



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
February 1, 2018  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- January 18, 2018

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Presentation - Keene Downtown Revitalization Study - McFarland Johnson

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

1. Confirmation  
Bicycle Pedestrian Path Advisory Committee

**C. COMMUNICATIONS**

1. Reverend Michael F. Hall - Resignation - Martin Luther King/Jonathan Daniels Committee
2. Brett Amy Thelen/Harris Center - Request to Temporary Close a Portion of North Lincoln Street

**D. REPORTS - COUNCIL COMMITTEES**

1. Jim Narkiewicz/Monadnock Travel Council - Request to Use City Property - Keene Ice & Snow Festival
2. Mindy Cambiar - Hundred Nights - Lodginghouse License Request
3. The Reverend Cynthia E. Bagley & Kathy Blair/United Church of Christ in Keene - Overflow from the Hundred Nights Shelter - Lodginghouse License Request
4. Legislative Update – City Attorney
5. Acceptance of Donation - St. James Thrift Shop - Parks, Recreation and Facilities Department
6. Acceptance of Donation - Keene Rotary Club - Parks, Recreation and Facilities Department
7. Acceptance of Donation - Ambulance Child Restraint System - Fire Department
8. Acceptance of Cheshire County 2017 Funds - Youth Services
9. Acceptance of Donations - Library Renovation Project - Campaign Manager for the Next Chapter
10. Library Construction Contract #2 - Parks, Recreation and Facilities Department

11. Councilors Greenwald and Richards - CIP Adjustments Due to Receipt of State of New Hampshire Grant Funds
12. Authority to Borrow - Clean Water State Revolving Fund - Public Works Department
13. Municipal Solar Array 350-400 Marlboro Street - Public Works Department
14. Construction and Engineering Services Change Orders - Babbidge Reservoir Dam Improvements Project - Public Works Department

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

1. CITY MANAGER COMMENTS

**F. REPORTS - BOARDS AND COMMISSIONS**

**G. REPORTS - MORE TIME**

1. Janis Manwaring/Pathways for Keene - Request to Use City Property - 4 on the 4th

**H. ORDINANCES FOR FIRST READING**

1. Relating to the Airport Development and Marketing Committee  
Ordinance O-2018-01

**I. ORDINANCES FOR SECOND READING**

**J. RESOLUTIONS**

1. In Appreciation of Paul A. Szoc Upon His Retirement  
Resolution R-2018-02
2. In Appreciation of Timothy T. Mason Upon His Retirement  
Resolution R-2018-03
3. Relating to General Assistance Guidelines  
Resolution R-2018-04
4. Relating to the Acceptance of an Additional Appropriation of Highway Block  
Resolution R-2017-44

Non Public Session  
Adjournment

A regular meeting of the Keene City Council was held Thursday, January 18, 2018. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Thomas F. Powers, Randy L. Filiault, Bartolmiej K. Sapeta, Margaret M. Rice, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Bettina A. Chadbourne, Stephen L. Hooper, Philip M. Jones and Mitchell H. Greenwald were present. Councilors Terry M. Clark and David C. Richards were absent. Councilor Powers led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the December 21, 2017 regular meeting and the January 1, 2018 inauguration was duly seconded. The motion passed with a unanimous vote in favor.

#### ANNOUNCEMENTS

The Chair announced the FY 2019-2024 Capital Improvement Program books were on the councilors' desks. The Chair referred the CIP to the Planning Board and the Finance, Organization and Personnel Committee. He set the public hearing for March 1, 2018 at 7:00 PM. The Mayor noted changes to the review schedule. The CIP presentation is scheduled for Saturday, January 27, 2018 from 8:30 AM to 11:30 AM at the Michael EJ Blastos Community Room. The FOP Committee's review will be delayed to allow the City Manager to return from vacation. The FOP will start its CIP review on February 8, 2018 and will continue on February 22, 2018, both meetings will start at 5:30 PM.. The FOP meeting of January 25, 2018 has returned to its normal 6:30 PM meeting time.

#### PUBLIC HEARING – COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION – MONADNOCK FOOD CO-OP

Mayor Lane stated before opening the public hearing on the CDBG grant application for the Monadnock Food Co-op, he would like to go over the process that they will be following this evening. The City Council previously held a public hearing on this CDBG grant application on December 7, 2017 and adopted the Resolution on the CDBG application. Subsequent to that vote, the Community Development Financing Authority identified a need for clarification on the construction costs associated with the application. At the Council meeting on December 21, 2017, the Resolution was reconsidered and amended to clarify the construction costs. The Resolution was then tabled until this evening to be considered after the public hearing has closed. The Mayor continued that the Community Development Financing Authority has very specific protocols on how these public hearings are handled. Accordingly, this hearing will be handled differently than what we are typically accustomed to. The hearing notice identifies three separate components: the actual CDBG application; the Housing and Community Development Plan; and, the Residential Anti-displacement and Relocation Assistance Plan. The Mayor noted he will be opening and closing each of these three segments separately. The Mayor noted that upon closing the final hearing, he will be calling from the table Resolution R-2017-38-A and looking for a suspension of the Rules of Order to allow action upon the Resolution this evening.

The Mayor opened the first public hearing to address the proposed Community Development Block Grant application at 7:05 PM. The Notice of Hearing and Certificate of Publication were read. The Mayor went on to recognize Rebeckah Bullock from Southwest Region Planning Commission to address the grant request.

Ms. Bullock identified herself as the Community Development Specialist with Southwest Regional Planning Commission. She began with a brief overview of the CDBG program, followed by the specifics of this application. She continued that CDBG funds are available to municipalities for economic development, public facility and housing rehabilitation projects that primarily benefit low and moderate income persons. The City of Keene is eligible to receive up to \$500,000 per year for public facility or housing rehabilitation projects; up to \$500,000 per year for economic development projects; as well as up to \$500,000 per year in emergency funding. Feasibility study funding is also available for up to \$12,000. Ms. Bullock continued she has provided a handout describing the CDBG eligibility criteria which includes the area HUD income limits.

Ms. Bullock continued that the proposed application to Community Development Finance Authority is for up to \$500,000 in CDBG funds. The CDBG would be sub-granted to Monadnock Economic Development Corporation which would use the funds to pay for construction and expansion of the building that MEDC owns and leases to the Monadnock Food Co-op. She continued this expansion will create up to 25 new jobs. The total project is anticipated to exceed \$2 million of new investment in downtown Keene. Ms. Bullock went on to state that here this evening are Jack Dugan from MEDC and Michael Faber from the Monadnock Food Co-op to answer any questions and provide further details on the project.

The Mayor asked Jack Dugan and Michael Faber to come forward. Mr. Dugan began by thanking the Council for rehearing this request, noting that they actually did submit the block grant application before the end of the calendar year and therefor will be able to take advantage of 2017 block grant funds remaining in the pool for this particular project. When they submitted the application, CDFA informed them that it would be preferable that they use the block grant funds for construction of the building rather than to acquire property. Because the CDFA gave them very late notice of this, the application was accepted as a 2017 application, pending the Council holding a rehearing and approving the amended Resolution. Mr. Dugan continued this is the same project as was approved by the City Council in December, with the same size expansion, the same public benefit and the same job creation. The only change is how the block grant funds will be utilized.

Mayor Lane added the one thing that is different this time is that they have gained Planning Board approval. Mr. Dugan agreed, and noted they have attained also obtained the Historic District Commission approval.

The Mayor opened the floor to public comments and questions about the proposed CDBG project. There being none, he closed the public hearing for the proposed Community Development Block Grant application at 7:13 PM.

The Mayor opened the second public hearing for discussion of the Housing and Community Development Plan at 7:13 PM. He went on to recognize Rebeckah Bullock for comment.

Ms. Bullock explained that the Housing and Community Development was last adopted by the City of Keene on December 1, 2016 and is required to be reviewed and be readopted every three

years to qualify for CDBG funds. At this time no changes have been made to the plan. They hope to revise and update the plan during the next three years prior to its next adoption. The proposed CDBG project conforms to the City of Keene's Housing and Community Development Plan's goal to have a strong local food based sector of our economy that connects local farms to businesses and to the community in various ways such as through a food co-op and farmers market.

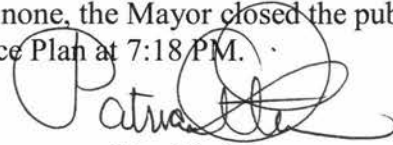
The Mayor opened the floor to public comments and questions about the proposed Housing and Community Development Plan. There being none, the Mayor closed the public hearing for the Housing and Community Development Plan at 7:15 PM.

The Mayor opened the third public hearing for discussion of the Residential Anti-displacement and Relocation Assistance Plan at 7:16 PM and recognized Rebeckah Bullock to address the Council.

Ms. Bullock stated if any displacement takes place as a result of the proposed CDBG project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using Federal funds must be found comparable housing or commercial space in a comparable neighborhood and at a comparable price. Under the certification section of the application for CDBG funds, the applicant must certify that the Residential Anti-displacement and Relocation Assistance Plan is in place and in the event it is discovered this specific project does displace persons or households, the Residential Anti-displacement and Relocation Assistance Plan must be submitted to CDFA prior to obligating or expending funds. At this time displacement is not anticipated for the proposed project.

The Mayor opened the floor to public comments and questions about the Residential Anti-displacement and Relocation Assistance Plan. There being none, the Mayor closed the public hearing for the Anti-displacement and Relocation Assistance Plan at 7:18 PM.

A true record, attest:

  
City Clerk

**RESOLUTION R-2017-38-A: RELATING TO AN APPLICATION FOR CDBG FUNDS –  
MONADNOCK FOOD CO-OP EXPANSION PROJECT**

The Mayor pulled from the table Resolution R-2017-38-A. A motion by Councilor Greenwald to suspend Section 28 of the Rules of Order, which restricts the City Council from considering a matter the same day as the hearing was duly seconded. On a roll call vote, with 13 Councilors present and voting in favor, the Rules of Order were declared suspended. Councilors Clark and Richards were absent. Resolution R-2017-38-A was read for the first time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. The motion passed with a unanimous vote in favor. Resolution R-2017-38-A declared adopted.



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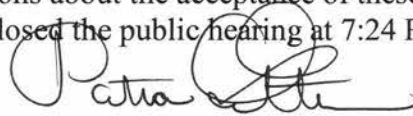
PUBLIC HEARING – RELATING TO THE ACCEPTANCE OF FUNDS FROM THE STATE OF NEW HAMPSHIRE FOR LOCAL HIGHWAY AID

The Mayor opened the public hearing to address the proposed Community Development Block Grant application at 7:19 PM. The Notice of Hearing and Certificate of Publication were read. The Mayor went on to recognize Finance Director Steve Thornton to address the grant request.

Mr. Thornton stated that last summer the State of NH authorized through Senate Bill 38 the disbursement of \$30 million dollars of additional highway block grant funds to communities throughout the State. The City of Keene was awarded \$417,356.69. He continued last October the Public Works Department made a presentation to the City Council with a plan for the use of those funds; however, under the enabling legislation the City was required to have a resolution and a public hearing for the acceptance of those funds.

The Mayor opened the floor to public comments and questions about the acceptance of these funds from the State of NH. There being none, the Mayor closed the public hearing at 7:24 PM.

A true record, attest:



City Clerk

PRESENTATION – CAPITAL IMPROVEMENT PROGRAM INTRODUCTION

The Mayor recognized Finance Director Steve Thornton who stated this evening he will present this year's CIP document and walk through the contents of the document. He continued he would also provide some information regarding exhibits included in the document as well as some financial information. He noted he would also briefly go over any new projects. He went on to explain that in general terms the focus of the CIP is planning for the future of the City. The City staff and City Manager develop and propose a mix of projects at a funding level acceptable to the community that seeks to balance and accommodate divergent and disparate priorities, and which also advances the community vision of a safe and healthy place to live, work and do business. In attempting to do that, City staff adheres to the Community Master Plan, Fiscal Policies and other Council Policies, as well as stated Council goals and objectives, community and resident input. Finally, the plan relies on City staff who are knowledgeable in the infrastructure and systems of the City.

At this point, Mr. Thornton spoke about long term fiscal measures the City pays attention to as they develop the budget and CIP. The first one deals with containing the general fund debt service and current revenue capital outlay appropriations on a five year average at or less than 15% of the general fund operating budget. They exceeded that percentage for a while, but have been chipping away at it over time. He went on to go over the impacts that have required the City to go beyond the 15%, such as the reduction in State funding which skewed the City's numbers. He also provided projections for the next 10 years demonstrating that the City will be within and a bit below the 15% threshold during that time given the information available today.

Mr. Thornton went on to discuss some future initiatives or projects that are on the City's radar and may have been in previous CIP's, but are not included this year. He provided details on

where those projects currently stand. Projects discussed included the feasibility study of the Senior Center moving to the Recreation Department facility, the proposed Gilbo Avenue parking structure, storm water management utility, etc.

He went on to orient the City Council and the public to the layout of the CIP document. He also provided details regarding financial information across the CIP that have been provided in a graphical format. He commented some new charts and tables are included that are meant to provide greater detail on some of the large projects that are planned. He specifically mentioned the Downtown Rehabilitation Project, the Victoria Street Extension Project, the State Bypass Project, two bridge replacements and improvements to Marlboro Street. There is a great deal of information on these projects and this will be covered before the Finance Committee during the CIP review meetings.

Mr. Thornton continued by going over new projects that have never been in the CIP before. Some of the projects include the airport beacon replacement proposed to be funded in FY 20, airport perimeter fence to be funded in FY 21, voting booth replacements to be funded in FY 20, business financial software needs analysis in FY 23, breathing apparatus replacement in the Fire Department in FY 24, telephone system replacement in FY 23, a Comprehensive Master Plan update in FY 23 and 24, and municipal parks improvements to be funded at a set level on an annual basis, among others. He provided some additional details on certain new projects coming forward, noting that they would be reviewed thoroughly before the Finance Committee during the CIP review meetings.

Mr. Thornton stated that in the general fund the bulk of the programming includes: streets, bridges, sidewalks, transportation, airport projects, as well as storm and flood water management. He went over some information about how these programs are funded. For the transportation projects 30% are funded with grants, another 52.5% are funded from bonds. For flood and storm water management, about 72.5% comes from bonds and the rest is funded through current revenues. For airport projects, 95% are funded by state and federal grants.

Mr. Thornton went on to go section by section through the proposed CIP. He talked about the potential impact on property taxes and user fees. He explained how historical trends and known factors impact the projections. Mr. Thornton noted they have been lucky to have a relatively stable economy over the last few years. Inflation has been low, and borrowing costs have been at historic lows as well. The costs of petroleum products have also come down. These savings in energy costs filter through our operation.. The base bid unit prices were recently reviewed and updated by the City Engineer and the costs have remained steady with little increase. Our health inflation cost for the period from FY 14 through 16 has been less than 4%.

Mr. Thornton continued he spoke to Bill Fazioli, the City's Financial Advisor with PFM, and his opinion is that after a period of stability and predictability they are entering a period of higher volatility that may or may not have an impact. Things in the national economy such as the CPI can impact the City's bonding power. The inflation rate is higher at the moment than it has been since 2011. Health insurance costs are expected to rise as well. There can also be volatility in the petroleum market. Regional factors like state budgetary actions that pass costs on to local municipalities also have an impact. Water and sewer consumption around the country is

decreasing because people are getting more energy efficient appliances, and so that is expected to decline as well.

Mr. Thornton stated the first year of the CIP includes a 2% increase in property tax dollars, and a 3.09% change in combined utility bill for water and sewer. The projections also include a 10% increase in parking rates through 2019, a 3.5% increase in equipment fund internal service charges (down about 1% from what it has been for many years), and a \$3.00 tipping fee per ton change for solid waste.

Mr. Thornton went on to discuss the projected impact on outstanding debt. He explained there are charts provided to show the City's outstanding debt and how it will decline between the current year and FY 24. He also noted there is a new appendix in the CIP providing debt service details.

Mr. Thornton spoke about the financial detail for all funds and noted the CIP presents General Fund projections including last year's actuals, this year's budget and six years of projected budgets as well as capital programs, debt service and property tax impact. A list of general fund projects is included for each year of the six years of the program. An annual list of proposed projects by funding source is also included. There is a debt service schedule for all projects through the life of the CIP. He noted where certain funds are located in the book. He spoke a bit about capital reserves, using the ambulance fund as an example to go over how this information is presented and where funding for each capital reserve comes from. Project requests detailed in the CIP will be reviewed in detail at a later time. He ended his walkthrough of the CIP document by going over the various appendices and what is included in them.

## CONFIRMATIONS

A motion was made by Councilor Greenwald and duly seconded to confirm the following nominations: Jake Pipp to serve as an alternate member on the Cities for Climate Protection with a term to expire December 31, 2020; Kenneth Bergman to serve as an alternate member on the Conservation Commission with a term to expire December 31, 2018; Councilor Gary Lamoureux to serve as a regular member on the Partner City Committee with a term to expire December 31, 2019; Frank Richter to serve as a regular member on the Partner City Committee with a term to expire December 31, 2020. On a roll call vote, with 13 Councilors present and voting in favor the motion carried. Councilors Clark and Richards were absent.

## NOMINATION

The following nomination was received from the Mayor: Drew Bryenton to serve as a regular member of Bicycle/Pedestrian Path Advisory Committee with a term to expire December 31, 2020. The nomination was tabled until the next regular meeting.



COMMUNICATION – MINDY CAMBIAR – HUNDRED NIGHTS, INC. –  
LODGINGHOUSE LICENSE REQUEST

A communication was received from Mindy Cambiar, of behalf of Hundred Nights, requesting a renewal of their lodging house license. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – UNITED CHURCH OF CHRIST IN KEENE – OVERFLOW FROM  
THE HUNDRED NIGHTS SHELTER – LODGINGHOUSE LICENSE REQUEST

A communication was received from The Reverend Cynthia E. Bagley and Kathy Blair, United Church of Christ in Keene, requesting a renewal of their lodging house license for overflow from the Hundred Nights Shelter. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – PATHWAYS FOR KEENE – REQUEST TO USE CITY PROPERTY –  
4 ON THE 4TH

A communication was received from Janis Manwaring, Pathways for Keene, requesting a license to hold the 17th Annual 4 on the 4<sup>th</sup> Road Race on July 4, 2018 from 6 AM to 11 AM. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – MONADNOCK TRAVEL COUNCIL – REQUEST TO USE CITY  
PROPERTY – KEENE ICE & SNOW FESTIVAL

A communication was received from Jim Narkiewicz, Monadnock Travel Council, requesting a license to hold the 16th Annual Keene Ice and Snow Festival to be held on February 3, 2018. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – COUNCILORS GREENWALD AND RICHARDS – CIP  
ADJUSTMENTS DUE TO RECEIPT OF STATE OF NEW HAMPSHIRE GRANT FUNDS

A communication was received from Councilors Greenwald and Richards, recommending adjustments to the CIP program to recognize the State of New Hampshire grant funds received. The communication was referred to the Finance, Organization and Personnel Committee.

COMMUNICATION – COUNCILOR GREENWALD – SEVERAL ISSUES CONCERNING  
THE OPIATE EPIDEMIC

A communication was received from Councilor Greenwald, requesting a presentation be made on the impact of the opiate epidemic on City services and crime statistics. In addition, the Councilor is inquiring whether Keene should join the cities of Manchester and Nashua in their litigation efforts against drug manufacturers. The communication was referred to staff to prepare a report.

MSFI REPORT – TRIMMING AND REMOVAL OF TREES AND BRUSH ALONG SCENIC ROADS – EVERSOURCE ENERGY

Municipal Services, Facilities and Infrastructure Committee report read recommending the report from the Conservation Commission be accepted as informational and the City Council authorize Eversource Energy to perform all tree trimming services on requested scenic roads, subject to the following conditions: that the 24” oak tree near line 101 from pole 13 on Chapman Road be removed from the list of trees slated for removal; that Eversource Energy make landowners aware of the option for leaving topped dead or diseased trees for purposes of supporting wildlife habitat; and, subject to the tree removal being coordinated with the Public Works Department. A motion by Councilor Manwaring to accept the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – VICKY MORTON – SAFETY CONCERNS WITH CITY INFRASTRUCTURE

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

MSFI REPORT – DEPARTMENTAL PRESENTATION – REMOTE WATER SYSTEMS MONITORING

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

PLD REPORT – VICKI BACON, BODY & SOUL ROAD RUNNERS – REQUEST TO USE CITY PROPERTY – RED CAP RUN

Planning, Licenses and Development Committee report read recommending that Body & Soul Road Runners be granted permission to sponsor a running race on February 10, 2018, subject to the customary licensing requirements of the City Council. In addition, the Police Department shall identify Railroad Street from Main Street to Community Way as a No Parking zone from the hours of 6:00 AM to 11:00 AM. This license is conditional upon the petitioners providing ten volunteer race marshals, and subject to any recommendations of City staff. A motion by Councilor Hansel to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – COUNCILORS FILIAULT AND CLARK – RECOMMENDING THE CITY TAKE A POSITION ON NET NEUTRALITY RULES

Planning, Licenses and Development Committee report read recommending the Mayor write a letter to the New Hampshire Congressional Delegation regarding the Net Neutrality position taken by the FCC. A motion by Councilor Hansel to carry out the intent of the report was duly seconded. On showing of hands, 13 Councilors were present, 10 voted in favor and three

opposed, the motion carried. Councilors Powers, Sutherland and Hansel voted in opposition. Councilors Clark and Richards were absent.

#### PLD REPORT – MAYOR LANE – PROPOSED AMENDMENTS TO THE CITY COUNCIL RULES OF ORDER

Planning, Licenses and Development Committee report read recommending the adoption of the proposed amendments to the City Council Rules of Order as presented. A motion by Councilor Hansel to carry out the intent of the report was duly seconded. On roll call, 13 Councilors were present and unanimously voted in favor. Councilors Clark and Richards were absent.

#### PLD REPORT – LEGISLATIVE UPDATE

Planning, Licenses and Development Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

#### CITY MANAGER COMMENTS

The Assistant City Manager commented about the recent events from the weekend regarding weather. On Saturday, due to a combination of snow melt and approximate 2 inches of rainfall the Branch River overflowed its banks on the lower main street area, including the back lots of Keene Auto Body, Keene Monument and Davis Oil. The back water flooding impacted 2 residential properties at the end of Boston Place. Though the runoff rain amounts were not a record amount of rainfall, the combination of water, ice and the ice jams that have been created by the thawing resulted in the water ways exceeding their banks in these locations. Fortunately, the Fire Department was able to respond to the impacted property owners and have remained in contact with those folks since the event had taken place. The Assistant City Manager continued with that staff has maintained communications with State Department of Homeland Security and Emergency Management along with the Army Corps. All of them are monitoring the water levels in the rivers. The Army Corp, following flood management protocols, are working to discharge as much water as possible from Surry Mountain and Otter Brook Dam with the goal of keeping the water levels within the banks. Currently, ice in the Branch River along the lower Main Street area where it converges with the Ashuelot near Martel Court seems to be allowing the flow to pass and the built up of ice is south of Martel Court in the Ashuelot River. The ice built up has created some restrictions in the flows, the Army Corps is aware of this situation and considering them in the context of their flood management efforts. People who live in the community in those flood prone areas should be aware that the weather conditions will continue to change. If further warming occurs, snow melts and forecasted rains will be monitored by the agencies. There is no estimated time when the ice will clear the river. The public is encouraged to follow this on the city's website, Facebook postings, as well as Twitter @notifyKeene for local emergency reports. People should also consider logging into the Department of Safety website [www.readyNH.gov](http://www.readyNH.gov) app of which can be targeted to the area you wish to have alerts.

The Assistant City Manager commented on the Assessing Department held public reviews with property owners over the past weekend. This was a review with the individual owners on the

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new city's parcel maps, which is part of the CIP project approved some years ago. There were a lot of participants from the community in these sessions. They took advantage of the opportunity to look at the maps and also provide the city map drawers with new information. Using that new information, the map drawers are going to make any adjustments and the new maps will be published. The new maps when they are delivered will be on the city's website. Finally, it should be noted that maps are never done, they are always in adjustment. She welcomed any new information to be shared.

The Assistant City Manager announced the feasibility study sessions is coming up on January 22 and 23, 2018. She encourages everyone to attend. The Assistant City Manager went on to Scott Martin and Tom Moran should be commended; they both received their building operator new certifications. These certifications are guarded highly in the State with only a few people having it. The City Manager recognized Mike Hagan, who received the Code Official of the Year award in December.

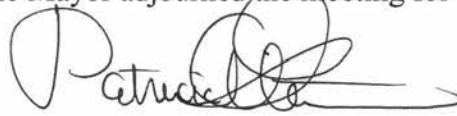
#### MORE TIME

More time was granted by the Chair for Gilbo East Parking Lot Improvements – Public Works Department.

#### ADJOURNMENT FOR LEGAL ADVICE

At 8:28 PM, there being no further business, the Mayor adjourned the meeting for legal advice.

A true record, attest:



City Clerk



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

January 10, 2018

**TO:** Keene City Council

**FROM:** Kendall W. Lane, Mayor

**ITEM:** B.1.

**SUBJECT:** Confirmation

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**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to confirm the nomination.

In City Council January 18, 2018.

Tabled to the next regular meeting.

**RECOMMENDATION:**

I hereby appoint the following individual to serve on the following Board or Commission.

**BACKGROUND:**

<u>BICYCLE/PEDESTRIAN PATH ADVISORY COMMITTEE</u>	
Drew Bryenton, regular, slot 5 Keene, NH	Term to expire Dec. 31, 2020





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

January 22, 2018

**TO:** Mayor and Keene City Council

**FROM:** Reverend Michael F. Hall

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

**ITEM:** C.1.

**SUBJECT:** Reverend Michael F. Hall - Resignation - Martin Luther King/Jonathan Daniels Committee

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**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to accept the resignation with regret and appreciation for years of service.

**ATTACHMENTS:**

Description

Communication - Reverend Michael F. King

**BACKGROUND:**

Reverend Michael F. Hall is submitting his resignation from the Martin Luther King/Jonathan Daniels Committee. He has been a member of the Committee since February of 2016.

In City Council February 1, 2018.

Voted unanimously to accept the resignation with regret and appreciation for years of service.

Attn: Meghan Spaulding

  
City Clerk

Hello Meghan,

It is with some sadness that I write to resign from my spot on the Martin Luther King/Jonathan Daniels Committee effective immediately. Between the two meetings that I missed due to recent health issues, and the 5 meetings I would miss because of my upcoming sabbatical, I would have missed 7 consecutive meetings by the time I return on July 1<sup>st</sup>. This is unacceptable to me and unfair to the other committee members.

I leave with many good memories of my time spent with the wonderful people on the committee, and also think its mission is very important. Surely, I will continue to speak fondly of my time among you, especially to my colleagues in the clergy. I think it appropriate and important to have one of us at the table.

Take Care,



Rev. Michael F. Hall

Keene Unitarian Universalist Church



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

January 17, 2018

**TO:** Mayor and Keene City Council

**FROM:** Brett Amy Thelen, Science Director of Harris Center for Conservation Education

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

**ITEM:** C.2.

**SUBJECT:** Brett Amy Thelen/Harris Center - Request to Temporary Close a Portion of North Lincoln Street

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**COUNCIL ACTION:**

In City Council February 1, 2018.

Referred to the Municipal Services, Facilities and Infrastructure Committee.

**ATTACHMENTS:**

**Description**

Communication - Harris Center

Communication of Support - Jessica Baum

Communication of Support - Heather Herring

Communication of Support - Sigrid Scholz

Communication of Support - Stroup McIntyre

**BACKGROUND:**

The Harris Center for Conservation Education is requesting the temporary closure of a portion of North Lincoln Street for approximately 6 nights during a 6-week period in March and April for the salamander crossing brigade, which ensures the safety of migrating amphibians and the citizen science volunteers who study them.

Letters of support for this initiative are also attached.



In City Council February 1, 2018.  
Referred to the Municipal Services,  
Facilities and Infrastructure Committee.

*Patricia Castle*  
City Clerk

January 17, 2018

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

To the Honorable Mayor and City Council,

I am writing to request the temporary closure of a portion of North Lincoln Street for approximately 6 nights during a 6-week period in March and April, in order to ensure the safety of migrating amphibians and the citizen science volunteers who study them.

Each year, on the first rainy nights of spring, thousands of salamanders and frogs make their way to vernal pools and other wetlands to breed. Many are killed when their journeys take them across busy roads. I have been coordinating the “Salamander Crossing Brigade” program – in which trained volunteers move migrating amphibians across roads by hand – since 2007. During that time, I’ve trained over 900 volunteers, who have moved more than 35,000 amphibians out of harm’s way at road crossings throughout the Monadnock Region. Community involvement in this program is longstanding and enthusiastic.

In the last five years in Keene alone, our volunteers have crossed 1,326 amphibians at Eastern Avenue; 1,006 amphibians at Jordan Road (including 111 Jefferson complex salamanders, which are listed as a Species of Greatest Conservation Need in New Hampshire); and 6,715 amphibians at North Lincoln Street. Since 2013, we have also recorded 1,204 road-killed amphibians at Eastern Avenue, 174 road-killed amphibians on Jordan Road, and 1,252 road-killed amphibians on North Lincoln Street. These figures are surely underestimates, as our volunteers are often too focused on saving live animals to conduct complete counts of the dead. In addition, our Salamander Brigade volunteers typically head home before midnight, but the amphibian migration will continue throughout the night if conditions are right.

Studies in other parts of the Northeast have shown that even moderate vehicle traffic can have a significant negative impact on local amphibian populations. Temporary road closures have been used successfully in a number of communities to reduce amphibian road mortality.

Although our volunteers assist migrating amphibians at three locations in Keene (Eastern Avenue, Jordan Road, and North Lincoln Street), we are only requesting a road closure at the largest crossing: North Lincoln Street. On any given “Big Night” at North Lincoln Street, 20-25 volunteers may move up to 1,000 frogs off a 0.1-mile stretch of road in just 3 or 4 hours. Closing this section of road on migration nights would ensure the safety of these animals – which are an important part

of the Robin Hood Park ecosystem – as well as the many volunteers and families who come out to North Lincoln Street to observe the migration.

The amphibian migration is a weather-dependent phenomenon, so I cannot provide specific dates for the requested road closures at this time. However, I have worked with the Department of Public Works to plan a road closure that does not impact anyone wishing to travel to their home on North Lincoln Street. The Department of Public Works has also agreed to use its social media outlets to help inform the public about possible closures when weather forecasts are favorable for migration.

Thank you for your consideration of this request, which would benefit both wildlife and people in Keene. I would be more than happy to meet with you – or to make a brief presentation to whichever subcommittee is assigned this request – to provide more information on the Salamander Crossing Brigade program, amphibian road mortality, or the proposed detour, and to answer any other questions you have.

Sincerely,

A handwritten signature in black ink, appearing to read "Brett Amy Thelen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brett Amy Thelen  
Science Director  
Harris Center for Conservation Education  
thelen@harriscenter.org



Jessica Baum  
67 Woodburn St  
Keene, NH  
03431

January 10, 2018

I have volunteered with Brett Thelen and the Salamander Brigades for 4 springs (since I moved here from California). Throughout these years, I've brought many friends and coworkers with me to share in the thrill of Big Night, many of whom bring their children. As a citizen of Keene (and planet Earth!), I urge you to close North Lincoln Street to vehicle traffic on Big Nights in order to protect our amphibian population, and create a safe space for Keene residents to experience a unique opportunity to connect with nature.

As humans, we live in the fantasy of the world we have constructed, believing ourselves to be masters of our own universe. Big Night reminds us that we are merely one of a myriad of species that roam this earth, that there are those that live around and amongst us in need of our care and protection. The Salamander Brigades offer us a rare and magical glimpse of an otherwise unseen world, the chance to connect with creatures like the spotted salamander who spend 95% of their lives underground. Participating in the Salamander Brigades, not only do we get to see these creatures, but we are asked to pick them up and help them! This kind of experiential environmental education can be life-changing for children and adults, alike. Closing North Lincoln Street on Big Nights would ensure a safer and more inclusive experience for participants of all ages, encouraging more Keene citizens to come out and experience the magic of the migration.

Additionally, while we do our best to cross as many creatures as possible, there are those who succumb to traffic at each of our crossings. Even at North Lincoln Street, the best-attended crossing, I've seen countless spotted salamanders, wood frogs and spring peepers dead on the road. In addition to being generally wonderful, these creatures perform essential ecosystem functions such as keeping insect populations (including pests like mosquitos) at bay. According to a 2014 New York Times article, they may even serve important functions for keeping carbon sequestered and thereby helping mitigate climate change.

I began participating in the Salamander Brigades as a grad student in the Environmental Studies program at Antioch. Through that program, I utilized Brett's knowledge and the Harris Center's maps to conduct a research project monitoring the impacts of roads on soil health in known amphibian crossing areas. Largely inspired by my participation in Big Night crossings, this opportunity to conduct research on local ecology greatly elevated and enriched my Masters' experience.

As Sustainability Manager & Community Coordinator at the W.S. Badger Company in Gilsum, I am responsible for organizing our volunteer program. To date, many Badgers and their families have joined in the Salamander Brigades. However, the greatest hurdle of engaging families with small children in this program is fear of the safety of being out on the open road at night. While we place cones and signs and wear reflective vests, cars come speeding down North Lincoln Street (and the streets of other crossings) at alarming speed.

Thanks,



Jessica Baum, M.S.

January 12, 2018

Mayor Kendall Lane and City Council

3 Washington Street Keene, NH 03431

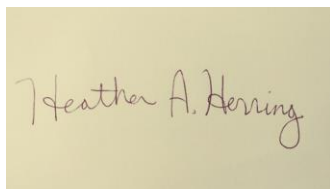
To the Mayor and City Council,

I am writing to add my voice to request the temporary closure of a portion of North Lincoln Street in order to allow migrating amphibians to cross.

As residents of Keene, my daughter and I have participated as citizen science volunteers for the last five years. We eagerly, yes eagerly, don rain gear on cold rainy spring nights to meet at North Lincoln Street and assist on Big Nights when the amphibians are crossing from Robin Hood area to the wetlands in the Woodland Cemetery. This has been rewarding as a direct connection to nature, expanding my daughter's understanding of our local wildlife not seen otherwise, assisting a science project with a direct impact, and educating others.

Keene does its civic duty in other ways by closing roads for the greater cause: there are parades to celebrate Memorial Day, the Pumpkin Festival, and celebrations like the Keene Sentinel's 200<sup>th</sup> anniversary. Why not allow Keene citizens to celebrate amphibians by assisting in this "night parade?"

Sincerely,

A rectangular image showing a handwritten signature in cursive script that reads "Heather A. Herring". The signature is written in dark ink on a light-colored, slightly textured background.

Heather A. Herring

MS in Environmental Biology and

Citizen of Keene

January 17, 2018

Dear Assistant Public works Director,  
Dear City Engineer,  
Dear Highway Superintendent,

My name is Sigrid Scholz Karabakakis and I am a salamander crossing volunteer/coordinator since the earlier years after its inception by founder David Moon in 2003 at Keene State College. After years of volunteering on North Lincoln Street, I coordinated volunteers at Jordan Road.

For many years our daughter, now 12 (and in the distant past our sons, now 24 and 29 and even sometimes my husband), and her friends enjoyed a shared experience when holding the first Jefferson or Spotted Salamander in their hands, knowing that he or she crossed safely into the wooded realm across the street, where their watery, temporary home/breeding ground awaits them.

I would be very thrilled to know that North Lincoln Street would be closed on Big Nights for various reasons.

1. On a personal level, I love animals and my concern is directed towards all animals who share this earth with us. It is very hard to "do something" on a global scale, but we all can start on a local level, which will eventually impact a wider community by its ripple effect.
2. On an educational level, having home schooled for years, this is an excellent example of hands on learning, which fosters compassion, empathy, curiosity, patience and maybe sparks interest in future little scientists, which brings me to the next reason.
3. Scientifically, amphibians as indicator species will provide us with information about the health of our environment, on land and in water because of their physiological make up.
4. And finally salamander crossing nights bring out families with children. It is also a community event, a gathering of like minded people working on a common goal, providing a safe crossing for amphibians. By closing the road we would also ensure that we consider the safety of all the children who on an impulse seeing a salamander will run towards it.

With great hope that the City officials will find it worthwhile not only to consider, but to implement this change and support this citizen science project,

respectfully submitted,

Sigrid Scholz Karabakakis  
89 Woodland Ave,  
Keene NH  
603 352 2936

To: The Keene City Council

From: The Stroup/McIntyre Family

Re: Support for S. Lincoln St. temporary road closures on “Big Nights”

Date: January 15, 2018

For the past four years our family has taken part in the Salamander Crossing Brigade, a citizen science project organized by the Harris Center. This has become an important part of our lives, making us aware of the ecosystems of the Monadnock Region and the diversity of life right here in our hometown of Keene. When Daniel and Nora started volunteering to help with amphibian migrations they were aged 7 and 11, and though we’ve sometimes gone to known crossing sites on roads in surrounding towns, we most often go to the site nearest to our home, where hundreds of Wood Frogs, Spring Peepers, Spotted Salamanders, and other amphibians cross from their subterranean homes in the woods below the Robin Wood reservoir and down into the vernal pools in Woodland Cemetery. This has brought us mostly joy, even when we get cold or wet on these nights of spring rains, when we get to help these creatures cross over to mate in the temporary ponds. It also brings a chance to talk about life’s hardships, as when we log number and species of killed animals, or witness creatures get run over that we were just about to move. The leadership of Brett Thelen has helped us to practice important safety rules, though we’ve also seen dangerous situations, including when people stop and try to help.

We understand and appreciate the City and the Police Department not wanting to limit access to a road willy-nilly, and we understand that other active crossing sites would be more of an inconvenience to local residents. The section of North Lincoln where we’ve found the busiest amphibian activity is after the last house heading north on Lincoln with the cemetery on your left, ending before you get to George Street and other artery streets on the east side. Every now and then we have turned up when we thought migration conditions looked right for a “Big Night” and we’ve been wrong; other times one or two of us have put on our reflective gear and headlamps “just in case” and then found that we needed to call in reinforcements—those rare times when one car could, without even trying to, take out dozens of creatures. If a designated person could act on what we’d call “a positive Big Night confirmation” and close even just that section of North Lincoln we could point to this as an example of the Sustainable vision of the City of Keene, and a mark of progress as we become a healthy community for humans and for non-humans, too. This could be an easy collaboration between the City, the Harris Center, and volunteers from all over the community, including schools at the K-12 and post-secondary levels.

Thanks for considering the proposal that Ms. Thelen has brought to your attention.

Bill Stroup,  
Amy McIntyre,  
Daniel McIntyre (Keene Middle School), and  
Nora McIntyre (Keene High School)  
26 Barker St.  
Keene



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

January 24, 2018

**TO:** Mayor and Keene City Council

**FROM:** Planning, Licenses and Development Committee

**ITEM:** D.1.

**SUBJECT:** Jim Narkiewicz/Monadnock Travel Council - Request to Use City Property - Keene Ice & Snow Festival

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Monadnock Travel Council be granted permission to use City property on Central Square and Railroad Square, including outside burning of a fire in an enclosed fire pit on Railroad Square and closure of Railroad Street from Main Street to the exit of the Wells Street Parking structure for the 2018 Ice and Snow Festival on Saturday, February 3, 2018 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the City Council; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff.

**BACKGROUND:**

Jim Narkiewicz, of 3 Ash Brook Road reported the 16th annual Ice and Snow Festival would be held on February 3, 2018. He outlined the events and sponsors noting no change in the event from previous years.

Kurt Blomquist, EMD/Public Works Director reported the customary protocol meetings were held and no issues were noted. He recommended moving forward with the request subject to the normal considerations.

There being no comments or questions from the Committee or public, Chair Richards asked for a motion.

Councilor Jones made the following motion which was seconded by Councilor Hansel.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Monadnock Travel Council be granted permission to use City property on Central Square and Railroad Square, including outside burning of a fire in an enclosed fire pit on Railroad Square and closure of Railroad Street from Main Street to the exit of the Wells Street Parking structure for the 2018 Ice and Snow Festival on Saturday, February 3, 2018 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the City Council; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff.

Regarding parking issues Councilor Jones asked if the time had been earlier in previous years. Mr. Blomquist



replied notices will be put up the previous week and the meters will be bagged the day of the event.



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

January 24, 2018

**TO:** Mayor and Keene City Council

**FROM:** Planning, Licenses and Development Committee

**ITEM:** D.2.

**SUBJECT:** Mindy Cambiar - Hundred Nights - Lodginghouse License Request

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to Timoleon Chakalos to engage in the operation of a lodging house at 15 Lamson Street subject to the following conditions: no more than 26 person may reside on the premises at any one time; compliance with all applicable sections of the City Code; compliance with any requirements or recommendations of City staff. Said license will expire on the 2nd day of February, 2019 and may be revoked by the City Council in accordance with Section 46-590 "Suspension or Revocation."

**BACKGROUND:**

Mindy Cambiar of 574 North Shore Road, Munsonville explained she is here for a license renewal. Ms. Cambiar reported inspections were conducted by both the Code and Fire Departments. Corrections were made today and she is ready for re-inspection.

John Rogers, Acting Health Director verified the issues were minor and easily corrected. Mr. Rogers recommended moving forward with the license. He agreed with Chair Richards that if the violations were not corrected this would come back before City Council.

Deputy Chief Jeff Chickering, of the Keene Fire Department also reported the minor violations will be re-inspected before the next Council meeting.

There being no comments or questions from the Committee or public, Chair Richards asked for a motion.

Councilor Rice made the following motion, which was seconded by Councilor Hansel.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to Timoleon Chakalos to engage in the operation of a lodging house at 15 Lamson Street subject to the following conditions: no more than 26 person may reside on the premises at any one time; compliance with all applicable sections of the City Code; compliance with any requirements or recommendations of City staff. Said license will expire on the 2nd day of February, 2019 and may be revoked by the City Council in accordance with Section 46-590 "Suspension or Revocation."





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

January 24, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Planning, Licenses and Development Committee  
**ITEM:** D.3.

**SUBJECT:** The Reverend Cynthia E. Bagley & Kathy Blair/United Church of Christ in Keene - Overflow from the Hundred Nights Shelter - Lodginghouse License Request

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**COUNCIL ACTION:**

In City Council February 1, 2018.  
Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to the United Church of Christ at 23 Central Square subject to said lodging house license only being used as an overflow for the Hundred Nights Shelter; and managed by the Hundred Nights Shelter; no more than 16 persons may reside at any one time on the premises; compliance with all applicable sections of the City Code; and compliance with any requirements or recommendations of City staff. Said license will expire on the 2nd day of February, 2019 and may be revoked by the City Council in accordance with Section 26-590 "Suspension or Revocation."

**BACKGROUND:**

Hilda Demoya, of Keene reported she usually schedules the Church volunteers to be in the Church with the Hundred Nights staff. Chair Richards explained the process for Ms. Demoya.

John Rogers, Acting Health Director and Deputy Chickering clarified the inspections were done last week and no issues were found. They both recommended issuance of the license.

Chair Richard asked for Committee question or comments.

Councilor Sapeta thanked the Church for allowing this to happen and asked how often it is used. Ms. Demoya replied almost every night in the season; she added since opening they have had a minimum of five people and a maximum of nine people.

There being no further comments from the Committee or public, Chair Richards asked for a motion.

Councilor Sapeta made the following motion, which was seconded by Councilor Rice.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to the United Church of Christ at 23 Central Square subject to said lodging house license only being used as an overflow for the Hundred Nights Shelter; and managed by the Hundred Nights Shelter; no more than

16 persons may reside at any one time on the premises; compliance with all applicable sections of the City Code; and compliance with any requirements or recommendations of City staff. Said license will expire on the 2nd day of February, 2019 and may be revoked by the City Council in accordance with Section 26-590 "Suspension or Revocation."

Ms. Demoya asked if the license was restricted to only the Hundred Nights Shelter noting she did not think that clause was included in last year's license. The City Attorney deferred to Mr. Rogers to answer the question. Mr. Rogers noted this condition was placed on the license in the past and is one of the reasons this is a Council license as opposed to a permit through the Fire Department.



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

January 24, 2018

**TO:** Mayor and Keene City Council

**FROM:** Planning, Licenses and Development Committee

**ITEM:** D.4.

**SUBJECT:** Legislative Update – City Attorney

---

**COUNCIL ACTION:**

In City Council February 1, 2018.  
Report filed as informational.

**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the legislative update be accepted as informational.

**BACKGROUND:**

Tom Mullins, City Attorney referred to a synopsis in the agenda packet and addressed the two Senate Bills. The City Attorney reported he gave testimony on the two Bills this morning. He explained SB-339 with respect to voting and Zoning Boards of Adjustment clarifies the number of votes required for the ZBA to take any action on any matter before it. Generally the ZBA has five members and we have alternates. Occasionally there are situations either through conflicts or absences we can only have three members. The statute that applies in this particular context currently states the concurring vote of 3 members of the ZBA is required to approve an application, but it does not say the converse unfortunately. The law does not specifically state how many votes are required to deny the request of an applicant. The proposed amendment would specifically require that a motion to deny an application also requires three concurring votes. Attorney Mullins reported his testimony this morning was fairly well received by the Committee with no particular objections being noted, and they seemed to understand the difficulties the current language creates.

Attorney Mullins explained reversing the decision of an administrative official at Councilor Jones request. Essentially the ZBA is the quasi-judicial body to hear items raised to it by a member of the public. If a member of the City staff makes a decision based on an interpretation of the zoning ordinance, the statute now says the board should be giving some deference to the administrative official. To do so, in order to reverse that decision it now requires 3 votes of the ZBA.

Attorney Mullins continued by discussing SB-430 would provide a priority over pre-existing liens for real estate liens issued by the City for financial support to assisted persons. Under current law, the foreclosure of a lien predating the City's lien would remove the City's lien resulting in a potential loss of repayment of the assistance to the City. For example, if there is a pre-existing mortgage lien, the foreclosure of the mortgage would remove the City's lien. The proposed amendment would give assistance liens the same priority as tax liens. Attorney Mullins noted this is another initiative raised by the City through Senator Kahn. He reported opposition to this Bill from the Banker's Associations and the Mortgage Associations. Attorney Mullins noted this is a sort of



stay tuned issue; the Committee did recognize that municipalities are place in sort of a conundrum because they have to provide the support, but are not guaranteed any reimbursement. The reality is many people who receive assistance do not own any real property.

Chair Richards asked for Committee questions or comments.

Councilor Jones referred to the recommended motion and asked the City Attorney if he preferred the Committee ask the Mayor to write a letter of support. Attorney Mullins indicated that would be up to the Committee; he noted the Mayor was aware of him giving testimony today.

Councilor Sapeta said if this were to happen would there be any impact on individuals; unintended consequences. Attorney Mullins said with respect to the individuals themselves it is really the mortgage entities that will lose out. These liens are not like tax liens that have a timeframe; these liens pretty much stay in place until the person passes. The real impact is the financial impact is on lien holders. Councilor Sapeta asked if there was a possibility where banks might discriminate against individuals who might have the possibility of becoming disabled in the future. Attorney Mullins noted the Bankers and Mortgage Associations did raise that question; part of the response was that those two associations always have to assume some risks. This is why they have interest rates and those interest rates are based upon risk factors.

There being no further comments from the Committee or public Chair Richards asked for a motion.

Councilor Hansel made the following motion ,which was seconded by Councilor Jones.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the legislative update be accepted as informational.



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

January 25, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.5.

**SUBJECT:** Acceptance of Donation - St. James Thrift Shop - Parks, Recreation and Facilities Department

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$750.00 from the St. James Thrift Shop and that the money is used by the City's Martin Luther King Jr. / Jonathan Daniels Committee for its annual programming.

**BACKGROUND:**

Parks, Recreation and Facilities Director Andrew Bohannon stated this matter is regarding a donation of \$750 from the St. James Thrift Shop to be used by the City's Martin Luther King Jr. / Jonathan Daniels Committee for its annual programming. This is an annual donation.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$750.00 from the St. James Thrift Shop and that the money is used by the City's Martin Luther King Jr. / Jonathan Daniels Committee for its annual programming.



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

January 25, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.6.

**SUBJECT:** Acceptance of Donation - Keene Rotary Club - Parks, Recreation and Facilities Department

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized do all things necessary to accept a donation of \$5,000.00 from the Keene Rotary Club for the purposes of creating a pocket park at 238 Church Street.

**BACKGROUND:**

Mr. Bohannon stated this donation is for \$5,000 from the Rotary Club for the purpose of creating a pocket part at 238 Church Street. Mr. Bohannon stated the Friends of Keene Open Space came before the PLD Committee to look at this land. The Council authorized the group to go ahead with this task. This piece of property was taken over by the City through the FEMA program due to the continuous flooding of this property. The Friends of Open Space have continued with fundraising. The Keene Rotary Club asked for a meeting with the Director and have expressed interest in this project.

Councilor Powers made the following motion which was seconded by Councilor Jacobs.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized do all things necessary to accept a donation of \$5,000.00 from the Keene Rotary Club for the purposes of creating a pocket park at 238 Church Street.



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

January 25, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.7.

**SUBJECT:** Acceptance of Donation - Ambulance Child Restraint System - Fire Department

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept one Ambulance Child Restraint system from the Child Passenger Safety Program at Injury Prevention Center- DHMC.

**BACKGROUND:**

Fire Chief Mark Howard stated this matter is regarding a child restraint system from the Child Passenger Safety Program at Injury Prevention Center- DHMC. He explained this system would be used to transport sick and injured pediatric patients by providing them with basic life support and advanced life support. This system would be used to transport patients weighing 4 to 99 pounds. The value of the system is \$700. The department plans on purchasing two more systems for the other two ambulances out of the EMS Operating budget.

Councilor Clark asked how patients are transported at this time. Chief Howard stated they currently use car seats and the issue that arises is the difficulty in providing acute care when children are transported in car seats. He added there is also the issue even with this improved system of trying to transport patients who weigh less than four pounds.

Councilor Jacobs made the following motion which was seconded by Councilor Powers.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept one Ambulance Child Restraint system from the Child Passenger Safety Program at Injury Prevention Center- DHMC.



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

January 25, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.8.

**SUBJECT:** Acceptance of Cheshire County 2017 Funds - Youth Services

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and administer funds provided by Cheshire County for Youth Services programs.

**BACKGROUND:**

Youth Services Manager, Elisabeth Brown stated this item is for a \$23,100 donation for youth services for 2017. This money assists with the Youth Intervention Program and the Juvenile Diversion Program for outside towns. These are monies the city has received in the past and are in the budget for 2018 as well.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and administer funds provided by Cheshire County for Youth Services programs.



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

January 25, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.9.

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

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council accepts donations of \$129,905.00 as listed in the Cambridge Trust December 7-31, 2017 Donor list (See attached report) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

**BACKGROUND:**

Ms. Judy Putnam of 168 Court Street and Mr. Ken Jue 23 Ridgewood Avenue, as Trustees of the library, brought forward the recent donation in the amount of \$129,905 deposited into the capital campaign for the Library Renovation Project. These monies were received during the month of December. The campaign is now at 100% of its five million dollar fund raising goal. The Trustees extended their appreciation for the generosity of the community.

Mr. Jue thanked the city for its support during this process and reiterated their firm and unwavering commitment to pay the city back for its payment of the bridge funds.

Chair Greenwald referred to some of the generous contributions.

Councilor Powers made the following motion which was seconded by Councilor Jacobs.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council accepts donations of \$129,905.00 as listed in the Cambridge Trust December 7-31, 2017 Donor list (See attached report) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.





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

January 25, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.10.

**SUBJECT:** Library Construction Contract #2 - Parks, Recreation and Facilities Department

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a sole source professional services contract with Engleberth Construction Inc. for construction services required for the Library Renovation project for \$623,317.93.

**BACKGROUND:**

Andrew Bohannon addressed the Committee again and made note of the final step in the Library Project. This item is for the City Manager to negotiate and execute a sole source professional services contract with Engelberth Construction Inc. for construction services required for the Library Renovation Project in the amount of \$623,317.93.

Mr. Bohannon stated the library project was divided into two components delineated by the new market tax credit (annex building and connector and then the components of the library). The new market tax credit can only be applied to the annex building. The rest of the work would need to be completed through funding efforts.

In August, Council was made aware of the two contracts but staff held off presenting Contract #2 until the project closing and all funding sources were identified. At the present time Engelberth Construction Inc. is under the management of MEDC as the construction management firm for the annex and connector. In order to consolidate services and fees, the City is looking to sole source a contract with Engelberth for the remaining work. This would be efficient and cost effective to keep the same team in place and coordinate the work with that happening in the annex and the connector.

Mr. Bohannon called the committee's attention to the various services outlined in the committee's packet. \$623,317.93 is for the construction component, there will be additional fees included in here which is for the design from Tappe Architects and for building permits, and these costs would be addressed by the fundraising efforts.

Funding for the work is included in the project and they are as follows: Donations \$76,897.93 currently in the

Cambridge Trust Capital Campaign account; and, funds of \$560,000 paid to the project during the new market tax credit closing as a reimbursement for architect fees, as noted in the memo to City Council dated August 31, 2017.

Councilor Clark asked when they refer to window repair whether it actually means window replacement. Mr. Bohannon stated there is an ability to repair some of the windows, not all are being replaced.

Councilor Jacobs clarified even though this is a sole source contract, Engelberth had to go through a bid process for the other portion of the work. Mr. Bohannon agreed there was a team who evaluated those bids. Nine companies submitted bids on the original project.

Councilor Powers made the following motion which was seconded by Councilor Jacobs.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a sole source professional services contract with Engleberth Construction Inc. for construction services required for the Library Renovation project for \$623,317.93.



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

January 25, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.11.

**SUBJECT:** Councilors Greenwald and Richards - CIP Adjustments Due to Receipt of State of New Hampshire Grant Funds

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**COUNCIL ACTION:**

In City Council February 1, 2018.  
Report filed as informational.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends accepting this item as informational.

**BACKGROUND:**

Councilor Richards stated this item is more about starting a discussion – in FY19 all the water and sewer lines are going to be replaced on Marlboro Street and there is effort being placed to make the east side of the city look more attractive. He referred to a presentation done by city planning staff a year ago about the improvements that could be made for Marlboro Street. The Councilor stated what he was looking for tonight is for staff to see what kind of funding would be necessary to enhance at least the first part of the street and perhaps the rest to be included in the CIP. If the street is going to be taken apart this might be the time to make these improvements.

Chair Greenwald stated it was important for the Council to give the Manager direction as to what can be done with these funds. The three choices available to the city are – to reduce bond indebtedness; funds to be used for a project; funds to be used one-half for a project and the other half to reduce bond indebtedness.

The City Manager stated this has been a discussion staff has had internally mostly about reducing bond indebtedness (a portion and used the remainder for a road project). She noted there is an upcoming project in the CIP for Marlboro Street but it is not to the same extent as what was discussed a year ago.

Councilor Jacobs stated when the Council worked on goals economic development and debt reduction was two goals, and there was a struggle as to whether one was more important than the other. The Council felt the city would do the tax payers a great service if debt was paid down and the city would have more money in the future by taking this approach. Councilor Richards stated he would like to have both ideas on the table to be evaluated and then a decision to be made. Councilor Clark stated he did not feel driving down debt was as important as economic development because economic development is what is going to grow the city. He felt these extra funds was an opportunity to accomplish some of the goals that have been discussed.

Councilor Powers stated if you were to look at the CIP, debt reduction is not happening as fast as the city would want it to. He felt the priority should not be to increase debt as we look at some of these projects.

The City Manager stated she has discussed with the Mayor about holding some work sessions because of the conflicting responses she has received from Councilors. Ms. Dragon went on to say she wanted to clarify some of the funding mechanisms for some of these projects; the city received a little over \$400,000 through SB 38 specifically for road projects and the council decided which projects were going to be moved up which left room to reduce bond indebtedness for next year. She added the city is paying a little over \$250,000 in interest for road projects. Should the Council decide it wanted to use those funds for another project, the city will be borrowing to do so. The manner in which the city was reducing indebtedness is by not borrowing as much.

Councilor Manwaring stated she is on the committee for SW Regional Planning Commission on Complete Streets – this committee is currently in the process of deciding who gets grant money for complete streets. She stated a few years ago this same body did a study on complete streets from Grove Street to Main Street, which really got people thinking. She stated she supports what Councilor Richards is proposing and asked whether the Council could direct staff to do an analysis on how much it would cost to do some work from Main Street to Grove Street.

Councilor Hansel felt a project such as this should be included in the CIP and discussed through the CIP process. Ms. Dragon noted about 1.2 million is being proposed in the CIP for Marlboro Street this year but this project doesn't do as much as was proposed a year ago when the city was looking at a grant.

Mr. David Curran of 17 Prescott Street addressed the Committee. Mr. Curran stated he agrees with the notion of economic development and added the city is always going to carry debt. He pointed out the Marlboro Street project is slated for FY19 and asked whether staff has done their homework before such projects are included in the CIP. Chair Greenwald stated the numbers in the CIP are not hard numbers but it is an educated estimate and the concept of the CIP is that projects could be moved around.

Councilor Jacobs asked the Manager whether the \$417,000 has been taken into account in the CIP document. The Manager clarified the number for Marlboro Street, it is a little over two million for the upcoming budget. With regards to the \$417,000, she had asked Public Works to create an option A and an option B but it is in the CIP as a whole project.

Councilor Richards stated of the two million about \$100,000 is for curbing and sidewalks the rest is for water and sewer work. He felt when taking the street apart is the time to look at the entire street.

Councilor Clark stated if the city doesn't get proactive with reference to Public Works and its projects and \$250,000 is not that significant compared to what the city spends in other departments. He felt the infrastructure of the city is important to a municipality.

Mayor Lane stated the committee has two issues which should not be combined; the first is the Marlboro Street project and it is up to the council as to whether it wants to move forward with that project or not and once that is decided there are many ways that project could be funded.

Councilor Richards asked whether this project could be forwarded on to the MSFI Committee to determine if this is a that project should be moved forward.

Councilor Jacobs extended his appreciation to the two Councilors for bringing this item forward for discussion.

Chair Greenwald made the following motion which was seconded by Councilor Jacobs.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends accepting this item as informational.



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

January 25, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.12.

**SUBJECT:** Authority to Borrow - Clean Water State Revolving Fund - Public Works Department

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**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for, accept, and execute a loan from the New Hampshire "Clean Water State Revolving Fund" (CWSRF) in an amount not to exceed \$120,000.

**BACKGROUND:**

City Engineer Don Lussier stated one of the policies the Council implemented was to administer asset management planning to better plan the city's financial structure. One of the opportunities that has presented itself is a federal government program through the State Clean Water State Revolving Fund which was implemented for municipalities to pay for their clean water infrastructure. In this fund there is money designated for asset management planning and the state is offering municipalities a loan option. Once the requirements are met, the state is offering up to \$30,000 in debt forgiveness. Three applications were presented by the city (two for sewer and one for the drainage system). The city has been approved for all three of these applications. A month later the city was informed there was another round of funding. The city submitted another application for its open drainage system. The city has not received notification on this last application, but staff is seeking permission to borrow up to \$120,000 which will be paid back through principal forgiveness at the conclusion of the project.

Councilor Jacobs made the following motion which was seconded by Councilor Powers.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for, accept, and execute a loan from the New Hampshire "Clean Water State Revolving Fund" (CWSRF) in an amount not to exceed \$120,000.



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

January 25, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.13.

**SUBJECT:** Municipal Solar Array 350-400 Marlboro Street - Public Works Department

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate with the two finalists as recommended in the City's solar consultant decision matrix to provide renewable energy for City of Keene facilities at a cost equal to or below expected utility prices for electrical services and that the most appropriate agreement be brought forward for consideration.

**BACKGROUND:**

Asst. Public Works Director Duncan Watson stated the city issued an RFP for municipal solar array development and received a number of proposals. The proposals were narrowed down to the four most responsive proposals and a solar evaluation team was put together. At the conclusion of the interview process, the committee decided they needed some expert assistance from an entity who has done work with municipal solar array. The firm helped narrow down the applicants and helped the city with a decision matrix to help the city move forward. What the decision matrix indicated is that instead of the city moving forward with the location it had previously selected (airport, 560 Main Street, solid waste facility, and the facility near Monadnock View Cemetery) the best option would be to install a solar array on the facility at 350-400 Marlboro Street.

What is being proposed is a 1.2 megawatt solar array which would help offset the power use. Staff is requesting tonight, authorization for the City Manager to negotiate with the two finalists. The plan is to have the installation complete by December 2018. Mr. Watson noted as of recently, there has been a tariff applied to solar array importation but the two finalists selected by the city have sufficient inventory to complete their 2018 projects and the tariff wouldn't affect the city's project. Mr. Watson added the 1.2 megawatt array would reduce carbon emission in the city by about 1.8 million tons per year.

Mr. Watson stated the other locations would also be looked at some time in the future. Chair Greenwald asked due to the tariff that could be imposed in the future whether two locations should not be considered. Mr. Watson stated things have changed a lot in the solar world during the past year. He felt it would be better for the city to regroup once this project is completed.



Chair Greenwald asked whether the Ice Arena pays for electricity. The Parks, Recreation and Facilities Director stated the ice arena pays its own electric bill but the city is in conversation with this entity regarding this proposal to see if they would like to be part of it.

Councilor Powers clarified the roof issues at the Marlboro Street facility will be addressed before this project moves forward. Mr. Bohannon agreed it would be.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate with the two finalists as recommended in the City's solar consultant decision matrix to provide renewable energy for City of Keene facilities at a cost equal to or below expected utility prices for electrical services and that the most appropriate agreement be brought forward for consideration.



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

January 25, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.14.

**SUBJECT:** Construction and Engineering Services Change Orders - Babbidge Reservoir Dam Improvements Project - Public Works Department

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a construction change order with Kingsbury Companies, LLC of Waitsfield, and VT in an amount not to exceed \$297,454.72 for the Babbidge Reservoir Dam Improvements Project.

Further, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a change order with Dubois and King, Inc. of Randolph, VT in an amount not to exceed \$70,688 for additional technical and construction phase services associated with the Babbidge Reservoir Dam Improvements Project.

**BACKGROUND:**

Mr. Lussier stated this item is in reference to two change orders for the Babbidge Reservoir; one is for the construction contractor and the other is for the consultant engineer. The contractor started his work in the fall but had to shut down during early winter but are back on site. As of next week they would be making the temporary connection to the water supply system. DES went through several iterations which resulted in the permit for construction to be issued only last month. However, DES has several requirements which were not included in the bid documents which is the reason for the construction change order.

Even with the change order and the extra work, this contractor's price is less than the next bidder. Because of this additional work, the engineer is required to remain on site and at the end of the work, issue a certification that the work was completed according to dam safety regulations. The second change is for the extra time the engineer has to remain on site.

Councilor Powers made the following motion which was seconded by Councilor Jacobs.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a construction change order with Kingsbury Companies, LLC of Waitsfield, and VT in an amount not to exceed \$297,454.72 for the Babbidge Reservoir

Dam Improvements Project.

Further, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a change order with Dubois and King, Inc. of Randolph, VT in an amount not to exceed \$70,688 for additional technical and construction phase services associated with the Babbidge Reservoir Dam Improvements Project.



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

January 24, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Planning, Licenses and Development Committee  
**ITEM:** G.1.

**SUBJECT:** Janis Manwaring/Pathways for Keene - Request to Use City Property - 4 on the 4th

---

**COUNCIL ACTION:**

In City Council February 1, 2018.  
More time granted.

**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the request from Pathways for Keene to hold the annual 4 on the 4th Road Race be placed on more time to allow City staff to hold a series of protocol meetings with the petitioner.

**BACKGROUND:**

Chair Richards explained this item would be put on more time to allow staff to hold the necessary protocol meetings.

There being no questions or comments from the Committee or public, Chair Richards asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Sapeta.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the request from Pathways for Keene to hold the annual 4 on the 4th Road Race be placed on more time to allow City staff to hold a series of protocol meetings with the petitioner.



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

January 31, 2018

**TO:** Mayor and Keene City Council

**FROM:** Elizabeth Dragon, City Manager

**ITEM:** H.1.

**SUBJECT:** Relating to the Airport Development and Marketing Committee

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Referred to the Planning, Licenses and Development Committee.

**RECOMMENDATION:**

That City Council refers Ordinance O-2018-01 to the Planning, Licenses and Development Committee for a recommendation.

**ATTACHMENTS:**

Description

Ordinance O-2018-01

**BACKGROUND:**

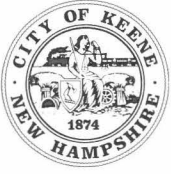
On a vote of 4-0, the Planning, Licenses and Development Committee recommended that City staff be instructed to introduce an Ordinance for 1st reading that would change the name of the Airport Advisory Commission to the Airport Development and Marketing Committee. The charge of the Committee will be to take a proactive role in the development of the Keene Dillant-Hopkins Airport, by collaborating with other City and local economic development efforts to implement the Airport Master Plan. In addition, the committee members would also serve as ambassadors for the airport both locally and regionally. Ordinance O-2018-01 has been drafted. The Airport Advisory Commission was created to take a proactive role in the development of the Keene Dillant-Hopkins Airport by actively striving for the implementation of the adopted master plan. It shall also review the master plan from time to time to ensure responsiveness to changing conditions. It also currently has the primary responsibility in developing and implementing various marketing and public relations programs regarding the benefits of the airport and aviation. These efforts should be aggressive and ongoing.

Prior to the arrival of our current Airport Manager Jack Wozmak, the commission and their monthly meetings were utilized for review of items that were more administrative in nature. In my opinion, this is not where we most need assistance from our volunteers. The proposed charge for the committee makes it clear that the focus of the committee will be to assist with the development and marketing of the airport. It is one of my goals, as City Manager, to integrate development of the airport into the larger regional and state economic development initiatives. To do this effectively we need the help of the committee members.

To bring focus to the Airport Committee we are proposing a name change and a more simplified direct charge for the committee members.

Summary of charges:

1. Name changed from Airport Advisory Commission to Airport Development and Marking Committee.
2. Increase membership from nine to eleven members.
3. Changes the Mayor's role to ex-officio "with" a vote.
4. Clarifies that the City Manager is an ex-officio member without a vote.
5. Simplifies the charge of the committee to focus on marketing and development



# CITY OF KEENE

O-2018-01

Eighteen

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

AN ORDINANCE .....Relating to -- Airport Development and Marketing Committee.....

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

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by inserting the bolded text and eliminating the stricken text in Division 2 of Article IV "Departments" Chapter 2 entitled "Administration" as follows:

**DIVISION 2. – AIRPORT DEVELOPMENT AND MARKETING COMMITTEE**  
~~AIRPORT ADVISORY COMMISSION~~

Sec. 2-621. - Membership.

- (a) The airport **development and marketing committee** ~~advisory commission~~ shall consist of **eleven** ~~nine~~ regular voting members. No less than five voting members must be residents of the city. At least one of the voting members must reside in the Town of Swanzey, and one voting member must be a member of the city council.
- ~~(b) If the mayor and city council desire, additional city council members may be designated as council liaisons to the commission. Additional council liaisons shall, however, be nonvoting members.~~
- (c) The mayor, **or his designee**, shall be an ex officio member ~~of the commission with a vote~~ without a vote.
- (d) The city manager shall be an ex officio member without a vote.**
- ~~(d)~~ **(e)** The membership of the **committee** ~~commission~~ shall elect a chair, who shall be a city resident. The chair shall have a demonstrated interest in aviation and shall assume an active role in the development **of the airport.** ~~business of the commission and airport issues~~

Sec. 2-622. - Terms.

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



Sec. 2-623. - Relation to department.

The airport director **will work with the committee to market and develop the airport.** ~~shall report to the airport advisory commission on the activities of his office. The airport director shall also advise the commission of his judgment concerning matters before the commission or on matters he feels should come before the commission. The commission shall advise the airport director relative to other airport-related issues.~~

Sec. 2-624. - Functions and guidelines.

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

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

~~(1) Take a proactive role in the development of the Keene Dillant-Hopkins Airport by actively striving for the implementation of the adopted master plan. It shall also review the master plan from time to time to ensure responsiveness to changing conditions.~~

~~(2) Promote communication and the exchange of ideas and concerns between airport users and city staff and the city council.~~

~~(3) Review the airport rules, regulations, and ordinances to ensure effectiveness and currency; make recommendations relative to amendments to procedures and regulations, as well as the minimum standards.~~

~~(4) Make regular reports and recommendations to the municipal services, facilities and infrastructure committee of the city council.~~

~~(5) Assume primary responsibility in developing and implementing various marketing and public relations programs regarding the benefits of the airport and aviation. These efforts should be aggressive and ongoing.~~

~~(6) Perform other related functions as required by the city council or as requested by the city manager.~~



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Kendall W. Lane, Mayor



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

02/01/2018

**TO:** Mayor and Keene City Council

**FROM:** Elizabeth A. Fox, ACM/Human Resources Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** J.1.

**SUBJECT:** In Appreciation of Paul A. Szoc Upon His Retirement

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Report filed as informational.

Voted unanimously to adopt Resolution R-2018-02.

**RECOMMENDATION:**

That Resolution R-2018-02 be adopted by the City Council.

**ATTACHMENTS:**

Description

Resolution R-2018-02

**BACKGROUND:**

Mr. Szoc retired from the Fire Department December 31, 2017, with over 40 years of service.



# CITY OF KEENE

Eighteen

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

In Appreciation of Paul A. Szoc Upon His Retirement

A RESOLUTION .....

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

**WHEREAS:** Paul A. Szoc began his career with the City of Keene as a member of the Washington Hook & Ladder Company and was elected November 21, 1977, as a member of the Keene Steam Fire Engine & Hose Company #1; and

**WHEREAS:** He was promoted to Second Lieutenant of that company starting October 15, 1984; was elected First Lieutenant starting January 1, 1988, and simultaneously served as its Clerk until the April 1, 1988, annual meeting; was promoted to Captain in February 1994; and became Deputy Chief of Call Operations March 8, 1999; and

**WHEREAS:** While helping people got Paul "hooked" on his career in emergency services, his visioning ability and his understanding of how operations could, should and do work set him up for success and made positive impacts on people's lives; and

**WHEREAS:** Though every emergency is different, Paul's staff found him an excellent leader who consistently was calm, who put personal feelings aside to get the work done, who believed in real teamwork, who was committed to finding anyone who was missing; and who always gave credit to his team when damage was limited during the emergency; and

**WHEREAS:** Paul has witnessed and made significant contributions to call fire operations over the years; and

**WHEREAS:** He has demonstrated his love of the Monadnock Region through his dual career as Chief of the Southwestern New Hampshire District Fire Mutual Aid for 32 years; and

**WHEREAS:** Paul was among those receiving a 2004 Fire Service Committee of Merit Award for his part in rescuing a man's life; and

**WHEREAS:** He retired from the City of Keene December 31, 2017, with just over 40 years of dignified and honorable service to the City;

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of Keene hereby extends its sincere thanks to Paul A. Szoc for his dedication to the City of Keene and wishes him the very best for his retirement years; and

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

PASSED February 1, 2018

A true copy;  
Attest:

City Clerk

Kendall W. Lane, Mayor



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

02/01/2018

**TO:** Mayor and Keene City Council

**FROM:** Elizabeth A. Fox, ACM/Human Resources Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** J.2.

**SUBJECT:** In Appreciation of Timothy T. Mason Upon His Retirement

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Report filed as informational.

Voted unanimously to adopt Resolution R-2018-03.

**RECOMMENDATION:**

That Resolution R-2018-03 be adopted by the City Council.

**ATTACHMENTS:**

Description

Resolution R-2018-03 Timothy T. Mason

**BACKGROUND:**

Mr. Mason retired from the Fire Department December 31, 2017, with over 40 years of service.





# CITY OF KEENE

Eighteen

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

In Appreciation of Timothy T. Mason Upon His Retirement

A RESOLUTION .....

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

WHEREAS: Timothy T. Mason began his career with the City of Keene as a Call Firefighter, serving first as a substitute member of the Keene Steam Fire Engine and Hose Company #1 starting November 21, 1977—carrying on the tradition demonstrated to him by his father, who was its Captain at the time; and

WHEREAS: He was elected a regular member of the Steamer Company as of May 31, 1979; was classified as a permanent member effective November 19th of that year; and accepted promotion to Call Lieutenant on January 12, 2004; and

WHEREAS: Tim used his fire science knowledge and experience gained through Keene Fire Department experience to become Fire Warden and Chief of the Town of Roxbury; and

WHEREAS: In addition to serving in Call Operations efforts, Tim assisted our community as part of its Y2K efforts; and

WHEREAS: Proudly serving in many capacities under six Fire Chiefs, Tim has witnessed and participated in significant changes to the Keene Fire Department, such as the addition of a second fire station, the replacement of the Central Fire Station, inclusion of emergency medical services and hazardous materials handling to the department's responsibilities, and formation of the department's Color Guard—as well as the evolution of fire service in general; and

WHEREAS: Tim retired from the City of Keene December 31, 2017, with just over 40 years of dignified and honorable service to the City as a Call Firefighter;

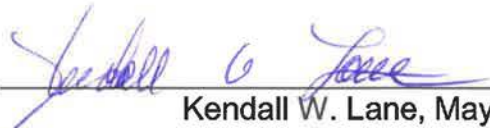
NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Timothy T. Mason wishes him the very best for his retirement years; and

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

PASSED February 1, 2018

A true copy;

Attest:   
City Clerk

  
Kendall W. Lane, Mayor



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

January 25, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** J.3.  
**SUBJECT:** Relating to General Assistance Guidelines

---

**COUNCIL ACTION:**

In City Council February 1, 2018.

Report filed as informational.

Voted unanimously to delete Section 25 regarding mass casualties from the guidelines.

Voted unanimously to amend Resolution R-2018-04 to reflect February 1, 2018 as the adoption date of the guidelines.

Voted unanimously to adopt Resolution R-2018-04-A.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the Keene City Council rescind Resolution R-2011-27, and adopt Resolution R-2018-04 authorizing the Human Services Department to implement the revised General Assistance Guidelines.

**ATTACHMENTS:**

**Description**

General Assistance Guidelines

Resolution R-2018-04-A

**BACKGROUND:**

Human Services Manager, Elizabeth Sayre addressed the Committee next and stated RSA 165 is the State Statute which outlines a municipality's responsibilities and obligations towards its neediest citizens. However, municipalities also have their own guidelines they are required to follow. She indicated in the last year there have been certain changes that have occurred at the state level which has required changes to be made by the city to its own guidelines.

Ms. Sayre then went over the changes:

Page 13, Section V111, Termination and Prosecution:

This language refers to a dollar amount associated with someone who misrepresents information. This was identified in a lawsuit in the City of Manchester and Manchester lost and hence this language is required to be stricken according to welfare law.

Page 17 – this language was identified in the law for many years. However, disabilities activists took this before

the court and they prevailed. The law now states if a person receives disability benefits through APTD they can no longer be discriminated against if they meet eligibility through the local municipality.

Page 20, Item E - Standard of Need – added letter e as follows:

e. First month's rent is only available once in a 12 month period.

This requires an applicant to be responsible for paying their rent once they have been assisted by the city to obtain housing.

Page 37, Section XV11, Liens – Ms. Sayre explained if property owner applies and becomes eligible for general assistance, the city has the right to place a lien on the property. Should the property change hands the city has a right to be reimbursed for any assistance it provided to this individual. The obligation to reimburse always lies with the applicant regardless of whether a lien is placed or not.

Councilor Clark asked if a property was going to be a burden to the city whether the city would still be required to place a lien on that property. Ms. Sayre stated she wasn't sure if the city is required or not but it is the requirement of the Human Services Department to place a lien on the property.

Councilor Jacobs asked what the acronym NHHP stood for. Ms. Sayre answered it is the abbreviation for New Hampshire Health Protection Plan.

Chair Greenwald felt if a landlord was receiving funds from the city there should be some inspection by the city which is currently not being done; just a basic inspection. Ms. Sayre referred to Page 5 Application Process, Item B.

*20. The fact that Human Services may, at their discretion, request the Code Enforcement Department to inspect the place of abode of an applicant/recipient before granting assistance under these Guidelines. If inspection results determine, that the abode is unfit for human habitation or that occupation is in violation of any law, ordinance, or administrative regulation of the City then assistance for rent continued occupancy will be denied; and...*

Ms. Sayre stated this language gives the city leverage for an inspection and the city encourages the applicant to make a report to Code Enforcement and staff at times have made a report to Code Enforcement. If Code Enforcement rejects an apartment, the city will not pay.

Acting Code Enforcement Director John Rogers stated the process mentioned by Ms. Sayre is available. The next step is to sit down with the City Manager and move forward with this process.

City Manager Elizabeth Dragon stated she had had a discussion with staff relative to this issue. She noted the language at the present time says "at the discretion" and asked whether this should be changed to shall. The reason is so that an inspection could automatically happen before a check was issued to a property owner, it would not be a burden placed on the person applying for assistance or city staff. Right now staff is trying to work something out internally.

City Attorney Tom Mullins stated this does not only apply to only apartments but to all types of housing in the city.

Chair Greenwald asked Mr. Rogers what staff would be looking at. Mr. Rogers stated they have 24 basic items on their checklist such as verifying that plumbing is in place, no broken windows, floors walls and ceiling don't have holes, proper guardrails and other life safety systems like proper smoke detectors are in place.

Ms. Sayre noted this year Appendix B was added with reference to emergency management because Human Services now has a responsibility in that, which was not part of Human Services in the past. Councilor Powers asked whether this should be incorporated by reference so that each time there is a change in the Appendix the entire section does not have to change. He also noted the date on the footer needs to be changed to 2018. The



Councilor asked with reference to inspection whether the committee does not have language so staff does not have to come back before the committee again. Ms. Dragon stated her only concern with that is staff is not quite ready to implement the program; once an internal process has been put together, this has to be communicated to the Council and the public so people know what they can expect.

Chair Greenwald asked the City Attorney what the process for adoption should be. Attorney Mullins stated changing it to a “shall” clause is not an insignificant change and noted there are some legislative issues that could affect this item. He recommended the committee adopt this item and allow staff to come back with any revisions.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the Keene City Council rescind Resolution R-2011-27, and adopt Resolution R-2018-04 authorizing the Human Services Department to implement the revised General Assistance Guidelines.

**CITY OF KEENE  
NEW HAMPSHIRE**



**GENERAL ASSISTANCE  
GUIDELINES  
February 1, 2018**

**CITY OF KEENE  
HUMAN SERVICES  
GENERAL ASSISTANCE GUIDELINES**

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**City of Keene**  
**General Assistance Guidelines**

**I. MISSION, PURPOSE, AND AUTHORITY**

**MISSION**

The duty of the City of Keene Human Services Department (hereinafter “Human Services”) is to provide short-term emergency assistance to qualified applicants for the essentials of daily living in a timely and economical manner.

In accordance with established General Assistance Guidelines (hereinafter the “Guidelines”), Human Services makes referrals to programs that aid individuals and families to return to a state of financial self-sufficiency.

**PURPOSE**

The intent and purpose of these Guidelines is to regulate the provision of General Assistance within the City of Keene (hereinafter the “City”), through the administration and enforcement of the Guidelines by Human Services, to protect the welfare of the citizens, residents, and taxpayers of the community.

**AUTHORITY**

In accordance with the laws of the State of New Hampshire, and under the authority of the New Hampshire Revised Statutes Annotated, Chapter 165 (Aid to Assisted Persons), Section 1, II, authorizing the City Council to adopt written guidelines for General Assistance for the City, the following Guidelines are adopted to regulate General Assistance in the City.

**II. SEVERABILITY**

If any provision of these Guidelines is held at law to be invalid or inapplicable to any person or circumstances, the remaining provisions will continue in full force and effect. The Guidelines contained herein are intended to be advisory and, as such, Human Services staff shall have sole discretion towards the enforcement, application, or variance of any of the Guidelines contained herein. Human Services shall not exercise this discretion unreasonably.

### **III. CONFIDENTIALITY OF INFORMATION**

Information given by or about a person of General Assistance is confidential and privileged and is not a public record and will be maintained under the provisions of RSA 91-A. Such information will not be published, released, or discussed with any individual or agency without written permission of the applicant/recipient except when disclosure may be required by law, or when necessary to carry out the purposes of RSA 165.

### **IV. ROLE OF CITY COUNCIL AND HUMAN SERVICES**

The responsibility of the day-to-day administration of General Assistance is vested in Human Services. Human Services staff and the Human Services Director shall administer General Assistance in accordance with the written, approved City of Keene General Assistance Guidelines. Keene City Council is responsible for the adoption of the Guidelines relative to General Assistance.

### **V. MAINTENANCE OF RECORDS**

- A. Human Services will, as required by law, keep complete paper and/or electronic records concerning the number of applicants given assistance and the cost for such support. Separate case records are established and maintained for each individual, family, or household applying for General Assistance.
- B. The purposes for keeping such records are to:
  - 1. Provide a valid basis of accounting for expenditures of City funds;
  - 2. Support decisions concerning the applicant's/recipient's eligibility;
  - 3. Assure availability of information if the applicant/recipient seeks administrative or judicial review of the decision by Human Services;
  - 4. Maintain accurate statistical information;
  - 5. Provide a complete history of applicants'/recipients' needs and assistance to facilitate Human Services with ongoing case management and in referring persons to appropriate agencies; and,
  - 6. Aid in the determination of residence under RSA 21:6-a, and to allow a smooth transition of information if the recipient is transferred to another legally liable unit.
- C. Human Services will maintain case records containing the following information:
  - 1. Completed written application for assistance including signed authorizations by the applicants/recipients allowing Human Services to release, obtain, or verify any pertinent information in the course of determining eligibility for assistance;

2. Written grounds for pending, approving, or denying an application contained in a Notice of Decision;
3. Narrative history recording the need for assistance, the results of investigations of the circumstances of the applicant(s)/recipient(s)/referrals(s), and any change(s) in status;
4. Summary of Account report which contains complete data concerning the type, amount, and dates of assistance given either in hard paper copy or in electronic format; and,
5. Information regarding applicant(s)/recipient(s)/referral(s) not relevant for determining eligibility will be confidential.

Access to information that is confidential and/or protected under RSA 165 and not a matter of public record is limited to Human Services and authorized City personnel.

## **VI. APPLICATION PROCESS**

### **A. Right to Apply**

1. Anyone may apply for General Assistance by appearing in person or through an authorized representative and by completing a written application. Applicant(s)/recipient(s) is/are seen by appointment.
2. If more than one adult resides in a household, each is required to appear at Human Services to apply for assistance. Each adult household member must sign all required documents. Unsigned documents constitute an incomplete application.
3. Unrelated adults in an applicant's residential unit, who do not meet the definition of household as defined in these Guidelines, are required to apply separately if assistance is needed.
4. Human Services is not required to accept an application for General Assistance from any applicant/recipient who is subject to a suspension pursuant to these Guidelines. The applicant/recipient who contests a determination of continuing noncompliance with the Guidelines may request a Fair Hearing. A person who has been suspended for at least six (6) months due to noncompliance may file a new application.

### **B. Responsibilities of Human Services**

When application is made for General Assistance, Human Services will inform the applicant of:

1. The requirement of submitting a completed written application containing all necessary information, including releases and signature(s) allowing Human Services to contact all necessary agencies for investigation and verification. If needed, Human Services staff will assist with completing the application;

2. The requirement that other adults in the household are expected to sign releases and other pertinent form(s);
3. The eligibility requirements, including a general description of the Guidelines;
4. The fact that an uncompleted application and/or failure to attend any determination of eligibility appointment(s) will be grounds for denial of assistance;
5. The need to screen applicants based on emergency such as no place to stay, no heat (during heating months), no electricity, and no ability to purchase life-threatening medications. Screening means that applicants who are not in an emergency situation (whose difficulties, if not addressed today, would not jeopardize the health or safety of any family member) as determined by written application or oral interview or both, would: (a) be asked to return another day, (b) be referred to an agency or resource which will provide the assistance needed, (c) be given an appointment date and time to return for an interview. Applicant(s) requiring emergency assistance may be referred to agencies or resources who provide emergency, temporary assistance, that will meet the needs of the applicant(s);
6. Applicant(s) responsibility to provide documentation of all claims, such as identification for all household members, receipts for expenditures, documentation of employment, documentation of application for other programs/services which would reduce or eliminate the need for General Assistance;
7. Joint responsibility of Human Services and the applicant/recipient for exploring facts concerning eligibility, needs and resources, and the requirement of applying for or taking advantage of other resources, which could reduce or eliminate the need for General Assistance;
8. Human Services utilizes the same standards for pharmaceutical assistance as those established by federal and NHDHHS Medicare and Medicaid Services. A person requesting pharmaceutical assistance will be directed to their medical provider for medication assistance and to apply for medication assistance programs. All applicants will be required to apply for NHHPP and/or through the Affordable Care Act for healthcare insurance coverage. Applicant/recipient will request their prescribing physician to prescribe the least costly generic prescription drug from the NH Medicaid Preferred Drug List, which has been proven effective treatment for most patients with their condition. Exceptions require a written statement from the prescribing physician explaining why a certain prescription drug is medically necessary;

9. The type of verifications needed by the applicant/recipient, as well as compliance date(s)/appointment date(s). Loss of assistance may occur when the applicant/recipient fails to comply;
10. The fact that an investigation will be conducted in order to further substantiate facts and statements as presented by the applicant/recipient and this investigation will take place prior to, during, and subsequent to the applicant's/recipient's receipt of General Assistance;
11. It is the applicant's/recipient's responsibility to notify Human Services of any change in circumstances and/or household status which would affect eligibility, and for accurately and truthfully reporting all facts necessary in determining eligibility;
12. The fact that Human Services may make home visits in the least intrusive manner, if the applicant/recipient is unable to come to the office and when no other alternative is available, and/or to verify information, at the discretion of Human Services;
13. The possible need to relocate to more affordable housing based on the applicant's/recipient's anticipated income if deemed necessary by the Human Services official. Every effort will be made to maintain applicants/recipients in their own housing unless it is clear that to do so would probably require a continuing subsidy from the Department. Decisions are based on anticipated, probable income;
14. The necessity of referral to a shelter for families/individuals currently without housing and/or income;
15. The statutory requirement of placing a lien on any real property owned by the applicant/recipient, or any settlements, for any assistance given, except for verifiable good cause. The applicant/recipient will be made aware of the lien in that it will be noted on the Notice of decision and signed by the applicant/recipient. The lien document will be recorded at the Cheshire County Registry of Deeds pursuant to RSA 165:28. However, neither the absence of the applicant's/recipient's signature on the Notice of Decision nor the failure to record such lien document shall diminish the validity of the lien. Human Services also has the right to place liens on civil judgements pursuant to RSA 165:28-a;
16. The requirement of reimbursement of all assistance when returned to an income status and when the income is more than that required to provide a reasonable subsistence compatible with decency and health;



17. The requirement for anyone eligible for and receiving General Assistance to participate in City of Keene Workfare Program if physically and mentally capable;
18. The applicant's/recipient's right to review the Guidelines, and responsibilities as set forth in the Guidelines;
19. The New Hampshire Voluntary Quit Law and Liability of Relative Law, the right to a Fair Hearing and the manner in which such a hearing may be obtained;
20. The fact that Human Services may, at their discretion, request the Code Enforcement Department to inspect the place of abode of a person before granting assistance under these Guidelines. If inspection results determine, that the abode is unfit for human habitation or that occupation is in violation of any law, ordinance, or administrative regulation of the City then assistance for rent continued occupancy will be denied; and
21. The need to reapply each time assistance is requested and that General Assistance will not automatically continue. Applicant(s)/recipient(s) is/are required to immediately apply for and utilize any benefits and resources, public or private, that would reduce or eliminate the need for General Assistance within seven (7) days of initial application and/or eligibility appointment.

C. Responsibility of Each Applicant/Recipient

At the time of the initial application, and at all times thereafter, the applicant/recipient has the following responsibilities:

1. To provide accurate, complete, current information to Human Services and the whereabouts and circumstances of relatives who may be responsible under RSA 165:19; RSA 165:1-b;
2. To provide identification and documentation of income and resources of all household members applying for General Assistance, including written medical verification if disability is claimed or a claim of inability to work and any other pertinent information requested;
3. To notify Human Services within seventy-two (72) hours when a change in needs or resources may affect eligibility for continuing assistance;
4. Within seven (7) days of application, to apply for and utilize any benefits or resources, public or private, that will reduce or eliminate the need for General Assistance;
5. To keep all scheduled appointments; if applicant/recipient is more than fifteen (15) minutes late and has not notified Human Services, the applicant/recipient will

- be considered a no-show and will be eligible for rescheduling within five (5) business days from the missed appointment;
6. To diligently search for employment and provide verification of work search as directed by Human Services official; to be available to accept full-time, or full-time equivalent, work; to accept employment when offered and maintain such employment. Refusal will affect General Assistance;
  7. To provide a written doctor's statement if claiming an inability to work due to medical condition;
  8. To participate in Workfare, if required, and physically and mentally able;
  9. To reimburse all assistance when returned to an income status and when the income is more than that required to provide a reasonable subsistence compatible with decency and health;
  10. To diligently work toward Financial Self-Sufficiency through employment and other forms of assistance;
  11. While working with the Human Services department, you will be required to use your earned and unearned income for basic needs only; and
  12. Persons receiving income will be expected to pay 30% of their income toward their housing costs for rent and/or mortgage.

A person shall be denied General Assistance if he/she fails to fulfill any of the responsibilities or requests by the Human Services official as set forth in the General Assistance Guidelines without reasonable and verifiable justification. Additionally, General Assistance may be terminated or suspended for failure to fulfill any of these responsibilities without reasonable and verifiable justification. Disqualification for General Assistance may occur as set forth in RSA 165:1-b.

Any person may be denied or terminated from General Assistance in accordance with the City of Keene General Assistance Guidelines and State Law, or may be prosecuted for a criminal offense if he/she by means of intentionally false statements, omissions, misrepresentation, by impersonation or other willfully fraudulent act or device, obtains or attempts to obtain any General Assistance to which he/she is not entitled (RSA 641:3).

***NOTE: A person who claims that their money or vouchers were stolen must report these incidents to the appropriate police jurisdiction where the incident occurred. The applicant/recipient will provide written proof that the incident has been reported.***

#### D. Actions on Applications

##### 1. *Decision*

Unless an application is withdrawn, Human Services shall make a decision

concerning the applicant's/recipient's eligibility within five (5) business days after completion of the application process. A written Notice of Decision shall be given in hand, delivered, or mailed on the same day or next business day following the making of the decision. The Notice of Decision shall state: (a) assistance of a specific kind, (b) amount of assistance given, and (c) time period of aid, or that the application has been denied, in whole or in part, with reasons for denial. A decision may also be made to pend an application subject to receipt of specified information from the applicant(s)/recipient(s). The Notice of Decision shall notify the applicant/recipient of conditions for further assistance and their right to a Fair Hearing.

2. *Emergency Assistance*

At the time of initial contact, if the applicant/recipient demonstrates and verifies that an immediate emergency need exists in which the applicant/recipient may suffer loss of a basic necessity of living or imminent threat to life or health (such as loss of shelter, utilities, heat sources in winter, lack of food or medically necessary prescriptions), temporary aid to fill such immediate need shall be given no later than seventy-two (72) hours from the time of the request. Such emergency assistance shall not obligate Human Services to provide further assistance once the application process is completed.

3. *Temporary Assistance*

In circumstances where required records are not available, Human Services may grant temporary approval to an applicant pending receipt of the required documents. Temporary status shall not extend beyond seven (7) days as recorded on the Notice of Decision.

4. *Withdrawn Applications*

An application is deemed withdrawn if:

- a. The applicant has refused to complete the application procedure or has refused to make a good faith effort to provide the required verifications and sufficient information for the completion of the application. If an application is deemed withdrawn for these reasons, Human Services shall notify the applicant in a written Notice of Decision and document the applicant's file;
- b. The applicant/recipient dies before assistance is rendered;
- c. The applicant avails himself/herself of other resources in place of assistance;
- d. The applicant requests that the application be withdrawn (preferably in writing);

5. *Health and Safety*

Housing units must be in compliance with Chapter 18 of the City's Code of Ordinances ("City Code"), entitled: Property and Housing Safety Standards. In

situations where a person reports to Human Services the condition of a dwelling unit to be hazardous or unfit for human habitation, Human Services will make a referral/report to the City's Code Enforcement Department. Pursuant to the City Code, "A hazardous building shall mean any building which because of inadequate maintenance, modifications made in violation of the building or fire code, dilapidation, physical damage, unsanitary condition or abandonment, constitutes a fire hazard, or other hazard to public safety or health. Hazardous condition shall mean any inadequate maintenance, repair or disrepair, modification, physical damage or other condition which constitutes a hazard to public safety or health."

E. Home Visits

A home visit may be made by appointment at the request of a person only when it is medically impossible for the applicant/recipient to apply in person at the office of Human Services.

1. All home visits shall be pre-arranged, and shall take place weekdays between the hours of 8:30 a.m. and 3:30 p.m., and may require the presence of a third party.
2. During the home visit, Human Services may discuss any noticeable applicable housing code violations with the applicant/recipient and will report all violations to proper authorities.
3. All home visits shall be conducted in such a manner as to preserve, to the greatest extent possible, the privacy and dignity of the applicant/recipient.

**VII. VERIFICATION OF INFORMATION**

Any determination or investigation of need or eligibility shall be conducted in a professional manner so as not to violate the privacy or personal dignity of the applicant/recipient.

A. Required Verification(s)

1. Applicant's/recipient's address;
2. Names of persons in applicant's/recipient's household residential or family unit;
3. Picture identification(s), for all adult household members, and social security information of all household members. Immigration and Naturalization Service documentation for applicant(s) and household members, where applicable;
4. Proof of physical custody of children and proof of child support arrangements;
5. Applicant's/recipient's and household income, assets and financial obligations;

6. The physical and mental condition of household members, only when relevant to the receipt of General Assistance, such as ability to work, determination of needs, or referrals to other forms of assistance;
7. Any special circumstances;
8. Applicant's/recipient's former and/or current employment status and availability for employment in the labor market;
9. Utility, housing, and prescription costs; and,
10. Names, addresses, and employment status of individuals potentially liable to the City for reimbursement of General Assistance provided under RSA 165:19.

B. Verification of Records

Verification may be made through records provided by the applicant (for example, birth and marriage certificates, pay stubs, paychecks, rent receipts, expense receipts, bankbooks, etc.) as primary sources. Failure of applicant to bring such records does not affect the responsibility of Human Services to process the application promptly, Human Services shall inform the applicant in writing what records are necessary and the applicant is required to produce these records within seven (7) days (RSA 165:1-b II (a)).

C. Other Sources of Verification

Verification may be made through other sources such as relatives, employers, banks, school personnel, and social or government agencies. The cashier of a national bank or a treasurer of a savings and trust company is authorized by law to furnish information regarding amounts deposited to the credit of a person (RSA 165:4).

D. Written Consent of Applicant/Recipient

When information is sought from other sources, Human Services will explain to the applicant/recipient what information is required, how it will be used and the necessity of obtaining it in order to establish eligibility. Before contact is made with any other source, Human Services will obtain written consent of the applicant/recipient on the written application, unless staff has reasonable grounds to suspect fraud. In the case of suspected fraud, staff will carefully record his/her reasons and actions. The applicant/recipient shall be given an opportunity to explain or clarify suspicious circumstances. Should the applicant/recipient refuse permission to have Human Services seek further information that is necessary, assistance will be denied for lack of eligibility verification (RSA 165:I II (b)).

E. Legally Liable Relatives

Human Services may seek statements from those legally liable relatives and/or persons deemed by New Hampshire law to have financial responsibility to help support the

applicant/recipient (RSA 165:19).

### VIII. TERMINATION AND PROSECUTION RSA 641:3

Misrepresentation of information and/or alteration of documents by applicant(s)/ recipient(s) will result in termination of assistance and prosecution under the provisions of RSA 641:3.

### IX. DISBURSEMENTS

- A. The City of Keene will not accept responsibility for any services rendered before application to and eligibility determination by Human Services. The City of Keene pays through a voucher system directly to vendors or creditors up to the dollar amount designated on the voucher. Vouchers issued for prescription assistance will require that generic medications be used unless indicated by the prescriber. A recipient shall not change the amount listed on the voucher. A recipient must sign the voucher to insure proper usage. Tobacco products, alcoholic beverages, pet food, magazines, plants, cards, and children's toys cannot be purchased with any voucher. It is the responsibility of the applicant/recipient to safeguard from theft, loss, or misuse any voucher received. **No replacement voucher will be issued if the original is lost, stolen, misplaced, or misused.**
  
- B. All assistance rendered will be in the form of vouchers payable to the vendor providing the service, and in accordance with the general regulations below:
  1. Rent may only be made payable to the owner of the property unless Human Services is in receipt of a notarized Agent Authorization form generated by Human Services, which allows otherwise. No rent payment will be made until a Rental Verification Request form generated by Human Services has been completed in full and signed by applicant/recipient and property owner or authorized agent. Forms not generated by Human Services will not be honored. Only property owners or authorized agents as noted above will be recognized as having the authority to complete the Rental Verification Request form. *(To be issued payment, vendors must have placed on file with the City's Finance Department a completed, accurate, current W-9 Form and any other document(s) required by the City's Finance Department.)* A new Rental Verification Request form and updated W-9 will be required annually;
  2. Whenever a relative of an applicant is also the property owner, that property owner will be expected to assist his/her relative pursuant to RSA 165:19. Otherwise, the

- property owner must prove an inability to assist before an assistance payment for rent is made for the applicant/recipient;
3. Rental Verification Request forms are legal documents upon which the city relies to determine eligibility for assistance. Information must be accurate and true. Any misrepresentation or inaccurately reported information will be grounds for stopping payment. Legal action may also be taken. The total value of any rental voucher in excess of the City's "Allowable Level of Assistance" will need written authorization of the Human Services Director;
  4. Food vouchers will identify what foods may be purchased with the voucher. Vouchers must be used within five (5) days of issue;
  5. All authorizations are one (1) time only with each authorization requiring Human Services approval;
  6. Human Services will always attempt to provide what is necessary for the least cost possible to the City. The least expensive appropriate alternative will be sought. The amount of assistance provided will be negotiated whenever possible. Human Services uses the NH Medicaid Preferred Drug List in the administration of General Assistance for medically necessary prescriptions;
  7. Human Services will not pay late charges, fees, security deposits, storage charges, key charges, etc.;
  8. Property owners accepting vouchers for payment where their tenants are under eviction waive their right to evict during any period that was paid for by the City. Property owners are required to pay back the city for monies received for rent for any portion or time period where the tenant has vacated the premises for whatever reason;
  9. Rent shall be considered paid by means of a welfare voucher or by an offset against monies owed to the municipality by the property owner. Payment will be considered timely when payment is rendered in the form of a voucher or could have been paid by voucher had the property owner provided the necessary verification information to the city under the provisions of RSA 540:9-a; and,
  10. Whenever the owner of property rented to a person receiving General Assistance from the City of Keene is in arrears in tax payments, sewer, or water to the City, the City will apply the assistance that the property owner would have received in payment of rent on behalf of such assisted person to the property owner's delinquent balances, regardless of whether such delinquent balances are in respect of property occupied by the assisted person (RSA 165:4-a).

## **X. DETERMINATION OF ELIGIBILITY AND AMOUNT**

### **A. Eligibility Formula**

A person is eligible to receive General Assistance for basic needs when:

1. The applicant/recipient meets the non-financial eligibility factors;
2. The applicant's/recipient's basic maintenance need exceeds available income plus available liquid assets. If available income and available liquid assets exceed the basic maintenance need (as determined by the Guideline amounts), the applicant/recipient is not eligible for General Assistance. If the need exceeds the available income/assets, the amount of assistance granted to the applicant/recipient shall be the difference between the two amounts, in the absence of circumstances justifying an exception;
3. The City is authorized pursuant to RSA 165:1-e, to deem as income all or any portion of any qualified state assistance reduction resulting from the failure of a person for General Assistance to comply with State assistance requirements. The amount of the reduction will be calculated in determination of eligibility; or,
4. The applicant/recipient must first and foremost utilize any available resources for basic needs: rent, food (minus Food Stamp allotment), cleaning and hygiene items, diapers, utilities, reasonable phone and internet services, and prescriptions. Applicant(s)/recipients(s) must provide dated and signed receipts. **Credit card payments, rent-to-own furniture, cable services, tobacco, alcohol, court fines, restitution, payment of personal loans and school loans are examples of non-basic needs.**

### **B. Legal Standard and Interpretation**

*Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there.* RSA 165:1.

1. A person cannot be denied assistance solely because he/she is not a resident.
2. "Whenever" means at any or whatever time that person is poor an unable to support himself/herself.
  - a. Human Services will be available during normal business hours.
  - b. Eligibility of any applicant for General Assistance shall be determined at the time of the application if an emergency or within seven (7) business days of a completed, signed application.
  - c. Assistance shall begin as soon as the applicant is determined to be eligible.



3. “Poor and unable to support” means an individual lacks income and available assets to adequately provide for the basic maintenance needs for himself/herself or family as determined by these Guidelines.
4. “Relieved” means a person will be assisted, as the Human Services staff shall determine, to meet those basic needs.

### C. Non-financial Eligibility Factors

#### 1. *Age*

General Assistance cannot be denied any person based on age. However, age may make certain persons eligible for other kinds of state or federal assistance, which may affect eligibility under these guidelines.

#### 2. *Minors*

Minor applicants will be referred to Protective Services of the New Hampshire Division of Children, Youth and Families (NHDCYF) for case management. Minors have the residence of their custodial parent(s), legally liable parent(s), or legally liable guardian(s). Minors are the financial responsibility of their parent(s) or legal guardian(s).

#### 3. *Residence*

Residence and residency shall mean a person’s place of abode or domicile. The place of abode or domicile is that designated by a person as the principal place of physical presence for the indefinite future to the exclusion of all others. Such residence or residency shall not be interrupted or lost by a temporary absence from it if there is intent to return to such residence or residency as the principal place of physical presence. A court ordered residential program, residential treatment program, domestic violence or homeless shelter do not establish residency.

#### 4. *Support Actions*

No applicant/recipient shall be compelled, as a condition of eligibility or continued receipt of assistance, to take any legal action against any other person. However, in the case of child support, Human Services requires that the applicant/recipient file for child support with the New Hampshire Department of Health and Human Services, Child Support Enforcement Services if there is no child support in place. The City may pursue recovery against legally liable persons or governmental units.

#### 5. *Eligibility for Other Categorical Assistance*

Recipients who are, or may be, eligible for any other form of public assistance must apply for such assistance immediately, but no later than seven (7) days after being advised to do so by Human Services. Failure to do so may render the recipient

ineligible for assistance and subject to sanction and/or suspension of assistance as outlined in these Guidelines.

6. *Employment*

- a. A person who is gainfully employed, but whose income and assets are not sufficient to meet necessary household expenses (basic needs), may be eligible to receive General Assistance. However, recipients who, without verifiable good cause, refuse a job offer or referral to suitable employment, participation in Human Services Workfare Program (RSA 165:31), or who voluntarily leave a job without good cause (RSA 165:1-d) may be ineligible for continuing General Assistance in accordance with the procedures for suspension outlined in these Guidelines.
- b. Human Services will first determine whether there is verifiable good cause for such refusal, taking into account the ability, physical and mental capacity of the applicant, transportation issues, working conditions that might involve risks to health or safety, lack of adequate childcare, or any other factors that might make refusing a job reasonable. ***NOTE: Employment requirements extend to all adult members of household/family unit.***

7. *Registration with the New Hampshire Department of Employment Security (NHES) and Work Search Requirements*

*All unemployed recipients and adult members of their household shall, within seven (7) days of having been granted assistance, must register with NHES to find work and must conduct a verifiable job search as indicated on the Notice of Decision by Human Services. Work search requirements apply to all recipients/household members unless the recipient and/or other adult members of the household are:*

- a. Gainfully employed full-time;
- b. Dependents aged eighteen (18) and under who are regularly attending secondary school;
- c. Unable to work due to a verifiable debilitating condition;
- d. Unable to work due to illness, mental or physical disability, or another member of the household/family unit verified with written medical documentation from a doctor; or,
- e. Solely responsible for the care of a child age five (5) or under. A person responsible for the care of a child aged six (6) to twelve (12) shall not be excused from work search requirements, but shall be deemed to have a good cause to refuse a job requiring work during hours the child is not actually in

school if there is no other childcare available. Recipients will be asked to verify contacts made to locate childcare.

Human Services shall give necessary and reasonable assistance to ensure compliance with work requirements, including referrals for transportation and work clothes. Failure of a person to comply with these requirements without verifiable good cause will be reason for denial of assistance (RSA 165:1-b, d).

8. *Disqualification for Voluntary Termination of Employment*

Applicant(s)/recipient(s) subject to the New Hampshire Voluntary Quit Law shall become ineligible for assistance as provided by the law (RSA 165: d).

9. *Students*

Students who are not minors must be employed full-time to be eligible for General Assistance.

10. *Employment of Household Members*

The employment requirements of these Guidelines, job search requirements, or participation in City of Keene Workfare Program, shall be required for all adults aged eighteen (18) to sixty-five (65) years residing in the same household, except those regularly attending secondary school or employed on a full-time basis, who are:

- a. Legally liable to contribute to the support of the recipient and/or children of the household; or,
- b. Not prevented from maintaining employment and contributing to the support of the household by reason of physical or mental disability or other justifiable cause as verified in writing to Human Services.

Human Services may waive this requirement where failure of the other household members to comply is not the fault of the applicant/recipient and Human Services decides it would be unreasonable for the applicant/recipient to establish a separate household. Human Services may suspend the non-compliant recipient(s).

D. Available Assets

1. *Available Liquid Assets*

Cash on hand, bank deposits, credit union accounts, and securities are available liquid assets. Insurance policies with a loan value and non-essential personal property may be considered as available liquid assets when they have been converted to cash.

Human Services shall allow a reasonable time for such conversion. However, tools of trade, livestock, farm equipment, and necessary and ordinary household goods are essential items of personal property, which shall not be considered as available assets.

2. *Automobile Ownership*

The ownership of one (1) automobile by a person or their dependent(s) does not affect

eligibility if it is essential for medical or rehabilitation services, transportation to and from employment, or is essential for use necessary to the maintenance of the individual or family. Essential means that there is no other transportation available. The cost of purchase and maintenance of a necessary vehicle must be appropriate to the applicant/recipient income. Ownership of more than one (1) vehicle per household may be determined as non-essential by Human Services. The book value of a vehicle may be considered as a liquid asset and required converted to cash prior to eligibility for anything other than extreme emergency assistance such as food or medication.

3. *Insurance*

The ownership of insurance policies does not affect eligibility. However, when a policy has cash or loan value, the recipient will be required to obtain and/or borrow all available funds, which shall be considered available liquid assets. Premiums paid will not be included as “need” in determining eligibility or amount of aid. Human Services may request verification of policy value.

4. *Real Property*

Real Property owned by a person does not affect eligibility, although rent or other such income from property will be considered as available to meet need. Real estate owned and occupied by the applicant as primary residence shall be considered in the same manner as rental assistance. The type and amount of real property owned by a person does not affect eligibility, although rent or other such income from property will be considered as available to meet need. Applicant(s)/recipient(s) owning real property, other than that occupied as primary residence, shall be expected to make reasonable efforts to dispose of it at fair market value. Applicant(s)/recipient(s) will be informed that a lien covering the amount of any General Assistance received will be placed against any real property they own (RSA 165:28). Human Services will not make mortgage payments when the applicant/recipient has a co-signer on the note. Generally, any mortgage payment made shall be applied to principal only. Applicant/recipient will be required to execute any and all documents necessary to perfect the City’s lien interest aforementioned; however, failure of the applicant/recipient to do so does not limit the City’s ability to place a lien on such property.

5. *Property Transfers*

No applicant/recipient who is otherwise eligible will receive such assistance if they made an assignment, transfer, or conveyance of property for the purpose of rendering themselves eligible for assistance within three (3) years immediately preceding the application for general assistance (RSA 165:2-b).

## E. Standard of Need

The basic financial requirement for General Assistance is that an applicant/ recipient is presently poor and unable to support himself/herself. A person shall be considered poor when there are insufficient available income/assets, not to exceed the “Allowable Level of Assistance” standards posted in the Human Services office, to pay for either himself/herself any of the following necessary living expenses. Such costs shall be determined in accordance with the “Allowable Level of Assistance” for the City, which will be reviewed and updated annually.

### 1. *Housing*

a person must be on the lease in order to be eligible for rental assistance. Such cost shall be based on approved standards in the “Allowable Level of Assistance Payments” as identified above.

#### a. Housing/Shelter Costs

Real property owned and occupied by the applicant as a primary residence shall be considered in the same manner as rental assistance. Depending on family unit size, Human Services will utilize their fair market rental rates published by the Department of Housing and Urban Development (HUD) for the maximum rent level as “need.” Housing arrearages will be included in the “need” formula, if and only if, such payment is necessary to prevent eviction or foreclosure or to protect the health and safety of the household. However, if the amount of such mortgage or rental arrearage substantially exceeds the cost of alternative available housing which complies with local health and housing code standards, or if the payment of arrears will not prevent eviction or foreclosure; Human services may consider payment of, rent, and/or reasonable relocation expenses for such alternative housing, if under the circumstances of the case it is reasonable to do so. Alternative housing includes homeless shelter(s). Residential program alternatives are not permanent residences and therefore program housing costs are not allowable under these Guidelines.

#### b. Security Deposits

Security deposits are not included in the “need” formula.

#### c. Relative Landlords/Property Owners

Whenever a relative of a person is also the landlord/property owner for the applicant/recipient, that landlord/property owner will be presumed able to assist their relative pursuant to RSA 165:19, and must prove an inability to assist before any aid payments for housing cost is made. Rent will not be paid to non-property owners such as friends and relatives.

d. Shelter

In cases in which the city has made an appropriate referral for emergency, temporary shelter, and the applicant/recipient refuses to accept such a referral, or it if the applicant/recipient does not abide by the rules of emergency housing/shelter, Human Services may suspend the applicant/recipient by refusing to pay for alternative emergency shelter, but may not suspend the applicant/recipient by denying other forms of assistance to which they are otherwise entitled. The applicant/recipient must accept the least costly alternative for emergency housing assistance that is deemed suitable by Human Services for their household. ***NOTE: It is not the responsibility of Human Services to locate housing.*** Shelter/housing assistance may be considered once the applicant/recipient locates affordable permanent housing.

e. First month's rent is only available once in a 12 month period.

2. Utilities

When utility costs are not included in the housing/shelter expense, the most recent typical monthly utility bill(s) will be included as part of "need" by Human Services. Utilities must be in the applicant/recipient name in order to render assistance. Applicant(s)/recipient(s) will be required to make extended payment arrangements with the utility company. Arrearages will not be included as "need" except as set forth below.

a. Arrearages

Arrearages will not be included except when necessary to ensure the health and safety of the applicant/recipient household or to prevent termination of utility services where no other resource or referrals can be utilized.

b. Electronic Arrearages

In accordance with New Hampshire Public Utilities Commission Rules (NHPUC), electric arrearages need not be paid if Human Services notifies the electric company that the City guarantees payment of current electric bill as long as the applicant/recipient is eligible for General Assistance.

c. Restoration of Utility Service

When utility service has been terminated and Human Services has determined that alternative utility service is not available and alternative shelter is not feasible, arrearages will be included as "needed" when restoration of service is necessary to ensure the health and safety of the applicant's/recipient's household. Human Services may negotiate with the utility service for payment of less than the full amount of the arrears and/or may attempt to arrange a repayment plan to obtain restoration of service.

d. Restoration of Electric Service

When electric service has been terminated and restoration is required, arrearages may either be included as set forth in the above paragraph, or may be paid in accordance with a reasonable payment plan entered into by the applicant/recipient and the electric company. Human Services will hold the applicant/recipient accountable for payment arrangement for as long as the recipient continues to request General Assistance. Compliance with a payment plan will be a required element of a Notice of Decision.

3. *Food*

The amount included for food purchases will be in accordance with the most recent standard Food Stamp allotment, as determined under the Supplemental Nutrition Assistance Program (SNAP) administered by the New Hampshire Department of Health and Human Services (NHDHHS). An amount in excess of the standard food stamp allotment may be granted if one or more members of the household provide written medical verification from a physician of a special diet, the documented cost of which is greater than can be purchased with the family's allotment standard. Food vouchers may not be used for alcohol, tobacco, or pet food.

4. *Non-Grocery Items*

"Need" allowance will be given for the cost of providing personal household necessities in an amount not to exceed those identified in the "Allowable Level of Assistance."

5. *Telephone*

if the absence of a telephone would create an unreasonable risk to the applicant's/recipient's health or safety (verifiable in writing by a physician or for other good cause as determined by Human Services, the lowest available basic monthly rate will be budgeted. Human Services will not provide telephone equipment.

6. *Transportation*

If Human Services determines that transportation is necessary (i.e., for health or medical reasons, to maintain employment, or to comply with conditions of assistance) "need" may include the cost of public transportation, or minimal fuel purchases.

7. *Maintenance of Insurance*

Human Services may determine that the current monthly maintenance of medical insurance is essential.

8. *Emergency and Other Expenses*

In the event that the applicant/recipient has the following current expenses, the actual cost shall be included as emergency and other expenses to determine eligibility and amount of General Assistance:

a. Medical Expenses

Human Services will not include amounts for medical, dental, or eye services unless the applicant/recipient can verify that all other potential sources have been investigated and there is no other source of assistance. Other sources to be considered included state and federal programs, local area clinics, service organizations, and hospital indigent programs designed for such needs. When a person requests medical service, prescriptions, dental service, or eye service, staff will require written verification from a physician or dentist, indicating that these services are absolutely necessary and cannot be postponed without creating significant risk. Medication assistance will be the least costly generic prescription drug, from the NH Medicaid Preferred Drug List, that has been proven effective for most clients with same condition. **Note:**

***Applicant/recipient will seek service from a Medicaid provider physician. Generic medications will be used unless specified by the licensed prescriber. Note: Human Services does not cover smoking cessation, narcotic medications, sleep aids, Opioid antagonist, or stimulate blocking pharmaceutical items.***

b. Legal Expenses

Except for those specifically required by statute, no legal expenses will be included.

c. Emergency Clothing

If the applicant/recipient has an emergency clothing need which cannot be met by other community resources, the expense of reasonably meeting that emergency clothing need will be included.

d. Moving Expenses

Moving expenses may be included in the calculation of “need,” however, will not be paid by Human Services.

9. *Shared Expenses*

If the applicant/recipient household shares shelter, utility or other expenses with a non-applicant/recipient (i.e., is part of a residential unit), then need will be determined on a pro rata share based on the total number of adults in the residential unit, provided the applicant(s)/recipient(s) name is on the lease.

10. *Home Ownership Expenses*

Where the applicant/recipient owns a home and is otherwise eligible for assistance, payment for property taxes, fire insurance, sewer/water, and essential repairs may be deemed as necessary by Human Services to prevent foreclosure, preserve the home, and promote the health and safety of the applicant/recipient.



11. *Maximum Payment Level Determination*

Payment levels are identified on the “Allowable Level of Assistance” which is reviewed, updated, and modified annually by Human Services based on local market conditions and federal assistance guidelines.

12. *Unusual Needs Not Otherwise Provided For In These Guidelines*

If Human Services determines that the applicant’s/recipient’s needs have substantially changed, or that strict application of the Standard of Need criteria will result in unnecessary or undue hardship, Human Services may make minor adjustments in the criteria, or may make allowances using the emergency need standards stated in Section X of these Guidelines. Any such determination and the reasons therefore, shall be stated in writing in the applicant’s case record.

F. Income

In determining eligibility and the amount of assistance, the applicant’s/recipient’s standard of need shall be compared to the available income/assets. Computation of income and expenses will be by the month. The following items will be included in the computation:

1. *Earned Income*

Income in cash or in-kind earned by the applicant/recipient or any adult member of the household through wages, salary, commissions, or profit, whether self-employed or as an employee, is to be included. Rental income and profits from items sold are considered earned income. With respect to self-employment, total profit is arrived at by subtracting business expenses from gross income in accordance with standard accounting principles. When income consists of wages, the amount computed should be that available after income taxes, social security, and other payroll deductions required by State, federal, or local law, court ordered support payments and child care costs, and work related clothing costs have been deducted from income. Wages that are trusted, or income similarly unavailable to the applicant’s/recipient’s dependents, will not be included.

2. *Income or Support from Other Persons*

Contributions from relatives, friends, associates or other household members will be considered as income if available and/or received by the applicant/recipient.

3. *Income from Other Assistance or Social Insurance Programs*

Stage categorical assistance benefits, OAA payments, Social Security payments, VA benefits, unemployment insurance benefits, and payment from other government sources (i.e., income tax return) shall be considered as income.

- a. Food Stamps cannot be counted as income pursuant to federal law.  
USC 2017 (b).
- b. Fuel assistance cannot be counted as income pursuant to federal law.  
42 USC 8624 (f) (1)

4. *Court Ordered Support Payments*

Alimony and child support payments will be considered income if actually received by the applicant/recipient. Applicant/recipient is required to file for child support payments through the NHDHHS Division of Child Support Enforcement Services.

5. *Income from Other Sources*

Payments from pensions, trust funds, and similar programs shall be considered income. Any income available to the applicant(s)/recipient(s) from members of their household will be considered as income. Persons in the relationship of father, mother, stepfather, stepmother, son, daughter, husband or wife, are legally liable to support the applicant(s)/recipient(s) and therefore may be required to apply jointly with him/her if they are in the same household (RSA 165:19). Any adult (even an unrelated person or roommate) who resides in the same household “in loco parentis” (in the role of substitute parent) to a minor child is liable for contributing to that child’s support, and is required to apply jointly with that household (RSA: 165:32). For the purposes of determining eligibility under these Guidelines, the income of a member of the household may be considered available to the applicant(s)/recipient(s) if living together with the applicant(s)/ recipient(s) in a single housekeeping unit and shares the facilities.

6. *Deemed Income*

Human Services may deem as income all or any portion of any qualified State assistance reduction pursuant to RSA 167:82. The following criteria shall apply to any action to deem income under this section (RSA 165:1-e). When applicant(s)/recipient(s) receiving benefits through the NH Division of Health and Human Services is sanctioned by a reduction in benefits for non-compliance, the amount of income considered available would be the amount the applicant(s)/recipient(s) was/were receiving prior to the sanction.

G. Residents of Shelters for Victims of Domestic Violence

A person residing in a shelter for victims of domestic violence who has income, and owns resources jointly with the abusive member of the applicant/recipient household, will be required to cooperate with the normal procedures for purposes of verification. Such resources and income may be excluded from eligibility determination unless the applicant/recipient has safe access to joint resources at the time of application. The

verification process may be completed through an authorized representative of the shelter of residence. The normal procedures taken in accordance with these Guidelines to recover assistance granted will not delay such assistance.

#### H. Length of Eligibility

Assistance is authorized on an as needed basis and is not continued automatically. The length of assistance will vary depending on the need. Applicant(s)/recipient(s) must contact Human Services to schedule an appointment for each assistance request. Recipient(s) are required to apply for and utilize any benefits that will help them to return to a state of financial self-sufficiency.

### XI. **NON-RESIDENTS**

#### A. Eligibility

No persons shall be refused assistance solely on the basis of residence (RSA 165:1).

#### B. Standards

The application procedure, eligibility standards, and standard of need shall be the same for non-residents as for residents.

#### C. Verification

Verification records will not be considered unavailable, nor the applicant's/recipient's responsibility for providing such records relaxed, solely because they are located in the applicant's/recipient's municipality of residence.

#### D. Temporary or Emergency Aid

The standards for fulfilling of immediate emergency needs of non-residents and for temporary assistance pending final decision will be the same as for residents.

#### E. Determination of Residence

Determination of residence will be made if the applicant/recipient requests return home transportation, or Human Services has reason to believe the applicant/recipient is a resident of another New Hampshire municipality from which recovery can be made under RSA 165:20.

##### 1. *Minors*

The residence of a minor applicant will be presumed to be the residence of his/her custodial parent/guardian.

## 2. *Adults*

For competent adults, the standard for determining residence will be the overall intent of the applicant/recipient, as set forth in the definition of “residence.” The following criteria will aid Human Services in determining the applicant’s/recipient’s residence:

- a. Does the person have or immediately intend to establish a dwelling place within the City?
- b. Does the person have property, an established dwelling place, or employment in any other municipality to which they intend to return?
- c. Does the person have a present intent to leave the City at some specific future time?
- d. Has the person evidence of his/her intent to establish domicile in some manner, such as registering a vehicle, registering to vote, opening local bank accounts, etc., or intend to do so in the immediate future?

### F. Return Home Transportation

At the request of non-resident applicant(s), any aid, temporary or otherwise, to which they would be otherwise entitled under the standards set forth in these Guidelines, will be used by Human Services to cause the applicant(s)/recipient(s) to be returned to the municipality of residence (RSA: 165:1-c).

### G. Recovery

Any aid given to a non-resident, including the cost of return home transportation, will be recovered from the municipality of residence.

## **XII. HOMELESS PROCEDURE**

- A. In cases where persons who are poor and unable to support themselves appear at Human Services during normal business hours and request temporary housing, Human Services will provide the applicant with contact information for 211, the NH Emergency Helpline and Homeless Outreach.
- B. In cases where residents of Keene who are poor and unable to support themselves appear at Human Services during normal business hours and request temporary housing, Human Services will make a referral directly to Homeless Outreach for shelter placement. If a homeless applicant/recipient refuses to allow Human Services to contact shelter or Homeless Outreach, or if an applicant/recipient refuses shelter when room is available, the City will have met its obligation by providing for or arranging said accommodation.

Human Services has a Memorandum of Agreement with Southwestern Community Services (SCS) to provide homeless services to City of Keene residents. Eligibility for City homeless shelter assistance will require the following:

1. Submission of a complete written application for General Assistance within three (3) business days of entering SCS shelter;
2. Attendance at all scheduled Human Services shelter eligibility appointments;
3. Compliance with City of Keene Human Services Notice of Decision for present and further requests for assistance;
4. Compliance with all shelter rules and regulations;
5. Participation in an individualized case plan with the shelter case manager, copy to be brought to City Human Services eligibility appointment;
6. Compliance with all elements and conditions of the case plan established with shelter staff and shelter resident;
7. Breaking of shelter rules, eviction from the shelter, any violation of the terms of the case plan will result in immediate suspension of shelter/housing services and assistance rendered by Human Services for a period of thirty (30) days; and,
8. Self-termination without notice to shelter staff may result in immediate suspension of shelter/housing assistance rendered by Human Services for a period of thirty (30) days.

### **XIII. CITY OF KEENE HUMAN SERVICES WORKFARE PROGRAM**

#### **A. Participation**

According to New Hampshire RSA 165:31, anyone found eligible for and receiving General Assistance may be required to work for the City or other appropriate local human services agencies at any available bona fide job that is within their capacity as reimbursement for benefits received. Participants in City of Keene Workfare Program are not considered employees of the City, and any work performed does not give rise to any employee/employer relationship between the recipient/welfare worker and the City.

#### **B. Reimbursement Rate**

Required recipient/welfare worker hours are based on the amount of aid rendered and are compensated at \$10.00 per hour. All hours attributable to Workfare shall be used to reimburse the City for assistance given. No recipient will work more hours than necessary to reimburse the City for aid rendered.

#### **C. Continuing Financial Liability**

If, due to lack of available work or other verifiable good cause, a recipient does not work a sufficient number of hours to fully reimburse the City for the amount of applicant/recipient aid, the amount of aid received less the value of work hours completed will still be owed to the City.

#### **D. Allowance for Work Search**

Human Services will provide reasonable time during working hours for the recipient to secure work in the labor market.

E. Work Attendance

Refusal to work does not include failure to appear for or to perform under the circumstances listed below. The recipient should, however, attempt to schedule appointments so as not to conflict with the work and must notify the supervisor in advance to the appointment. The circumstances include when the recipient:

1. Has a conflicting job interview;
2. Has a conflicting interview at a service or welfare agency;
3. Has a medical appointment or illness;
4. As a parent or person “in loco parentis,” must care for a child under the age of five (5). A person responsible for a child over the age of six (6), but under twelve (12) years of age, is not required to work during the hours the child is not in school if there is not another responsible person available to provide care and no other care is available. The recipient must demonstrate contacts made to locate childcare;
5. Provides medical documentation of inability to work due to illness or due to a mental or physical disability of the recipient or another member of the household; or,
6. Has medical documentation that states the applicant/recipient must remain home because of illness or disability of another member of the household.

**XIV. BURIALS AND CREMATIONS**

Human Services will assist with the burial/cremation costs when there is prior authorization by the Human Services department and after attempts to find relatives or other parties responsible for payment have failed. In order to be considered for funeral assistance, a family member must appear in person at the Human Services office and apply for assistance of the deceased prior to the funeral/cremation. Human Services will make a determination for assistance based on the relative’s income and liabilities. If determined eligible for assistance, the funeral may consist of cremation or burial in the City of Keene Cemetery identified in the “Allowable Level of Assistance Payments found in Appendix A” for indigent persons found in the City at time of death, regardless of whether the deceased person ever applied per RSA 165:27-a. Resources from the department of Health and Human Services, Social Security, Veterans Benefits or other sources as per RSA 165:3 will be applied toward reduction of the Human Services cost. Family members who enter into a contract with a funeral provider before applying for assistance from the City will be obligated to the conditions of the contract without City

assistance.

## **XV. NOTICE OF ACTION**

All persons have a constitutional right to be free of unfair, arbitrary, or unreasonable action. This includes an applicant/recipient of General Assistance whose aid has been denied, terminated, or reduced. Every applicant/recipient shall be given a written Notice of Decision. Human Services will make every effort to ensure that the applicant/recipient understands the decision.

### **A. Notice of Assistance Granted**

When an applicant is granted assistance, the Notice shall include the type of assistance given and the period of time the assistance is given for.

### **B. Action Taken for Reasons Other than Noncompliance with the Guidelines**

Whenever a decision is made to withdraw, suspend, or deny an application for assistance, a Notice of Decision shall be given to the applicant immediately or within five (5) working days from the time the application process is completed. The Notice shall contain:

- a. A clear statement of the reasons for the withdrawal, suspension, or denial. If a denial or suspension is due to applicant's failure to comply with these Guidelines, the Notice shall list those Guidelines with which the applicant has failed to comply, the specific actions necessary to comply, and the consequences for non-compliance.
- b. A statement advising the applicant/recipient of the right to a Fair Hearing and that any request for a Fair Hearing must be submitted in writing within five (5) days; instructions as to how the applicant/recipient may request a Fair Hearing with a Fair Hearing Request form available from Human Services; a statement that General Assistance may continue, if there was initial eligibility, until the date of Fair Hearing, if requested by the claimant in writing. All assistance must be repaid if the claimant fails to prevail at the Hearing. (~~All this was reworded for clarity.~~)

### **C. Suspension for Noncompliance with the Guidelines**

#### **1. *Compliance***

Applicant/recipient must comply with these Guidelines and the reasonable request of Human Services. Human Services staff must enforce the Guidelines while ensuring that all persons receive due process. Applicant(s)/ recipient(s) should be given reasonable notice of the conditions and requirements of eligibility and

continuing eligibility and notice that noncompliance may result in termination or suspension.

2. *Conditions*

Any person otherwise eligible for assistance shall become ineligible under RSA:1-b if they willfully fail to comply with the requirements of these Guidelines relating to the obligation to:

- a. Failure to disclose and provide verification of all income, resources or other material financial data, including any changes in such information. This may be due to a failure to keep scheduled appointments without verifiable good cause;
- b. Participate in the Workfare Program as assigned by Human Services;
- c. Comply with work search requirements;
- d. Apply for other public assistance, which would alleviate the need for General Assistance, as required by Human Services; and,
- e. Failure to keep all appointments with Human Services and other service agencies that could provide assistance.

3. *Notice of Decision*

No recipient otherwise eligible shall be suspended for noncompliance with conditions unless given written Notice of Decision stating actions required in order to remain eligible and a seven (7) day period within which to comply. The first Notice of Decision shall be given at the first eligibility appointment, and thereafter as the conditions change, a new Notice will be issued at further appointments where General Assistance is requested.

4. *Non-Compliance*

If a recipient willfully fails to come into compliance during the seven (7) day period or willfully falls into noncompliance, Human Services will give the recipient a suspension notice.

5. *Suspension Notice*

Written Notice of Decision to recipient that he/she is suspended from assistance due to failure to comply with conditions required in a Notice shall include:

- a. A list of requirements with which the applicant/recipient is not in compliance and a description of those actions necessary for compliance;
- b. A defined period of suspension;
- c. Notice of the right to a Fair Hearing on the issue of willful noncompliance and that such request must be made in writing to Human Services-within five (5) days of receipt of the suspension notice; and,



- d. A statement that assistance may continue in accordance with the prior eligibility determination until the Fair Hearing decision is made, if the recipient so requests in writing for a Fair Hearing; however, if the recipient fails to prevail at the Hearing, the suspension will start immediately after the decision and such aid must be repaid by the recipient.

6. *Suspension Period*

The suspension period for failure to comply with the Guideline requirements shall last:

- a. Either seven (7) days for the first suspension or fourteen (14) days if the recipient has had a prior suspension that ended within the past six (6) months, and
- b. Until the recipient complies with the Guidelines if the recipient, upon the expiration of the seven (7) or fourteen (14) day suspension period, continues to fail to carry out the specific actions set forth on this Notice, the disqualification shall continue until the person complies.
- c. Notwithstanding paragraph b above, a recipient who has been suspended for non-compliance for at least six (6) months may file a new application for assistance without coming back into compliance.

7. *Fair Hearing on Continuing Noncompliance*

A recipient who has been suspended/sanctioned until they comply with the Guidelines may request a Fair Hearing in writing to resolve a dispute over whether or not they have satisfactorily complied with the required Guidelines. The burden of proof lies with the applicant/recipient to show that Human Services was incorrect in their decision not to assist and or/limit assistance of the claimant's request.

8. *Compliance after Suspension*

An applicant/recipient who has been subject to a suspension and who has come back into compliance will have assistance resumed provided the applicant/recipient is still otherwise eligible. The burden of proof lies with the applicant/recipient to show that they have come into compliance with the Guidelines. Notice of Decision stating that assistance has been resumed will again set forth any actions required to remain eligible for assistance, but will not provide a seven (7) day period for compliance unless new conditions have been imposed.

## **XVI. FAIR HEARINGS**

A Fair Hearing is a process outlined in RSA 165 that provides the opportunity for an applicant/recipient to dispute a decision made by Human Services. The General Assistance guidelines specify the specific procedure and time line required for a Fair Hearing to be in compliance with RSA 165.

### **A. Requests**

A request for a Fair Hearing is a written request by the applicant(s)/recipient(s) requesting an opportunity to present his/her case to a higher authority.

### **B. Fair Hearing Officer/Board**

The Fair Hearing Officer/Board will be assigned by the City Manager. The person(s) serving as the Fair Hearing Officer/Board must:

1. Not have participated in the decision causing dissatisfaction;
2. Be impartial;
3. Be sufficiently skilled in interviewing to be able to obtain evidence and facts necessary for a fair determination; and,
4. Be capable of evaluating all evidence fairly and realistically, to explain to the claimant the laws and regulations under which Human Services operated, and to interpret to Human Services any evidence of unclear or inequitable policies, practices, or actions.

### **C. Time Limit for Hearings**

1. When an application is denied and/or when an applicant/recipient desires to challenge a decision made by Human Services relative to the receipt of assistance, a written request for a Fair Hearing must be received in Human Services within five (5) business days of receipt of the Notice of Decision at issue.
2. Hearings requested by claimants must be held within ten (10) business days of the receipt of the request. Human Services will give notice to the claimant setting the time and location of the Hearing. The notice will be given to the claimant at least forty-eight (48) hours in advance of the Hearing or mailed by certified mail to the claimant at least seventy-two (72) hours in advance of the Hearing.
3. Any applicant/recipient may withdraw, preferably in writing, the request for a Fair Hearing any time prior to, and up to the time of the Fair Hearing. An applicant/recipient believing to have good cause to request a continuance or postponement may do so by contacting Human Services at the earliest possible

time prior to the Fair Hearing. Good cause shall include, but not be limited to, medical emergency or unforeseen circumstances that prevent the claimant from attending the scheduled Hearing. A claimant shall provide documentation of such circumstances to Human Services no later than seventy-two (72) hours after the request is made. Failure to provide such documentation and/or failure to appear for a scheduled Fair Hearing request of the claimant.

#### D. Fair Hearing Procedures

1. All Fair Hearings shall be conducted in such a manner as to ensure due process of law. Fair Hearings shall not be conducted according to strict rules of evidence. The burden of proof is on the claimant, who is required to establish their case by preponderance of the evidence that Human Services was unlawful or unreasonable under these Guidelines.
2. The Human Services staff person responsible for the Notice of Decision will attend the Hearing and testify about the decision in dispute and the reasons therefore.
3. Both parties will be given the opportunity to offer evidence and explain their positions as fully and completely as wished. The claimant shall have the opportunity to present the case.
4. The claimant or his/her representative and the Human Services Official or his/her representative has the right to examine all records, papers, and documents used at the hearing. The claimant shall have the opportunity to present his/her own case or at the claimant's option, with the aid of others and to bring witnesses to establish all pertinent facts, to advance any arguments, without undue interference, to question or refute testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.
5. The decision of the Fair Hearing Officer/Board must be based solely on the record in light of these Guidelines. Evidence, both written and oral, which is admitted at the Hearing, shall be the sole content of the record. The Fair Hearing Officer/Board shall not review the case record or other materials prior to introduction at the Hearing.
6. The parties may stipulate to any facts.
7. Any claimant may withdraw, in writing, his/her request for a Fair Hearing at any time up to the time of the Hearing. The Fair Hearing Officer/Board will wait a reasonable amount of time, fifteen (15) minutes, for claimant to appear for the

Hearing. A claimant who fails to appear for any scheduled Fair Hearing will be deemed to have withdrawn his/her request for such a Hearing.

8. A claimant who believes he/she has verifiable good cause to request a continuance or postponement of a scheduled Fair Hearing shall contact Human Services at the earliest possible time prior to the Hearing. Upon verifiable good cause shown, Human Services may reschedule such Hearing. Verifiable good cause shall include, but not necessarily be limited to, demonstrated medical emergency or other demonstrated unforeseen circumstances, which reasonably prevents the claimant from attending such scheduled hearing. However, the claimant is entitled to only one (1) such postponement or continuance per Fair Hearing request. A claimant shall provide documentation of such circumstances to the satisfaction of Human Services no later than seventy-two (72) hours after the request for postponement is made. If the claimant does not provide documentation of such circumstance to Human Services within the seventy-two (72) hours, then the request will be deemed withdrawn by the claimant.

#### E. Decisions

1. Fair Hearing decision will be rendered within seven (7) days of the Hearing. Decision shall be in writing setting forth the reasons for decision and the facts on which the Fair Hearing Officer/Board relied in reaching the decision. A copy of the written decision shall be mailed or delivered to the claimant and Human Services.
2. Fair Hearing decisions will be rendered on the basis of the evidence presented, both oral and written, the Officer's/Board's finding of fact, these Guidelines, and state and federal law. The Fair Hearing decision shall set forth appropriate relief.
3. The decision will be dated. In the case of a Hearing to review a denial of aid, the decision is retroactive to the date of the action being appealed. If a claimant fails to prevail at the Hearing, the assistance given pending the Hearing shall be a debt owed by the individual to the City and a repayment schedule shall be established.
4. Human Services shall keep record of all Fair Hearing decisions on file in chronological order. These records will include documentary evidence presented at the hearing and the written decision of the Fair Hearing Officer/Board.
5. None of the procedures specified herein shall limit any right of the claimant to subsequent court action to review or challenge the adverse decision.

## **XVII. LIENS**

A. Liens on real Property (RSA 165:28)

The amount of money spent by a municipality to support or assist an applicant shall, except for good cause, be made a lien on any real estate owned by the assisted person. (This section does not authorize the placement of a lien on the real estate of legally liable relatives, as defined by RSA 165:19). Human Services shall file a Notice of Lien with the Registry of Deeds, complete with the owner's name and description of the property sufficient to identify it. Interest at the rate of six percent (6%) per year may be charged on the amount of money constituting the lien commencing one (1) year after the date the lien is filed. The lien remains in effect until enforced or released or until the amount of the lien is repaid to the City. The lien shall not be enforced so long as the real property is occupied as the sole residence of the assisted person, surviving spouse, or surviving children who are under age eighteen (18), blind, or permanently and totally disabled. Upon repayment of the lien, the City must file a written Release of Lien with the County Registry of Deeds.

In accordance with RSA 165:28, the City Manager is authorized by the City Council to release any lien executed under RSA 165, et seq., if the City Manager determines that the release of such lien is in the best interest of either the City or the assisted person.

B. Civil Judgements (RSA 165:28-a)

The City of Keene shall be entitled to a lien upon property passing under the terms of a Will or by intestate succession, a property settlement, or a civil judgement for personal inquiries awarded any person granted assistance by the City under RSA 165 for the amount of assistance granted by the City. The City shall be entitled to the lien only if the assistance was granted no more than six (6) years before the receipt of the inheritance or award of the property settlement or civil judgement (RSA 165:28-a). The lien shall take precedence over all other claims.

**XVIII. RECOVERY AND BILLING FROM GOVERNMENT, UNIT OF RESIDENCE, RELATIVES, OR OTHER**

- A. The amount of money spent by the City of Keene to support an applicant who has a residence in another municipality, or has a father, mother, stepfather, stepmother, husband, wife, or adult child of sufficient ability to also support the assisted applicant, may be recovered from the municipality of residence or legally liable relatives. Sufficient ability shall be deemed to exist when the relative's weekly income is more than sufficient to provide a reasonable subsistence compatible with decency and health. Written notice of money spent in support of an assisted person must be given to the liable relative. Human Services shall make reasonable efforts to give such written notice prior to the

giving of aid, but aid to which an applicant is entitled under these Guidelines shall not be delayed due to inability to contact liable relatives. Any legal action for recovery brought under RSA 165:20 must be filed in court within six (6) years after the expenditure (RSA 165:1, 20, 25). There shall be no delay, refusal, or termination of assistance while Human Services is pursuing reimbursement from responsible relatives or the municipality of residence.

- B. The amount of money spent by the City to support a recipient who has a court suit or settlement pending shall be recovered by notifying the attorney or insurance carrier of the City's right to lien the suit or settlement for all aid rendered (RSA 165:28-a). Any legal action to recover must be filed in a court within six (6) years after the expenditure.
- C. The amount of money spent by a municipality to support a person who has made initial application for SSI and has signed an Interim Assistance Program Reimbursement Form shall be recovered through SSA and Department of Health and Human Services.
- D. A former or current recipient who is returned to an income status after receiving assistance agrees to reimburse the City for the assistance provided (RSA 165:20).

#### **XIX. APPLICATION OF RENTS PAID BY THE CITY OF KEENE**

- A. Whenever the owner of property rented to a person receiving City of Keene General Assistance is in arrears in tax payments, sewer, or water to the City, the City will apply the assistance that the property owner would have received in payments to the property owner's delinquent balances, regardless of whether such delinquent balances are in respect of property occupied by the assisted person (RSA 165:4-a).
- B. Payment shall be considered in arrears if more than thirty (30) days have lapsed since the mailing of the bill or in the case of real estate taxes, if interest has begun to accrue pursuant to RSA 76:13; RSA 165:4-a. Delinquent property tax balances will be first priority, followed by delinquent sewer or water balances.
- C. The procedure for application of such rent is as follows:
  - 1. Human Services will issue a voucher on behalf of the tenant to the property owner for the authorized amount of rent. The voucher will indicate any amount to be applied to a delinquent balance owed by the property owner.
  - 2. Human Services will provide a copy of the voucher to the appropriate City Department for processing.

3. The City of Keene Revenue Collections Department determines which delinquent balance will be credited with this payment. Revenue Collections will issue a receipt of payment to the delinquent property holder.

## **XX. IMMIGRATION LAWS**

Human Services acts in accordance with federal laws concerning assistance to immigrants.

## **XXI. HUMAN SERVICES SIGNATURE REQUIREMENT FOR ASSISTANCE**

The application for General Assistance must be signed by all adult members of the household. When multiple adults comprise a household seeking General Assistance from the City, each adult member of the household must sign where required on the application and release forms. Unsigned documents constitute an incomplete application.

## **XXII. INTERPRETATION AND APPLICABILITY OF GUIDELINES**

Human Services is empowered to interpret and implement these Guidelines so as to best effectuate their purpose. If necessary or desirable for Human Services to vary the application of the Guidelines in any individual case, such variation shall be approved, in advance, by the Human Services Manager.

## **XXIII. DEFINITIONS**

As used in these Guidelines, the following terms have the indicated meaning:

### **AGENCY**

Any health, social service, or other entity that provides services to a client. Any entity to which Human Services may refer to a client for additional resources and/or assistance.

### **“ALLOWABLE LEVEL OF ASSISTANCE”**

City of Keene established financial levels of support for housing, food, and utilities based on market conditions, the New Hampshire Department of Health & Human Services (NH DHHS) and the Department of Housing & Urban Development (HUD).

### **APPLICANT**

A person, who expresses a desire to receive General Assistance, or to have his /her eligibility for assistance reviewed, and has submitted a written application.

**APPLICATION FORM**

Form obtained from Human Services upon which a written request for assistance or consideration for assistance is made. Such forms may be amended by Human Services as needed.

**ARREARAGES**

Past due amounts on bills for basic needs (i.e., rent, utility bills); debts that remain after part of an overdue debt has been paid.

**ASSETS**

All cash, real property, personal property, future interests, and anything else of value that is owned by the applicant.

**ASSISTANCE**

Support given to applicants through a voucher program administered by Human Services in accordance with RSA 165.

**AVAILABLE LIQUID ASSETS**

This includes but is not limited to: cash on hand, checking accounts, bank deposits, credit union accounts, stocks, bonds, securities, income tax refunds, IRA (Individual Retirement Account), 401K accounts, insurance policies with a loan value, and non-essential personal property. Such items are considered available liquid assets when they have been converted into cash. Income tax refunds may also be considered.

**CASE RECORD**

Official files containing forms, signed documents, correspondence, and narrative records pertaining to the application including determination of eligibility, reason for decision, and actions by Human Services, as well as kinds and amounts of assistance given. The case record may be kept electronically.

**CLAIMANT**

An applicant/recipient who has requested, whether in person or through an authorized representative, a Fair Hearing in accordance with the Guidelines.

**CLIENT**

A person utilizing services of a social service agency.

**COMPLIANCE**

Conformity in fulfilling official requests for information and requirements of City of Keene Human Services.



## **ELIGIBILITY**

Determination by Human Services, in accordance with these Guidelines, of an applicant's/recipient's inability to support themselves, and therefore, the need for General Assistance.

## **EMERGENCY**

A difficulty that, if not addressed immediately, would jeopardize the health and safety of an applicant/recipient or family member.

## **FAIR HEARING**

A Hearing which the applicant/recipient may request to contest a denial, termination, or reduction of General Assistance. The Hearing will be held before an impartial Officer/Board who is appointed having no prior knowledge of the case.

## **FAMILY UNIT**

Includes the applicant/recipient and persons residing with them in the relationship of father, mother, stepfather, stepmother, son, daughter, husband, or wife, and/or any adult (including an unrelated person) who resides with them *in loco parentis* (in the role of substitute parent) to a minor child. A person *in loco parentis* is one who intentionally accepts the rights and duties of a natural parent with respect to a child not his/her own and who has lived with the child long enough to form a psychological family. The term "family unit" is used to signify those persons financially responsible for one another by law and those requesting to be treated as such. However, when two unrelated, unmarried adults produce a child and are living together, Human Services considers them a "family unit" with the adults also being financially responsible for each other unless they can document exceptional services.

## **GENERAL ASSISTANCE**

The term used for local welfare administered and funded by each New Hampshire municipality with locally established Guidelines in accordance with RSA 165.

## **HOUSEHOLD**

The total number of persons (related or unrelated) living together who share in or benefit from shelter/food/utility expenses. The individuals share living quarters, but are not financially liable for each other unless they request to be treated as such. Expenses, which are shared (rent, food, utilities, etc.) are divided pro rata for the purposes of calculating the applicant's/recipient's need based on the total number of persons in the household.

**However, the total housing cost must approximate the Allowable Level of Assistance Payments for the household size and # of bedrooms.** For example: three (3) unrelated adults share an apartment and one (1) applies for assistance; rental assistance is

determined as one-third (1/3) of the total housing cost for three (3) people. The total housing cost for all three (3) must not exceed the Guideline amounts for a household of three (3).

## **HUD**

United States Department of Housing and Urban Development.

## **HUMAN SERVICES and HUMAN SERVICES OFFICIALS**

The official(s) of the City of Keene or designee(s) who perform the function of administering General Assistance. Such person(s) have the authority to make decisions regarding the granting of assistance under RSA 165, as identified in the Guidelines and “Allowable Level of Assistance” subject to the overall fiscal responsibility vested in the City Manager and City Council. The term includes “overseers of public welfare” (RSA 165:1) and “administrator of city welfare” (RSA 165:2).

## **INCOME**

Cash or in-kind earned by the applicant/recipient or any member of the household through wages, salary, commissions, or profit, whether self-employed or as an employee; contributions from relatives, friends, associates, or other household members if received by the applicant/recipient; state categorical assistance benefits: TANF, FANF, ANB, OAA, and OASDI payment, Social Security payments, VA benefits, unemployment insurance benefits, payment from other government sources (i.e., income tax); alimony and child support payments; payment from pension, trust funds, and similar programs.

## **INDIGENT**

Impoverished person in financial need as identified in the General Assistance Guidelines.

## **LIABILITY FOR SUPPORT**

Those persons deemed by New Hampshire law to have financial responsibility for anyone applying for General Assistance; for example, adult children for parents, parents for adult children, and husbands and wives for each other.

## **MINOR**

A person who has not attained the age of eighteen (18) years. A minor’s residence is always that of the custodial parent/legal guardian.

## **NEED**

The basic maintenance and support requirements of an applicant/recipient as determined by Human Services utilizing the standards of these Guidelines.

**NHDHHS**

New Hampshire Department of Health and Human Services.

**NON-RESIDENT**

A person living temporarily in the City of Keene while his/her residence is elsewhere. Non-residency does not preclude General Assistance; however, assistance will be of a temporary and reasonable nature given his/her temporary status. Duplication of resources available will be avoided except in cases of emergency. Municipalities will be contacted for reimbursement.

**NOTICE OF DECISION**

Written grounds for approval, denial, or pending of an application detailing the amount and type of assistance issued, and/or the type of assistance pending further verification. Additionally, it contains the name, date, and time of applicant's next appointment if necessary, and a list of all the information to be provided by the applicant at the next request for assistance.

**PERMANENT RESIDENCE**

Abode or domicile occupied by an applicant. Permanent residency does not include temporary stays in shelters, residential treatment facilities, court ordered placements, or jail/prison.

**REAL PROPERTY**

Any property that is attached directly to land, as well as the land itself. Real property not only includes buildings and other structures, but also rights and interests. Real property can be either rental or residential.

**RECIPIENT**

A person who is receiving City of Keene General Assistance.

**REIMBURSEMENT**

Each recipient who becomes financially able must reimburse the City of Keene for assistance rendered when asked to do so. A schedule of repayment will be determined by Human Services, in conjunction with the recipient, taking into consideration all necessary current and future obligations. However, each recipient must understand that General Assistance reimbursement takes priority over all other expenses of less than a necessary nature as determined by Human Services. The City of Keene Human Services Department may also, as provided by State law, record a lien on real property or attach civil judgments in the amount of assistance rendered (RSA 165:28, 28-a).

**RELEASE OF INFORMATION**

Signed authorization to request and verify information necessary to determine eligibility for General Assistance.

**RESIDENCE**

Residence/residency will mean an applicant's/recipient's place of abode or domicile. The place of abode or domicile is that place designated by an applicant/recipient as their principal place of physical presence as defined by the Guidelines. Such resident/residency shall not be interrupted or lost by a temporary absence from it. RSA 165:1 (I); 21:6-a. If another municipality moves a client into the City of Keene, the sending municipality is responsible for the first thirty (30) days of support according to the New Hampshire Local Welfare Administrators Associations' ethics policy.

**RESIDENT**

A person whose principal place of abode or domicile is in Keene. A person participating in a residential program is a non-resident. See Shelter definition.

**ROOMMATE**

A person who is financially responsible for themselves and living with a recipient of General Assistance. Persons living together as domestic partners are considered a household.

**SHELTER**

A temporary housing provider through which an individual or family may seek emergency housing until permanent housing can be found. Under State statute, the following DO NOT interrupt the original residency of an applicant and do not establish a new residency:

- Shelter: homeless or transitional;
- Rehabilitation unit, half-way house, treatment facility;
- Hospitalization;
- Homelessness;
- Prison/jail, court ordered residence.

**SUSPENSION/SANCTION**

Cessation of General Assistance benefits due to non-compliance, misrepresentation, or falsification of documents.

**UTILITY**

Service(s) such as electric, gas, and oil for heat necessary to maintain the health and welfare of the household.

**VENDOR/PROVIDER**

Any property owner, utility company, store, or other business which provides goods or services needed by the applicant/recipient.

**VOUCHER**

A system to pay vendors and providers.

**WORKFARE**

The City of Keene Workfare Program provides opportunities for able bodied adults to work for the City at any job within the person's capacity. There are no wages paid. The participant's hours worked, at the rate of \$10.00 per hour, are used as reimbursement to the City for assistance received (RSA 165:2). Process outlined in Procedures Manual.

**XXIV. APPENDIX A**

**SAMPLE**

**ALLOWABLE LEVEL OF ASSISTANCE PAYMENTS FOR THE CITY OF KEENE**

Established by vote of Governing Body, date \_\_\_\_\_

**FOOD, HOT WATER & LIGHTS ALLOWANCE**  
**Department of Health and Human Services**

Household Size	Monthly Food	# of Bedrooms	Hot Water	Lights	Personal & Household
1	\$	0 Bdrm	\$	\$	\$
2		1 Bdrm			
3		2 Bdrm			
4		3 Bdrm			
5		4 Bdrm			
6					
7					
8					

**MONTHLY HOUSING ALLOWANCES**

Based on \_\_\_\_\_, information provided by Governing Body, date \_\_\_\_\_

0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm
\$	\$	\$	\$	\$

**MONTHLY HEATING ALLOWANCES**

Information provided by Governing Body, date \_\_\_\_\_

# of Bdrms	0	1	2	3	4
<b>Electric</b>	\$	\$	\$	\$	\$
<b>Oil</b>	\$	\$	\$	\$	\$
<b>Natural Gas</b>	\$	\$	\$	\$	\$
<b>Bottled Gas</b>	\$	\$	\$	\$	\$

**BURIAL ALLOWANCE:** \$1,000.00

**TELEPHONE:** \$60.00

**MILEAGE RATE:** 53.5

**INTERNET ONLY:** \$50.00

**OTHER:** Such as childcare, medical, etc. verified by receipt.



## XXV. ESF-6, MASS CARE, HOUSING, AND HUMAN SERVICES

**Lead Agency:** American Red Cross

**Support Agencies:** Emergency Management Director  
Fire Department  
Police Department  
Health/Code Department  
School Superintendent  
Public Works Department  
Human Services Department  
Parks Recreation and Facilities Department

### A. Introduction

#### 1. *Purpose*

To coordinate the provision of mass care, shelter, feeding and emergency first aid, following a disaster or other event requiring activation of this plan.

The purpose of Emergency Support Function #6 – Mass Care, Housing, and Human Services (ESF #6) is to provide information concerning Mass Care (human and household pet sheltering, feeding, and essential personal needs) during disasters or emergencies. ESF #6 is also concerned with the coordination of City resources to meet the basic human needs of mass care, emergency assistance, and human services to populations impacted before, during, and after an emergency situation when the needs may exceed those of local capabilities. ESF #6 includes the provision of sheltering household pets. Mass Care services are provided on a short-term basis, and when a more long-term approach is required, activities will move into Long Term Community Recovery plan.

#### 2. *Scope*

When ESF #6 is activated, resources will be provided through requests directly to the EOC when activated. The American Red Cross (ARC) is the Lead Agency for ESF #6, as it is recognized that in incidents that require state-provided sheltering and mass care activities, the ARC will play a significant role. The EMD coordinates and leads City resources to support the local government.

In the event of a disaster necessitating shelter, the City of Keene would require the assistance of the ARC. The ARC independently provides mass care to all disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress, Act of January 5, 1905, and the



Disaster Relief Act of 1974. ARC also assumes lead agency responsibility under the Federal Response plan, to coordinate federal response assistance to the mass care response of state and local governments, and the efforts of other voluntary agencies, including ARC relief operations.

## B. Situation and Planning Assumptions

The recommendation to evacuate people at risk during an emergency situation automatically requires that shelter spaces be made available and feeding operations for evacuees begin. There are shelters available as listed in Appendix E which, if unaffected by the emergency situation, could provide shelter space for its evacuees or a like number from an affected community nearby. If these buildings were affected, evacuees must be sheltered in another location.

There are other buildings that could be expediently upgraded to provide shelter. In the case of an emergency, the population would be advised to seek shelter in the best available facility.

### 1. *Situation*

- a. Disasters or emergencies requiring activation of ESF #6 are affected by a number of factors to include evacuation displacing large numbers of individuals, families, and household pets, as well as functional needs population groups (i.e., disabled, elderly, and children) who have lost their immediate support. This can include tourists, students, and foreign visitors separated from loved ones by a sudden-impact disaster or emergency necessitating the need to be evacuated from affected areas. The loss of real and essential personal property or economic hardships caused by a disaster or emergency may also trigger the need to activate programs identified in this Appendix.
- b. In most emergency or disaster situations, there may be a sudden and prolonged need of the public for protection from the effects of the emergency. Sheltering, emergency assistance, short-term housing, mass care and feeding, basic human services and household pet sheltering may be required. Dependent upon the resources immediately available and/or the proactive stance of local communities, careful coordination is needed to ensure needs are met for the total population affected.

## 2. *Planning Assumptions*

- a. It is increasingly probable that an incident will occur which will require activation (partial or complete) of ESF #6.
- b. The number in need of shelter and mass care services is scalable depending upon the emergency.
- c. Approximately 70% of all NH households own a pet; this percentage is likely to hold true for the residents of the City of Keene. This implies that during large-scale disasters, pet ownership may affect the behavior of large segments of the population at risk. Strong attachments also exist between farmers and their livestock.
- d. During an emergency, Volunteer NH DART will work with the City and/or the American Red Cross of NH to coordinate the activation and deactivation of household pet shelters.
- e. Facilities used as evacuation centers, respite centers, mass-feeding sites, and human/household pet shelters have been pre-identified by municipal, borough, or local jurisdictions, and may be supported by the American Red Cross NH.
- f. Careful planning and outreach to support agencies must be made in advance to meet any specialized requirements that are required when providing services to the general public. These may range from those who are language-challenged or require special diets to those who require personal assistance for daily activities.
- g. Through public education, animal owners will know how to prepare themselves and their household pets for an emergency/disaster situation.
- h. When area veterinary and animal care resources have been exhausted, assistance will be requested from the state.
- i. Service animals will stay with their handlers/owners in the local municipality or American Red Cross shelter.
- j. The ARC will coordinate with Volunteer NH to access support of other NGOs.
- k. The American Red Cross of NH, in support of ESF #6, will directly coordinate mass care efforts with local government.
- l. The American Red Cross Safe and Well System will be utilized as the means for family/household pet reunifications and welfare information during a disaster or incident requiring evaluations and large mass care sheltering.
- m. The ESF #6 representative and the EOC will be responsible for the coordination of services, collection, reporting, and dissemination of all ESF #6 activities.

- n. There may be instances when an affected area is/will be uninhabitable for short- or long-term periods.
- o. Emergency situations may require the provision of short-term warming shelters, mobile feeding, etc.
- p. Public on-hand food inventories separately will be inadequate and unsafe to meet the needs of the impacted populations.
- q. The needs of the responsible community in the field will also need to be met in order to ensure response capabilities are maintained.
- r. All sheltering activity, whether by the American Red Cross or independently, will be recorded and tracked (to the best of their ability) by the ESF #6 representative in the EOC in WebEOC.

### C. Concept of Operations

#### 1. *Policies*

The City of Keene will carry out emergency mass care of disaster victims. This may be accomplished through the fire and police departments, health department, social services department, and voluntary organizations such as churches or the local American Red Cross. A vital element of any disaster relief effort is the assistance provided to local government(s) by voluntary organizations in the distribution of food, medicine and supplies, the provision of emergency shelter, and the restoration of community services.

#### a. General

- i. The ARC has been designated as a lead agency responsible for mass care and shelter. State agencies have been designated to support the mass care foundation. Resources from the private sector will also be evaluated and applied to the response effort as appropriate.
- ii. The EOC will advise the public through the Emergency Alert System on the shelter location(s) and the procedures to follow when evacuating.
- iii. The Health/Code Department will monitor conditions in the shelters and make recommendations to assure the health and safety of shelterees.

#### b. Mass Care

- i. Sheltering, feeding, and emergency first aid activities will begin as soon as possible after the disaster occurrence (or before, if there is advance warning).

- ii. Mass Care services may not be available to relief workers for the first 72 hours.

## **AMERICAN RED CROSS OF NH**

The response by the American Red Cross of NH will be coordinated with City of Keene and the State of New Hampshire. The local American Red Cross district within the affected area will initiate mass care activities. Outside the district areas, the response will come from the ARC of NH Granite Chapter headquarters, located in Manchester, NH. To avoid duplication of services, response efforts will be coordinated through ESF #6 and the ARC liaison located at the State EOC.

- **Sheltering:** Providing emergency shelter for disaster victims and their household pets, including the use of pre-identified shelter sites or local shelter operations.
- **Emergency Feeding:** Feeding will be provided to disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food.
- **Safe and Well:** The American Red Cross will continue to concentrate its Welfare Information efforts on publicly promoting communications from inside the disaster-affected area to outside the affected area. Helping disaster victims initiate contact with family members and loved ones enables the American Red Cross to provide welfare information to many more people outside the affected area.
- **Joint Information Center:** The American Red Cross will support the local government, State, or federal Joint Information Center (JIC) to provide disaster-affected clients with information to assist in their recovery.

## **Additional Policies**

1. Actions initiated under ESF #6 are coordinated and conducted cooperatively with State and local incident management officials and with private entities, through the EDOC and SEOC, if activated. Each Supporting Agency is responsible for managing its respective assets and resources after receiving direction from the ESF #6 Lead Agency.
2. Action taken during an emergency are guided by and coordinated with State and local emergency preparedness and response officials, U.S. Department of Homeland Security (DHS) officials, appropriate federal agencies, and existing agency internal policies and procedures.

3. The organizations providing support for each incident coordinate with appropriate ESFs and other agencies, to ensure appropriate use of volunteers and their health and safety and to ensure appropriate measures are in place to protect the health and safety of all workers.
4. Each Support Agency is responsible for managing its respective assets and resources after receiving direction from the Lead Agency.

2. *Notification and Reporting*

The Emergency Management Director will be notified as soon as possible upon receipt of information on any emergency situation that might affect the community. The EMD will then decide on whether to alert the other emergency response organizations or not, based on the information received.

The EMD is responsible for notifying local and state agencies and the ARC that a major disaster has occurred or is imminent and may result in activation of the response procedure as described in the plan. Upon notification of full activation of the plan, the EMD will inform ESF-Mass Care & Shelter support agencies and the local Chapter of the ARC of plan implementation and share information about what has occurred and initial response actions.

a. Notification

- i. The EMD will be notified that an incident has occurred, or has the potential to occur, that threatens or impacts an area of the City of Keene. The EMD will gather information for on-going situational awareness and notify ESFs, as appropriate.
- ii. The EMD will make the decision to activate the EOC and determine level of activation.
- iii. If EOC activation is determined to be necessary, the EMD will notify the ESF Lead Agency of the activation and request designated personnel to report to the EOC or to remain on stand-by.
- iv. The Lead Agency will then notify the appropriate ESF Support Agencies and determine coverage/duty roster for the ESF desk in the EOC. WebEOC will be utilized to provide continuous situational awareness.
- v. All ESF agencies will make appropriate notifications to their appropriate regions, districts, or local offices.
- vi. The above notification process will be utilized for all phases of activation and activities in which the ESF will be involved.

b. Event Reporting

- i. Event and position logs should be maintained and by each ESF agency in sufficient detail to provide historical data on activities taken during the event.
- ii. Agencies are also expected to keep their Lead Agency updated upon all activities and actions.
- iii. The Lead Agency will be responsible for making periodic reports to their Sections on activities taken by the ESF, in total, during the event and ensure they are properly documented.
- iv. All financial reporting will be done through the ESF Lead Agency on behalf of their Support Agencies. All financial management documents must comply with standard accounting procedures and applicable agency, state and federal guidelines, rules, standards, and laws.

3. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the EMD. Full deactivation would occur at the termination of the operational elements at the local EOC.

D. Roles and Responsibilities

**The American Red Cross will:**

- Coordinate shelter operations.
- Coordinate with the EMD on the specific shelter requests.
- Notify local and state agencies of shelter needs.
- Develop and maintain a shelter plan.
- Identify and secure permission of those buildings to be designated as shelters.
- Obtain shelter supplies necessary for Shelter operations.

**The Emergency Management will:**

- Advise the American Red Cross on the shelter needs of the community.

**The Fire Department will:**

- Advise on the safety of the shelter facilities.
- Provide emergency medical treatment and transport on request for evacuees during shelter operations.
- Coordinate with the Health/Code Department on the health safety of the shelters.

**The Police Department will:**

- Provide security at the shelters, as personnel are available.

**The Health/Code Department will:**

- Inspect the health safety aspects of shelters.

**The School Superintendent will:**

- Prepare the schools for sheltering.
- Make available on-hand food supplies.
- Provide available personnel, as available, for registering evacuees.

**The Public Works Department will:**

- Assist the EMD in the implementation of this ESF.

**The Human Services Department will:**

- Assist the American Red Cross and the general public with human service provider contact information.

**The Parks Recreation and Facilities Department will:**

- Assist in the implementation of this ESF.

E. References

1. *Plans*

American Red Cross NH State Disaster Plan

2. *Standard Operating Procedures/Guides (SOPs/SOGs)*

None





# CITY OF KEENE

R-2018-04-A

Eighteen

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

RELATING TO COUNCIL POLICY: GUIDELINES FOR GENERAL ASSISTANCE

A RESOLUTION .....

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

WHEREAS: Each New Hampshire municipality is mandated under NH RSA 165 to provide General Assistance; and

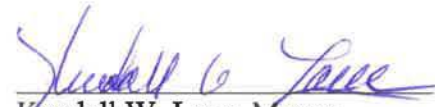
WHEREAS: General Assistance Guidelines must be adopted by the City Council to administer general assistance fairly, confidentially and with impartiality to all applicants; and

WHEREAS: said Guidelines must be reviewed regularly to include criteria for levels of assistance based on local conditions; as well as establish criteria for determining eligibility; the application process, and an appeal process to meet the basic necessities of life such as food, shelter and burial; and

WHEREAS: the City Council adopted "General Assistance Guidelines" for the City of Keene, New Hampshire, on August 18, 2011; and

WHEREAS: There is a need to further update and amend the Guidelines;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that R-2011-27 be rescinded and the Guidelines, entitled "*City of Keene Human Services General Assistance Guidelines*" and dated February 1, 2018 be adopted.

  
Kendall W. Lane, Mayor

A true copy;  
Attest:

  
City Clerk

PASSED February 1, 2018



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

January 25, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** J.4.

**SUBJECT:** Relating to the Acceptance of an Additional Appropriation of Highway Block

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**COUNCIL ACTION:**

In City Council February 1, 2018.  
Report filed as informational.  
Voted unanimously to adopt Resolution R-2017-44.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2017-44, Relating to the Acceptance of an Additional Appropriation of Highway Block Grant Funds.

**ATTACHMENTS:**

Description

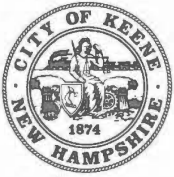
Resolution R-2017-44

**BACKGROUND:**

Chair Greenwald stated the New Hampshire Legislature adopted Senate Bill 38, providing additional funds to municipalities for local highway improvements. The City's share of this funding will be \$417,356.69. The Chairman stated the city was required to hold a public hearing which was completed on January 18, and now we are ready to accept the funds.

Councilor Jacobs made the following motion which was seconded by Councilor Powers.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2017-44, Relating to the Acceptance of an Additional Appropriation of Highway Block Grant Funds.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Seventeen

A RESOLUTION Relating to the Acceptance of an Additional Appropriation of Highway Block Grant Funds

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

WHEREAS: In recognition of the need for improvements to local transportation systems, Governor Sununu and the New Hampshire Legislature adopted Senate Bill 38, which has provided an additional \$30 million to be distributed to the State's 234 municipalities for local highway aid; and

WHEREAS: The City of Keene's portion of these funds will be \$417,356.69; and

WHEREAS: RSA 31-95-b requires that unanticipated funds in excess of \$10,000 be accepted only after public hearing and vote of the municipalities governing body; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby authorizes the City Manager to accept the unanticipated funds provided by Senate Bill 38; and

BE IT FURTHER RESOLVED that the City Council of Keene hereby authorizes the City Manager to do all things necessary to expend said funds for the purposes intended and in general accordance with the "FY18 Supplemental Road Improvements" program as presented by Public Works to the Finance, Organization and Personnel Committee on October 26, 2017.

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Kendall W. Lane, Mayor

In City Council December 21, 2017.

Public Hearing set for Thursday, January 18, 2018 at 7:05 PM.

Referred to the Finance, Organization and Personnel Committee.

  
Patricia Cottle  
City Clerk

A true copy;

Attest:

  
City Clerk

PASSED February 1, 2018