



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
July 12, 2018
6:30 PM**

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

-
1. Acceptance of Grant Funds – NH Division of Historical Resources Certified Local Government Grant for Heritage Commission Workshop Series - Planning Department
 2. Acceptance of Donation - Maintenance - Maple Avenue/Court Street Roundabout - Parks, Recreation and Facilities Department
 3. Acceptance of Law Enforcement Opioid Abuse Reduction Grant - Police Department
 4. Repurchase of 344-346 West Street - Finance Department
 5. Councilor Clark - Process for a City Councilor to Request Information from Staff

MORE TIME ITEMS:

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

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

July 3, 2018

TO: Finance, Organization and Personnel Committee

FROM: Tara Kessler, Senior Planner

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Acceptance of Grant Funds – NH Division of Historical Resources Certified Local Government Grant for Heritage Commission Workshop Series - Planning Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and execute a \$2,950 grant award from the NH Division of Historical Resources Certified Local Government Grant Program for the Heritage Commission's 2018 and 2019 Workshop Series.

BACKGROUND:

The City of Keene Heritage Commission has been awarded a grant from the Certified Local Government (CLG) Program of the NH Division of Historical Resources in the amount of \$2,950 to organize and host a three-part workshop series on Keene's agricultural heritage. The topics that will be explored include "Harvesting Our Heritage: The stories behind Keene's farming past and present"; "Cooking Up History: The foods and products that have shaped Keene's heritage"; and, "Keene's Historic Barns: From preservation to adaptive reuse." All workshops will be open and free to the public and will be facilitated by subject matter experts. The first workshop will take place in late fall of 2018. The second workshop will take place in the early Spring of 2019, and the third in early summer of 2019.

The CLG Grant provides 60% of federal funding support for eligible projects, and requires a 40% local match. The Keene Heritage Commission has committed to providing \$1,967 of in kind match through the donation of staff and volunteer time.

The Certified Local Government program is designed to provide an opportunity for local governments to become more directly involved in identifying, evaluating, protecting, promoting and enhancing the educational economic value of local properties of historic, architectural and archeological significance. Created by the 1980 amendments to the National Historic Preservation Act, the CLG program requires that the Division of Historical Resources (DHR) designate at least 10 percent of its annual Historic Preservation Fund allocation from the Department of the Interior to local governments that have become Certified Local Governments. CLG Program Grants can be used to fund community preservation activities such as survey, National Register, preservation planning and educational projects. Keene is one of twenty-one CLG communities in New Hampshire.



City of Keene, N.H.
Transmittal Form

June 29, 2018

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donation - Maintenance - Maple Avenue/Court Street Roundabout - Parks,
Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of landscaping and maintenance of the Maple Avenue and Court Street roundabout by the Savings Bank of Walpole.

BACKGROUND:

The Savings Bank of Walpole has submitted a landscaping and maintenance plan for the adoption of the roundabout at Maple Avenue, Court Street, Old Walpole Road and NH Route 12 A. After a review with the Public Works Department, the consideration for the Spirit of Place adoption project moved forward.

In addition to the landscaping, signage will be provided highlighting the adopted area.

The City has other roundabouts adopted for this purpose at Main and Winchester Streets.



City of Keene, N.H.
Transmittal Form

June 27, 2018

TO: Finance, Organization and Personnel Committee

FROM: Steve Stewart, Police Captain

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

ITEM: 3.

SUBJECT: Acceptance of Law Enforcement Opioid Abuse Reduction Grant - Police Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the NH Department of Safety 2018/2019 Law Enforcement Opioid Abuse Reduction Grant in the amount of \$30,000.

BACKGROUND:

With a goal of reducing opioid sales and abuse and thus reducing overdose deaths and a rise in more serious crimes the Keene Police Department was awarded \$30,000 for this project. This amount would be in the form of overtime reimbursements associated with investigative efforts and joint narcotics enforcement operations through June 30, 2019.



City of Keene, N.H.
Transmittal Form

July 6, 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 344-346 West Street - Finance Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to convey 344-346 West Street to the former owner upon payment per RSA 80:90 and with the condition the former owner continues to comply with City Code Chapter 18, Article III, Division 2, Property Standards; section 18-241, Division 3, Housing Standards, sections 18-250 through 18-264; and with the prohibition on maintaining a nuisance under RSA 381-B:16.

ATTACHMENTS:

Description

repurchase letter 344-346 West St.

RSA 80:89 and 80:90

BACKGROUND:

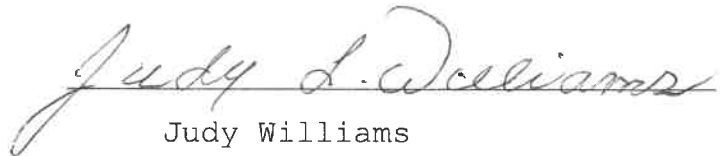
344-346 West Street was deeded to the City for non-payment of taxes on May 3, 2018. On May 08, 2018 the City sent the Notice of Opportunity for Repurchase. Per RSA 80:90 at least 90 days prior to the offering for sale the former owner shall receive a notice allowing them to repurchase the property. The former owner of 344-346 West Street has written their intent to repurchase the property back and is willing to pay all back taxes, interest and costs within thirty days from the date of July 6, 2018.

TO THE CITY OF KEENE

RE: JUDY WILLIAMS

344-346 West Street

Please be advised that pursuant to RSA 80:89 II I intend to repurchase my residence located at 344-346 West Street, Keene, New Hampshire taken by the City of Keene by deed dated May 4, 2018 and recorded in Book 3024, Page 381 of the Cheshire County Registry of Deeds, and am ready, willing and able to pay all back taxes, interest and costs within thirty (30) days from the date of this letter.


Judy Williams

June 6, 2018

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. –

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 26, 2018

TO: Mayor and Keene City Council

FROM: Councilor Terry M. Clark

THROUGH: Patricia A. Little, City Clerk

ITEM: 5.

SUBJECT: Councilor Clark - Process for a City Councilor to Request Information from Staff

COUNCIL ACTION:

In City Council July 5, 2018.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Communication - Clark

BACKGROUND:

Councilor Clark is requesting that the City Council discuss the process for a City Councilor to obtain information from City staff.

June 26, 2018

In City Council July 5, 2018.
Referred to the Finance, Organization
and Personnel Committee.



City Clerk

To: Mayor Kendall Lane and Keene City Council,

Re: City Policy – Questions from a city councilor

I write to see how the Council would apply city policy to these questions:

What is the proper procedure for a city councilor to request information from city staff?

Under what circumstances is city staff justified to require a city councilor to file a right to know request for public information concerning a matter coming before the council, and when has this happened in the past?

Thank you,



Terry M. Clark
Keene City Councilor
Ward 3
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Keene, NH 03431
(603)661-8347