



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
June 14, 2018
6:30 PM**

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

-
1. Donation for Fun to Read Internships - Keene Public Library
 2. 2015 Tax Deed Waiver Request for 2015 - Finance Department
 3. Repurchase of 18 Imperial Drive - Finance Department
 4. Repurchase of 62 Sparrow St. - Finance Department
 5. Monadnock Region Complete Streets Implementation Grant - Public Works Department
 6. Relating to Administrative Departments
Ordinance O-2018-09
 7. Downtown Paver Crosswalk Repairs - Follow up - Public Works Department
 8. Relating to the Acceptance of LED Street Light Program Rebate and Use of Funds for
Downtown Crosswalk and Lighting Repairs and Improvements
Resolution R-2018-19

MORE TIME ITEMS:

- A. Councilor Manwaring - License Fees for Events Requiring Staff Protocols

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

June 7, 2018

TO: Finance, Organization and Personnel Committee

FROM: Gail Zachariah, Head of Youth and Community Services

THROUGH: Eizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Donation for Fun to Read Internships - Keene Public Library

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the acceptance of a \$1,000 donation from the Young Adult Library Services Association (YALSA), a division of the American Library Association, to be used for hiring 3 teen interns for the Camp Fun To Read summer program

BACKGROUND:

The Keene Public Library Youth Department has received a \$1,000 donation from the Young Adult Library Services Association (YALSA), a division of the American Library Association, to be used for the hiring of 3 teen interns for the Camp Fun To Read Summer Reading program.

The teen interns, ages 16-17, will act as reading and writing mentors or buddies to younger children who are beginning or struggling readers. Teens will work with librarians and peers to develop and carry out activities designed to inspire young readers to explore their own reading and writing interests. Teens will read to their buddies and support their independent and group reading activities.

Program activities will include “Readers Theatre” performances, games, puzzles, crafts and use of technology in support of reading and writing competencies. They will assist in book selection, preparation of craft activities, and in setting up and tearing down for each session. Interns will gain experience working with young children by engaging with them in a variety of activities involving reading, crafts, drama and technology. The goal of this program is to boost confidence and encourage young children to take ownership of their own reading adventures.

The interns will work with Youth Librarian Amy Kraemer and Teen Services Librarian Jay Fee.

Camp Fun to Read will take place at the library from August 6 – 17, Monday – Friday from 1-3 pm.



City of Keene, N.H.
Transmittal Form

May 23, 2018

TO: Finance, Organization and Personnel Committee

FROM: Mary Alther, Revenue Collector

THROUGH: Steve Thornton, Finance Director, Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: 2015 Tax Deed Waiver Request for 2015 - Finance Department

RECOMMENDATION:

Move that the Finance Organization and Personnel Committee recommend the City Manager be authorized to waive tax deeding for the attached list of properties until November 2, 2018.

ATTACHMENTS:

Description

2015 tax deed waiver list

BACKGROUND:

In accordance with RSA 80:76 the tax collector must execute the deed unless the City Council directs the collector to waive the process. A waiver is appropriate if the acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks.

The attached properties are on the deed list for the 2015 tax year. City staff request additional time to thoroughly assess the remaining properties for any possible liabilities to the City.

Address	Property ID	Type
33 Colorado St.	002010110000	3 Family
71 Carroll St.	006040480000	2 Family
70 Carroll St.	007010260000	2 Family
5 May Ave.	014010180000	Commercial
11 Oak St.	019050050000	2 Family
198 Baker St.	033020320000	Single Family
0 Marlboro St.	044020040000	Land
21 Davis St.	048040120000	Commercial
182 Pearl St.	050020010000	Single Family
163 Island St.	051040460000	Single Family
169-171 Island St.	051040470000	3 Family
267 Pearl St.	053010180000	2 Family
20 Appleton St.	055010050000	2 Family
41 Avon St.	056020050000	Commercial
20-23 Park Ave.	058020140000	Commercial
37 Park Ave.	064010150000	Res/Commercial
165 Martell Ct.	079010180000	Commercial
28 Cedar St.	102060060000	Single Family
95 Arlington Ave.	107071610000	Single Family
493 Elm St.	116020010000	Single Family
92 Beaver St.	125010040000	Single Family
0 Off Maple Ave	133010120000	Land
23 Minerva Lane	142010150000	Manufactured Home
123 Butternut Dr.	168022010000	Single Family
0 Old Gilsum Rd.	173020030000	Land
810 Court St. #1	176010013900	Condominium
792 Court St. J	176010016000	Condominium
0 Chapman Rd.	203010020000	Land
797 Marlboro Rd.	901230070000	Land
888 Marlboro Rd.	901230310000	Commercial
218 Concord Rd.	904190080000	Land
244 Base Hill Rd.	911260020000	Land
22 Imperial Dr.	911260131022	Manufactured Home
1 Schult St.	911260132001	Manufactured Home
47 Schult St.	911260132047	Manufactured Home
71 Oriole Ave.	913170140069	Manufactured Home
3 Sparrow St.	913170140105	Manufactured Home
44 Sparrow St.	913170140209	Manufactured Home
53 Starling St.	913170140366	Manufactured Home
8 Oriole Ave	913170141003	Manufactured Home



City of Keene, N.H.
Transmittal Form

May 23, 2018

TO: Finance, Organization and Personnel Committee

FROM: Mary Alther, Revenue Collector

THROUGH: Steve Thornton, Finance Director, Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Repurchase of 18 Imperial Drive - Finance Department

RECOMMENDATION:

The Finance, Organization and Personnel Committee recommends the City Manager be authorized to convey 18 Imperial Drive to the former owner upon payment per RSA 80:90

ATTACHMENTS:

Description

RSA 80:89 and 80:90

BACKGROUND:

18 Imperial Drive was deeded to the City for non-payment of taxes on May 3, 2018. On May 08, 2018 the City sent the Notice of Opportunity for repurchase. Per RSA 80:90 at least 90 days prior to the offering for sale the former owner shall receive a notice allowing them to repurchase the property. The former owner of 18 Imperial Drive has written their intent to purchase the property back and willing to pay all back taxes, interest, costs and penalty as defined in RSA 80:90. I have attached RSA 80:89 and 80:90.

TITLE V TAXATION

CHAPTER 80 COLLECTION OF TAXES

Real Estate Tax Liens

Section 80:89

80:89 Notice to Former Owner and Opportunity for Repurchase. –

I. At least 90 days prior to the offering for sale by a municipality of property which is acquired by tax deed on or after the effective date of this section, the municipal governing body or its designee shall send notice by certified mail, address service requested, return receipt requested, to the last known post office address of the owner of the property at the time of the tax deed, if known, or to the person to whom notice of the impending tax deed was given under RSA 80:77. The notice shall set forth the terms of the offering and the right of the former owner or owners to repurchase the property, as set forth in paragraph II. Copies of any such notice shall also be sent by certified mail, return receipt requested, to any mortgagee to whom notice of the impending tax deed was sent under RSA 80:77-a. For any notice sent pursuant to this paragraph, \$10 may be added to the municipality's "costs" as defined in RSA 80:90. In this section, an "offering for sale" means the authorization by the municipality's governing body to its designee to sell the property.

II. Within 30 days after the notice required by paragraph I, or if no such notice is received, at any time within 3 years after the date of recording the tax deed, any former owner of the property may give notice by certified mail, return receipt requested, of intent to repurchase the property from the municipality, and stating that such owner is ready, willing, and able to pay all back taxes, interest, costs and penalty, as defined in RSA 80:90, except that if the property is the former owner's principal residence, or was the former owner's principal residence at the time of execution of the tax deed under RSA 80:76, the additional penalty under RSA 80:90, I(f) shall not apply. If all such back taxes, interest, costs and penalty have not been actually tendered within 30 days of such notice of intent to repurchase, the municipality may proceed with its offering and dispose of the property without any interest by the former owner.

III. The deed from the municipality upon such repurchase shall convey the municipality's interest in the property, or such portion as has not been previously disposed of by the municipality, to all record former owners in the same proportional undivided interests as the former owners of record.

IV. The former owners' title upon repurchase shall be subject to any liens of record against the property as of the time of the tax deed to the municipality, and subject to any leases, easements, or other encumbrances as may have been granted or placed on the property by the municipality. In the case of multiple former owners, any owner paying more than a proportional share of the purchase price to the municipality shall have a lien against the other owners for the amount of the excess paid.

V. A notice of intent to repurchase under this section may also be filed by the holder of any recorded mortgage interest in the property which was unredeemed as of the date of the tax deed. Upon payment the property shall be deeded as provided in paragraph III, but the mortgagee shall be entitled to add the amount paid to the municipality to the amount due under the mortgage.

VI. Conveyances to a former owner under this section shall not be subject to the real estate transfer tax under RSA 78-B.

VII. The duty of the municipality to notify former owners and to distribute proceeds pursuant to RSA 80:88, and the former owners' right of repurchase under this section shall terminate 3 years after the date of recording of the deed.

Source. 1998, 238:2. 2007, 184:2, 3, eff. Aug. 17, 2007. 2016, 37:1, eff. July 2, 2016.

TITLE V TAXATION

CHAPTER 80 COLLECTION OF TAXES

Real Estate Tax Liens

Section 80:90

80:90 Definitions. –

I. For purposes of RSA 80:88 and 80:89, the phrase "back taxes, interest, costs and penalty" shall include all of the following:

- (a) All taxes assessed but unpaid as of the date of the tax deed, together with all taxes which would thereafter otherwise have been assessed against such property based on its valuation, but for its ownership by the municipality.
- (b) All statutory interest actually accrued on all back taxes as of the date of the tax deed, together with all statutory interest which would otherwise thereafter have accrued on all taxes listed in subparagraph (a), but for the property's ownership by the municipality.
- (c) All allowable statutory fees charged for notice and recording in connection with the tax collection process.
- (d) All legal costs incurred by the municipality in connection with the property, including those connected with the municipality's sale or the former owner's repurchase.
- (e) All incidental and consequential costs as are reasonably incurred or estimated to be incurred by the municipality in connection with its ownership and disposition of the property, including but not limited to insurance, maintenance, repairs or improvements, and marketing expenses.
- (f) An additional penalty equal in amount to 10 percent of the assessed value of the property as of the date of the tax deed, adjusted by the equalization ratio for the year of the assessment.

II. For purposes of RSA 80:88 and 80:89, "former owner" shall mean any person in whom title to the property, or partial interest therein, was vested at the time of the tax deed, and shall include any heir, successor, or assign of any former owner, provided, however, that any person to whom a former owner has attempted to convey or assign any interest, lien, or expectancy in the property subsequent to the date of the tax deed shall not be deemed a former owner.

Source. 1998, 238:2. 2007, 42:2, eff. July 20, 2007. 2016, 37:2, eff. July 2, 2016.



City of Keene, N.H.
Transmittal Form

June 5, 2018

TO: Finance, Organization and Personnel Committee

FROM: Mary Alther, Revenue Collector

THROUGH: Steve Thornton, Finance Director, Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Repurchase of 62 Sparrow St. - Finance Department

RECOMMENDATION:

The Finance, Organization and Personnel Committee recommends the City Manager be authorized to convey 62 Sparrow St. to the former owner upon payment of the taxes and interest and cost as of 6/5/2018.

ATTACHMENTS:

Description

Request for repurchase 62 Sparrow St.

RSA 80:89 and 80:90

BACKGROUND:

62 Sparrow Street was deeded to the City for non-payment of taxes on May 3, 2018. On May 08, 2018, the City sent the Notice of Opportunity for Repurchase. The owner has written that he is willing to pay \$1588.09 in two installments one on June 27, 2018 and the remaining \$588.09 on July 25, 2018. This payment amount includes all of the taxes and interest and cost as of the date of his letter July 05, 2018.

June 5, 2018

City of Keene
Revenue Collection Dept.
3 Washington St.
Keene, NH 03431

Attn: Mary Alther, Revenue Collector

Dear Mary,

This letter is to inform you that I intend to re-purchase my property in the amount of \$1588.09. I am requesting to pay \$1000.00 on June 27, 2018 and \$588.09 on July 25, 2018. I am hoping that this will be acceptable to you.

Please let me know if you have any questions. Thank you for your help with this matter.

Sincerely,

A handwritten signature in black ink that reads "Michael Clark". The signature is written in a cursive style with a horizontal line at the end.

Michael Clark
62 Sparrow Street
Keene, NH 03431

Section 80:89

80:89 Notice to Former Owner and Opportunity for Repurchase. –

- I. At least 90 days prior to the offering for sale by a municipality of property which is acquired by tax deed on or after the effective date of this section, the municipal governing body or its designee shall send notice by certified mail, address service requested, return receipt requested, to the last known post office address of the owner of the property at the time of the tax deed, if known, or to the person to whom notice of the impending tax deed was given under RSA 80:77. The notice shall set forth the terms of the offering and the right of the former owner or owners to repurchase the property, as set forth in paragraph II. Copies of any such notice shall also be sent by certified mail, return receipt requested, to any mortgagee to whom notice of the impending tax deed was sent under RSA 80:77-a. For any notice sent pursuant to this paragraph, \$10 may be added to the municipality's "costs" as defined in RSA 80:90. In this section, an "offering for sale" means the authorization by the municipality's governing body to its designee to sell the property.
- II. Within 30 days after the notice required by paragraph I, or if no such notice is received, at any time within 3 years after the date of recording the tax deed, any former owner of the property may give notice by certified mail, return receipt requested, of intent to repurchase the property from the municipality, and stating that such owner is ready, willing, and able to pay all back taxes, interest, costs and penalty, as defined in RSA 80:90, except that if the property is the former owner's principal residence, or was the former owner's principal residence at the time of execution of the tax deed under RSA 80:76, the additional penalty under RSA 80:90, I(f) shall not apply. If all such back taxes, interest, costs and penalty have not been actually tendered within 30 days of such notice of intent to repurchase, the municipality may proceed with its offering and dispose of the property without any interest by the former owner.
- III. The deed from the municipality upon such repurchase shall convey the municipality's interest in the property, or such portion as has not been previously disposed of by the municipality, to all record former owners in the same proportional undivided interests as the former owners of record.
- IV. The former owners' title upon repurchase shall be subject to any liens of record against the property as of the time of the tax deed to the municipality, and subject to any leases, easements, or other encumbrances as may have been granted or placed on the property by the municipality. In the case of multiple former owners, any owner paying more than a proportional share of the purchase price to the municipality shall have a lien against the other owners for the amount of the excess paid.
- V. A notice of intent to repurchase under this section may also be filed by the holder of any recorded mortgage interest in the property which was unredeemed as of the date of the tax deed. Upon payment the property shall be deeded as provided in paragraph III, but the mortgagee shall be entitled to add the amount paid to the municipality to the amount due under the mortgage.
- VI. Conveyances to a former owner under this section shall not be subject to the real estate transfer tax under RSA 78-B.
- VII. The duty of the municipality to notify former owners and to distribute proceeds pursuant to RSA 80:88, and the former owners' right of repurchase under this section shall terminate 3 years after the date of recording of the deed.

Source. 1998, 238:2. 2007, 184:2, 3, eff. Aug. 17, 2007. 2016, 37:1, eff. July 2, 2016.

Section 80:90

80:90 Definitions. –

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- (b) All statutory interest actually accrued on all back taxes as of the date of the tax deed, together with all statutory interest which would otherwise thereafter have accrued on all taxes listed in subparagraph (a), but for the property's ownership by the municipality.
- (c) All allowable statutory fees charged for notice and recording in connection with the tax collection process.
- (d) All legal costs incurred by the municipality in connection with the property, including those connected with the municipality's sale or the former owner's repurchase.
- (e) All incidental and consequential costs as are reasonably incurred or estimated to be incurred by the municipality in connection with its ownership and disposition of the property, including but not limited to insurance, maintenance, repairs or improvements, and marketing expenses.
- (f) An additional penalty equal in amount to 10 percent of the assessed value of the property as of the date of the tax deed, adjusted by the equalization ratio for the year of the assessment.

II. For purposes of RSA 80:88 and 80:89, "former owner" shall mean any person in whom title to the property, or partial interest therein, was vested at the time of the tax deed, and shall include any heir, successor, or assign of any former owner, provided, however, that any person to whom a former owner has attempted to convey or assign any interest, lien, or expectancy in the property subsequent to the date of the tax deed shall not be deemed a former owner.

Source. 1998, 238:2. 2007, 42:2, eff. July 20, 2007. 2016, 37:2, eff. July 2, 2016.



City of Keene, N.H.
Transmittal Form

June 11, 2018

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Monadnock Region Complete Streets Implementation Grant - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to apply for, accept and execute a “Monadnock Region Complete Streets Implementation Grant” for the Marlboro Street Corridor.

ATTACHMENTS:

Description

Letter of Intent

Concept Sketches

BACKGROUND:

The Monadnock Alliance for Sustainable Transportation (MAST) Complete Streets Implementation Grant program is accepting applications for projects which enhance safety and mobility for users of all ages, abilities, and modes of travel. Last year, the City of Keene applied for and received a grant in the amount of \$10,000 for bicycle lanes, shared lane markings and bike box striping as well as signage on Main Street and Central Square. This year, the funds available through the grant opportunity have been raised to \$95,000.

In March 2018, copy of Marlboro Street application is attached, the City of Keene submitted letters of intent for two projects and was invited by MAST to submit a full application for one or both of these projects. The City was advised by MAST to indicate the higher priority project if the City chooses to submit two applications. In addition, MAST has requested pre-approval from the legislative body as part of the application. A project team, consisting of members of the Planning Department and Engineering Division, in consultation with the City Manager, has decided to submit one application to most effectively utilize staff time and resources.

The City’s application is for \$50,000 for improvements to pedestrian crossing facilities at two intersections along the Marlboro Street Corridor – Grove Street/Adams Street and Baker Street/ Bartholomew Court. The crosswalks at the Grove/Adams intersection, which is a major crossing location for children walking and biking to Wheelock Elementary School, will be moved to the west side of the intersection to better align with the travel

path of students. In addition, a splitter island and other traffic calming measures will be installed to improve safety. The Baker/Bartholomew intersection, which currently lacks a marked crosswalk, will have a crosswalk installed to improve pedestrian safety and circulation.



City of Keene
New Hampshire

March 7, 2018

Mr. Henry Underwood
Monadnock Alliance for Sustainable Transportation
c/o Southwest Regional Planning Commission
37 Ashuelot Street
Keene, NH 03431

RE: Monadnock Region Complete Streets Implementation Grant Letter of Intent

Dear Mr. Underwood:

Please accept this correspondence on behalf of the City of Keene signaling our interest in applying for Monadnock Region Complete Streets Implementation Grant funds.

Eligibility and Support

- The City of Keene adopted a Complete Streets policy through a vote of City Council on November 19, 2015. Please see attached for a copy of this policy (City Resolution R-2015-40).
- City Council has approved a \$171,000 Capital Improvements Program project for some of the Marlboro Street Corridor improvements described in this letter.
- City Council has adopted the Marlboro Street Rezoning Districts which encourage Complete Street infrastructure.

Project Description and Cost

The City is seeking \$50K in grant funds to design and construct intersection improvements including pedestrian refuge islands/curb extensions, barriers, signage, lighting and clearing of obstructions at the intersections of Marlboro/Grove Street as well as Marlboro/Baker Street. In 2016, the City applied for a Transportation Alternatives Project for the Marlboro Street corridor that included a comprehensive design for complete street facilities to improve connectivity, walkability, pedestrian use, traffic flow, and access to the City's multi-use pathways/trails. Although the City did not receive that grant, the City has allocated \$171K of fiscal year 2019 funds towards implementing some of the proposed improvements along the Marlboro Street corridor, including bike lanes, traffic calming and restriping facilities along a 0.75 mile segment of the City's right-of-way from the western side of the intersection of Marlboro Street and Grove Street to Optical Avenue to the east. The funds requested from this grant would enable the City to add pedestrian improvements at the aforementioned intersections back into the project.

Purpose and Need

The Marlboro Street Corridor is a well-established gateway street into the heart of our City via Optical Avenue and New Hampshire Route 101. The very recent adoption of new and innovative Zoning Districts in 2017 for the Marlboro Street Corridor has updated zoning districts and regulations that promote reuse and redevelopment of underutilized properties and strengthen the area as a vibrant, walkable, mixed-use district. The City is seeking to make roadway and streetscape improvements to the Marlboro Street corridor to promote improved pedestrian circulation and safety and calm traffic. Some of the non-motorized uses include: foot and bicycle commuters that travel from around the city via Marlboro Street to the Optical Avenue Industrial and Commercial businesses and college students who utilize the corridor to commute from off campus rentals in the Southeast Keene neighborhood to campus on the west side of Main Street.

One of the City's elementary schools is also located at the Grove/Adams Street intersection node and provides heavy foot traffic during micro-commutes before and after school. This location was identified in the Wheelock Safe Routes to School Plan as one in need of safety improvements and the City hopes to address those with this grant. The Butterfly Park which is a great open space resource on the north side of Marlboro Street at Barker Street and Bartholomew Court is currently cut off from safe bicycle and pedestrian access in the Baker Street neighborhood and lower Main Street residences further to the west. Our proposed improvements create a safer environment for and connectivity of the non-motorized transportation network in the project corridor.

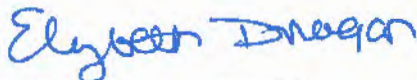
This project meets the intent of the Monadnock Region Complete Streets Implementation Grant by: Construction, planning and design of on-road facilities for pedestrian, bicyclists and other users of non-motorized forms, and infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, adults and individuals with disabilities to access daily needs.

The contact person for this application process will be:

Don Lussier, City Engineer
350 Marlboro Street, Keene, NH 03431
Telephone: (603) 352-6550; Email: dlussier@ci.keene.nh.us

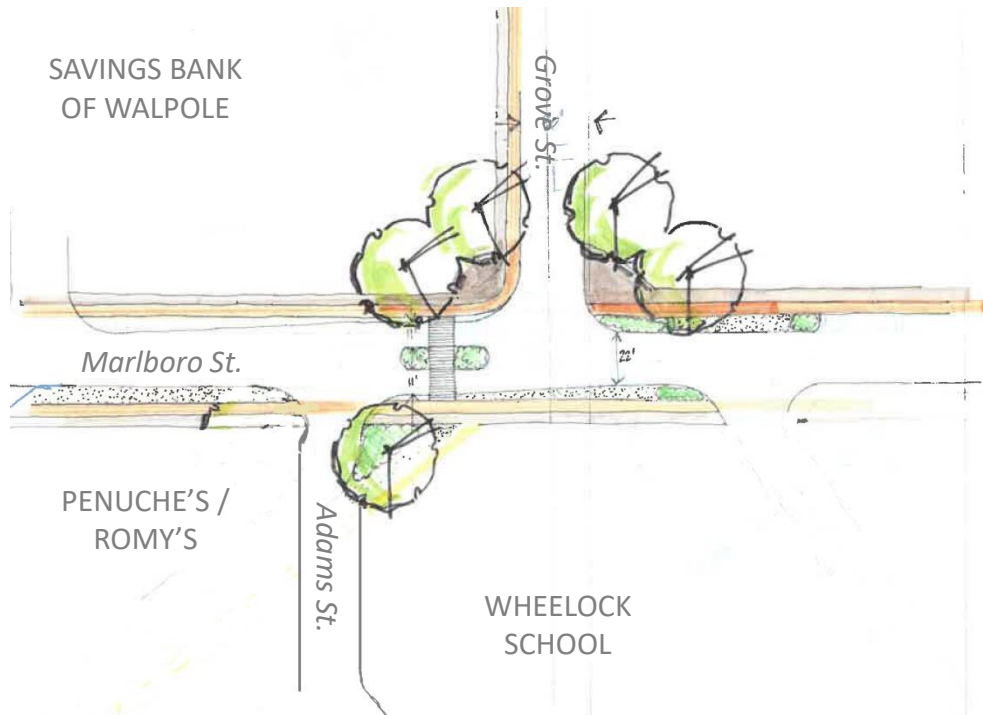
Thank you for your consideration.

Sincerely,



Elizabeth Dragon, City Manager

GROVE ST./MARLBORO ST. CONCEPT (DRAFT)



BAKER ST./MARLBORO ST. CONCEPT (DRAFT)





City of Keene, N.H.
Transmittal Form

June 4, 2018

TO: Mayor and Keene City Council

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: Relating to Administrative Departments

COUNCIL ACTION:

In City Council June 7, 2018.
Referred to the Finance, Organization, and Personnel Committee.

RECOMMENDATION:

That the City Council refer Ordinance O-2018-09 to the Finance, Organization, and Personnel Committee.

ATTACHMENTS:

Description

Ordinance O-2018-09

BACKGROUND:

The recommended FY18/19 operating budget reflects several organizational adjustments including combining the departments of Planning, Code Enforcement and Health into a new Community Development Department. Other changes reflected in the budget document include alignment of Youth Services with the Parks, Recreation and Facilities Department and Human Services with Finance. A series of ten amendments to City Code, Chapter 2 and Chapter 18, are advanced that incorporate these changes contained within the budget into City Code. The discussion below is organized considering the interrelationship between the various amendments proposed.

Amendment #1: Section 2-111, Function and Powers, replaces the organizational chart in its entirety with an updated chart which adds to the department structure Community Development and removes Human Services and Youth Services. Also incorporated are several other changes that reflect current code, including several adjustments to committee titles and addition of the College/City Commission, the position of Emergency Management Director and the role of the assistant city manager/department head prescribed by City Code.

Amendment #2: Section 2-262, Administrative Departments, replaces the table detailing administrative services departments to incorporate the organizational changes advanced related to community development, planning, health, code enforcement, human services and youth services.

Amendment #3 & 6: Section 2-326, Functions, aligns human services with finance adding administration of human services programs as a function of the finance department along with deletion of Section 2-406 to conform to the relocation of the human services function.

Amendment #4 & 8: Section 2-366, Functions, establishes Community Development as a department detailing as its function various activities related to planning, health and code enforcement along with deletion of Section 2-486 related to planning that are reflective of the new department's configuration.

Amendment #5 & 10: Section 2-367 and 18-26, Administrative amendments to adopted codes, adds Section 2-367 and amends Section 18-26 to attribute responsibilities assigned by City Code to planning, health and code enforcement departments and directors to the community development director and other community development personnel.

Amendment #7 & 9: Section 2-466, Functions, adds youth programs related to court and criminal justice diversion and prevention as a function of parks, recreation and facilities and deletes Section 2-546 to align with relocation of these youth services functions.

With adoption of the amendments proposed and creation of a Community Development Department, City Code will reflect important actions taken toward implementing a component of the vision of Economic Development Action Plan adopted by the City Council in the Spring of 2017 and align with the operating budget for FY 18/19 implementing this new department and other adjustments reflecting current management structure incorporated into the Class and Allocation Schedule effective July 1, 2018.



CITY OF KEENE

O-2018-09

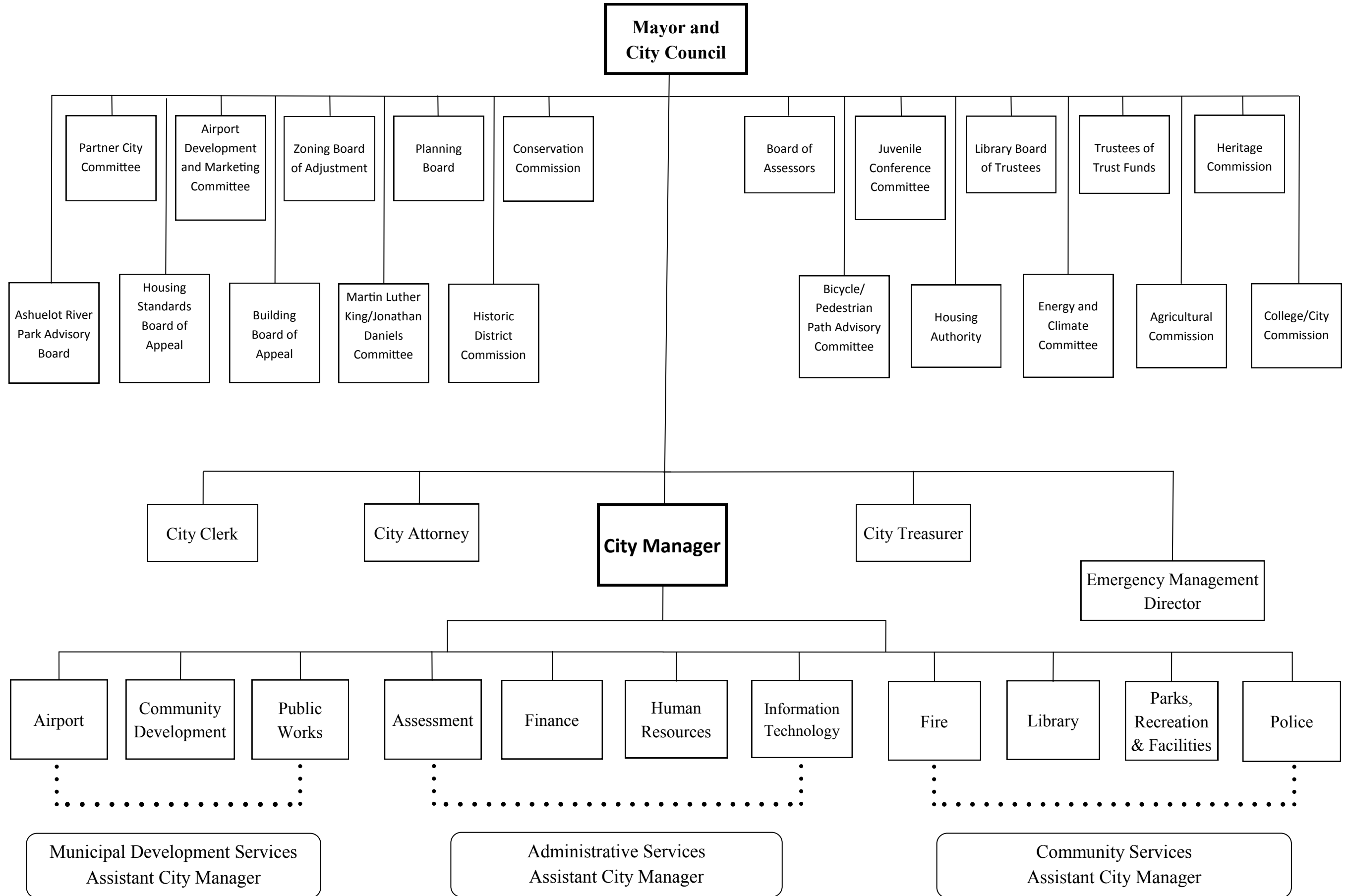
In the Year of Our Lord Two Thousand and Eighteen.....

AN ORDINANCE RELATING TO ADMINISTRATIVE DEPARTMENTS.....

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

That the Ordinances of the City of Keene, as amended are hereby further amended by replacing the organizational chart that follows Sec. 2-111 “Functions and Powers” in Division 2 “City Manager”; by replacing in its entirety Sec. 2-262. “Administrative Departments”; by adding the bolded text to Sec. 2-326 “Functions” (Finance Department); by deleting the stricken text and inserting the bolded text to Sec. 2-366. “Functions” (Health and Code Enforcement) of Division 6; by creating a new Sec. 2-367 “Administrative Amendments to Adopted Codes”; by deleting in its entirety Sec. 2-406 “Functions” (Human Services); by adding the bolded text to Sec. 2-466 “Functions” (Parks, Recreation and Facilities Department); by deleting in its entirety Sec. 2-486 “Functions” (Planning); by deleting in its entirety Sec. 2-546 “Functions” (Youth Services) in Article IV “Departments” of Chapter 2 entitled “Administrative Departments”; and further by deleting the stricken text and inserting the bolded text to Sec. 18-26. “Administrative Amendments to Adopted Codes” in Division 1 “Generally” of Chapter 18 entitled “Building Regulations”.

City of Keene Organizational Chart



Amendment #2

Sec. 2-262. – Administrative Departments

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

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

*This designation to be subject to the Thayer Agreement.

Amendment #3

Sec. 2-326. - Functions.

The major functions of the finance department are to:

- (1) Develop and maintain a citywide accounting and budgeting system.
- (2) Develop and maintain a citywide central purchasing system.
- (3) Provide general revenue collection operations.
- (4) Develop and maintain a citywide payroll system.
- (5) Audit departmental accounts as appropriate and see to the independent audit each year of the city's books of the immediately preceding fiscal year.
- (6) Carry out and/or oversee all city financial transactions.
- (7) Assist the trustees of trust funds and city treasurer in the investment of city funds.
- (8) **Administer human services programs, as prescribed by state law, to provide for those in need of assistance in basic life needs while aiding residents with long term solutions for returning to a state of financial self-sufficiency.**

Amendment #4

DIVISION 6. - ~~HEALTH AND CODE ENFORCEMENT~~ COMMUNITY DEVELOPMENT

Sec. 2-366. - Functions.

The major functions of the ~~health and code enforcement~~ community development department are to:

- (1) Protect and promote public health and safety.
- (2) Conduct a food service sanitation program.
- (3) Inspect day care settings.
- (4) Investigate complaints of unsanitary conditions or environmental pollutants.
- (5) Provide advice on public health issues and enforce state and local health laws and rules.
- (6) **Determine compliance with construction and building codes and** Administer the plan review and inspection program.
- (7) **Assist applicants while also enforcing building codes,** Enforce zoning, floodplain and sign ordinances as well as site plan, subdivision regulations.

- (8) ~~Determine compliance with construction and building codes.~~ **Provide technical and administrative support for the planning board and the zoning board of adjustment.**
- (9) Provide the public with information on codes and development processes **and leadership, guidance and technical information for the city master plan.**
- (10) **Coordinate the subdivision, site plan review and driveway permit processes with the planning board.**
- (11) **Assist with the development of the capital improvement program.**
- (12) **Make recommendations relative to zoning amendments and road and utility layouts.**
- (13) **Gather, organize and record data and information relative to the various physical aspects of the community in order to provide the services in subsections (1) through (5) of this section in a coherent manner.**

Amendment #5

Sec.2-367- Administrative amendments to adopted codes

- (1) Whenever “health department” or “code enforcement department” or “planning department” appears in the code it shall read “community development department”.
- (2) Whenever "planning director" appears in the code, it shall be read "community development director".
- (3) Whenever "health director, superintendent of code enforcement, building official, code official , zoning administrator" or “code administrator “appears in the code, it shall read "building/health official".

Amendment #6

~~DIVISION 8. - HUMAN SERVICES~~

~~Sec. 2-406. - Functions.~~

~~The major function of the human services department, in accordance with state law, is to administer a program to provide for those in need of assistance in basic life needs.~~

Amendment #7

Sec. 2-466. - Functions.

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

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

Amendment #8

DIVISION 12. - PLANNING

Sec. 2-486. - Functions.

The major functions of the planning department are to:

- ~~(1) Provide leadership, guidance and technical information in the city master plan development and updating.~~
- ~~(2) Serve as secretary for the planning board and provide technical and administrative support.~~

- ~~(3) Assist with the development of the capital improvement program.~~
- ~~(4) Coordinate the subdivision, site plan review and driveway permit processes with the planning board.~~
- ~~(5) Make recommendations relative to zoning amendments and road and utility layouts.~~
- ~~(6) Gather, organize and record data and information relative to the various physical aspects of the community in order to provide the services in subsections (1) through (5) of this section in a coherent manner.~~
- ~~(7) Assist applicants in various permit processes such as wetlands, excavation and floodplain permits.~~

Amendment #9

~~DIVISION 15. YOUTH SERVICES~~

~~Sec. 2-546. Functions.~~

~~The major function of the youth services department is to provide, through various programs, methods for diverting youth from the court and the criminal justice system as well as provide a means by which juveniles may provide restitution for their offenses.~~

Amendment #10

Sec. 18-26. - Administrative amendments to adopted codes.

The following sections apply to the administrative sections of the State Building Code adopted pursuant to state law.

- (1) Whenever "building official" or "code official" appears in the codes, it shall be read "**building/health official** ~~assistant city manager/health director.~~"
- (2) Whenever "department of building safety" appears in the codes, it shall read "**community development** ~~code enforcement~~ department."
- (3) Nothing contained in this section shall be interpreted or construed to allow any work for which a permit is not required herein to be done in any manner contrary to the requirements of the codes and laws of the city. Violations of the codes or other laws in any work not requiring a permit shall be subject to the general penalty of the codes in the same manner as if a permit had been required.

In City Council June 7, 2018.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

Kendall W. Lane, Mayor



June 11, 2018

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 7.

SUBJECT: Downtown Paver Crosswalk Repairs - Follow up - Public Works Department

RECOMMENDATION:

Accept as informational.

BACKGROUND:

The Finance Organization and Personnel Committee discussed at its May 24, 2018 committee meeting options for repairing/replacing the downtown Main Street paver crosswalks. The options discussed included the following.

For the proposed scope there are two options:

Option 1. Repair/replace eight (8) crosswalks, these would include: Central Square; the crosswalk at Roxbury Street, from the Roxbury Street Corner to the Common, the Common to the island at West Street, across the turning lane for West Street, across West Street, across Main Street at the head of the Square, and Main Street at Railroad Square.

All these crosswalks are in extremely poor conditions and have serious deficiencies.

Option 2. Add three (3) more crosswalks to the scope, these would include; the crosswalk at Church Street, across Main Street just south of Church Street, and at Gilbo Avenue.

All these crosswalks are in poor condition and have some deficiencies.

For the surface treatment there are two options:

Option A. Traditional piano key white pavement markings using paint.

Option B. A running brick stamped pattern that is coated with red acrylic material.

The initial cost for the options is as follows

	Option A.	Option B
Repair Cost	Paint	Acrylic

Scope Option 1	\$58,500	\$6,400	\$60,700
Scope Option 2	\$71,900	\$7,700	\$75,300
Total			
Scope Option 1		\$64,900	\$119,200
Scope Option 2		\$79,600	\$147,200

At the end of the meeting the Committee had several questions and they requested information be reported back. There were also several other questions that came in after the committee meeting. The following are the responses to the identified questions.

- When were the existing acrylic stamped crosswalks installed? The crosswalks on Court Street at Central Square, Washington Street at Central Square, and on Main Street near the Colonial Theater and Bagel Works were installed in 2013.
- Can the proposed white painted piano key style crosswalk be placed in the same acrylic materials? The white lines that define the crosswalk use a thermoplastic material. If the paint was replaced with thermoplastic it would add approximately \$10,000 to the cost of the painted options. The thermoplastic would be redone approximately every three (3) years.
- How many crosswalks are maintained in the area that is being discussed? The City maintains eleven (11) paver crosswalks in the area under discussion. Staff has identified eight (8) crosswalks that are in very poor condition and need to be replaced. Three (3) additional crosswalks are in poor shape and most likely will need work in the next three years.
- What would the annual maintenance cost for each type of surface treatment? For the painted piano key crosswalks they would be painted twice a year for an annual cost of approximately \$2,292. What has been found with the acrylic crosswalk is that the entire crosswalk does not get worn out - just the vehicle travel areas. Depending on traffic volume, the acrylic crosswalks are requiring repair in the 3 to 4 year range. The repair cost is approximately \$17/SF. For repairs, we are typically doing two (2) 4' x 8' sections per crosswalk for a total of \$1,088 per crosswalk. The annual cost is \$272-\$362 per year per four lane crosswalk. After 3 years we would have spent approximately \$6,876 on painted crosswalks and approximately \$4,344 on the acrylic.

Finally, concern has been expressed about lighting at the mid-block crosswalks. What has the staff been working on? Staff initially looked at replacing all the heads in the downtown area. The initial cost estimate for this work was in the \$65,000 range. The staff has been focused just on lighting in the immediate area of the mid-block crosswalks. At the Railroad Square crosswalk, as an experiment, has had the existing lighting heads replaced and recently had installed several downward directed lighting fixtures. If this solution addresses the lighting concerns then a similar treatment will be installed at the other mid-block crossings.



CITY OF KEENE

R-2018-19

Eighteen

In the Year of Our Lord Two Thousand and
Relating to the Acceptance of LED Street Light Program Rebate and Use of
A RESOLUTION Funds for Downtown Crosswalk and Lighting Repairs and Improvements

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

That the City Manager be authorized to do all things necessary to accept \$100,000 from Eversource of New Hampshire for the City LED Street Light Conversion Project and further the City Manager is authorized to do all things necessary to use these funds for repairs and improvements to the crosswalks and lighting in the City's Downtown area.

Kendall W. Lane, Mayor

In City Council May 17, 2018.
Referred to the Finance, Organization
and Personnel Committee.

Deputy City Clerk