each 100 cubic feet (hcf) of water used.

As part of the development of the 2018-2023 Capital Improvement Program and the FY18 Operating Budget, projected debt service, capital, and operating costs for FY18 were run through a rate setting model that

calculates the fixed rate based upon meter hook up size, and the volumetric rate based upon water usage. Consumption volumes were adjusted to current experience.

This process produced combined water and sewer rates for FY 18 that are slightly lower than current utility rates.

In the water fund, the rate model calls for a 13.89% increase (from \$3.96 per HCF to \$4.51) in the portion of the rate associated with the volume of water used.

The fixed portion of the water rate will increase by about 2.66% or \$.19 per quarter on a residential 5/8" hookup.

Water Fund operating costs decreased by about \$40,000 from FY 17 to FY 18. Capital costs and debt service on the other hand, increased by about \$287,000.

The rate model also generates rates for the sewer system capital and operational expenses. A sewer volume rate decrease of 9.41% is recommended. The rate will decrease from \$5.74 per hcf to \$5.20 per hcf.

The fixed portion of the sewer rate will decrease by 5.93%, or about \$3.27 per quarter for a residential hookup.

While operating costs increased by about \$18,000, capital costs and debt service decreased by about \$452,000, resulting in a net decrease.

To put the proposed rate changes in perspective, typical residential users (household with a 5/8" meter hookup, and annual water usage of between 80 and 132 hcf) should see annualized combined utility bills that range between .72% and 1.12% lower than current bills, generating annual cost decreases in the range of \$11.00 to \$11.52.

Commercial customers could see annualized bills that range from approximately .10% to .97% lower than what they might see under the current rate structure, based upon the volumes of water used. The actual impact of the rate change can vary, due to the size of the meter hookup, and the amount of water used.

Actual rate changes are slightly lower than anticipated in the FY 18-23 CIP. The CIP projected a combined utility bill decrease of about .22%. The lower rate is the result of reduced operating costs in both the Water and Sewer Fund adopted FY18 budgets when compared to projected costs used in preparation of the CIP.

Calculations demonstrating these estimates are attached.

It is recommended that the new rates become effective for all bills issued beginning in January, 2018.



CITY OF KEENE

O-2017-20

Seventeen

In the Year of Our Lord Two Thousand and

Water and Sewer Utility Charges

AN ORDINANCE

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

That Appendix B Fee Schedule of the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the effective 2017 text and inserting the bolded text under effective 2018 in the accompanying rate schedule in Section 98-511 (a) and in Section 98-512 (a) of Appendix B so that Section 98-511 (a) and Section 98-512 (a) would read as follows:

Appendix B

	effective	effective
<u>Section 98-511 (a). Water</u>		
<u>Meter Rates</u>	<u>2017</u>	<u>2018</u>
Volume Rate (\$ per hcf)	3.96	4.51
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	6.89	7.08
3/4 inches	9.93	10.19
1 inch	17.65	18.12
1 1/2 inches	39.71	40.77
2 inches	70.60	72.48
3 inches	158.84	163.07
4 inches	282.39	289.91
6 inches	635.38	652.29

Section 98-512 (a). Sewer

<u>Rates</u>	<u>2017</u>	<u>2018</u>
Volume Rate (\$ per hcf)	5.74	5.20
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	55.15	51.88
3/4 inches	79.42	74.71
1 inch	141.19	132.81
1 1/2 inches	317.67	298.83
2 inches	564.75	531.25
3 inches	1270.69	1195.32
4 inches	2259.01	2125.00
6 inches	5082.76	4781.26

Kendall W. Lane, Mayor

In City Council November 16, 2017.

Referred to the Finance, Organization and Personnel Committee.

William S. Dow

Deputy City Clerk

CITY OF KEENE, NEW HAMPSHIRE

Typical Household Cost Comparison FY 18 Operating Budget preparation

FAQ Consumption

- 20 units = 20 HCF per quarter
- 20 per quarter X 4 = 80 HCF per year = 8,000 CF per year
- 27 units = 27 HCF per quarter
- 27 per quarter X 4 = 108 HCF per year = 10,800 CF per year
- 33 units = 33 HCF per quarter
- 33 per quarter X 4 = 132 HCF per year = 13,200 CF per year

2017 projected rates							
Sewer Fixed	\$55.15			\$55.15			\$55.15
Sewer Consumption	\$5.74	20	27	\$114.80			\$189.42
Water Fixed	\$6.89			\$6.89		33	\$6.89
Water Consumption	\$3.96	20	27	\$79.20			\$130.68
		Quarterly Bill	Quarterly Bill	\$256.04		Quarterly Bill	\$382.14
		Annual Cost	Annual Cost	\$1,024.16		Annual Cost	\$1,528.56
		QUARTERLY COST INCREASES	QUARTERLY COST INCREASES	\$7.20	\$9.72	QUARTERLY COST INCREASES	\$11.88
		ANNUAL COST INCREASE	ANNUAL COST INCREASE	\$28.80	\$38.88	ANNUAL COST INCREASE	\$47.52
		% ANNUAL INCREASE	% ANNUAL INCREASE	2.89%	3.09%	% ANNUAL INCREASE	3.21%

2018 projected rates							
Sewer Fixed	\$51.88			\$51.88			\$51.88
Sewer Consumption	\$5.20	20	27	\$104.00			\$171.60
Water Fixed	\$7.08			\$7.08		33	\$7.08
Water Consumption	\$4.51	20	27	\$90.20			\$148.83
		Quarterly Bill	Quarterly Bill	\$253.16		Quarterly Bill	\$379.39
		Annual Cost	Annual Cost	\$1,012.64		Annual Cost	\$1,517.56
		QUARTERLY COST INCREASES	QUARTERLY COST INCREASES	(\$2.88)	(\$2.81)	QUARTERLY COST INCREASES	(\$2.75)
		ANNUAL COST INCREASE	ANNUAL COST INCREASE	(\$11.52)	(\$11.24)	ANNUAL COST INCREASE	(\$11.00)
		% ANNUAL INCREASE	% ANNUAL INCREASE	-1.12%	-0.87%	% ANNUAL INCREASE	-0.72%

CITY OF KEENE, NEW HAMPSHIRE
Sample Commercial Cost Comparison FY18 Rate Setting

	Laundry Business: Units of 100 HCF per year = Meter size	Small Restaurant Units of 100 HCF per year = Meter size	Medium Manufacturing Business Units of 100 HCF per year = Meter size	Medium Manufacturing Business Units of 100 HCF per year = Meter size
2017 rates	26,608 2"	624 5/8"	6,093 3"	2,870 2"
Sewer Fixed	\$564.75	\$55.15	\$1,270.69	\$564.75
Sewer Consumption	\$5.74	\$5.74	\$5.74	\$5.74
Water Fixed	\$70.60	\$6.89	\$158.84	\$70.60
Water Consumption	\$3.96	\$3.96	\$3.96	\$3.96
	Quarterly Bill	Quarterly Bill	Quarterly Bill	Quarterly Bill
	Annual Cost	Annual Cost	Annual Cost	Annual Cost
	<i>monthly cost increase</i> \$ 681.39	<i>monthly cost increase</i> \$ 18.72	<i>monthly cost increase</i> \$ 182.79	<i>monthly cost increase</i> \$ 86.10
	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE
	ANNUAL COST INCREASE	ANNUAL COST INCREASE	ANNUAL COST INCREASE	ANNUAL COST INCREASE
	% ANNUAL INCREASE	% ANNUAL INCREASE	% ANNUAL INCREASE	% ANNUAL INCREASE
	3.49%	3.70%	3.50%	3.52%
2018 proposed rates				
Sewer Fixed	\$531.25	\$51.88	\$1,195.32	\$531.25
Sewer Consumption	\$5.20	\$5.20	\$5.20	\$5.20
Water Fixed	\$72.48	\$7.08	\$163.07	\$72.48
Water Consumption	\$4.51	\$4.51	\$4.51	\$4.51
	Quarterly Bill	Quarterly Bill	Quarterly Bill	Quarterly Bill
	Annual Cost	Annual Cost	Annual Cost	Annual Cost
	<i>monthly cost increase</i> \$ (195.69)	<i>monthly cost increase</i> \$ (0.51)	<i>monthly cost increase</i> \$ (18.64)	<i>monthly cost increase</i> \$ (8.15)
	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE	QUARTERLY COST INCREASE
	ANNUAL COST INCREASE	ANNUAL COST INCREASE	ANNUAL COST INCREASE	ANNUAL COST INCREASE
	% ANNUAL INCREASE	% ANNUAL INCREASE	% ANNUAL INCREASE	% ANNUAL INCREASE
	-0.97%	-0.10%	-0.35%	-0.32%