



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
January 8, 2019
6:30 PM**

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

-
1. Acceptance of Donations to Library Computer Fund - Keene Library
 2. Acceptance of Donations to Library Renovation Project - Campaign Managers for the Next Chapter
 3. Pamela Russell Slack - Public Restrooms at Former Transportation Center
 4. Tara Reardon, NH Community Loan Fund - CDBG Application for the Acquisition and Maintenance of Tanglewood Park
 5. Requesting Authorization to Dispose of City Property - City Assessor

MORE TIME ITEMS:

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

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

January 7, 2019

TO: Finance, Organization and Personnel Committee

FROM: Gail Zachariah, Head of Engagement and Youth Services, Keene Public Library

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Acceptance of Donations to Library Computer Fund - Keene Library

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the acceptance of a \$10,195.96 donation from the Trustees of the Keene Public Library and the Friends of the Keene Public Library to be used to purchase five laptop computers.

BACKGROUND:

The Trustees of the Keene Public Library received a \$10,000 grant from the American Library Association (ALA) and the Dollar General Literacy Foundation. With funding from the Friends of the Keene Public Library and the grant award, the Keene Public Library will create an English language learning lab on the second floor of the Library Annex. The Keene Public Library was selected through a competitive, peer-reviewed application process last year. Eighty-five public libraries applied for the 20 available grants, according to the ALA Public Programs Office. We are using the majority of the funds to purchase the laptop computers, which will be used in the learning lab.



City of Keene, N.H.
Transmittal Form

December 24, 2018

TO: Finance, Organization and Personnel Committee

FROM: Judith Putnam and Dita Englund, Co-Chairs for the Next Chapter Campaign

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donations to Library Renovation Project - Campaign Managers for the Next Chapter

RECOMMENDATION:

Recommend that the City Council accepts donations of \$219,201.66 as listed in the 7/19/18 to the 12/21/18 Cambridge Trust report. (See attached report) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

ATTACHMENTS:

Description

Cambridge Trust Donor list July 19-December 21,2018

BACKGROUND:

On June 30, 2015 the City Council authorized the establishment of a Temporarily Restricted City Trust Fund to receive and distribute funds for the Library Renovation Project. The Friends and Library Trustees put in place the Campaign Committee with Judith Putnam and Alfreida (Dita) Englund as Co-Campaign Chairs and Ernest Hebert as the Honorary Chair.

The attached Cambridge Trust report contains the donations received July 19, 2018 to December 21, 2018. Gifts from donors who wish to remain anonymous directed their donation to the Friends of the Library and are included in the Cambridge Trust Bank reports as part of the Friends of the Library donation. Donors have received acknowledgement of their donations. Julie Dickson is the part time Campaign Gift Processing Administrator.

Thanks to generous donations from individuals, foundations, and corporations, the capital campaign has reached its \$5,000,000 goal. As the funds are received, they will be brought forth on a regular basis. After acceptance of the funds by City Council, the reports then go the Trustees of the City held Trust funds for approval and acceptance. This process was reviewed by the City Finance Department, the Library Trustees, the Friends of the Library Board, the City Attorney and Terry Knowles, Assistant Director, Charitable Trust Unit of the Department of the Attorney General.

Cambridge Trust Company
 City of Keene Library Renovation Restricted Trust
 Transaction Detail
 As of date: 07/19/2018 To 12/21/2018
 Position Type: Settled

Transaction Description	Posting Date	Principal Cash
GIFT FROM CHRISTINE CURTIS	7/23/2018 \$	25.00
GIFT FROM SHARON L JONES	7/24/2018	25.00
GIFT FROM CHRISTINE CURTIS	7/27/2018	25.00
GIFT FROM JOSLIN KIMBALL FRANK	7/31/2018	750.00
GIFT FROM CHRISTINE CURTIS	8/3/2018	25.00
GIFT FROM FRIENDS OF THE KPL	8/10/2018	185.75
GIFT FROM CHRISTINE CURTIS	8/14/2018	25.00
GIFT FROM HEATHER & TOM MINKLER	8/15/2018	500.00
GIFT FROM CHRISTINE CURTIS	8/20/2018	25.00
GIFT FROM MITCHELL & ERIKA GREENWALD	8/20/2018	1,000.00
GIFT FROM NANCY MELLISH	8/23/2018	1,000.00
GIFT FROM CHRISTINE CURTIS	8/24/2018	25.00
GIFT FROM CHRISTINE CURTIS	8/31/2018	25.00
GIFT FROM CHRISTINE CURTIS	9/7/2018	25.00
GIFT FROM CHRISTINE CURTIS	9/14/2018	25.00
GIFT FROM CHRISTINE CURTIS	9/25/2018	25.00
GIFT FROM CHRISTINE CURTIS	9/28/2018	25.00
GIFT FROM CHRISTINE CURTIS	10/5/2018	25.00
GIFT FROM MARGARET & LEONARD WELDON	10/11/2018	2,000.00
GIFT FROM CHRISTINE CURTIS	10/12/2018	25.00
GIFT FROM CHRISTINE CURTIS	10/19/2018	25.00
GIFT FROM SAVINGS BANK OF WALPOLE	10/19/2018	5,000.00
GIFT FROM SALLY STOCKWELL	10/23/2018	25.00
GIFT FROM BOB & MARY ROONEY	10/25/2018	25.00
GIFT FROM MARTHA & DUANE TOWNS	10/25/2018	25.00
GIFT FROM CHRISTINE CURTIS	10/26/2018	25.00
GIFT FROM SUSSAN D. HENKEL	10/29/2018	5,000.00
GIFT FROM PAUL HENKEL	10/29/2018	5,000.00
GIFT FROM ANN & DWIGHT AYOTTE	10/31/2018	50.00
GIFT FROM CHRISTINE CURTIS	11/2/2018	25.00
GIFT FROM ANGELA & RICHARD NICOLETTI	11/7/2018	500.00
GIFT FROM JOHN & SUSAN MCGINNIS	11/7/2018	100.00
GIFT FROM CHRISTINE CURTIS	11/9/2018	25.00
GIFT FROM JANE P. LANE	11/9/2018	1,000.00
GIFT FROM DEBORAH & GREGORY HANSEN	11/13/2018	500.00
GIFT FROM MICHAEL L ORMONT	11/13/2018	500.00
GIFT FROM ML CAFFREY & K STEWART	11/16/2018	1,000.00
GIFT FROM CHRISTINE CURTIS	11/16/2018	25.00
GIFT FROM DOLLIE E ASH	11/26/2018	500.00
GIFT FROM KATHERINE M HANNA	11/26/2018	100.00

GIFT FROM DR. CELIA RABINOWITZ	11/26/2018	200.00
GIFT FROM CHRISTINE CURTIS	11/26/2018	25.00
GIFT FROM ARTHUR & LYNN SIMINGTON	11/28/2018	2,000.00
GIFT FROM JANE AND GARY SHAPIRO	11/30/2018	1,250.00
GIFT FROM CHRISTINE CURTIS	11/30/2018	25.00
GIFT FROM GREGORY & JENNIFER ALEXANDER	11/30/2018	1,000.00
GIFT FROM CAMERON TEASE	12/3/2018	750.00
GIFT FROM CHRISTINE CURTIS	12/7/2018	25.00
GIFT FROM WILLIAM CORY	12/7/2018	250.00
GIFT FROM EILEEN SARSON	12/10/2018	3,400.00
GIFT FROM CYNTHIA B RODENHAUSER STEWART	12/12/2018	375.00
GIFT FROM THOMAS STEWART	12/12/2018	375.00
GIFT FROM DARYL STUTES & JILL BATTY	12/12/2018	250.00
GIFT FROM NEW HAMPSHIRE TRUST COMPANY	12/12/2018	1,000.00
GIFT FROM KEENE SENTINEL	12/14/2018	4,000.00
GIFT FROM FRIENDS OF THE KPL	12/14/2018	50,070.35
GIFT FROM THE GALLUP FUND	12/17/2018	100,000.00
GIFT FROM CHRISTINE CURTIS	12/17/2018	25.00
GIFT FROM FRIENDS OF THE KPL	12/20/2018	26,945.56
GIFT FROM ROGER & NANCY HANSEN	12/21/2018	2,000.00
Donations 7/19/18 - 12/21/18 \$		219,201.66



City of Keene, N.H.
Transmittal Form

December 11, 2018

TO: Mayor and Keene City Council

FROM: Pamela Russell Slack

THROUGH: Patricia A. Little, City Clerk

ITEM: 3.

SUBJECT: Pamela Russell Slack - Public Restrooms at Former Transportation Center

COUNCIL ACTION:

In City Council December 20, 2018.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Slack Communication

BACKGROUND:

Ms. Slack is requesting the City do a cost comparison for installation of public restrooms at the former Transportation Center versus the installation of a Portland Loo.

December 11, 2018

To the Mayor and City Council:

I am requesting the Mayor and City Council do a comparison cost analysis between constructing bathrooms at the transportation center and The Portland Loo. Please include the installation of two bathrooms, connecting the bathrooms to the sewer line, the cost of maintaining the bathrooms daily and an approximate cost for an attendant. My concern with reopening the public bathrooms at the Transportation Center that without proper monitoring there will be significant issues as there were in the past. Safety should be considered.

I have included some information about the Portland Loo, which is solar powered, easy to clean with open grating to deter crime. Perhaps the Portland Loo could be incorporated into the plans for the skate park.

Thank you



Pamela Russell Slack
260 Beaver Street
Keene NH
03431

In City Council December 20, 2018.
Referred to the Municipal Services,
Facilities and Infrastructure Committee.



City Clerk



TRANSIT PLANNERS

Each solar-powered kiosk is easy to clean, with open grating to deter crime.

LOO LOOKS



See Gallery here...

DESIGNED BY THE CITY, FOR THE CITY

Portland's famous stand-alone bathroom, The Portland Loo, was developed by Madden Fabrication in conjunction with the City of Portland. Free and accessible around the clock, the Loos are designed specifically to prevent problems that are commonly experienced with public toilets. The sleek and modern kiosk discourages crime with graffiti-proof wall panels and open grating. And, they're easy to clean, with commonly used components that are easy to replace or upgrade. First installed over 10 years ago, The Portland Loo has proven to be a durable and inexpensive solution to keep your city clean and crime-free.

[READ MORE](#)

THE PROOF IS IN THE POTTY

**PREVENTS
CRIME**

The sleek and modern kiosk discourages crime with graffiti-proof wall panels and open grating that allows you to see if and how many people are inside.

READ MORE

**EASY TO
CLEAN &
MAINTAIN**

The coating on the steel wall panels makes it simple to clean with a hose, and all plumbing and building components are common and easy to replace or upgrade.

**INEXPENSIVE
TO INSTALL
AND RUN**

It can be delivered on site as a complete enclosure, and requires minimal utilities that can operate on solar power or low level volt power.

READ MORE

LOO, WHO?

READ MORE



External Communication
Transmittal Form

January 3, 2019

TO: Finance, Organization and Personnel Committee

FROM: Tara Reardon, NH Community Loan Fund

THROUGH: Patricia A. Little, City Clerk

ITEM: 4.

SUBJECT: Tara Reardon, NH Community Loan Fund - CDBG Application for the Acquisition and Maintenance of Tanglewood Park

ATTACHMENTS:

Description

Communication_NH Community Loan Fund

Tanglewood Park Cooperative

BACKGROUND:

Tara Reardon, Director of ROCNH, a division of the New Hampshire Community Loan Fund, is indicating in her letter that they are providing assistance to the residents of the Tanglewood Park Cooperative who have formed a consumer cooperative under NHRSA 301-A to submit a purchase and sale to acquire the community and secure the land under their homes. A CDBG grant is being proposed to help maintain the lot rents at an affordable level.



New Hampshire Community Loan Fund
7 Wall Street, Concord, NH 03301
Phone: (603) 224-6669 | Fax: (603) 225-7425
www.rocnh.org

January 3, 2019

Mayor Kendall W. Lane
City of Keene
3 Washington Street
Keene, NH 03431

Dear Mayor and Councilors,

The New Hampshire Community Loan Fund provides technical assistance to the residents of the Tanglewood Park Cooperative who have formed a consumer cooperative under NH RSA 301-A to submit a purchase and sale to acquire the community and secure the land under their homes. As you know, this community contains over 320 homes and covers almost 100 acres in Keene. The residents are requesting the City of Keene to make an application to the Community Development Finance Authority for a Community Development Block Grant to assist in the acquisition of the Tanglewood Manufactured Housing Park.

The Community Loan Fund is best known for our work helping residents of manufactured-housing parks purchase and manage their communities as nonprofit cooperatives. We made the first loan in 1984 in Meredith, and 127 manufactured housing cooperatives later, we have helped to preserve over 7200 households in NH, the largest source of unsubsidized housing in the state. ROC-NH, a program of the Community Loan Fund, provides technical assistance with a variety of organizational and development issues, including:

- Training boards of directors
- Creating committees and defining their responsibilities
- Developing bylaws, policies, etc.
- Help with financial/business plans, budgets, bookkeeping etc.
- Helping to find legal assistance, if needed

Residents of the park formed a cooperative on December 11, 2018 with the intention of researching the purchase of the park by the membership. There are currently 62 active members.

This is a 60-Day Notice sale under RSA 205:a 21. The park owner, The Hynes Group from West Vancouver, BC, is under contract and has a purchase and sales agreement with RHP Properties, Inc., a Michigan corporation and reportedly the 3rd largest park owner in the United States, for \$20,000,000. Nh law allows the residents to offer a matching purchase and sale and they will tender that P&S next week.

The park totals 99+/- acres. There are a total of 328 approved lots. 322 lots are occupied, there are 6 vacant lots. The park is serviced by public water and sewer. There is an 1,800 square foot office building on site.

The homes are a mix of single and double wide units. The homes are a variety of ages, but are in overall good condition. The appearance of the park is appealing, it is well-maintained.

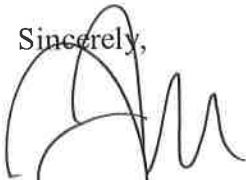
The Estimate of Valuation given by the NH Community Loan Fund is \$20,245,000 at current occupancy (2% vacancy) and a 7% capitalization rate.

The current rent is \$535 per month, with a \$14 rent increase going into effect January 1, 2019. Water and sewer is submetered, and residents pay their own water and sewer bills.

Accompanying this letter is a pro forma outlining the financial path for the residents of Tanglewood to acquire their community. A CDBG grant will help to maintain the lot rents at an affordable level.

Thank you in advance for your consideration of this request. We look forward to a favorable vote and working with you to preserve this important source of affordable housing for Keene.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tara Reardon', with a large, stylized initial 'T' and 'R'.

Tara Reardon
Director ROC-NH
New Hampshire Community Loan Fund

Acquisition Budget:

Purchase Price Total / Per Site	\$ 20,000,000
Transfer Tax (\$7.50/\$1,000)	150,000
Prepayment Penalty to Seller	-
Due Diligence Compensation to Seller	25,000
New / Used Inventory Homes purchased from Seller (P&S 28.B)	-
Vacant Lot Setup Costs to Seller (P&S 9.M)	-
Occupied Lot Setup Costs to Seller (P&S 9.N)	-
Assumption Review Fee	10,000
Assumption Transfer Fee	110,810
Assumption Lender Legal Fees	15,000
Community Loan Fund - Legal Fees	10,000
Community Loan Fund - Technical Assistance Fee (1.5%)	300,000
Cooperative - Legal Fees	7,000
Title Insurance	53,950
Recording & Misc. Fees	550
Appraisal	4,000
ESA #1	4,000
Property Conditions Assessment	20,000
Accrued Interest on Deposit Loan	8,500
Accrued Interest on Predevelopment Loan	1,250
Accrued Interest on Acquisition Loan (Closing date to due date of the 15th)	31,623
Rents Pro-rated	-
Water / Sewer Proration	-
Property Tax Proration (0 mo to Seller-close Apr 1 2019)	-
Insurance Premium - First Year	12,250
Working Capital	150,784
Property Tax Escrow (6 months)	159,876
Priority Repairs	50,000
Capital Improvement Reserve	50,000
CDBG Administration	25,000

Total Financing Needed:

\$ 21,199,593

Financing Package:

PNC / Freddie Mac - 1st mortgage (4.75% - 10/30) 55% LTV	\$ 11,081,000	Per Month \$ 57,804
Community Loan Fund - equity investment (8.00% annual dividend - paid monthly)	9,618,593	64,124
CDBG	500,000	-

Total:

\$ 21,199,593 \$ 121,928

Annual Debt Service & Dividends:

\$ 1,463,132

Annual Operating Expenses:

RE Taxes (2018 plus 4%)	\$ 319,752
Electricity	19,700
Financial Statement / Tax Prep.	7,000
Insurance (CGL / Bond / D&O / Property)	12,250
Legal	5,250
Maintenance Supplies & Expenses	65,600
Office Supplies & Postage	2,800
Snow Removal	26,250
Trash Collection	60,829
Water (municipal - submetered)	960
Wastewater (municipal - submetered)	1,224
Management	59,040
Community Loan Fund - Services Contract Fee	7,872
Federal & State Taxes	9,923
Capital Improvement Reserve	50,000

Total Annual Operating Expenses / per home:

\$ 648,450 \$ 1,977

Revenue:

Lot Rent / Rent Increase	\$ 584	\$ 35
Number Of Lots	328	
Gross Monthly Income	\$ 191,552	
Less: Vacancy	2% (3,504)	6 units
Less: Rent Loss	3% (5,641)	
Other Income	-	

Gross Effective Monthly Income:

\$ 182,407

Gross Effective Annual Income:

\$ 2,188,879

Annual Cash Flow Analysis:

Gross Effective Annual Income	\$ 2,188,879
Less: Operating Expenses	648,450
Equals: Net Operating Income (NOI)	<u>\$ 1,540,429</u>
Less: Debt Service / Debt Service Coverage Ratio	693,645 2.22x
Less: Dividends	769,487
Surplus & Overall Debt Service / Dividend Coverage Ratio:	<u>\$ 77,297</u> 1.05x

DRAFT

DRAFT



City of Keene, N.H.
Transmittal Form

December 19, 2018

TO: Finance, Organization and Personnel Committee

FROM: Dan Langille, City Assessor

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Requesting Authorization to Dispose of City Property - City Assessor

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to dispose of City owned property, as justice may require, for property known as 0 off Wetmore Street, located on Map 116 Lot 18.

ATTACHMENTS:

Description

Map 116 Lot 18

BACKGROUND:

The parcel, known as 0 off Wetmore Street, Map 116 Lot 18, was conveyed to the City on October 7, 2016 by Tax Deed. It consists of .12 landlocked acres. The zoning is "Industrial". The City has no use for this parcel and does not own any adjacent properties. There is no reason to retain it.

On September 6, 2018, in accordance with RSA 80:80 III, the City Council adopted Ordinance O-2018-11 which allows the City to dispose of property "as justice may require" when there is an affirmative finding that it is in the public's interest to do so.

Since this property is vacant, landlocked with no access, and has only two abutters it is requested that City Council make an affirmative finding that it is in the public interest to dispose of this property in accordance with RSA 80:80 VI(b). Doing so would relieve the City from any potential costs/expenses for the property, release the City from any liability, recoup unpaid tax dollars, and would place the property back on the tax rolls.



Map 116 Lot 18

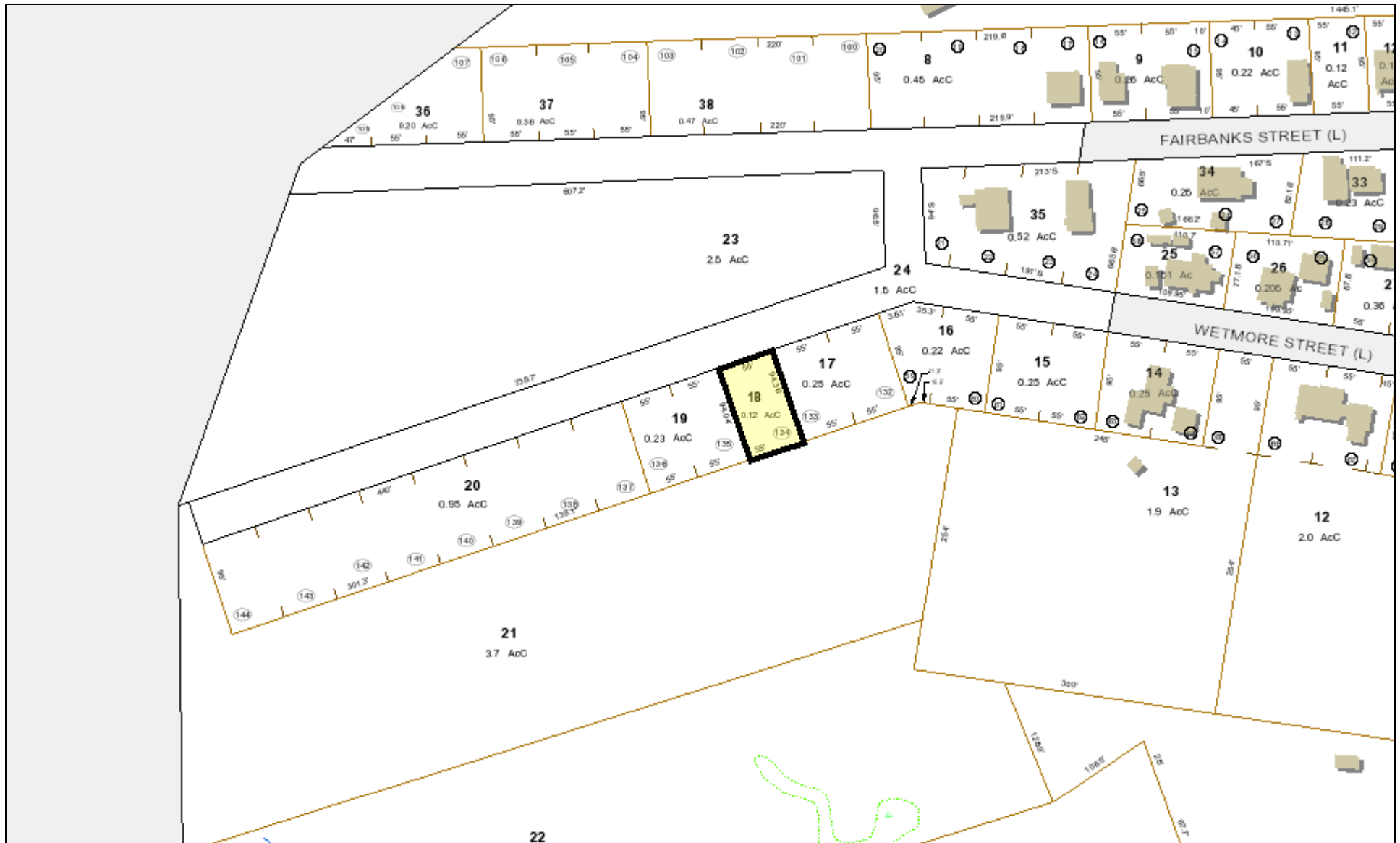
Keene, NH



January 2, 2019

1 inch = 134 Feet

www.cai-tech.com



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