



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
July 11, 2019
6:30 PM**

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

-
1. Charles McIntyre - NH Lottery Commission - Keno on 2019 Municipal Ballot
 2. Acceptance of Grant Funds – NH Division of Historical Resources Certified Local Government Grant for Historic Barn Inventory - Planning Department
 3. Terry Johnson/Southwest Region Planning Commission - Proposed Application for CDBG Funds - Shelter Rehabilitation
 4. Municipal Services Agreement with Keene State College - City Manager
 5. Relating to Rules of Operation Ordinance O-2019-10
Ordinance O-2019-10
 6. Relating to the College City Commission Ordinance O-2019-11
Ordinance O-2019-11
 7. Continued Discussion - Campaign Finance Ordinance

MORE TIME ITEMS:

- A. Keene Public Library Trustees – Prohibiting Smoking on the Keene Public Library Campus
- B. Toby Tousley - Request to Purchase City Property - Adjacent to Bicycle/Pedestrian Path - 160 Emerald Street
- C. Ed and Kathleen (Kennedy) Burke - Beauregard Trust Property and 0 Chapman Road

Non Public Session
Adjournment

RECEIVED JUN - 3 2019



Over \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu
CHAIRMAN Debra M. Douglas
COMMISSIONER Paul J. Holloway
COMMISSIONER J. Christopher Williams
EXECUTIVE DIRECTOR Charles R. McIntyre

May 29, 2019

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

Dear Mayor Lane,

Thank you for your response to my letter of May 16 requesting the opportunity to address you and the City Council. As you surmised, I indeed respectfully ask that Keno be placed on the 2019 municipal ballot for voters to decide whether to allow the game in Keene.

I am available in the coming weeks should the City Council wish me to appear. If you have any questions, please don't hesitate to contact me at 603.271.3391.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlie McIntyre".

Charlie McIntyre
Executive Director

In City Council June 6, 2019.
Referred to the Finance, Organization
and Personnel Committee.

A handwritten signature in black ink, appearing to read "William S. Dow".

Deputy City Clerk



Live Free or Die

New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com



City of Keene, N.H.
Transmittal Form

June 21, 2019

TO: Finance, Organization and Personnel Committee

FROM: Tara Kessler, Senior Planner

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Acceptance of Grant Funds – NH Division of Historical Resources Certified Local Government Grant for Historic Barn Inventory - Planning Department

RECOMMENDATION:

Recommend that the City Council authorize the City Manager to do all things necessary to accept and execute a \$15,000 grant award from the NH Division of Historical Resources Certified Local Government Grant Program for the Heritage Commission's Inventory of Historic Barn and Agricultural Structures.

BACKGROUND:

On June 3, 2019, the Heritage Commission was informed that it was awarded a \$15,000 grant from the Certified Local Government (CLG) Program of the NH Division of Historical Resources. The Commission will utilize these grant funds to hire an historic resource consultant to conduct an inventory of barns and agricultural structures deemed to be of historic significance in the neighborhoods between Court and Washington Streets. This inventory will build off the historic urban barn tour and workshop that the Heritage Commission has organized for August 17, 2019. This barn tour will be part of their current CLG Grant to conduct a three part workshop series on Keene's agricultural heritage.

The proposed barn inventory will provide information on the age, use (current and historic), and condition of these structures as well as any unique features. The Commission will work with a Consultant to identify and prioritize structures that are more vulnerable to demolition. This information is foundational to supporting the Commission in its efforts to raise awareness about the importance of these historic resources to Keene's heritage, as well as to share information with property owners regarding resources to support preservation/rehabilitation efforts.

The Commission will invite the involvement of property owners and tenants in this inventory and will ask for voluntary participation before researching a structure.

The CLG Grant will provide 100% of federal funding support for this project. No in kind or cash match is required.

The CLG program is designed to provide an opportunity for local governments to become more involved in identifying, evaluating, protecting, promoting and enhancing the educational and 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 designate at least 10% of its annual Historic Preservation Fund allocation from the Department of the Interior to

local governments that have become CLGs. Keene is one of 21 CLG communities in the State.



City of Keene, N.H.
Transmittal Form

July 9, 2019

TO: Finance, Organization and Personnel Committee

FROM: Terry Johnson, Southwest Region Planning Commission

THROUGH: Patricia A. Little, City Clerk

ITEM: 3.

SUBJECT: Terry Johnson/Southwest Region Planning Commission - Proposed Application for CDBG Funds - Shelter Rehabilitation

ATTACHMENTS:

Description

Application

Project Handout

CDBG Program

BACKGROUND:

Southwest Regional Planning Commission is proposing a \$500,000 CDBG grant to fund shelter rehabilitations. The funds would be sub-granted to Southwestern Community Services.



Southwest Region Planning Commission
20 Central Square, Second Floor Keene, NH 03431 603-357-0557 Fax 357-7440

DATE: JULY 8, 2019

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: TERRY JOHNSON, SOUTHWEST REGION PLANNING COMMISSION

THROUGH: ELIZABETH DRAGON, CITY MANAGER

RE: PROPOSED APPLICATION FOR CDBG FUNDS: SHELTER REHABILITATION

Recommendation: That the City Council adopt the attached resolution approving an application for Community Development Block Grant (CDBG) funds to the NH Community Development Finance Authority (CDFA) for the State of New Hampshire; and, further, to re-adopt the Residential Anti-Displacement and Relocation Assistance Plan.

Proposed application: The proposal is to request up to \$500,000 in CDBG funds. These funds would be subgranted to Southwestern Community Services (SCS) and used for the rehabilitation of two existing shelters operated by SCS in Keene. SCS currently leases these shelter buildings, but expects to acquire them in conjunction with this project. The benefit of the proposed CDBG project is that would provide funds for current and upcoming capital improvements, thus helping to secure the future of Keene's shelter system. The improvements reduce operating and maintenance costs and increase safety. This is a preservation project; it does not increase or change the capacity or services of the existing shelter system.

Public Hearing and Schedule: The CDBG application is due on July 29, 2019. Public hearings have been scheduled for July 18 at 7:00 for the following purposes:

1. Public hearing for the Southwestern Community Services project.
2. Public hearing to re-adopt the Residential Anti-Displacement and Relocation Assistance Plan.

Southwestern Community Services: Rehabilitation of two shelters

CDBG Application Summary

Applicant: City of Keene
Proposed Subrecipient: Southwestern Community Services
Proposed Project: Rehabilitation of two shelters
Proposed Grant Administrator: Southwest Region Planning Commission
Needs Addressed: Need to maintain existing shelter facilities in good condition
Request for CDBG Funds: \$500,000

Proposed project

Background: For more than thirty years, the shelter system in Keene has functioned in a cooperative manner in which Southwestern Community Services (SCS) provided all services performed in conjunction with the shelters, but the shelter buildings were owned by different entities. Specifically, Keene Housing (KH) owns the building in which the men's shelter is located, Monadnock Affordable Housing Corporation (an entity owned by Keene Housing) owns the building where the family shelter is located, and Cheshire Housing Trust owns the transitional shelter. Currently, SCS has leases for each of these properties. Earlier this spring, the owners approached SCS with offers to sell the properties to SCS on very reasonable terms which would allow SCS to continue operating the facilities. Essentially, all three properties would be sold for the amount of remaining debt plus the costs of the transfer. The long-term benefit of these property transfers would be to reduce costs and increase the security of the shelter system. SCS has indicated that it is interested in acquiring the properties. Because SCS would need long-term control in order to apply for CDBG funds, signed agreements to purchase will need to be in place prior to submitting the grant application.

Project. The men's shelter was thoroughly rehabilitated with CDBG funds in 2015-16, and no further funds would be requested for this property. The family shelter and the transitional shelter both have current and long-term property needs which have been identified and would be addressed with the use of CDBG funds. The CDBG funds would allow the shelters to maintain safety, decrease fuel usage, and reduce maintenance costs

SCS participates in federally funded programs which provide funds for operating the shelters. The operations of the shelters (number of people served, operating hours, rules, etc.) would not change as a result of this project.

New Hampshire Community Development Block Grant Program

The New Hampshire Community Development Block Grant (CDBG) Program represents federal funding from the United States Department of Housing and Urban Development (HUD). CDBG projects must target low to moderate income individuals and households. The program is administered by the New Hampshire Community Development Finance Authority (CDFA). Following are the four categories of CDBG projects that are available to municipalities:

CDBG Housing and Public Facilities Grants - up to \$500,000 annually

- Affordable housing and housing rehabilitation grants to purchase, rehabilitate, expand, and improve the condition and supply of housing for low and moderate income homeowners and tenants.
- Public Facilities grants include water and sewer system improvements, transitional and homeless shelters, sidewalks, handicapped access, and neighborhood or community centers that provide public services to low and moderate income people.
- Applications for housing and public facilities applications are accepted on the last Monday of January and July of each year.

CDBG Economic Development - up to \$500,000 annually

- CDBG Economic Development grants provide funds through an annual set-aside for activities, which create and retain employment, primarily for low and moderate income people.
- Can providing business financing through Regional Development Corporations (RDC) and Economic Development Entities (EDE), or through public facility improvements to support economic development efforts.
- CDBG Economic Development Funds can be used for acquisition of land and buildings, construction of commercial buildings, purchase of machinery and equipment, employee training, and public facilities improvements. Applications are accepted on a first-come, first-served basis.

CDBG Microenterprise - up to \$500,000 annually

- CDBG Microenterprise grants provide support for low to moderate income microenterprise businesses, through training, technical assistance, and loans.
- Grant funding is sub-granted to a Subrecipient entity that provides the services to the microenterprise businesses.

CDBG Feasibility Studies Grants

- The objectives of a feasibility study grant are to determine whether or not a proposed CDBG project is feasible and/or to recommend specific action(s) to be undertaken and that at least 51% of the intended beneficiaries will be of low or moderate income.
- Eligible activities include income surveys, preliminary architectural and engineering design, cost estimates, and market analysis.
- Applications are accepted on the last business day, Monday through Friday, of April and October each year.

CDBG Emergency and Unanticipated Events Grants - up to \$500,000 annually

- Grant funds are available for eligible CDBG projects which result from emergencies and unanticipated events that have a serious and immediate threat to public health and safety and must benefit low to moderate income people.
- Applications are accepted on a first-come, first-served basis.



City of Keene, N.H.
Transmittal Form

July 2, 2019

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Municipal Services Agreement with Keene State College - City Manager

RECOMMENDATION:

That the attached First Amendment to Municipal Services Agreement between the City of Keene and Keene State College be forwarded to the City Council with a recommendation to extend the term of the agreement for one additional year.

ATTACHMENTS:

Description

First Amendment

BACKGROUND:

In March 2015, the City and Keene State College entered into Municipal Services Agreement relative to the cost of life safety services provided to the College by the City. The term of the agreement expired on June 30, 2019. Due to time constraints attributable to budget matters a successor agreement has not been negotiated. It is requested that a one (1) year extension be granted to June 30, 2020, to allow time for the negotiation of a new agreement.

**FIRST AMENDMENT TO
MUNICIPAL SERVICES AGREEMENT**

WHEREAS, **CITY OF KEENE** (the "City") and **KEENE STATE COLLEGE** (the "College") entered into a Municipal Services Agreement dated March 19, 2015 ("Agreement"), relative to the costs of life safety services provided to the College by the City; and

WHEREAS, the Agreement between the parties terminated on June 30, 2019; and

WHEREAS, the parties wish to extend the term of the Agreement for one (1) additional year ending on June 30, 2020.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the City and the College agree as follows:

1. Amend Paragraph 8 of the Agreement by deleting it in its entirety and replacing it with the following new paragraph:

8. The term of this Agreement shall be for one (1) year commencing on July 1, 2019, and terminating on June 30, 2020. The City and the College will work cooperatively to have a successor agreement negotiated and executed no later than June 30, 2020.

2. All other provisions of said Agreement shall remain in effect and be binding to the parties hereto.

IN WITNESS WHEREOF, the City and the College have signed this First Amendment to Municipal Services Agreement between the City of Keene and Keene State College on this the _____ day of 2019, in duplicate.

CITY OF KEENE

Witness

By: _____
Elizabeth A. Dragon, City Manager
Duly authorized

KEENE STATE COLLEGE

Witness

B: _____
Dr. Melinda Treadwell, President
Duly authorized



CITY OF KEENE

O-2019-10

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

AN ORDINANCERelating to Rules of Operation.....

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 deleting the stricken text in Section 2-593, Rules of Operation, in Chapter 2, Administration, Article V, Boards and Commission, Division 1, Generally, and replacing it with the bolded text, and also amending Section 2-579, Alternates, by deleting the stricken text and inserting the bolded text, as follows:

Sec. 2-593. - Rules of operation.

- (a) Each board shall establish its own method of operation in keeping with good practices.
- (b) Meetings will be scheduled periodically at a time and place to be announced and publicly posted in advance. In no case shall a board meet less than three times per year. At any meeting the board may invite citizens, the mayor, members of the city council, the city manager or other city employees to attend and to discuss any issue germane to the board's business. All meetings shall be public except as provided for in the Charter or in RSA 91-A.
- (c) Each board in January of each year shall name its own chair, who unless specifically provided for by state statute or city ordinance, need not be a city resident. Chairpersons may succeed themselves.
- (d) ~~A quorum for doing business of a board shall be greater than one-half of its appointed membership.~~ **A quorum for doing business of a board shall be greater than one-half (a minimum of 50% plus 1) of the total eligible number of members, either under state law or by City Code, regardless of the number of members actually appointed.**

Sec. 2-579. - Alternates.

Except as otherwise provided by this Code or state law, the mayor shall appoint, subject to confirmation by the city council, one or more alternates to each of the boards and commissions, but not more than a number equal to the number of members of the particular

Sec. 2-579. - Alternates. (continued)

board or commission who ~~will~~**shall** be asked by the chair of the board or commission to sit **to form a quorum, and shall be asked to sit** for absence, illness, conflict of interest, or absence for any good reason in the place of members of such board or commission. Any member's term as an alternate shall not be counted towards the maximum number of consecutive terms served.

Kendall W. Lane, Mayor

In City Council June 6, 2019.
Referred to the Finance, Organization
and Personnel Committee.



Deputy City Clerk



CITY OF KEENE

O-2019-11

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

AN ORDINANCERelating to the College City Commission.....

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 deleting Division 23 "College City Commission" in Article V "Boards and Commissions" of Chapter 2 entitled "Administration" and inserting a new Division 23 as follows:

DIVISION 23. - COLLEGE CITY COMMISSION

Sec. 2-1109. - Purpose.

The college city commission is created to facilitate long range planning and develop short- and long-term recommendations to the college and the city on issues of mutual concern. It is intended to serve as a model for how a city and college may collaborate effectively and engage each other in the resolution of the most pressing issues and to create a framework to address emergent opportunities.

Sec. 2-1110. - Membership.

- (a) The college city commission shall consist of 14 regular voting members. No more than four alternate members may be appointed. The mayor and the president of Keene State College shall each appoint seven voting members and two alternates. Eight voting members shall be required to form a quorum, consisting of at least three members appointed by the mayor, and three members appointed by the president of Keene State College. At least one of the college's seven regular voting members shall be a student of Keene State College. One alternate appointed by the president shall be a Keene State College student to serve a concurrent term with the regular voting student member. Of the seven regular voting members appointed by the president, the Keene State College Director of External Relations and the Coordinator for Student and Community Relations, shall be appointed to the commission as ex-officio members.
- (b) The mayor and the president of Keene State College shall each be an ex-officio member of the commission without a vote.
- (c) All appointed individuals to the commission must represent a cross section of interests, diverse perspectives and points of view in the city and college communities and constituents to support the purpose and charge of the commission.

(d) The commission shall be moderated by two chairpersons. The mayor and the president of Keene State College shall each appoint a chairperson from the seven members they appoint to represent the interests of the city and the college, respectively, and to provide leadership to the commission.

(e) Membership is not restricted to residents of Keene.

Sec. 2-1111. - Terms.

(a) All members shall have three-year terms. Keene State College members shall be appointed in July of each year. Keene State College members shall be exempt from the limitation of two consecutive terms. In the event of a vacancy, interim appointments may be made to complete the unexpired term and shall be appointed by the original appointing authority.

Sec. 2-1112. - Relation to department.

The city will provide staff support as it may be available to the college city commission. Keene State College will provide staff support to the commission through the president's office.

Sec. 2-1113. - Powers, duties and guidelines.

The functions and guidelines in this section are established for the conduct of the college city commission. The commission shall:

- (1) Conduct activities to promote, enhance, and encourage improved relationships between the college and city communities.
- (2) Research and evaluate topics of shared concern or interest between the city and Keene State College.
- (3) Consult with the mayor and Keene State College president on a periodic basis.
- (4) Develop reports and recommendations to the city and Keene State College with respect to issues of shared concern or interest, and measure progress at implementing these recommendations.
- (5) Promote communication and collaboration among community groups and organizations, city staff and departments, and Keene State College staff and departments with an interest in college/city relations.
- (6) Publicize and report on its activities.
- (7) Hold meetings and hearings necessary to carry out its duties.
- (8) Provide reports of its activities from time to time to the city and to Keene State College.

In City Council June 6, 2019.
Referred to the Finance, Organization
and Personnel Committee.

Kendall W. Lane, Mayor

William S. Dow