



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
May 9, 2019  
5:30 PM**

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

- 
1. Ed and Kathleen (Kennedy) Burke - Beauregard Trust Property and 0 Chapman Road
  2. Request to Solicit Donations - Fire Department
  3. Acceptance of Donations - Human Resources
  4. Acceptance of Donation - Cheshire Cats Jump Rope Team
  5. Acceptance of Donation - Trustees of the Keene Public Library
  6. Acceptance of 2016 Homeland Security Grant Award - HazMat Decon Allocation - Fire Department
  7. Relating to the 2019/2020 Fiscal Year Budget  
Resolution R-2019-15

Non Public Session  
Adjournment



*Transmittal Form*

April 16, 2019

**TO:** Mayor and Keene City Council

**FROM:** Ed and Kathleen (Kennedy) Burke

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

**ITEM:** 1.

**SUBJECT:** Ed and Kathleen (Kennedy) Burke - Beauregard Trust Property and 0 Chapman Road

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**COUNCIL ACTION:**

In City Council April 18, 2019.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Communication\_Kennedy\_Burke

**BACKGROUND:**

Ed and Kathleen (Kennedy) Burke are writing about the City's proposed purchase of a 27 acre parcel of property owned by the Beauregard Trust. In particular, they are concerned over public access to this property and whether there would be any negative impact to their parcel located at 56 Chapman Road. To mitigate their concerns, the Burkes would like to purchase the 50 foot wide corridor that is adjacent to their property line and merge it with their current property.

Honorable Mayor and City Council

City Hall

3 Washington Street

Keene, NH 03431

April 16, 2019

Re: Beaugard Trust property; 0 Chapman Road

Dear Mayor and Council:

We are writing about the City's proposed purchase of the 27 acre lot off Chapman Road that is now owned by the Beaugard Trust.

The property abuts our home at 56 Chapman Road, both on our eastern lot line for about 280 feet, as well as on our northern line for a bit over 500 feet. It is with respect to the latter that we express our concerns here. That line marks one side of a fifty foot wide corridor that appears as Lot 4B on the subdivision plan that also created three building lots. We are Lot 4C. (4D has the Segal home on it and the other, 4A, is unimproved but for sale.)

It would appear to us that Lot 4B, listed as .59 acres, was created to maintain access from Chapman Road to the 27 acre piece, which might otherwise be left landlocked. Our concern is that the subdivision plan provides for access to the 27 acre parcel via the shared private driveway that is sometimes referred to as Lilac Lane. If the City buys the property, we are concerned that the general public might then be entitled to use our driveway to access the larger piece (which lot would merge, presumably, with other City-owned land on Beech Hill, and which might have access from Woodside Avenue). We have some anxiety about the prospect of people or vehicles travelling so close to our yard, not to mention the impact on our property value. The Segals would also be impacted by foot and auto traffic on Lilac Lane.

To be clear, we think the idea of the City picking up the 27 acres is a good one. We just want to know that our concerns will be considered. In this regard, we are interested in purchasing Lot 4B from the City and merging it with our houselot, leaving only one lot of record.

We look forward to discussing the matter further with City staff.

Thank you.

  
Ed and Kathleen (Kennedy) Burke



56 Chapman Road

352-6168

In City Council April 18, 2019.  
Referred to the Finance, Organization  
and Personnel Committee.



City Clerk



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

April 17, 2019

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

**FROM:** Mark Howard, Fire Chief

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

**ITEM:** 2.

**SUBJECT:** Request to Solicit Donations - Fire Department

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**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to solicit and accept donations from local and regional businesses and service vendors to be used for events sponsored by fire department personnel related to public education in 2019.

**BACKGROUND:**

Annually the fire department provides a number of public education activities, such as the 2nd grade fire prevention education conducted at all Keene schools, station tours to school groups and daycare centers, the open house and the live sprinkler demonstration at the home show, to name a few. Several area businesses have shown an interest in donating supplies and/or funding to assist in enhancing these educational opportunities. If approved these donations will be used to purchase educational handouts, materials to be used to build props for demonstrations and children's fire helmets, to name a few.



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

May 9, 2019

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

**FROM:** Elizabeth A. Fox, Assistant City Manager/Human Resources Director

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

**ITEM:** 3.

**SUBJECT:** Acceptance of Donations - Human Resources

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Council accept this report as informational.

**BACKGROUND:**

Human Resources requested in January 2019 permission to solicit donations for events that the department assists committees to organize.

The first event this year, an Employee/Retiree Health & Benefits Fair that the Health Insurance Review Committee has been organizing for approximately 20 years, was held April 2<sup>nd</sup>, and the committee wishes to report in a timely manner. The committee solicited door prizes from exhibitors, local organizations and service vendors with whom the City has a connection, mainly to be used as door prizes. The donations are important to the success of the event and appear to be greatly appreciated by participants and organizers.

The retail value of all donations is approximately \$1,243. The donor, donation item(s), and value are identified as follows:

Baudelaire Inc. (Swanzy): Provençal bath/ body care products, \$65.  
Cheshire Children's Museum (Keene): Two pairs of guest passes, \$28 total.  
Cheshire Wellness Center/Dr. Tecia Pitts, (Keene): New-patient consultation series, \$215.  
ConvenientMD (Keene): Gift card to Panera Bread, \$50; and tote bags for Fair visitors, \$55 estimated.  
Country Life Restaurant (Keene): Ten \$10 and ten \$5 coupons for lunch, brunch or dinner, \$150 total.  
Cheshire Medical Center/Dartmouth Hitchcock Keene: W. S. Badger products, \$65 estimated value.  
Five Element Acupuncture LLC/Pamela Bys (Keene): Free treatment session, \$50 estimated value.  
IPG Employee Benefits (Keene): Two \$50 gift cards to Ted's Shoe and Sport.  
Keene Massage Therapy: 30-minute massage, \$45 estimated value.  
Liberty Mutual/Todd Bassler (Keene): Gardening basket, \$100.  
Evolution Chiropractic/Dr. Nora Rozell (Keene): 20 minute relaxation session, \$40 estimated value.  
Northeast Delta Dental Insurance (Concord): Electric toothbrush, \$50 estimated value.  
Pet Pawlicy LLC/Ken Lawrence (Goffstown): Two catnip play mats, \$50 total.  
Primerica Inc./Isis Latham (Swanzy): Natural cleaning products basket, \$25 estimated value; and \$25 gift certificate to Monadnock Food Co-op.  
Primex3 (Concord): Tote with office goodies, \$50 estimated value.

Toadstool Bookshops (Keene): \$20 gift card.

The Works Bakery Café (Keene): Two \$20 gift cards.

Variable Annuity Life Insurance Company/Kathleen Murphy (Keene): Two spring flowering plants, \$20 total estimated value.



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

May 6, 2019

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

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

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

**ITEM:** 4.

**SUBJECT:** Acceptance of Donation - Cheshire Cats Jump Rope Team

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of \$120.00 from the Cheshire Cats and that the money is used towards program equipment and travel expenses for future tournaments.

**BACKGROUND:**

The Cheshire Cats Jump Rope team held on March 30<sup>th</sup> a Zumba-a-thon to raise money to help send the athletes to nationals. This will be an ongoing effort throughout the next year.



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

May 9, 2019

**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:** 5.

**SUBJECT:** Acceptance of Donation - Trustees of the Keene Public Library

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**RECOMMENDATION:**

That the City Council accepts donations of \$40,188.23 as listed in the Cambridge Trust December 22, 2018 - April 29, 2019 Donor list (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 12/22/18-4/29.19

**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 December 22, 2018 - April 29, 2019. 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 beyond its \$5,000,000 goal. As the funds are received, they are brought forth. After acceptance of the funds by City Council, the reports then go the Trustees of the City held Trust funds for approval and acceptance.



Cambridge Trust Company  
 City of Keene Library Renovation Restricted Trust  
 Posted Transaction Detail  
 As of date: 12/22/2018 To 04/29/2019  
 Position Type: Settled

<b>Transaction Description</b>	<b>Posting Date</b>	<b>Principal Cash</b>
GIFT FROM CHRISTINE AND SCOTT CURTIS	12/27/2018	\$25.00
GIFT FROM DR & MRS JOHN G SCHLEGELMILCH	12/27/2018	\$2,000.00
GIFT FROM CORNING INCORPORATED FOUNDATION (TECH EQUIP GRANT)	12/27/2018	\$5,000.00
GIFT FROM JAMES NEWCOMBE	12/28/2018	\$100.00
GIFT FROM GREGG & JULIE TEWKSBURY	12/31/2018	\$500.00
GIFT FROM CHRISTINE & SCOTT CURTIS	12/31/2018	\$25.00
GIFT FROM CRAIG STOCKWELL & SARAH MUSTIN	1/2/2019	\$508.92
GIFT FROM NATHANIEL STOUT	1/3/2019	\$150.00
GIFT FROM ANN HENDERSON INTERIORS	1/8/2019	\$2,000.00
GIFT FROM MELINDA TREADWELL	1/14/2019	\$2,500.00
GIFT FROM MEGAN BURR KIDDER	2/4/2019	\$5,000.00
GIFT FROM FRIENDS OF THE KPL	2/4/2019	\$3,347.73
GIFT FROM KEMAL & JULIA ATKINS	2/7/2019	\$1,000.00
GIFT FROM E VANDERHAEGEN & S SIELKE	2/7/2019	\$500.00
GIFT FROM ROBERT TREBILCOCK	2/7/2019	\$500.00
GIFT FROM STEPHEN & SUSAN VEKASY	2/27/2019	\$30.00
GIFT FROM FRIENDS OF THE KPL	2/27/2019	\$2,000.00
GIFT FROM FENTON FAMILY DEALERSHIPS	3/18/2019	\$500.00
GIFT FROM M FOX WELDON & L WELDON	3/19/2019	\$500.00
GIFT FROM KATHRYN M DALE	4/12/2019	\$500.00
GIFT FROM KARINE & TORIN FINSER	4/12/2019	\$1,000.00
GIFT FROM FRIENDS OF THE KPL	4/16/2019	\$10,001.58
GIFT FROM CARL & BARBARA DEMATTEO	4/22/2019	\$1,000.00
GIFT FROM WILSON ORTHODONTICS PLLC	4/22/2019	\$1,500.00
<b>DONATIONS 12/22/18 - 4/29/19</b>		<b>\$40,188.23</b>



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

May 2, 2019

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

**FROM:** Mark Howard, Fire Chief

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

**ITEM:** 6.

**SUBJECT:** Acceptance of 2016 Homeland Security Grant Award - HazMat Decon Allocation - Fire Department

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**RECOMMENDATION:**

Move that the Finance Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a grant in the amount of \$6,578.00 from the 2016 State of New Hampshire Homeland Security Program (SHSP) – HazMat Decon Allocation.

**ATTACHMENTS:**

Description

2016 Homeland Security Grant- Decon Allocation Award Letter and Equipment List

**BACKGROUND:**

On April 25, 2019, I was notified by the Grants Management Unit that the Keene Fire Department has been awarded \$6,758.00. See the attached award letter dated April 25, 2019 for details of the equipment that will be purchased with the awarded grant funds.

# State of New Hampshire



## DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889

Speech/Hearing Impaired

TDD Access Relay NH 1-800-735-2964

April 25, 2019

Deputy Chief Jeffrey Chickering  
Keene Fire Department  
31 Vernon Street  
Keene, NH 03431

Re: 2016 Homeland Security Grant Program Award – HazMat Decon Allocation

Dear Deputy Chief Chickering,

It is my pleasure to inform you that upon review of your 2016 Homeland Security HazMat Grant Application, the Keene HazMat Team has been awarded \$6,758.00. These funds are awarded under the State Homeland Security Program (SHSP) portion of the 2016 Homeland Security Grant Program (HSGP) for the purchase of eligible equipment as described in your application. Please refer to the attached "Approved Items Checklist" when submitting reimbursement requests and identify the items you have purchased.

These grant awards are subject to federal program requirements and special conditions. Enclosed are your Sub-Recipient Information Reporting Form, federal grant terms and conditions, special conditions requirements, lobbying certification and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Unit within thirty (30) days of the date of this letter. Special conditions requirements must be responded to within forty-five (45) days of the date of this letter. In addition, this project must be implemented within 60 days following the grant award effective date or be subject to automatic cancellation of the grant. Failure to meet these requirements may result in a delay in reimbursement or cancellation of your grant award.

Additional information is also available at <http://www.nh.gov/safety/homeland/index.html>. We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills, or use this equipment; however, we will work together to ensure that our ability to do so will be keen.

Sincerely,

A handwritten signature in blue ink that reads "Pamela Urban-Morin".

Pamela Urban-Morin  
Grant Administrator

Keene HazMat Team  
 2016 HazMat Decon Award  
 Approved Items Checklist  
 \$6,758.00

Approved				Reimbursed		
Name of Equipment	Quantity	Cost	AEI	Name of Equipment	Quantity	Cost
Justrite Decon Berm	1	1,394.00	8			
Fiber Tech Mitts	24	576.00	7			
Fiber Tech Wipes	2	1,615.00	7			
RSDL Decon Solution	2	1,400.00	8			
Dahlgren Decon Solution	20	800.00	3			
S-Cut 501 Suit Cutter	2	686.00	7			
S-Cut Replacement Blades	2	178.00	7			
S-Cut QE Suit Cutter	1	44.00	7			
Shipping	1	65.00	3			
			8			
			3			
<b>Total</b>		<b>6,758.00</b>				<b>0.00</b>

Balance 6,758.00



*Transmittal Form*

April 30, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** 7.

**SUBJECT:** Relating to the 2019/2020 Fiscal Year Budget

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**COUNCIL ACTION:**

In City Council May 2, 2019.

Referred to the Finance, Organization and Personnel Committee.

Public Hearing set for May 30, 2019 at 7:00 PM.

**RECOMMENDATION:**

That Resolution R-2019-15 relating to the 2019/2020 fiscal year budget be referred to the Finance, Organization & Personnel Committee for their review and recommendation, and that a public hearing be scheduled for Thursday, May 30, 2019.

**ATTACHMENTS:**

Description

Resolution R-2019-15

**BACKGROUND:**

Resolution R-2019-15 summarizes the budget document that has been prepared for the 2019/2020 fiscal year. The detailed document was transmitted to the Mayor and City Council on May 1, 2019. The document, in its entirety has been posted on the City's website, and printed copies are available for review at the Keene Public Library, and at the Finance Department. A Citizen's Budget will be available that summarizes the General Fund Proposed Budget, and explains the City Budget process, and the role of the Comprehensive Master Plan in that effort.

Any bond resolutions associated with projects recommended for funding in the next fiscal year will be presented under separate cover memos.

The remaining steps in the budget process are outlined below:

DATE(S)	DAY	TIME	DE Scription	LO CATION
May 2, 2019	Thursday	7:00 PM	Regular Council Meeting - Budget Resolution first reading; referred to FOP Committee	Council Chambers
May 9, 2019	Thursday	5:30 PM	Regular FOP Meeting - Budget Review - Overview, General Fund Revenues, E lected/Appointed, Administrative Services	Council Chambers
May 13, 2019	Monday	5:30 PM	Special FOP Meeting - Budget Review - Community Services	Council Chambers
May 14, 2019	Tuesday	5:30 PM	Special FOP Meeting - Budget Review - Municipal Development Services	Council Chambers
May 16, 2019	Thursday	7:00 PM	Regular Council Meeting - Introduce bond resolutions; introduce salary ordinance	Council Chambers
May 23, 2019	Thursday	6:30P M	Regular FOP Meeting - Make recommendation on budget, salary ordinance, bond resolutions	Council Chambers
May 30, 2019	Thursday	7:00 PM	Special Council Meeting - Budget Public Hearing	Council Chambers
June 6, 2019	Thursday	7:00 PM	Regular Council Meeting - Vote on budget, salary ordinance, bond resolutions	Council Chambers
July 1, 2019	Monday		Start of FY 2019/2020	



# CITY OF KEENE

R-2019-15

Nineteen

In the Year of Our Lord Two Thousand and .....  
Relating to the 2019/2020 fiscal year budget

A RESOLUTION .....

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

That the sum of \$25,956,272 be raised by taxation during the current year which together with \$36,477,941 for estimated operating revenues aggregating \$62,434,213 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,503,119 be appropriated for capital expenditures and capital reserve appropriations in the city proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2019, as attached hereto and made a part thereof.

\_\_\_\_\_  
Kendall W. Lane, Mayor

In City Council May 2, 2019. \*  
Referred to the Finance, Organization  
and Personnel Committee. Public hearing  
set for May 30, 2019 at 7:00 PM.

  
City Clerk

**2019/2020 Annual Operating Budget**

**R-2019-15**

<b>General Fund Revenue &amp; Other Financing Sources:</b>	<i>Adopted</i>	<b>General Fund Appropriations:</b>	<i>Adopted</i>
Property Tax Revenue	\$25,956,272	Elected & Appointed Officials	\$2,918,654
Use of Surplus	1,037,088	Capital Projects	4,258,467
Other Taxes	450,000	Administrative Services	4,687,876
Tax Increment Financing	723,132	Community Services	20,000,364
Licenses, Permits & Fees	3,651,852	Municipal Development Services	6,814,603
Intergovernmental	2,692,995	Debt Service	4,898,455
Charges for Services	1,958,705		
Fines & Forfeits	76,291		
Miscellaneous	2,987,201		
Other Financing Sources	4,044,883		
<b>NET GENERAL FUND OPERATING REVENUES</b>	<b>\$43,578,419</b>	<b>NET GENERAL FUND OPERATING APPROPRIATIONS</b>	<b>\$43,578,419</b>
<b>TOTAL PARKING METER FUND REVENUES</b>	<b>\$1,825,680</b>	<b>TOTAL PARKING METER FUND APPROPRIATION</b>	<b>\$1,825,680</b>
<b>TOTAL PC REPLACEMENT FUND REVENUES</b>	<b>\$210,035</b>	<b>TOTAL PC REPLACEMENT FUND APPROPRIATIONS</b>	<b>\$210,035</b>
<b>TOTAL SOLID WASTE FUND REVENUES</b>	<b>\$4,765,140</b>	<b>TOTAL SOLID WASTE FUND APPROPRIATIONS</b>	<b>\$4,765,140</b>
<b>TOTAL SEWER FUND REVENUES</b>	<b>\$5,639,844</b>	<b>TOTAL SEWER FUND APPROPRIATIONS</b>	<b>\$5,639,844</b>
<b>TOTAL WATER FUND REVENUES</b>	<b>\$4,028,292</b>	<b>TOTAL WATER FUND APPROPRIATIONS</b>	<b>\$4,028,292</b>
<b>TOTAL EQUIPMENT FUND REVENUES</b>	<b>\$2,386,803</b>	<b>TOTAL EQUIPMENT FUND APPROPRIATIONS</b>	<b>\$2,386,803</b>
<b>TOTAL OPERATING REVENUES - ALL FUNDS</b>	<b>\$62,434,213</b>	<b>TOTAL OPERATING APPROPRIATIONS - ALL FUNDS</b>	<b>\$62,434,213</b>
<b>CAPITAL:</b>			
PARKING FUND CAPITAL FUNDING	\$112,300	PARKING FUND CAPITAL APPROPRIATIONS	\$112,300
SOLID WASTE FUND CAPITAL FUNDING	\$365,000	SOLID WASTE FUND CAPITAL APPROPRIATIONS	\$365,000
SEWER FUND CAPITAL FUNDING	\$1,636,477	SEWER FUND CAPITAL APPROPRIATIONS	\$1,636,477
WATER FUND CAPITAL FUNDING	\$2,006,599	WATER FUND CAPITAL APPROPRIATIONS	\$2,006,599
EQUIPMENT FUND CAPITAL FUNDING	\$1,382,743	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,382,743
<b>TOTAL CAPITAL FUNDING - OTHER FUNDS</b>	<b>\$5,503,119</b>	<b>TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS</b>	<b>\$5,503,119</b>