



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
August 1, 2019
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- July 18, 2019

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Declarations of Candidacy and Process to Fill City Council Vacancies - City Clerk
2. Confirmations
College City Commission
Energy and Climate Committee
3. Nominations
College City Commission
Energy and Climate Committee

C. COMMUNICATIONS

1. Frederick Parsells - Withdrawal of Candidacy - Ward Four City Council Vacancy
2. Petition - Request for Lower Speed Limits and Traffic Calming Devices - Skyline Drive and Morgan Lane
3. Attorney Heather Carlisle/Tilson Technologies - Requesting the City Manager's Signature on Application for a Conditional Use Permit to Install Small Wireless Facilities in the City Right-of-Way

D. REPORTS - COUNCIL COMMITTEES

1. Bradford Todd - Request to Increase Veterans Tax Credit
2. Gate Replacement Project at the Wastewater Treatment Plant
3. Library Campus Development Project - Parks, Recreation and Facilities Director
4. Called from Committee - Communication - Pablo Fleishmann - Request for Event License - Keene Music Festival

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. Collective Bargaining - AFCSME Contract

G. REPORTS - BOARDS AND COMMISSIONS

H. REPORTS - MORE TIME

1. James Griffin – Request to Prohibit the Use of Engine Brakes
2. Continued Discussion - Campaign Finance Ordinance

I. ORDINANCES FOR FIRST READING

J. ORDINANCES FOR SECOND READING

1. Relating to Smoking, Tobacco Products and Equipment
Ordinance O-2019-15

K. RESOLUTIONS

1. Relating to the Library Campus Development Project Funding
Resolution R-2019-28
2. Relating to Fiscal Policies
Resolution R-2019-26
3. Relating to Veteran Tax Credits
Resolution R-2019-33
Resolution R-2019-34

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, July 18, 2019. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Janis O. Manwaring, Thomas F. Powers, Terry M. Clark, Randy L. Filiault, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Bettina A. Chadbourne, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Carl B. Jacobs was absent. Ward Four and At-Large Council seats vacant. Councilor Richards led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the June 20, 2019 regular meeting was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS – MAYOR

The Mayor announced the Fiscal Policy Workshop was scheduled for Tuesday, July 30, 2019 at 6:30 PM. The City Council's summer break schedule will start after the August 1, 2019 City Council Meeting. The August 7, 2019 and August 8, 2019 Committee Meetings will be canceled as well as the August 21, 2019 and August 22, 2019. The City Council Meeting on August 15, 2019 will also be canceled. Standing Committee meetings will resume on August 28, 2019 and August 29, 2019. The City Council meeting will resume its normal meeting schedule on September 5, 2019.

PROCLAMATION – AMERICA'S NATIONAL TEENAGER SCHOLARSHIP ORGANIZATION

The Mayor presented a proclamation to Regan M. Humphrey of Keene recognizing her as the recipient of the America's National Teenager Scholarship Organization award.

PUBLIC HEARING PART ONE – COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION – SOUTHWESTERN COMMUNITY SERVICES – RENOVATIONS AND SYSTEM UPGRADES TO HOMELESS SHELTER FACILITIES

The Mayor opened the first public hearing to address a proposed Community Development Block Grant application at 7:06 PM. The Notice of Hearing and Certificate of Publication were read. Mayor Lane recognized Terry Johnson and Keith Thibault of Southwestern Community Services to address the grant request.

Mr. Johnson stated he is the Senior Project Manager for Southwest Region Planning Commission. He explained he would begin with a brief overview of the Community Development Block Grant (CDBG) program, and then discuss this specific project afterwards. He continued that CDBG funds are available to municipalities for economic development, public facility and housing rehabilitation projects that primarily benefit low and moderate-income persons. The City of Keene is eligible to receive up to \$500,000 per year for public facility or housing rehabilitation projects; and up to \$500,000 per year for economic development projects; as well as up to \$500,000 per year in emergency funds. Feasibility study funds are available for up to \$12,000. Mr. Johnson noted he has provided a handout describing the CDBG eligibility criteria, which includes the area HUD income limits.

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Mr. Johnson continued that the proposed application to Community Development Finance Authority (CDFA) is for up to \$500,000 in CDBG funds to allow Southwestern Community Services to make renovations and system upgrades to two of its Keene homeless shelters. 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. However, the shelter buildings were owned by different entities. Specifically, Keene Housing owns the building in which the men's shelter is located, and Monadnock Affordable Housing Corporation, an entity owned by Keene Housing Authority, owns the building where the family shelter exists. Cheshire Housing Trust owns the transitional shelter. Currently SCS has leases for each of these properties.

Mr. Johnson explained that earlier this spring the owners approached SCS with offers to sell the properties to SCS on very reasonable terms that would allow SCS to keep operating the facilities. Essentially, all three properties would be sold for the amount of the remaining debt plus the costs of the transfer. The long-term benefit to these properties would be to reduce costs and increase the security of the shelter system. SCS has indicated it is interested in acquiring the properties. Because SCS would need long-term control in order to apply for CDBG funds, the agreements to purchase would need to be in place prior to submitting the grant application. The men's shelter was thoroughly rehabilitated with CDBG funds in 2015 to 2016, 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 maintenance costs. SCS participates in federally funded programs, which provide funds for operating the shelters. The operations of the shelters would not change as a result of this project.

Mr. Thibault was present to provide additional details on the project. He stated that as Mr. Johnson explained, their program over the last thirty years has been leasing properties from other entities such as the Keene Housing Authority and Cheshire Housing Trust. As part of the transfer of the properties, they would like to do upgrades. For over thirty years these properties have operated and there has been no significant upgrades done to these properties. As you can imagine, the use is heavy and they are in need of some repair. They would primarily be looking at increasing energy efficiency through some new boilers and insulation, as well as some structural repairs such as roof replacements, siding and porch repairs. They would like to update the kitchens and bathrooms, which are particularly in need of attention. Finally, there is some site work that must be done. The CDBG funds would be used for the acquisitions, and updating the properties. This is similar to what was done with block grant monies a few years back. Mr. Thibault ended by thanking the Council for the opportunity to move forward with this grant. He noted this is a competitive application process, but he is confident their team will be successful.

The Mayor opened the floor to public comments and questions about the proposed CDBG project. There being none, closed the public hearing for the proposed Community Development Block Grant application at 7:13 PM.

A true record, attest:



Deputy City Clerk

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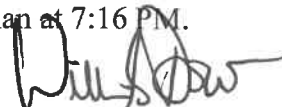
PUBLIC HEARING PART TWO – RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN – SOUTHWESTERN COMMUNITY SERVICES – RENOVATIONS AND SYSTEM UPGRADES TO HOMELESS SHELTER FACILITIES

The Mayor opened the second public hearing for discussion of the Housing and Community Development Plan at 7:13 PM. The Notice of Hearing and Certificate of Publication were read. Mayor Lane went on to recognize Terry Johnson for comment.

Mr. Johnson explained that if any displacement takes place as a result of the proposed CDBG project the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using Federal funds must be found comparable housing or commercial space in a comparable neighborhood at a comparable price. Under the certification section of the application for CDBG funds, the City will certify that the Residential Anti-displacement and Relocation Assistance Plan is in place and in the event it is discovered this specific project does displace persons or households, the Residential Anti-displacement and Relocation Assistance Plan must be submitted to CDFA prior to obligating or expending funds. Mr. Johnson continued that because of the nature of the proposed project, it is possible that temporary relocation of shelter occupants will be necessary at times during the construction. Such relocation would likely include short stays at motels or other properties owned by SCS. For that reason, SCS has provided for relocation assistance in the budget. The City of Keene certifies that it will require SCS to comply with the Uniform Relocation Act Section 104-D of the Housing and Community Development Act of 1974, as amended.

The Mayor opened the floor to public comments and questions about Residential Anti-displacement and Relocation Assistance Plan. There being none, the Mayor closed the public hearing for the Anti-displacement and Relocation Assistance Plan at 7:16 PM.

A true record, attest:


Deputy City Clerk

ITEM BROUGHT FORWARD FOR ACTION – FOP REPORT AND RESOLUTION R-2019-27: APPROVING AN APPLICATION FOR CDBG FUNDS – SOUTHWESTERN COMMUNITY SERVICES SHELTER REHABILITATION PROJECT

The Mayor brought forward item K.2., a Finance, Organization and Personnel Committee report and Resolution R-2019-27 Approving an Application for CDG Funds. He recognized Councilor Greenwald for a motion, noting acting on the item would require a suspension of the Council Rules of Order to allow action the same evening as the public hearing. A motion by Councilor Greenwald to suspend Section 27 of the Rules of Order, which restricts the City Council from considering a matter the same day as the hearing was duly seconded by Councilor Powers. On a roll call vote, with 12 Councilors present and voting in favor, the Rules of Order were declared suspended. Councilor Jacobs was absent. Ward Four and At-Large Council seat vacant.

Finance Organization and Personnel Committee report read accepting the presentation on the CDBG grant application for shelter rehabilitation as informational. The report was filed as informational. Resolution R-2019-27 read for the first time. A motion by Councilor Greenwald

for adoption of the Resolution was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor. Resolution R-2019-27 declared adopted.

PRESENTATION – SAFE ROUTES TO SCHOOLS

The Mayor recognized Mari Brunner, Planning Technician and Tiffany Manion, the City's "Bicycle Mayor" to do a presentation providing an update on the recent Safe Routes to School Program event. Ms. Manion noted this program was made possible through a grant from the U.S. Department of Transportation Federal Highway Administration and the New Hampshire Department of Transportation Safe Routes to School Program. The overall success of the event depended on the support of many members of our community, including the Principal of the Keene Middle School, Deanna Zilske, and Jen Trubiano, the World Language teacher at KMS, as well as Keene Family YMCA which donated space and tables for the big event. She noted she is the coordinator of this program, and the program was also supported by Mari Brunner and Will Schoefmann, both of the City's Community Development Department.

Ms. Manion went on to explain their educational outreach for the Safe Routes Program, which included class presentations addressing 709 students at KMS, five videos that were shared throughout the week regarding rules for the road and the creation of a bike/walk map of the surrounding area adjacent to the Middle School. To encourage participation a tool kit was created including everything needed to bring Safe Routes into a community. Other items to encourage participation were things like water bottles, snap bracelets, etc. Ms. Manion noted a website exists to provide further details on the Keene Safe Routes to School Program, which can be found at www.keenesrts.com.

Ms. Manion continued 28 volunteers from the community, including the Mayor, several City Councilors, teachers, firefighters, the Principal, family and friends coordinated the event. There were a total of 59 students that signed in at the YMCA, with additional students joining the group along the way. Ms. Manion went on to detail the various donations of food that were provided in support of the event. She thanked everyone involved for their kind support.

Ms. Manion ended that the evaluation component was organized around 483 surveys that were distributed to residences in the Maple Acres/Maple Avenue neighborhood. Full results are listed on the previously mentioned website. Questions about program effectiveness, general demographics, roadway usage and perceptions of safety in the neighborhood were asked in the survey. She ended by expressing her thankfulness in being part of this project, which has been a great success.

Councilor Sutherland commented that he loves the map they produced. He went on to ask if there will be any outreach to older adults to educate them as well. Ms. Manion thanked him for the feedback. Mayor Lane thanked Ms. Manion for her efforts and for providing this update to the City Council.

CONFIRMATIONS

A motion was made by Councilor Greenwald and duly seconded by Councilor Powers to confirm the following nominations: Sofia Cunha-Vasconcelos to serve as a regular member on the Human Rights Committee with a term to expire December 31, 2022; and Suzanne Krautmann to serve as a regular member on the Ashuelot River Park Advisory Board with a term to expire December 31, 2022. On a roll call vote, with 12 Councilors present and voting in favor the nominations were confirmed. Councilor Jacobs was absent. Ward Four and At Large Council seat vacant.

NOMINATIONS

The following nominations were received from the Mayor: Danya Landis to serve as a regular member on the College City Commission with a term to expire December 31, 2022; Anna Scherioth to serve as a regular member on the Energy and Climate Committee with a term to expire December 31, 2020; and Rodney A. Bouchard to serve as a regular member on the Energy and Climate Committee with a term to expire December 31, 2021. The nominations were tabled until the next regular meeting.

COMMUNICATION – JAMES GRIFFIN – REQUEST TO PROHIBIT THE USE OF ENGINE BRAKES

A communication was received from James Griffin, requesting an Ordinance that would prohibit the use of engine brakes on or within the bypass system. The communication was referred to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – KEENE ELM CITY ROTARY – REQUEST FOR EVENT LICENSE – CLARENCE DEMAR MARATHON

A communication was received from Alan Stroshine, Keene Elm City Rotary, requesting their annual request to sponsor the 2019 Clarence DeMar Marathon on September 29, 2019. The communication was referred to the Planning, Licensing and Development Committee.

COMMUNICATION – PETITION FROM BARCOMB AND SULLIVAN STREETS – 10 SIGNATURES – REQUEST FOR NO PARKING ON BARCOMB STREET

A petition was submitted from Laura Deyo with 10 signatures requesting that Barcomb Street be designated with “No Parking”. Barcomb Street is a narrow dead-end street. The communication was referred to staff to handle administratively.

COMMUNICATION – PABLO FLEISCHMANN – REQUEST FOR EVENT LICENSE – KEENE MUSIC FESTIVAL

A communication was received from Pablo Fleischmann, Keene Music Festival, requesting their annual request for a street fair license to conduct the 2019 Keene Music Festival on August 31, 2019. The communication was referred to the Planning, Licensing and Development Committee.

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COMMUNICATION – BRADFORD TODD – REQUEST TO INCREASE VETERANS TAX CREDITS

A communication was received from Bradford Todd, US Army retired, requesting that the City Council increase the optional property tax credit ceiling for veterans with a service-connected total disability from \$2,000 to \$4,000. The communication was referred to the Finance, Organization and Personnel Committee.

MSFI REPORT – KATIE SCHWERIN – PUBLIC ART PROPOSAL – PEACE POLE

Municipal Services, Facilities and Infrastructure Committee report read recommending the proposed public art display by the Monadnock Mindfulness Center, be accepted by the City and placed at the Keene City Airport, and that the City Manager be authorized to do all things necessary to implement the project. A motion by Councilor Filiault to carry out the intent of the report was duly seconded by Councilor Lamoureux. The motion passed with a unanimous vote in favor.

MSFI REPORT – WATER MONITORING AT CLOSED LANDFILL – PUBLIC WORKS DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending accepting the report as informational. The report was filed into the record as informational.

FOP REPORT – CHARLES MCINTYRE - NH LOTTERY COMMISSION –KENO ON 2019 MUNICIPAL

Finance Organization and Personnel Committee report read, recommending the ballot question to allow the operation of Keno games in Keene be placed on the Municipal Ballot on November 5th and that a Public Hearing be scheduled for October 17. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor. On showing of hands, 12 Councilors were present, 9 voted in favor and three opposed, the motion carried. Councilors Clark, Sutherland and Jones voted in opposition. The Mayor set a Public Hearing on October 17, 2019 at 7:00 PM.

FOP REPORT – ACCEPTANCE OF GRANT FUNDS – NH DIVISION OF HISTORICAL RESOURCES CERTIFIED LOCAL GOVERNMENT GRANT FOR HISTORIC BARN INVENTORY- COMMUNITY DEVELOPMENT DEPARTMENT

Finance, Organization and Personnel Committee report read recommending 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. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor.

FOP REPORT – MUNICIPAL SERVICES AGREEMENT WITH KEENE STATE COLLEGE
– CITY MANAGER

Finance, Organization and Personnel Committee report read recommending the 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. Councilor Hansel declared that he has a conflict of interest due to his relationship with the University System and requested to be recused from voting. A motion by Councilor Filiault to recuse Councilor Hansel from voting due to a conflict of was duly seconded by Councilor Lamoureux. The motion passed with a unanimous vote in favor. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. The motion passed with a unanimous vote in favor with one recusal.

FOP REPORT – CONTINUED DISCUSSION – CAMPAIGN FINANCE ORDINANCE

Finance, Organization and Personnel Committee report read recommending that staff be directed to draft a campaign finance ordinance that would include the following provisions:

- the reporting requirements would only involve the Mayor's race, a \$1,000 threshold would trigger the reporting requirements for contributions and expenditures upon which any single contribution or expenditure of \$50 or more would be reported in detail
- the period for reporting would start from the last municipal election with the reporting timeline to be 20 days before the election, again on October 1 and again on December 1
- that the Ordinance not contain a specific provision for enforcement or penalties,
- that the reporting requirement be a qualification for nomination or election.

A motion by Councilor Greenwald to carry out the intent of the report was duly seconded by Councilor Powers. A brief discussion took place. A motion by Councilor Filiault table this indefinitely to allow staff work on the ordinance was duly seconded by Councilor Manwaring. Councilor Filiault withdrew his motion to table and made a motion to refer back to the Finance, Organization and Personnel Committee was duly seconded by Councilor Richards. On a show of hands with 9 Councilors voting in favor and three opposed, the motion to refer the matter back to the Finance, Organization and Personnel Committee passed. Councilors Sutherland, Hooper and Jones were opposed.

CITY MANAGER COMMENTS

The City Manager warned everyone of the hot weather coming this weekend. She encourage people to moderate their physical activity, hydrate, be sure to take care of pets, be careful when traveling with pets, and check on their neighbors who may be more vulnerable. Cooling shelters were available at the library on Friday from 9 am – 6 pm, and Saturday from 9 am – 1 pm. The city pools are open as their regular hours, however, if there are issues with staffing a notice will be sent out via social media advising of any changes.

DECLARATIONS OF CANDIDACY AND PROCESS TO FILL CITY COUNCIL
VACANCIES – CITY CLERK

A memorandum was received by the City Clerk regarding the filing period for the Ward Four Council seat and the At-Large Council seat which ended on Monday, July 15, 2019. The candidates who filed declarations of candidacy include: Ward Four: Frederick B. Parsells, Robert J. O’Connor, Michael Remy, and David Lanier; At-Large: Kate Bosley, Margaret Rice, Teresa O’Rorke, John Therriault, Catherine Workman, and Bradford Hutchinson. The Mayor tabled the item until the next regular City Council Meeting, August 1, 2019.

LIBRARY CAMPUS DEVELOPMENT PROJECT – PARKS, RECREATION AND
FACILITIES DIRECTOR

A memorandum was received by Andy Bohannon, Parks Recreation and Facilities Director, regarding the library campus development project with Monadnock Economic Development Corporation, LLC. The memorandum was referred to the Finance, Organization and Personnel Committee.

MEMORANDUM AND ORDINANCE O-2019-15: RELATING TO SMOKING, TOBACCO
PRODUCTS AND EQUIPMENT

A memorandum was received from Charles Redfern, Library Board of Trustees, relative to Ordinance O-2019-15: Relating to Smoking, Tobacco Products and Equipment. Ordinance O-2019-15 was read first time by title only. The Ordinance was referred to the Municipal Services, Facilities and Infrastructure Committee.

MEMORANDUM AND ORDINANCES O-2019-13: RELATING TO SOCIAL SERVICES
AND CONGREGATE LIVING USES AND O-2019-14: RELATING TO SOCIAL SERVICES
AND CONGREGATE LIVING LICENSES

A memorandum was received from City Planner relative to Ordinance O-2019-13: Relating to Social Services and Congregate Living Uses and Ordinance O-2019-14: Relating to Social Services and Congregate Living Licenses. Ordinance O-2019-13 and O-2019-14 were read first time by title only. Ordinance O-2019-13 was referred to the Joint Planning Board/Planning, Licenses and Development Committee. Ordinance O-2019-14 to the Planning, Licenses and Development Committee.

MEMORANDUM AND ORDINANCE O-2019-12: RELATING TO ZONE CHANGE – 560
MAIN STREET

A memorandum was received from Community Development Director relative to Ordinance O-2019-12: Relating to Zone Change – 560 Main Street. Ordinance O-2019-12 was read first time by title only. Ordinance O-2019-12 was referred to the Joint Planning Board/Planning, Licenses and Development Committee.

FOP REPORT AND ORDINANCE O-2019-10: RELATING TO RULES OF OPERATION

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2019-10. The report was filed into the record. Ordinance O-2019-10 was read for the second time. The Mayor stated he wanted to put into the record the clarification of another change in Ordinance O-2019-10 as it relates to the use of alternates. The ordinance clarifies the use of alternates by requiring that a Chair of a committee ask an alternate to sit either to form a quorum or to sit in the absence of a regular member. Previously the language in the ordinance suggested that the Chair could use their discretion when asking an alternate to sit when a quorum was already in place. A motion by Councilor Greenwald for the adoption of Ordinance O-2019-10 was duly seconded by Councilor Powers. On roll call vote, 11 Councilors were present and voting in favor, one opposed. Councilor Jacobs was absent. Councilor Sutherland opposed. Ward Four and At Large Council seat vacant. Ordinance O-2019-10 declared adopted.

FOP REPORT AND ORDINANCE O-2019-11: RELATING TO THE COLLEGE CITY COMMISSION

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2019-11. The report was filed into the record. Ordinance O-2019-11 was read for the second time. A motion by Councilor Greenwald for the adoption of Ordinance O-2019-11 was duly seconded by Councilor Powers. On roll call vote, 12 Councilors were present and voting in favor. Councilor Jacobs was absent. Ward Four and At Large Council seat vacant. Ordinance O-2019-11 declared adopted.

FOP REPORT AND RESOLUTION R-2019-32: RELATING TO THE ROOMS AND MEALS TAX

Finance, Organization and Personnel Committee report read recommending the adoption of Resolutions R-2019-32. The report was filed into the record. Resolution R-2019-32 was read for the second time. A motion by Councilor Greenwald for the adoption of the Resolution R-2019-32 was duly seconded by Councilor Powers. On a show of hands vote, 12 Councilors were present and voting in favor. Councilor Jacobs was absent. Resolution R-2019-32 declared adopted.

MEMORANDUM AND RESOLUTION R-2019-28: RELATING TO THE LIBRARY CAMPUS DEVELOPMENT PROJECT FUNDING

A memorandum was received from the Finance Director, relative to Ordinance O-2019-28 which would appropriate up to \$184,206 for the purpose of providing funding for the Library Campus Development Project. Ordinance O-2019-28 was read first time by title only. The Ordinance was referred by the Chair to the Finance, Organization and Personnel Committee.

RESOLUTION R-2019-31: IN APPRECIATION OF NANCY T. VINCENT UPON HER RETIREMENT

Resolution R-2019-31: In Appreciation of Nancy T. Vincent Upon Her Retirement was read by title only. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded by Councilor Powers. The motion carried with a unanimous vote in favor.

REMOVED FROM THE TABLE – MSFI REPORT AND RESOLUTIONS: R-2019-08: RELATING TO THE ABSOLUTE DISCONTINUANCE OF A PORTION OF THE AMMI BROWN ROAD; R-2019-09: RELATING TO DEEDS FOR THE DISCONTINUED PORTION OF THE AMMI BROWN ROAD; R-2019-10: RELATING TO THE LAYING OUT OF A CLASS A TRAIL TO BE KNOWN AS THE AMMI BROWN TRAIL; AND R-2019-11: RELATING TO EASEMENTS FOR THE LAID OUT TRAIL TO BE KNOWN AS THE AMMI BROWN TRAIL

The Mayor removed from the table, Municipal Services, Facilities and Infrastructure Committee report recommending the adoption of Resolution R-2019-08, R-2019-09, R2019-10, and R-2019-11. The report was filed into the record. The Mayor stated that Councilors Richards, Jones, Lamoureux and Hooper were not able to attend the site visit on the layouts and were not eligible to participate in the votes on the Resolutions. Resolution R-2019-08: Relating to the Absolute Discontinuance of a Portion of the Ammi Brown Road; Resolution R-2019-09: Relating to the Deeds for the Discontinued Portion of the Ammi Brown Road; Resolution R-2019-10: Relating to the Laying Out of a Class A Trail to be Known as the Ammi Brown Trail; and Resolution R-2019-11: Relating to Easements for the Laid Out Trail to be Known as the Ammi Brown Trail were read for the second time. A motion by Councilor Greenwald for adoption of the Resolutions was duly seconded by Councilor Powers. On roll call vote, 12 Councilors were present and eight Councilors voted in favor. Councilors Richards, Councilor Jones, Councilor Lamoureux and Councilor Hooper abstained. Councilor Jacobs was absent. Resolutions R-2019-08, R-2019-09, R-2019-10, and R-2019-11 declared adopted.

NON-PUBLIC SESSION

At 9:05 PM, a motion by Councilor Greenwald to go into non-public session for the purposes of discussion of a personnel matter under RSA 91-A:3 II(a) was duly seconded by Councilor Filiault. On a roll call vote, 12 Councilors were present and voted in favor. Councilor Jacobs was absent. Ward Four and At-Large Council seat vacant. Discussion was limited to the subject matter. The session concluded at 9:20 PM. A motion by Councilor Greenwald to keep the minutes in non-public session was duly seconded by Councilor Filiault. On a roll call vote, 12 Councilors were present and voting in favor. Councilor Jacobs was absent. Ward Four and At-Large Council seat vacant.

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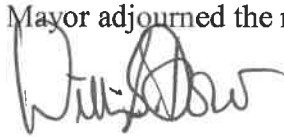
EMPLOYMENT CONTRACT – CITY CLERK

A motion by Councilor Greenwald to approve the proposed employment contract with the City Clerk and to have the Mayor sign the contract on behalf of the City Council was duly seconded by Councilor Powers. On a showing of hands, 12 Councilors were present and voting in favor.

ADJOURNMENT

At 9:21 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

A handwritten signature in black ink, appearing to read "William S. Dow", written over the printed name of the Deputy City Clerk.

Deputy City Clerk



City of Keene, N.H.
Transmittal Form

July 5, 2019

TO: Mayor and Keene City Council

FROM: Patricia A. Little, City Clerk

ITEM: B.1.

SUBJECT: Declarations of Candidacy and Process to Fill City Council Vacancies - City Clerk

COUNCIL ACTION:

In City Council August 1, 2019.

Candidate Robert J. O'Connor was elected to fill the Ward Four vacancy.

Candidate Kate Bosley was elected to fill the At-Large vacancy.

In City Council July 18, 2019.

Tabled until the August 1, 2019 regular meeting.

RECOMMENDATION:

Move to accept as informational.

ATTACHMENTS:

Description

Ward Four_Parsells

Ward Four_O'Connor

Ward Four_Remy

Ward Four_Lanier

At Large_Bosley

At Large_Rice

At Large_O'Rorke

At Large_Therriault

At Large_Workman

At Large_Hutchinson

BACKGROUND:

The filing period for the Ward Four Council seat and the At-Large Council seat ended on Monday, July 15.

The candidates who filed declarations of candidacy include:

Ward Four

Frederick B. Parsells

Robert J. O'Connor

Michael Remy

David Lanier

At-Large

Kate Bosley

Margaret Rice

Teresa O'Rorke

John Therriault

Catherine Workman

Bradford Hutchinson

At the August 1st City Council meeting, each candidate will be given five minutes to address the Council relative to their vacancy. The Ward Four vacancy will be filled first. As provided for in Section 37 of the Rules of Order, City Councilors will not be permitted to ask questions of the candidates.

For each open position, there will be a primary vote of the City Council to narrow the field of candidates to two. Voting shall be by roll call vote, each City Councilor stating the name of his or her choice. In the event that a City Councilor does not wish to vote for one of the candidates, the Councilor shall vote "no."

The two candidates receiving the highest number of votes following this primary vote will be declared the finalists for election. A final vote will be taken and the candidate receiving the votes of a majority of the *elected* City Council will be declared the winner. In the event that no candidate for the vacancy receives a majority vote of the elected City Council then the Mayor shall establish an additional fourteen day period for candidates to file.

The candidate will be sworn in and will immediately take their seat.

The City Council will then proceed to fill the vacancy of the At-Large City Council following the same procedure.



DECLARATION OF CANDIDACY
CITY COUNCIL VACANCY

Date: July 2, 2019

I, Frederick B. Pansells, declare that I reside in the City of Keene, that I am a registered voter in the appropriate Ward/Voting District at the time of this filing and that I am a candidate for the office of (Please choose below)

Ward Four Councilor

At Large Councilor

for an unexpired term ending December 31, 2019. I hereby request that my name be put before the City Council for the election to be held on August 1, 2019.

Signed: [Signature]

Address/Ward: 11 McKinley St. 4

Phone: 352-4345

Email: the.pansells@hotmail.com

Social Media Handles: _____

State of New Hampshire
County of Cheshire

The above named Frederick B. Pansells personally known to me or satisfactorily proven appeared and subscribed to the above statement.

[Signature]
Justice of the Peace/Notary Public

HEATHER R. FITZ-SIMON, Justice of the Peace
State of New Hampshire
My Commission Expires September 17, 2019

Candidates may submit background information or a brief biography to accompany this declaration. This information will be provided to the City Council and posted to the public website. Please indicate below if you intend to provide additional information about yourself.

Yes, I will provide additional information about myself

No, I prefer not

Filing fee: \$2.00

Date Received: 7/2/19 Time Received: 8:07 AM

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information/social media handles/biographical information with members of the public.

My name is Fred Parsells. I live and have lived at 11 McKinley Street in ward 4 for 47 years.

My wife and I have been married for more than 48 years. We have two married daughters and three grandchildren. I have a bachelor's degree in business administration and an associates degree in criminal justice administration. I am an Army and Vietnam veteran.

During 47 years as a Keene resident I have served the City of Keene and the Keene School District for well more than 60 years of combined, overlapping, paid and volunteer service to include twenty years as a school district volunteer, full-time Keene police officer, part-time Keene code enforcement officer, Keene School District kindergarten tutor, Keene city councilor, Keene planning board member, keene zoning board of adjustment member and many sub-committees.

In years past when asked if I had a hobby, I would often respond by saying that volunteering was my hobby. Big Brothers, Big Sisters, Project Graduation, American Cancer Society, Keene Swamp Bats, co-chair of the committee to sell the former middle school, and serving on search committees for two Keene High School Principals and one Keene School District superintendent are but a few examples.

I have no agenda other than keeping the remaining two years of the vacant seat fair for all ward 4 residents who might seek election in November. I have no intention of serving beyond the end of this year.

I am a registered unaffiliated voter who votes for candidates of both parties.



DECLARATION OF CANDIDACY
CITY COUNCIL VACANCY

Date: July 8, 2019

I, Robert J. O'Connor, declare that I reside in the City of Keene, that I am a registered voter in the appropriate Ward/Voting District at the time of this filing and that I am a candidate for the office of (Please choose below)

- Ward Four Councillor
- At Large Councillor

for an unexpired term ending December 31, 2019. I hereby request that my name be put before the City Council for the election to be held on August 1, 2019.

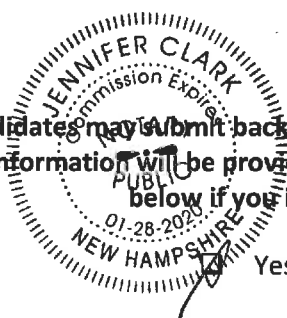
Signed: Robert J. O'Connor
 Address/Ward: 382 Park Avenue Keene, NH
 Phone: 603-209-9882
 Email: roconnor107@gmail.com
 Social Media Handles: _____

State of New Hampshire
County of Cheshire

The above named Robert J. O'Connor personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Jennifer Clark
 Justice of the Peace/Notary Public

Candidates may submit background information or a brief biography to accompany this declaration. This information will be provided to the City Council and posted to the public website. Please indicate below if you intend to provide additional information about yourself.



Yes, I will provide additional information about myself

No, I prefer not

Filing fee: \$2.00

Date Received: 7/8/19 Time Received: 8:44AM

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information/social media handles/biographical information with members of the public.

Robert J. O'Connor

382 Park Avenue
Keene, NH 03431
(603) 209-9882
roconnor107@gmail.com

Education: Keene State College-Bachelor of Arts, Sociology (1998-2002)
Northwestern Connecticut Community College-Associates Degree, Criminal Justice
(1990-1992)

Experience:

Roxbury Police Department...Police Chief

(January 2014 to Present)

- Serve part-time as the Chief Administrator of the Roxbury Police Department and report to the Board of Selectmen
- Responsible for department policy development, staff management of 4 part-time officers, department budgeting, emergency planning, and the communication of police services to the community.

Brattleboro Union High School...Director of Safety

(September 2014 to Present)

- Responsible for ensuring the safety of the campus
- Coordinate, administer and implement comprehensive training programs

Swansey Police Department...Police Officer

(August 2009 to 2014)

- Served as School Resource Officer to the Monadnock Regional Middle-High School (Fall 2009- Summer 2012)
- Serve as School Liaison to the Monadnock Regional Middle-High School (Summer 2012-2014)
- Served as firearms, Taser instructor and Field Training Officer
- Responsible for community policing
- Enforced NH state criminal and motor vehicle laws

NH Liquor Commission Bureau of Enforcement...Investigator

(April 2003 to August 2009).

- Coordinated and worked with other agencies such as NH Fire Marshal's office, City Fire Departments and City Police Departments during large public events
- Conducted educational and preventative programs for a variety of groups
- Served as Field Training Officer and instructor in several disciplines

NH Department of Safety Highway Patrol...Highway Patrol Officer

(April 2000 to April 2003)

- Enforced NH Criminal and motor laws
- Served as Field Training Officer

Keene Police Department...Police Officer

(April 1995 to April 2000)

- Enforced state and local criminal and motor vehicle laws
- Served as Field Training Officer

Department of the Interior-National Park Ranger

(April 1993 to December 1994)

- Enforced federal, state and local laws with emphasis on the protection of National and Historic sites.

Professional Associations:

National Association of School Resource Officers (NASRO).... New England Director (Region 4)

(July 2012 to July 2014)

- Attended training for school-based law enforcement officers in order to promote safer schools and safer kids, including Advanced SRO courses
- Coordinated regional events
- Assisted in the coordination of two national school safety conferences

New Hampshire Police Association... 3rd Vice President (Executive Board, 2009- 2014)

Elected Ward 4 Councilor... Keene City Council (2012 to 2017)

Certifications: NH PSTC class of 107, First Line Supervisor-PSTC, Firearms Instructor, Field Training Officer, Police Prosecutor School (NH PSTC), ALICE Instructor, CPR and First Responder Training

Computer Skills: Microsoft Office, Outlook, Power Point, SPOTS, Crime Star, IMC



DECLARATION OF CANDIDACY
CITY COUNCIL VACANCY

Date: 7/8/2019

I, Michael Remy, declare that I reside in the City of Keene, that I am a registered voter in the appropriate Ward/Voting District at the time of this filing and that I am a candidate for the office of (Please choose below)

Ward Four Councilor At Large Councilor

for an unexpired term ending December 31, 2019. I hereby request that my name be put before the City Council for the election to be held on August 1, 2019.

Signed: [Signature]
Address/Ward: 55 Castle St / Ward 4
Phone: 603 209 2820
Email: michael.j.remy@gmail.com
Social Media Handles: _____

State of New Hampshire
County of Cheshire

The above named Michael Remy personally known to me or satisfactorily proven appeared and subscribed to the above statement.

[Signature]
Justice of the Peace/Notary Public

Candidates may submit background information or a brief biography to accompany this declaration. This information will be provided to the City Council and posted to the public website. Please indicate below if you intend to provide additional information about yourself.

Yes, I will provide additional information about myself
 No, I prefer not

Filing fee: \$2.00

Date Received: 7/8/19 Time Received: 12:20

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information/social media handles/biographical information with members of the public.

Hello!

My name is Michael Remy. I am born and raised in the greater Keene area starting at Westmoreland School K-8 and then Keene High School. After that, I went to Babson College in Wellesley, MA for a bachelor's of science in business management with concentrations in Entrepreneurship and Strategic Management. While at Babson, I started interning for C&S Wholesale Grocers and quickly realized that I wanted to be based in Keene. When I graduated, I joined C&S in their rotational leadership development program and since then have held roles of progressive responsibility. I have now been with the company for eight years full time (ten if you count internships) and hold the role of Director of Operations Finance.

Outside of C&S I am also involved in a number of community focused organizations. I am a member of the board of the Monadnock United Way, most recently taking over as the chair of the Impact and Evaluation Committee. I am a long time member and now board member of the Keene Young Professionals Network- an organization focused on offering fun social activities for young (and young at heart) people in our community. I am also an active alternate on the Keene Zoning Board of Adjustment and a core member of the Promoting the Region taskforce. I am a past member of Rotary and advisor to the Keene High School Interact club having travelled with the group to El Salvador to build homes three times now.

I bought my home at 55 Castle St about two years ago now and have enjoyed the friendly neighborhood community and the connection to downtown.

The thing that excites me most about City Council is the non-partisan nature and the strong focus that the councilors have on independently evaluating an issue in an unbiased way and doing what is best for the city. I have been attending many city council and committee meetings over the past few months to start getting familiar with current issues having the intent to run in the election this fall. I see this vacancy as an opportunity to get started sooner!



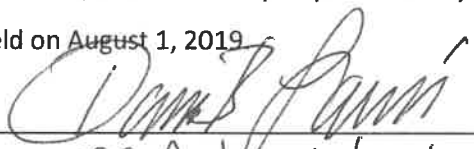
DECLARATION OF CANDIDACY
CITY COUNCIL VACANCY

Date: 7-11-19

I, David Lanier, declare that I reside in the City of Keene, that I am a registered voter in the appropriate Ward/Voting District at the time of this filing and that I am a candidate for the office of (Please choose below)

Ward Four Councilor At Large Councilor

for an unexpired term ending December 31, 2019. I hereby request that my name be put before the City Council for the election to be held on August 1, 2019.

Signed: 

Address/Ward: 109 Ashuelot St. #8

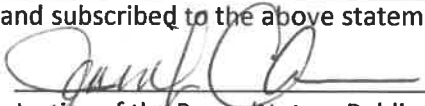
Phone: 603 209-5456

Email: d4laniere@gmail.com

Social Media Handles: 

State of New Hampshire
County of Cheshire

The above named David Lanier personally known to me or satisfactorily proven appeared and subscribed to the above statement.


Justice of the Peace/Notary Public

Candidates may submit background information or a brief biography to accompany this declaration. This information will be provided to the City Council and posted to the public website. Please indicate below if you intend to provide additional information about yourself.

Yes, I will provide additional information about myself
 No, I prefer not

Filing fee: \$2.00

Date Received: 7/11/19 Time Received: 9:15 AM

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information/social media handles/biographical information with members of the public.

David B. Lanier
109 Ashuelot St, #8
Keene NH 03431
603 209-5456
d4lanier@gmail.com

- Subject: Ward 4 position
- Education:
Redemptorist High (Baton Rouge, La.)
LSU (liberal arts degree, 1986)
- Occupation: Golf Tech,
Dick's Sporting Goods
- Other positions: sports writer for
35 years; Chesco, Inc.; softball
umpire
- Children: 1 daughter, Elle, 27
Baton Rouge resident



DECLARATION OF CANDIDACY
CITY COUNCIL VACANCY

Date: 7/2/19

I, Kate Bosley, declare that I reside in the City of Keene, that I am a registered voter in the appropriate Ward/Voting District at the time of this filing and that I am a candidate for the office of (Please choose below)

- Ward Four Councilor
- At Large Councilor

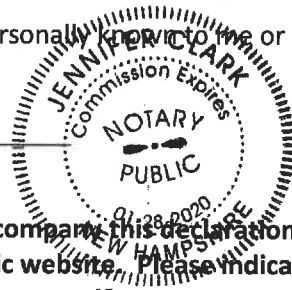
for an unexpired term ending December 31, 2019. I hereby request that my name be put before the City Council for the election to be held on August 1, 2019.

Signed: [Signature]
 Address/Ward: 111 Gwyn Rd, Keene Ward 3
 Phone: 603 493 4586
 Email: katebosley603@gmail.com
 Social Media Handles: _____

State of New Hampshire
County of Cheshire

The above named Kate Bosley personally known to me or satisfactorily proven appeared and subscribed to the above statement.

[Signature]
 Justice of the Peace/Notary Public



Candidates may submit background information or a brief biography to accompany this declaration. This information will be provided to the City Council and posted to the public website. Please indicate below if you intend to provide additional information about yourself.

- Yes, I will provide additional information about myself
- No, I prefer not

Filing fee: \$2.00

Date Received: 7/2/19 Time Received: 8:36 AM

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information/social media handles/biographical information with members of the public.

KATE MICHELLE BOSLEY

111 Gunn Rd • Keene, NH 03431 • Phone (603) 493-4586
Email: katebosley603@gmail.com * www.hendersonbosley.com

I was born and raised in Cheshire County. I have lived in Keene with my husband for the last 15 years. I am a wife and a mother of 2 children ages 7 and 9. Both of those children attend public school at Fuller Elementary and the summer rec program offered through the City of Keene.

I am also a business owner, my husband and I own a real estate investment company with properties in Keene and I am the managing Director of my family's in home senior care agency, Comfort Keepers.

I spent 3 years from 2013 to 2016 on the executive committee of the Montessori School house board of directors. On the board I had the privilege of working with New Hampshire Division of Historic Resources, Monadnock Economic Development Corp, and the city of Keene's zoning and planning departments

I also have implemented a comforting cards program that Comfort Keepers organizes. Every other year we supply all the items needed for aprox 15 local schools to create 100's of valentines. Comfort Keepers then distributes these cards to all the seniors in our greater community in both institutional settings and our home care clients.

In 2013 my staff and I organized a 5k race here in downtown to support local veterans. We raised \$3000 which we donated back to South Western Community Services SSVF Homeless Veterans program.

Through my work I have developed very strong interests in affordable housing, homelessness, and the concerns of seniors and veterans in our community.

Choosing to stay in Keene and raise my family here was a decision that we made at a very young age. I want my children to grow up with amazing memories of their own childhoods and go off to college, but what I also want is for them to return to this amazing community to raise their own families. To me that means investing my time in making Keene a place where young people want to settle and stay.



DECLARATION OF CANDIDACY
CITY COUNCIL VACANCY

Date: 7/2/19

I, Margaret Rice, declare that I reside in the City of Keene, that I am a registered voter in the appropriate Ward/Voting District at the time of this filing and that I am a candidate for the office of (Please choose below)

Ward Four Councilor

At Large Councilor

for an unexpired term ending December 31, 2019. I hereby request that my name be put before the City Council for the election to be held on August 1, 2019.

Signed: Margaret Rice

Address/Ward: 84 Elm Street Ward 3

Phone: 603-355-7997

Email: rice.margaret.m@gmail.com

Social Media Handles: n/a

State of New Hampshire
County of Cheshire

The above named Margaret Rice personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Geni Wood
Justice of the Peace/Notary Public

Candidates may submit background information or a brief biography to accompany this declaration. This information will be provided to the City Council and posted to the public website. Please indicate below if you intend to provide additional information about yourself.

Yes, I will provide additional information about myself

No, I prefer not

Filing fee: \$2.00

Date Received: 7/2/2019 Time Received: 8:38pm

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information/social media handles/biographical information with members of the public.

7/2/19

Dear Mayor and Council,

As you are aware, I recently vacated my Ward 4 council seat as I moved outside the boundaries of the ward. I still have a deep desire to serve and have filed to be considered for the currently vacant at-large seat.

Having participated in both the 2018/2019 and 2019/2020 Operating Budget and Capital Improvements Program reviews, I have a thorough comprehension of the structure and function of city staff and services. I am familiar with the issues that have come before the council over the past two years, including ongoing discussions such as the Kingsbury property, the "Ready for 100" initiative, and the land use code update. I am uniquely poised to "hit the ground running" and provide continuity of the body.

Some councilors and residents feel that appointing an individual with intentions to run for a council seat in the upcoming election will effectively become a city endorsement of that candidate. My intention is to serve as a placeholder until the end of December, and I do not intend to run for any elected office this fall.

It is an honor to serve in our local government, and I value the working relationships I have built with city staff, constituents, and members of this Council over the past two years. Thank you for considering my candidacy for the open at-large council seat.

Respectfully,

Margaret Rice
84 Elm Street
Keene, NH



DECLARATION OF CANDIDACY
CITY COUNCIL VACANCY

Date: July 3, 2019

I, TERESA O'RORKE, declare that I reside in the City of Keene, that I am a registered voter in the appropriate Ward/Voting District at the time of this filing and that I am a candidate for the office of (Please choose below)

Ward Four Councilor

At Large Councilor

for an unexpired term ending December 31, 2019. I hereby request that my name be put before the City Council for the election to be held on August 1, 2019.

Signed: Teresa O'Rourke
Address/Ward: 34 Hillside Ave 2
Phone: 354-3979
Email: TERRIORORKE @ GMAIL.COM
Social Media Handles: _____
TERRI O'RORKE

State of New Hampshire
County of Cheshire

The above named Teresa O'Rourke personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Colleen A. Kolasiencki
Justice of the Peace/Notary Public

Candidates may submit background information or a brief biography to accompany this declaration. This information will be provided to the City Council and posted to the public website. Please indicate below if you intend to provide additional information about yourself.

Yes, I will provide additional information about myself

No, I prefer not

Filing fee: \$2.00

Date Received: July 3, 2019 Time Received: 11:28

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information/social media handles/biographical information with members of the public.



DECLARATION OF CANDIDACY
CITY COUNCIL VACANCY

Date: July 11, 2019

I, JOHN THERRIAULT, declare that I reside in the City of Keene, that I am a registered voter in the appropriate Ward/Voting District at the time of this filing and that I am a candidate for the office of (Please choose below)

Ward Four Councilor

At Large Councilor

for an unexpired term ending December 31, 2019. I hereby request that my name be put before the City Council for the election to be held on August 1, 2019.

Signed: John Therriault
Address/Ward: 76 BRADFORD RD, WARD 5
Phone: 603-903-0213
Email: JW.THERRIAULT@NE.RR.COM
Social Media Handles: FACEBOOK @ JOHN THERRIAULT

State of New Hampshire
County of Cheshire

The above named John Therriault personally known to me or satisfactorily proven appeared and subscribed to the above statement.

[Signature]
Justice of the Peace/Notary Public

HEATHER R. FITZ-SIMON, Justice of the Peace
State of New Hampshire
My Commission Expires September 17, 2019

Candidates may submit background information or a brief biography to accompany this declaration. This information will be provided to the City Council and posted to the public website. Please indicate below if you intend to provide additional information about yourself.

Yes, I will provide additional information about myself

No, I prefer not

Filing fee: \$2.00

Date Received: 7/11/2019 Time Received: 10:38AM

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information/social media handles/biographical information with members of the public.

July 14, 2019

Facts for Consideration for Keene City Council At-Large Seat

Candidate: John Therriault

Address: 76 Bradford Road, Keene (Ward 5)

Years lived in Keene: 9

Employment: Retired (was General Manager of Janos Technologies in Keene prior to retirement)

Education: BS Ocean Engineering, US Naval Academy 1976

MBA, Binghamton University 1985

Military: US Navy, 1976-1983 Final Rank O-3, Specialty, Pilot and Instructor Pilot

Local Affiliations:

Treasurer, Monadnock Beekeeper's Association

Treasurer, Cheshire County Republican Committee

Treasurer, Keene City Republican Committee

Participant, Keene Civil Political Discussion Group 2017-2018

Community Services:

Honeybee Swarm capture for Cheshire County

Honeybee education (primary school) in Keene and Rindge 2018-2019

United Way Volunteer in 2017

Why Me?

- **I have a strong desire to serve my community through participation in local government. I have run for City Council twice, finishing 7th in the last election for an at-large seat.**
- **I have followed the activities of the Keene City Council for the last 5 years and commented during budget considerations and for other items of business that I could contribute on.**
- **I have 30 years of high tech business experience in Program Management, Marketing, Lean Manufacturing and General Management. I could use these skills to help Keene bring high tech companies into the city. We already have a center of expertise in micron level machining and optics. I have the right background to pursue companies in these areas.**
- **I have experience as a teacher and facilitator for Lean Tools that could be used to improve the efficiency and lower the cost of delivering city services.**





DECLARATION OF CANDIDACY
CITY COUNCIL VACANCY

Date: 7/15/19

I, Catherine Workman, declare that I reside in the City of Keene, that I am a registered voter in the appropriate Ward/Voting District at the time of this filing and that I am a candidate for the office of (Please choose below)

Ward Four Councilor

At Large Councilor

for an unexpired term ending December 31, 2019. I hereby request that my name be put before the City Council for the election to be held on August 1, 2019.

Signed: Catherine Workman

Address/Ward: 47 Colorado St. apt#2 Ward 4

Phone: (603) 762-8762

Email: Catt.workman23@gmail.com

Social Media Handles: Catherine Catt Workman

State of New Hampshire
County of Cheshire

The above named Catherine Workman personally known to me or satisfactorily proven appeared and subscribed to the above statement.

Callen H. Kolasiensti
Justice of the Peace/Notary Public

Candidates may submit background information or a brief biography to accompany this declaration. This information will be provided to the City Council and posted to the public website. Please indicate below if you intend to provide additional information about yourself.

Yes, I will provide additional information about myself

No, I prefer not

Filing fee: \$2.00

Date Received: 7/15/19 Time Received: 2:26

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information/social media handles/biographical information with members of the public.

Biography of Catherine “Catt” Workman

I am more well known by my nickname, Catt. I’m a 35-year-old, unmarried resident with no children. While I haven’t grown up in Keene nor have longstanding residency- I have either lived or worked in the city since moving to Cheshire County in 2009. Prior to accepting my position as a Family Service Specialist for the State of NH- Department of Health and Human Services in 2017- I worked as case manager for the local non-profits, Monadnock Developmental Services and Monadnock Family Services. These roles have given me a unique perspective of the strengths and shortcomings of the social service system in the city and state. My previous work experience has also allowed me to develop relationships and familiarity with the social service agencies within the city. I am currently a union councilor with SEA/SEIU Local 1984 and was previously a Big Sister through the Big Brother Big Sister Association of NH. Although I am no longer formally associated with the organization, my little and I remain in contact. I recently earned a Masters in Forensic Psychology from Southern NH University. I would like to be considered for City Council at large because I want to have an active role in continuing to ensure Keene grows and modernizes while retaining the small city feel and pace that drew me here from Boston.



DECLARATION OF CANDIDACY
CITY COUNCIL VACANCY

Date: 07/15/2019

I, BILL BRADFORD HUTCHINSON, declare that I reside in the City of Keene, that I am a registered voter in the appropriate Ward/Voting District at the time of this filing and that I am a candidate for the office of (Please choose below)

Ward Four Councilor

At Large Councilor

for an unexpired term ending December 31, 2019. I hereby request that my name be put before the City Council for the election to be held on August 1, 2019.

Signed: UNDER FEDERAL AUTHORITY
SIGNED UNDER DURESS
Bradford Hutchinson

Address/Ward: 305 MARLBORO ST., #4

Phone: 603-400-0133

Email: medicinehorse 2000 1999@yahoo.com

Social Media Handles: NONE!

State of New Hampshire
County of Cheshire

The above named Bradford Hutchinson personally known to me or satisfactorily proven appeared and subscribed to the above statement.

[Signature]
Justice of the Peace/Notary Public

Candidates may submit background information or a brief biography to accompany this declaration. This information will be provided to the City Council and posted to the public website. Please indicate below if you intend to provide additional information about yourself.

Yes, I will provide additional information about myself

No, I prefer not

Filing fee: \$2.00

Date Received: 7/15/19 Time Received: 3:38pm

Any information provided on this document is a matter of public record. By signing above, candidate agrees to allow the City of Keene to share their contact information/social media handles/biographical information with members of the public.

From: Bradford Medicinehorse <medicinehorse_2000_1999@yahoo.com>
Sent: Tuesday, July 16, 2019 12:23 PM
To: Terri Hood <thood@ci.keene.nh.us>
Subject: REPLY:/Re: Council Declaration - Background Information

Thank-you, Terri!,

When I saw your email subject line, before I read it, I thought, "Oh, no, what is it NOW?!"....
But then when I read it, I see that as usual, you are trying too hard to be working too hard, to do too good of a job!
I think I get what you mean by "background information".
There's a slight misunderstanding on MY part. I thought that "background information" was meant more for, like, the Sentinel, or WKBK Radio, or "publicity", or whatever.
Yes, there's some younger, and/or newer Councilors, but I first ran for C-at-L in 1989....
And, as often as I've spoken up in various Council meetings over the years, well, they know who I am, well enough, I guess.
So feel free to include this email, or not, this afternoon, for Thurs., Jul 18 meeting.
I'm planning on being there anyway, just in case.
I don't see a need to add more now.
I might, or might not, have something more by July 28. We'll see.
Right now, I'm mostly planning on that 5-minute "speech" on Aug. 1.

I've been telling people for months, that I'm running again for Council this Fall, but that was before the recent resignations of Bart Cepata & Maggie Rice, and this special election process.
I'm much less invested in this special process now, than the regular Fall election.
Mostly, I want to encourage greater citizen participation and interest.
I'm only a very small part of that, so I don't need to try too hard to get myself better known.
It's enough that I have put my hat-name in the ring, so to speak....

Thanks as usual, Terri!
KEEP Up the GOOD WORK!

~Bill Bradford Hutchinson

~~~~~  
~~~~~

On Tuesday, July 16, 2019, 10:30:47 AM EDT, Terri Hood <thood@ci.keene.nh.us> wrote:



City of Keene, N.H.
Transmittal Form

July 15, 2019

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.2.

SUBJECT: Confirmations

COUNCIL ACTION:

In City Council August 1, 2019.

Voted unanimously to confirm the nominations.

In City Council July 18, 2019.

Tabled until the next regular meeting.

RECOMMENDATION:

I hereby nominate the following individuals to serve on the designated Board or Commission:

College City Commission

Danya Landis, slot 1
433 Elm Street

Term to expire Dec. 31, 2022

Energy and Climate Committee

Anna Scherioth, slot 9
74 Bowkerville Road
Fitzwilliam, NH

Term to expire Dec. 31, 2020

Rodney A. Bouchard, slot 10
27 Abanaki Lane
Walpole, NH

Term to expire Dec. 31, 2021

ATTACHMENTS:

Description

Background_Landis

Background_Scherioth

Background_Bouchard



DANYA LANDIS

433 ELM STREET, KEENE NH
+603.205.0135
DANYA@MACHINAARTS.ORG
WWW.MACHINAARTS.ORG

ABOUT

Danya Landis graduated from The Maine College of Art in 2011 with a Bachelors in Fine Arts in Sculpture. Danya specialized in metalworking, installation art, performance art, and jewelry. Although her studies focused on fine art, her passion, even then, was for craft, design, and curation. In 2013 Danya co-founded Machina Arts because she saw a need in our community for art based cultural activities and with their art-based business started offering art-based event management, experiential interior design, curated interactive galleries, and in 2019 co-founded Machina Kitchen & ArtBar merging art, food, community. Danya has been a welder for over a decade, and has been an artist since childhood, and her work has been exhibited across the country. In addition to Danya's work with Machina she teaches steel sculpture classes at The Carving Studio in Rutland VT, serves on the Governor's Millennial Advisory Council, and was a founding member of TEDxKeene and Keene First Friday ArtHop. Danya is an active voice for her community speaking out about her passion to create the opportunity for artists to showcase their work, creating space for public art, implementing arts policies, building culture, and supporting mission driven business. Danya is passionate, organized, and has a deep understanding of the need for art in our community and is excited to live, build, and create in Keene.

SELECTED EMPLOYMENT HISTORY

CO-FOUNDER, PARTNER, & ART DIRECTOR

Machina Arts: Kitchen & ArtBar | 2013 - Present

COMMUNITY PROJECT COORDINATOR

W.S Badger Company 2014 - 2017

SELECTED COMMUNITY WORK

GOVERNOR'S MILLENNIAL ADVISORY COUNCIL

Board Member
2017 - Present

MONADNOCK ARTS ALIVE!

Marketing Committee & Board Member
2016- 2018

TEDX KEENE

Co-Founder, Marketing Chair 2017 - 2018

Anna Schierioth

HKS Associates Inc. REALTOR Consultant

EXPERIENCE

Office Manager and President of HKS Associates Inc.

Trustee of the Meadowledge Trust from 2000 - 2004 rental management of 22 rental units.

Contoocook Valley Board of REALTOR Board President 1993 and 2002.

Contoocook Valley Board of REALTOR OF THE YEAR 2010

Cheshire County Housing Trust 2011. Foreclosure prevention workshop - Presenter (Short Sales).

CERTIFICATION / MEMEBERSHIP

CRB since 2003 Awards the **CRB** designation to managers who have completed advanced educational and professional requirements.

CBR since 1997 Buyer Representation as a Buyer's Agent

GRI since 1985 Certifications with a solid foundation of knowledge and skills to navigate the current real estate climate—no matter what its condition

Equator Premier agent

REO AGENT – designation for Freddie Mac

USRES PRO MEMBER

RES Net certification

REALTOR since 1983

AWARD

Contoocook Valley Board REALTOR of the Year 2010

Zillow Premier Agent

Rodney A. (Rod) Bouchard

Assistant County Administrator / County Project Manager

Office:(603) 283-3304 Cell:(603) 499-3312 Email: rbouchard@co.cheshire.nh.us

County of Cheshire, Keene, NH - Assistant County Administrator / County Project Manager - 2007 – Present. The County of Cheshire is a public entity with a budget of more than \$50 million and over 475 employees

Assistant County Administrator / County Project Manager - Present

- Oversees the Metro Keene Facilities department, County Farm, and Grants Department (Approximately \$10M under management) and manages County Real Estate portfolio that includes energy efficiency projects, restoration of Old Courthouse building, reconstruction of historic barn on Westmoreland campus into office and community meeting space, investigation of solar and micro grid implementation projects throughout county and shared oversight of geo-thermal installation at County Jail facility.
- Senior leadership team member / County Project Manager for reconstruction of Maplewood Nursing Home a \$36M project.
- Assists in County budget development and implementation of strategic plans including creation and implementation of County-wide Capital Maintenance Program, energy conservation projects, and county-wide planning.
- Review and improve facilities processes and procedures. Develop short and long-term facility operations and maintenance plans, including utility cost reduction programs, space planning, renovation projects and preventative maintenance plans, including active management of facilities to include mechanical, repair, renovation, custodial services to ensure these facilities are operating safely at peak efficiency.
- Participate as a key advisor on all important County real estate decisions and provide transactional and operational advice and counsel to senior staff members, Commissioners and Delegation members.
- Oversee and manage County real estate assets including easements, right-of-way's, boundary line agreements, subdivisions, parcel sales, timber management, and collaborative projects with vendors for campus improvement projects.
- Manages real estate negotiations, including new leases, extensions, renewals, options, terminations, and purchase and sale agreements engaging and managing Real Estate professionals and legal advisors when required.
- Initiates, directs, and manages Energy Conversion and building control systems to energy efficient digital controls.
- Manages and oversees the County Grant department for development / funding of projects and interfaces with the State Public Utilities Commission, the New Hampshire Land and Community Heritage Investment Program (LCHIP) and other federal, state, and local partners.

- Lead County Member of Clean Energy NH alliance that helps *foster Energy benchmarking with Portfolio Manager; Energy efficiency incentives and financing for new construction, building retrofits, LED streetlight conversions, etc. (NH Saves); Guidance on Group Net Metering, Power Purchase Agreements (PPAs), and other renewable energy procurement models for solar, biomass, hydro-electric power, and more.*

Current Projects Include:

- Investigating the start-up of an Electric Aggregation plan for County and public facilities.
- Working with Eversource on concept and planning for a Micro Grid Battery installation at the Westmoreland campus.
- Extending the Eversource Downtown Energy Stabilization project with the installation of a key transformer site on County property.

Previous Activities and Interests:

- Chairman of Municipal Economic Development Commission.
- State of CT Small Business Development Consultant - Consulted with Small Business Development clients on Finance, Equipment Leasing, and Receivables Financing.
- V.P. Operations - Landmark Land Services – Surveying, soil sciences, timber management, sub-division development, best use analysis, investment / project financing consulting.
- Managing Member – Landmark Capital Management - Wrote and registered with the State of Connecticut a 501-D Private Offering for \$1,000,000 targeted at private investors.



City of Keene, N.H.
Transmittal Form

July 30, 2019

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.3.

SUBJECT: Nominations

COUNCIL ACTION:

In City Council August 1, 2019.

Tabled until the next regular meeting.

RECOMMENDATION:

I hereby nominate the following individuals to serve on the designated board or commission:

College City Commission

Jeffrey Murphy, slot 7

45 Bradford Road

Term to expire Dec. 31, 2020

Energy and Climate Committee

Andrew Dey, slot 11

Walpole, NH

Term to expire Dec. 31, 2021

ATTACHMENTS:

Description

Murphy_Background

Dey_Background

JEFFREY MURPHY

603-313-8632 brewbakerskeene@gmail.com 45 Bradford Road, Keene, NH 03431

SUMMARY

As a downtown business owner and lifelong Keene resident, I am uniquely qualified to contribute as a board member of the Keene City-College Commission. I grew up in a Keene State College family; my father is a graduate, my mother a former college employee, and myself a preschool student at KSC's Child Development Center. I understand the the importance of strong integration between the college and the city. As an employer, I have always had a mix of KSC and non-KSC staff, creating positive relations between the students and adults outside of the college context. I believe it is imperative for the health of both the college and the city that we continue to strengthen community connections both in the city and on campus. I look forward to working on this commission to support current initiatives and create new pathways for a strong, mutually beneficial relationship between our citizens and students- with the hope that some of these graduates will choose to call Keene a home post-graduation.

SKILLS

- Staffing
- Business development
- Planning and execution
- Financial administration
- Self-motivated
- Schedule and calendar management
- Networking
- Event Planning

EXPERIENCE

Owner Manager

Brewbakers Cafe | Keene, NH | Apr 2011-Current

- Own and operate bustling Main Street Cafe in downtown Keene, NH
- Employer of dozens of young adults over the past 8 years, including many Keene State College students and graduates
- Strategic planning and marketing
- Managing online and social media presence
- Partnered with numerous non-profits and charitable organizations in the Monadnock Region
- Financial planning and management

Owner Manager

Terra Nova Coffee Roasters | Keene, NH | Jul 2012-Current

- Strategic planning, marketing, and development
- Purchasing and logistics
- Management of e-commerce, online, and social media presence
- Human resource management
- Creation and implementation of inventory management

- Event Planning/ Booking

Master Scheduler

Keene Youth Hockey Board Of Directors | Keene, NH | Apr 2013-Mar 2018

- Managed schedules of 8-9 youth hockey teams for 5 years. Communication between dozens of organizations and personnel throughout New England
- Managed scheduling transition between the former rink at the Cheshire Fair and the new Keene Ice Arena
- Utilized spreadsheets, emails, phone calls to coordinate hundreds of families traveling across New England

EDUCATION AND TRAINING

Bachelor of Science: Managing Information Systems

Marlboro College Graduate Center | Brattleboro, VT | May 2010

Certificate: Massage Therapy

North Eastern Institute For Whole Health | Manchester, NH

ACTIVITIES AND HONORS

- 2019 Business Journal Trendsetter Award
- Volunteer coach in local baseball and hockey organizations over the past 7 years
- Supported numerous non-profits and local charities
- New member of the Monadnock International Film Festival Board
- Professional musician for over 20 years

Andrew Dey

603-757-3462

andrew@andrewdey.com

PO Box 22, Walpole, NH 03608

www.andrewdey.com

Summary Leader with decades of experience managing teams and projects focused on innovative methods and sustainable, high-performance practices

Skills

- Strong leadership, interpersonal and communication skills
- Broad knowledge of construction practices

Professional Experience

- 2015-present *Operations Director for Unity Homes, Walpole, NH*
- Responsible for day-to-day operations of company building high performance homes using components prefabricated in state-of-the-art Keene facility
- 2013-2014 *Independent Research/Writing, Berlin, Germany*
- Focused on renewable energy, building energy efficiency and energy-independent communities
 - Published numerous articles and blog posts at GreenBuildingAdvisor.com and other websites
- 2008-2013 *Construction Consultant, Walpole, NH*
- Provided Owner's Representative Services for public and private clients
 - Implemented energy efficiency strategies on a wide spectrum of buildings
 - Conducted forensic investigations of building issues and failures
 - Taught Construction Management and classes for BPI Certification at Keene State College, Keene, NH
- 1994-2007 *Director of Project Management, Bensonwood Homes, Walpole, NH*
- Developed project management team and systems
 - Managed construction of dozens of homes and commercial structures
 - Participated in corporate governance as *Company Steward*
- 1987-1993 *General Contractor, Arlington, MA*
- Additions and renovations in Greater Boston

Education B.A., Harvard University 1985; *cum laude* with major in Biology

Volunteer

- 2016-2018 Tri-State Ecovation Hub leadership committee member
- 2008-2012 Chair of Tri-Village Energy Committee (Walpole's Local Energy Committee)
- 2001-2006 Monadnock Habitat for Humanity project leader
- 1996-2004 Board Member (Board Chair for 2 years), Insight Meditation Society in Barre, MA

Other Interests

- Running, tennis, biking, skiing
- Languages (German, Spanish) and travel
- Woodworking, boatbuilding



City of Keene, N.H.
Transmittal Form

July 31, 2019

TO: Mayor and Keene City Council

FROM: Frederick B. Parsells

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Frederick Parsells - Withdrawal of Candidacy - Ward Four City Council Vacancy

COUNCIL ACTION:

In City Council August 1, 2019.

The Mayor accepted the withdrawal of Mr. Parsells candidacy for the Ward Four City Council vacancy.

ATTACHMENTS:

Description

Communication

BACKGROUND:

Frederick Parsells is requesting that his name be withdrawn from consideration for the Ward 4 City Council vacancy.

Frederick B. Parsells

11 McKinley Street
Keene, New Hampshire 03431
603-352-4345

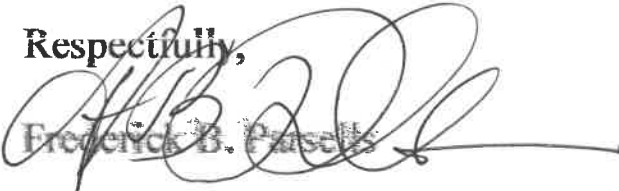
July 26, 2019

To: Patty Little

Re: **Withdrawal of declaration/candidacy for vacant Ward 4 council seat**

Please be advised by this communication that I am officially withdrawing my declaration/candidacy for Keene City Council consideration to fill the vacant Ward 4 council seat until December 31, 2019.

Respectfully,


Frederick B. Parsells

In City Council August 1, 2019.
The Mayor accepted the withdrawal
of Mr. Parsells candidacy for the
Ward Four City Council vacancy.


Patricia Little
City Clerk



City of Keene, N.H.
Transmittal Form

July 31, 2019

TO: Mayor and Keene City Council

FROM: Residents of Skyline Drive and Morgan Lane

THROUGH: Patricia A. Little

ITEM: C.2.

SUBJECT: Petition - Request for Lower Speed Limits and Traffic Calming Devices - Skyline Drive and Morgan Lane

COUNCIL ACTION:

In City Council August 1, 2019.

Referred to the Municipal Services, Facilities and Infrastructure Committee.

RECOMMENDATION:

ATTACHMENTS:

Description

Communication

Petition

BACKGROUND:

A cover letter (along with a petition containing 28 signatures from residents of the Skyline Drive and Morgan Lane neighborhood) is requesting a speed limit reduction to 25 miles per hour along with traffic calming devices to improve public safety.

July 19, 2019

Philip M. Jones
Councilor Ward Five
City of Keene
pjones@ci.keene.nh.us

Thomas F. Powers
Councilor Ward Five
City of Keene
tpowers@ci.keene.nh.us

Dear Councilors Jones and Powers,

Attached to this letter you will find signed petitions from the residents of the Skyline Drive and Morgan Lane neighborhoods requesting intervention from the City of Keene. Our neighborhood consists of twenty-seven (27) homes that culminates with a dead-end road at the furthest end of Morgan Lane with a combined length of roughly 0.5 miles.

Many of these homes have young children that engage in outdoor activities throughout the year and can often be seen playing in their yards, bike riding, scootering, and walking. On most evenings, as well as weekends, you will also see many adult residents walking our neighborhood as well, as it is a relatively safe place to enjoy the outdoors.

Unfortunately, there have been several motorists that travel our streets in what we feel are excessive speeds as there is no signage notifying motorists of the speed limit or that there are children playing. As you can imagine, it only takes a split second for something tragic to occur that we believe can be preventable, thus leaving us with a sense of urgency for intervention.

Therefore, we are requesting the City of Keene to amend and post the speed limit for both Skyline Drive and Morgan Lane to no greater than 25 miles per hour and/or employ speed calming devices (such as seasonal speed humps) in order to continue the safe outdoor environment that many people of all ages currently enjoy. If there is anything that I, or my neighbors, can do to help facilitate and expedite this process, please do not hesitate to let me know. My contact information is included below.

On behalf of the residents in our neighborhood, I thank you in advance for your attention to this matter, and for your service as our representatives in our Ward.

Respectfully,



Robert H. Malay
5 Morgan Lane
Keene, NH 03431
robbmalay@gmail.com
(603)757-6610

In City Council August 1, 2019.
Referred to the Municipal Services,
Facilities and Infrastructure Committee.



Patricia Cuthbert
City Clerk

Petition to Amend Speed Limits and/or Other Speed Reducing Measures for Skyline Drive and Morgan Lane

Petition summary and background

We reside in the Skyline Drive and Morgan Lane neighborhoods of Keene, New Hampshire. The designated speed limit is 30 miles per hour (mph), although no speed limit signs are posted on either Morgan Lane or Skyline Drive. The southern end of Skyline Drive is a short road with a distance of less than 0.3 miles (excluding the private drive). Skyline Drive turns immediately onto Morgan Lane, a 0.1 mile dead-end road. There are only 18 houses on this section of Skyline Drive and 9 on Morgan Lane, for a total of 27 houses. Many of these homes have children that play on their front lawns and driveways, as well as bike riding, walking and scootering on the subject roads. Children within the neighborhood take the bus to Keene Public Schools must gather at the intersection of Skyline Drive and Stonehouse Lane and frequently walk on the roads to and from the bus stop. The neighborhood is also a popular walking route by the general public, as the Keene Family YMCA and C&S are nearby. The last several years there have been countless issues of cars driving at excessive speeds on our roadways and even an accident on Skyline Drive where a car drove off the side of the road. Given the short amount of roadway covering our section of Skyline Drive and Morgan Lane and the above mentioned safety concerns, we feel that the City of Keene needs to take measures to ensure the safety of all individuals residing on and traveling through Skyline Drive and Morgan Lane.

Action petitioned for

We, the undersigned, are concerned citizens who urge the City of Keene to act now to amend the speed limits for Skyline Drive and Morgan Lane to 25 mph and/or employ speed reducing measures, such as seasonal speed bumps and signs alerting drivers to the presence of children, to reduce vehicle speeds on these streets. See City of Keene Ordinance Sec. 94-372.

28 signatures

Printed Name	Signature	Address	Date
Sally Malay	<i>S Malay</i>	5 Morgan Ln Keene NH 03431	6.19.19
Lisa Kasprzak	<i>Lisa Kasprzak</i>	6 Morgan Ln. Keene NH 03431	6.19.19
Robert Malay	<i>R Malay</i>	5 Morgan Ln. Keene NH	6/19/19
Brian Scott	<i>Brian M. Scott</i>	9 Morgan Ln Keene NH 03431	6/21/19
Lisa Scott	<i>Lisa Scott</i>	9 Morgan Ln Keene NH 03431	6/21/19
Tiana Scott	<i>Tiana Scott</i>	9 Morgan Ln Keene NH 03431	6/21/19

DANA M

Petition to Amendment Speed Limits and/or Other Speed Reducing Measures for Skyline Drive and Morgan Lane

Petition summary and background

We reside in the Skyline Drive and Morgan Lane neighborhoods of Keene, New Hampshire. The designated speed limit is 30 miles per hour (mph), although no speed limit signs are posted on either Morgan Lane or Skyline Drive. The southern end of Skyline Drive is a short road with a distance of less than 0.3 miles (excluding the private drive). Skyline Drive turns immediately onto Morgan Lane, a 0.1 mile dead-end road. There are only 18 houses on this section of Skyline Drive and 9 on Morgan Lane, for a total of 27 houses. Many of these homes have children that play on their front lawns and driveways, as well as bike riding, walking and scootering on the subject roads. Children within the neighborhood that take the bus to Keene Public Schools must gather at the intersection of Skyline Drive and Stonehouse Lane and frequently walk on the roads to and from the bus stop. The neighborhood is also a popular walking route by the general public, as the Keene Family YMCA and C&S are nearby. The last several years there have been countless issues of cars driving at excessive speeds on our roadways and even an accident on Skyline Drive where a car drove off the side of the road. Given the short amount of roadway covering our section of Skyline Drive and Morgan Lane and the above mentioned safety concerns, we feel that the City of Keene needs to take measures to ensure the safety of all individuals residing on and traveling through Skyline Drive and Morgan Lane.

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Printed Name	Signature	Address	Date
Thais Dembrowski		203 Skyline Dr.	6/19/19
Jane Montecalvo		254 Skyline Dr.	6/19/19
Mrs. Erickson		247 Skyline Dr.	6/20/19
JZANN Buckley		239 Skyline Dr.	6/20/19
Kim Vickery		225 Skyline Dr.	6/20/19
Kathy Blackwood		189 Skyline Dr.	6/20/19

Handwritten notes and signatures at the top of the page, including a large signature and the number 18.

Petition to Amendment Speed Limits and/or Other Speed Reducing Measures for Skyline Drive and Morgan Lane

Petition summary and background

We reside in the Skyline Drive and Morgan Lane neighborhoods of Keene, New Hampshire. The designated speed limit is 30 miles per hour (mph), although no speed limit signs are posted on either Morgan Lane or Skyline Drive. The southern end of Skyline Drive is a short road with a distance of less than 0.3 miles (excluding the private drive). Skyline Drive turns immediately onto Morgan Lane, a 0.1 mile dead-end road. There are only 18 houses on this section of Skyline Drive and 9 on Morgan Lane, for a total of 27 houses. Many of these homes have children that play on their front lawns and driveways, as well as bike riding, walking and scooting on the subject roads. Children within the neighborhood that take the bus to Keene Public Schools must gather at the intersection of Skyline Drive and Stonehouse Lane and frequently walk on the roads to and from the bus stop. The neighborhood is also a popular walking route by the general public, as the Keene Family YMCA and C&S are nearby. The last several years there have been countless issues of cars driving at excessive speeds on our roadways and even an accident on Skyline Drive where a car drove off the side of the road. Given the short amount of roadway covering our section of Skyline Drive and Morgan Lane and the above mentioned safety concerns, we feel that the City of Keene needs to take measures to ensure the safety of all individuals residing on and travelling through Skyline Drive and Morgan Lane.

Action petitioned for

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Printed Name	Signature	Address	Date
Leanne Soukjenk		262 Skyline Drive Keene NH 03431	6/25/19
Shannon Kennedy		800 Skyline Dr. Keene NH	6/26/19
Amri Shamim	A.F. Shamim	270 Skyline Dr	
Ann Turner	Ann Turner	284 Skyline Dr	7/1/19



City of Keene, N.H.
Transmittal Form

July 31, 2019

TO: Mayor and Keene City Council

FROM: Heather Carlisle, Staff Attorney - Tilson Technologies

THROUGH: Patricia A. Little, City Clerk

ITEM: C.3.

SUBJECT: Attorney Heather Carlisle/Tilson Technologies - Requesting the City Manager's Signature on Application for a Conditional Use Permit to Install Small Wireless Facilities in the City Right-of-Way

COUNCIL ACTION:

In City Council August 1, 2019.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Communication_Tilson

BACKGROUND:

Tilson Technologies is working with US Cellular on a deployment of small wireless facilities in the City right-of-way. They are going through the conditional use permit process with the Planning Board and are in need of the City Manager's signature on their applications.



TILSON

On a Mission

July 22, 2019

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

Re: Small Wireless Facilities in the Keene Right-of-Way – Conditional Use Permit Application Signature

Dear Honorable Mayor Lane and City Council,

My name is Heather Carlisle and my company is working with U.S. Cellular on a deployment of small wireless facilities to increase wireless capacity and coverage in New Hampshire. Our affiliate, SQF, LLC is registered with the State of New Hampshire as a telecommunications carrier and we are looking at placing up to six (6) new U.S. Cellular small wireless facilities on new utility poles/streetlights/stealth structures in the Keene right-of-way.

I understand we will need to go through the conditional use permit process in order obtain approval to install these types of facilities, and we need to have an owner's signature accompany each application. Since the City of Keene is the owner of the rights-of-way, we would like to formally request the City Council allow the City Manager to sign our applications for conditional use permits to install small wireless facilities in the Keene right-of-way.

Please do not hesitate to contact me with any questions or concerns regarding this request.

Respectfully,

Heather Carlisle
Staff Attorney
16 Middle Street, 4th Floor
Portland, ME 04102
Tel: (774) 285-1082
E-mail: hcarlisle@tilsontech.com

In City Council August 1, 2019.
Referred to the Planning, Licenses
and Development Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

July 25, 2019

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.1.

SUBJECT: Bradford Todd - Request to Increase Veterans Tax Credit

COUNCIL ACTION:

In City Council August 1, 2019.
Report filed as informational.

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends increasing the optional property tax credit ceiling for veterans having total disability from \$2,000 to \$4,000.

BACKGROUND:

Mr. Bradford Todd of 468 Marlboro Street addressed the Committee and stated the State of New Hampshire has voted to increase the 100% disabled veterans' property tax credit from \$2,000 to \$4,000. Mr. Todd noted 100% disabled veterans have less of an opportunity to supplement their income.

The Chairman asked for comments on this issue from the City Assessor. City Assessor Dan Langille reported that the City looks at all of the various exemptions and credits every 3 years. The State Legislature determines what the exemptions and credits are and what they City can offer. Mr. Todd is correct in that the State has recently approved an increase to veteran tax credits for up to \$4,000. The credit could be anywhere in the range between \$701 and \$4,000. He indicated previously communities could offer up to \$2,000. Keene currently offers a \$2,000 credit. Mr. Langille noted Keene has 39 disabled veterans, 32 are veterans and seven are surviving spouses. These veterans/surviving spouses are also eligible for the standard veteran's credit of \$225. Increasing the credit amount from \$2,000 to \$4,000 equals an additional \$78,000 in taxes that get shifted to other taxpayers. It takes \$2.1 million in assessed value to generate \$78,000 in taxes. On a \$200,000 home, the \$4,000 credit would require an additional \$12 in taxes and a \$250,000 home would be an \$18 increase or \$6 in taxes for every \$100,000 in value.

Councilor Clark asked when the \$2,000 credit was enacted. Mr. Langille stated it was prior to him joining the City's employment in 2011.

Mr. Bradford Hutchinson of 305 Marlboro Street stated he was not a veteran nor does he own property but he knows of many who have served. He felt anything the City can do for especially those disabled veterans would be prudent.

Councilor Clark clarified an individual can get both the standard exemption and the veterans exemption. Mr. Langille answered in the affirmative.

Councilor Powers asked if this item was voted in by Council next week when would it become effective. Mr. Langille stated he has to submit values to the State by September 1 and would need a decision by then.

Chair Greenwald felt this request was meaningful and deserving but keeping in mind any reduction would need to be spread out to the rest of the population.

Councilor Clark made the following motion, which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends increasing the optional property tax credit ceiling for veterans having total disability from \$2,000 to \$4,000.

Mr. Langille pointed out this item does have to be adopted also as a Resolution and asked for added clarification on this from the City Attorney or Acting City Manager. Ms. Fox agreed exemptions and tax credits have to be done in the form of a Resolution. The Attorney added it is understood from the background notes if the Finance Committee forwards this item to the City Council a Resolution would need to be ready in the event the Council wants to suspend its rules to act on it.

Councilor Powers asked whether a veteran has to apply to receive this tax credit. Mr. Langille stated those veterans who are receiving this credit would now get an increase to their credit amount but anyone new will have to apply.



City of Keene, N.H.
Transmittal Form

July 25, 2019

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.2.
SUBJECT: Gate Replacement Project at the Wastewater Treatment Plant

COUNCIL ACTION:

In City Council August 1, 2019.
Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute a sole source professional services contract with Underwood Engineers for engineering and technical services for the Gate Replacement Project at the wastewater treatment plant for an amount not to exceed \$40,400.

BACKGROUND:

Asst. Public Works Director Tom Moran and Operations Manager for the Wastewater Treatment Plant Aaron Costa were the next two speakers. Mr. Costa noted the wastewater treatment plant operates 24 hours a day seven days a week and handles close to three million gallons of water daily. He stated this project is to replace eight gates around the treatment plant, which are original to the plant and are at the end of their useful life.

Mr. Costa stated request for proposals were sent out and the City received one response and it was over budget by \$18,000. Mr. Costa stated he reached out to contractors to see why they had not bid on this project and their response was that this project was too small and most of the firms he deals with are from out of town. He then contacted Underwood Engineering which the City has worked with in the past. Underwood made a presentation and bid on the project. Underwood's proposal came in at \$23,000 under budget so at this time staff is requesting the Council waive its rules to do a sole source for Underwood Engineering to be offered this project.

Councilor Jacobs noted this might be a sole source but the project was originally sent out to bid.

Councilor Powers noted this was for engineering oversight and asked whether a bid has been sent out for the construction. Mr. Costa stated the construction phase is something Underwood would help the City put a bid together for.

Councilor Powers made the following motion, which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute a sole source professional services contract with Underwood

Engineers for engineering and technical services for the Gate Replacement Project at the wastewater treatment plant for an amount not to exceed \$40,400.



City of Keene, N.H.
Transmittal Form

July 25, 2019

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.3.

SUBJECT: Library Campus Development Project - Parks, Recreation and Facilities Director

COUNCIL ACTION:

In City Council August 1, 2019.

Voted with one recusal to carry out the intent of the report.

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute loan documents in a form acceptable to the City Attorney with Monadnock Economic Development Corporation or its assignee, for the repayment to the City by MEDC of an amount up to \$92,103.00 expended by the City for the completion of the construction of the Library Campus Development Project and further recommending the the memorandum be accepted as informational.

BACKGROUND:

Parks, Recreation and Facilities Director Andrew Bohannon addressed the Committee and went over some of the pertinent points from the memo in the committee's packet. He noted in 2017 the City entered into a public-private partnership with Monadnock Economic Development Corporation (MEDC) to develop a Library Campus for a cost of \$8,442,230. This was a project that was worked on by the Trustees of the Library, the Friends of the Library and the City. He noted the Friends raised over \$5,100,000.00 in donations and added it was a complicated project based on all these nuances.

Mr. Bohannon went on to say they were also working on a building, which dated back to 1928 with many "unknowns." The initial project anticipated a 12-month construction cycle but this was delayed with bad weather during the early spring of 2018. The delay specifically had an impact on the construction of the elevator shaft, which was a critical component of the project, which caused the price of the project to increase. He noted to the dewatering work that was necessary required four pumps operating 24 hours a day for four months to manage conditions. This halted much of the project's progress.

Once the dewatering stopped the project moved into colder months, which also added to the cost of the project. It was always the decision that the new construction would have a new HVAC system. The library however, had the HVAC system that was installed as part of the 1999 renovation project. It was necessary for these two systems to connect to gain some economical and efficiency issues for the City for the long term. Mr. Bohannon further noted the impacts from required lead abatement and dewatering created a ripple effect impacting the project schedule extending it from 12 months to 20 months. Because of the schedule shift,

contractors were being met with multiple obligations, and not able to meet the demands of revised deadlines further impacting project costs. Excesses in allowances and contingency expenses equaled \$110,707 and included fuel costs for the dewatering pumps, winter heaters, additional electric cost, general conditions, insurance, bonding and additional lead abatement requirements. In the end, the original construction contract of \$8,442,230, increased to \$8,626,436, creating a project cash shortfall of \$184,206 including the full Library Campus HVAC system. In all, this difference is 2.14% of the total construction contract, and 1.4% of project's overall budget.

Mr. Bohannon stated closing out the project's finances is critical at this time particularly for the New Market Tax Credit financing portion of the project. He added in order to provide the cash required to close out the project, a proposal sharing 50/50 of this responsibility is recommended. The City will provide the initial \$186,204, and then enter into a loan agreement securing repayment by MEDC of its 50% share totaling \$92,103 to be at a rate of \$3,000 monthly until repaid in approximately 2 ½ years. Mr. Bohannon stated the net fiscal impact of the cost to the City will be \$92,103 which is mitigated by \$89,000 remaining in unexpended funds allocated in the FY19 budget, which was expected to be directed to library campus operations if the facility had been completed within its original construction timeline. This concluded Mr. Bohannon's presentation.

Councilor Clark asked whether the construction contingency fund has been expended. Mr. Bohannon stated as part of the dewatering work the contingency was used. The Councilor asked for the contingency fund amount based on the 8 million dollar project.

Robert Elliot of MEDC stated there was approximately \$272,000 in the contingency fund (construction) and another \$300,000 (owner's side) and noted both of these amounts have been used. Councilor Jacobs clarified what the City is being asked to do is to lend MEDC money which they will pay back at \$3,000 per month. Chair Greenwald pointed to the role of MEDC which is a not a for profit organization, just a facilitator of the project.

Ms. Fox stated the City has participated in many complex projects but this has been at the very top of that list and added without the multitude of partners the project would not have got to this level. She recognized the many groups and individuals who have brought the project to this stage which is resulting in a great facility for this City, but unfortunately there is this one road block that we need to get past.

Chair Greenwald asked whether there is the chance the \$184,000 request might change. Attorney Mullins stated this is why the proposed motions refers to "up to \$184,000" but staff is comfortable with the \$184,206 as the required amount. The Chairman asked whether there is potential for added fund raising. Attorney Mullins stated the fund raising is for pledges that have been made and what is being requested today are monies that will not be available through the fund raising process, which has been allocated for construction and other soft costs. Whether the Trustees continue fund raising would be up to them, but this money is not depended on that or that there is an expectation it will be paid back through that process.

Councilor Jacobs made the following motion, which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute loan documents in a form acceptable to the City Attorney with Monadnock Economic Development Corporation or its assignee, for the repayment to the City by MEDC of an amount up to \$92,103.00 expended by the City for the completion of the construction of the Library Campus Development Project and further recommending the the memorandum be accepted as informational.

City of Keene
New Hampshire

August 2, 2019

TO: File

FROM: Patricia A. Little, City Clerk

SUBJECT: Communication – Pablo Fleischmann – Request for Event License -
Keene Music Festival

At a regular meeting of the Keene City Council, held on May 16, 2019, a communication from Pablo Fleischmann requesting to conduct the 2019 Keene Music Festival was called from Committee by the Chair for action, and the following motion was approved by unanimous vote:

That the Keene Music Festival be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales, as well as use of downtown City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the Keene Music Festival on Saturday, August 31, 2019 from 9:00 AM to 10:30 PM. In addition, the applicant is permitted to close off a portion of Railroad Street, from Main Street to the westerly entrance of the Wells Street Parking Garage, and a portion of Church Street from Main Street to the entrance of the Vision Financial parking lot. This permission is granted subject to the customary licensing requirements of the City Council, submittal of a signed letter of permission from City Tire for use of their property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 20 Community Events Budget.

Attest:



City Clerk

City of Keene
New Hampshire

August 2, 2019

TO: File

FROM: Patricia A. Little, City Clerk

SUBJECT: Collective Bargaining – AFSCME

At a regular meeting of the Keene City Council, held on August 1, 2019, the City Council adjourned for collective bargaining and upon reconvening; the following motion was approved by unanimous vote:

That the City Manager be authorized to do all things necessary to execute the negotiated contract with AFCSME Council 93, Loca #2973 to be effective July 1, 2019 through June 30, 2022.

Attest:


City Clerk



City of Keene, N.H.
Transmittal Form

July 24, 2019

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: H.1.

SUBJECT: James Griffin – Request to Prohibit the Use of Engine Brakes

COUNCIL ACTION:

In City Council August 1, 2019.
More time granted.

RECOMMENDATION:

On a vote of 4-0, the Municipal Services, Facilities & Infrastructure Committee placed the item on more time.

BACKGROUND:

Chair Manwaring welcomed James Griffin (of 195 Key Road), who began by thanking Police Chief Russo for his efforts to minimize drag racing on Key Road. At this meeting, Mr. Griffin requested the City take action to restrict the use of tractor trailer engine breaks around the bypass between RT-9 and Main Street, along RT-101. He worked in transportation for more than 35 years and knows that engine breaks are meant to keep tractor trailer breaks from overheating when descending steep hills. He said the majority of trucks are respectful and turn off their engine breaks when driving through town, where they are unnecessary. Still, there are a few trucks daily that use engine breaks; he said they seem to be mostly garbage haulers. He was unsure the City could prohibit something like this, but at minimum, he asked the City to consider signage requesting no engine breaks along the bypass through town. He said it is a quality of life issue. This prohibition is very common throughout the Midwest and Winchester, NH recently did the same thing, so Mr. Griffin did not feel it was an unreasonable request. He spoke with the NH State Police, who said the Keene Police Department (KPD) patrol this area of bypass predominantly.

Chief Russo agreed that the KPD monitor the bypass area in question. He also agreed that many Midwest towns prohibit engine breaks within their limits, but most bans require an exhaust system on the trucks, which can mitigate sound. For example, Chief Russo's research showed that the sound engine breaks produce with exhausts added can reach 80-83 decibels, which is like the sound of a garbage disposal at 15' away. The prohibitions in other NH towns vary in how they are written and enforced. Chief Russo stated that he and the Public Works Director do not recommend writing this prohibition into a City Ordinance. While the sound might be annoying to some, engine breaks are a safety measure built on trucks and regulation is best left to the state. This prohibition is hard to enforce and many KPD officers cannot distinguish where the sound originates even when it is right in front of them, and if stopped, drivers could claim a multitude of reasons they used them for safety.

Councilor Lamoureux asked if the City has authority to regulate truck features on state highways. As far as Chief Russo and the City Attorney could identify, this could only be regulated potentially as a noise violation,

but it would still be very challenging to enforce.

Councilor Hooper asked if Winchester, NH has signs in place; Chief Russo said he had not seen any. Per staff request, Councilor Hooper did not suggest an Ordinance but wondered if signs at critical thoroughfares through town could be a reasonable compromise. Chief Russo said new signage is at the Council's discretion, though he does not favor things that cannot be enforced; he was unsure if signs would be effective, or just more sign pollution.

The Public Works Director agreed with Chief Russo's summary and noted the last time Council saw a similar request was in 2004, for the condominiums near the country club, which at the time was for noise associated with work on the bypass. At that time, Council referred residents to NH Department of Transportation (DOT) to investigate noise barriers, but DOT determined barriers were unwarranted because the noise produced fell under the decibel threshold. Ultimately, the State provided additional screening that helped ease residents' concerns. Any signs proposed for the State right-of-way will require DOT permission, but they avoid unenforceable signs as well. He offered to install signs at entrances to the City requesting to turn-off engine breaks; however, he thinks instances of engine break use are few because of the City's low maximum speed.

Chair Manwaring recognized Councilor Terry Clark, who spoke on behalf of his constituents in Ward 3, which the bypass bisects and many homes abut it. He was glad this issue came to the City's attention because it is a problem in the summer that prevents opening windows. He thought there must be a solution that might not be a new Ordinance but perhaps additional language in the current noise Ordinance. He urged Council to act.

Mr. Griffin stated no objection to the City installing signs similar to those in Winchester that are bright yellow; he thought the City historically placed signs in the state right-of-way. He does not want to see large noise retention barriers but he said for a City this size, residents should not have to contend with noise from a few inconsiderate truck drivers.

Councilor Filiault supported the Public Works Director communicating with the State to determine what the City can do/place in the State right-of-way. If a few signs might dissuade the behavior, he was open to more discussion.

Councilor Filiault moved to place the request to prohibit engine breaks on more time while staff researches possible solutions, which Councilor Lamoureux seconded.

Chair Manwaring said letters from Council to companies urging their drivers not to use engine breaks in certain areas might be effective. She supported putting this matter on more time.

On a vote of 4-0, the Municipal Services, Facilities & Infrastructure Committee placed the item on more time.



City of Keene, N.H.
Transmittal Form

July 25, 2019

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: H.2.
SUBJECT: Continued Discussion - Campaign Finance Ordinance

COUNCIL ACTION:

In City Council August 1, 2019.
More time granted.

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends more time to allow further discussion at their next regular meeting.

BACKGROUND:

Chair Greenwald stated at the last meeting the Finance Committee made a recommendation to send this discussion to Council with the hope of getting some recommendations back. There were many questions raised at the Council meeting. He went over a few of the points including: whether this item should be adopted and if so, should it only be for the Mayor and Council? What should the threshold of contributions be? He noted it is not likely there will be any conclusion made tonight and turned the presentation over to the City Clerk.

City Clerk Patty Little stated she is glad this item is back before the Finance Committee because it is a complex issue and the more it is discussed the more it could be narrowed down to specifics. She noted staff will support the Council in any way it can.

Ms. Little stated the first item the committee recommended is that this item would apply to the Mayor only – to which Councilor Powers suggested it expand to include City Council candidates. It was agreed this would not include write-in candidates and to date there has also been no support for including political action committees, nor that it would be expanded to moderators, checklist supervisors, and ward clerks.

(1) Chair Greenwald asked for comment as to whether this should only be for the Mayor race or whether it should be for both Mayor and Council.

Councilor Clark noted it has been repeatedly stated the City needs to get this right, which in some ways indicates the four other ordinances from the other communities are somehow not right. He stated he wants an ordinance but it does not matter which one of the other communities' ordinance are used as the base for Keene's ordinance. Ms. Little in response stated the majority of the other cities don't have primary elections. Councilor Clark stated the reason he suggested this ordinance only be for the Mayor race is to keep it simple.

Councilor Clark indicated he would be supportive of both options.

Councilors Powers and Jacobs felt it should be for both Mayor and City Council, and the Chair agreed noting that would be fair across the board.

Councilor Chadbourne was supportive of this applying to the Mayor only.

(2) What is the threshold?

Ms. Little stated the threshold was suggested at \$1,000 for Mayor, noting most Council races are likely self-funded. She asked if \$1,000 seems too high or should there be a waiver if the candidate agreed to limit their spending. She added the State utilizes spending limits and waivers from the reporting requirements.

Councilor Powers commented that he would support a \$500 threshold for City Council races, and for donations that are \$50 or more there would need to be a detailed accounting. The Councilor added the threshold would not include personal funds.

Councilor Jacobs stated he is trying to understand the purpose of a threshold. Referencing the \$1000 threshold, the Councilor noted if the Council wants to be really transparent the amount should be kept low.

Councilor Chadbourne asked for clarification as to whether this was for money donated only, or also for spending one's own finances. She went on to say she understands the reasoning behind this ordinance but we are the City of Keene and we are small. The Councilor asked for a threshold of \$500.

The Chairman noted we don't want to construct something that will discourage people from running for office. Councilor Chadbourne stated this is her concern as well, and added people run for office because they are committed to their community and she does not want to create something that is going to be a roadblock for someone wanting to run for office.

Councilor Jacobs questioned if the Council is planning on setting a threshold where no-one would meet the threshold so there would not be a need to report.

Councilor Powers stated originally he was against any threshold, but he did not feel \$500 would discourage anyone who really wants to run for office.

Councilor Clark stated he did not feel this discussion should be about \$500 or \$1,000 and recalled an article in The Sentinel where someone who was running for Mayor had a mailer and that individual could not recall who paid for this mailer. He felt this particular mailer cost about \$8,000 to \$10,000 and stated this is his motivation behind this suggestion. There will be at times a group which wants to influence a race but they won't be able to do this without someone finding out. He felt the threshold should be high so that someone running a regular race does not need to worry about it. Chair Greenwald noted the Councilor referred to an unauthorized expenditure to support a candidate and asked how the City should deal with that.

Ms. Little suggested that Councilor Clark was referring to a political action committee and she felt this could be an organization that could be required to report their contributions and expenditures under this ordinance, which she noted many cities do. Chair Greenwald asked for the Attorney's comment. Attorney Mullins responded by saying the first item that was raised relative to this ordinance is that it be applied to the Mayor and Council race and the threshold for contributions and expenses for these races. Councilor Clark however, has now raised another issue, which is about an entity making a contribution in support or in opposition to a particular individual which is not contemplated under this ordinance. If that is to be taken under consideration it would need to be under a political action committee and those need to be identified and would be subject to a reporting requirement.

Chair Greenwald asked that the issue with the political action committee be left alone for now and asked what

the committee was looking for, in terms of a threshold.

Councilor Jacobs noted he supported a threshold at zero with full reporting for all contributions.

Councilor Chadbourne stated she understands the point Councilor Clark was making and hence she would like to stay with \$500 for Council and \$1,000 for Mayor. Chair Greenwald agreed with the \$500 for Council and \$1,000 for Mayor

Councilor Powers clarified this does not include personal funds. The Clerk agreed that was her understanding and she wasn't sure how personal funds being used in a campaign could be regulated.

Councilor Clark stated if one is giving to one's campaign then you are "making a contribution" to that campaign.

Attorney Mullins asked the Committee what issue they were trying to solve. He added Councilor Clark has just identified third party contributions and asked if this should be part of an ordinance draft. The Attorney added if you are spending your own money it is not an issue, the issue is an outside party trying to influence an election.

(3) Question regarding personal or non-personal for contributions

Both Councilor Jacobs and Chair Greenwald felt candidates should report both personal and non-personal contributions. Councilors Clark, Powers and Chadbourne felt candidates should only report non-personal contributions.

Mr. Chuck Redfern of Colby Street stated during the 12 years of his service on the City Council he spent the \$2 filing fee when he filed his declaration for office. . He indicated what he is afraid of is that this ordinance is going to scare potential candidates away. He felt a third party trying to influence 15 Councilors whose power is dispersed is rather remote. He stated he would not vote in favor of this ordinance but should they want to vote for it to make it as simple as possible. Mr. Redfern went on to say filling these positions are difficult, and people run for office because they have a civic duty to their community. He felt the barrier of burden should be low.

Mr. David Crawford of Keene stated this discussion places a veil of suspicion over the candidates running for office. He referred to a comment Councilor Clark made at the Council meeting regarding a contribution made which was reported by a credible source and felt this raises many questions. He felt trying to identify unreasonable spending practices in Keene is not difficult to figure out.

Mr. Bradford Hutchinson referred to the comment made by Councilor Clark at the last Council meeting and the body language he noticed from a fellow councilor during Councilor Clark's comments today. He felt if this ordinance is going to be for Mayor and Council, why it should not be for other elected officials as well. He also questioned instead of this ordinance causing more work for staff why it couldn't be a voluntary statement from candidates. Mr. Hutchinson felt if transparency was the reason for this, it should be across the board for all elected officials.

Councilor Filiault stated the first question is whether this is something the City needs. He added history has shown this is an ordinance that might be necessary. He added he does not have an issue with a \$500 or \$1000 threshold and agreed the City does not want to alienate anyone from running for city office. The Councilor further stated that historically there has not been an issue at the Council level and recommended this be applied to just the Mayor, but with the understanding the Council race could be added in should there ever be that need. He agreed this needs to be done and he would be on board with whatever the Council decides.

Ms. Little asked about the political action committee. Chair Greenwald asked how the city would regulate an

anonymous group. Ms. Little asked if they would be required to register. Attorney Mullins stated this does not mean if someone wanted to take out a full page ad in The Keene Sentinel and not advise anyone of this action, the City can do anything about it.

Councilor Chadbourne noted Mr. Hutchinson had alluded to other elected officials and stated the City does not have control over such positions as State Representatives. Attorney Mullins felt Mr. Hutchinson was likely referring to other elected positions within the City and added it is an agreed consensus, positions such as selectmen don't fall under this ordinance. Councilor Clark noted if there is a radio ad or a newspaper there is a requirement for a tag line which indicates who paid for this ad.

(4) Is there a need for to include political action committees?

Chair Greenwald, and Councilors Jacobs and Clark felt the Ordinance should apply to political action committees, while Councilors Chadbourne and Powers felt it should not.

(5) General Reporting

Ms. Little stated Manchester has a reporting obligation until all surplus contributions have been closed out for the year as well as expenditures.

The Committee agreed the timeline for reporting would be left the way it is.

(6) Spending Cap

Ms. Little asked about someone agreeing to sign a waiver at the time of declaration. She asked whether this is something the Council would want the ordinance to include. The Clerk verified from the Attorney this is acceptable – the Attorney agreed it was.

The Committee agreed to include a waiver with the threshold remaining the same.

(7) Timeline for Reporting

Ms. Little stated at the present time, if you are an incumbent you have an obligation to maintain reporting through your tenure as a Councilor (going back to the last municipal election).

Councilor Powers asked whether this would be the general or municipal election – Ms. Little stated it would be the last municipal election, but stated the Ordinance would need to clarify this point. She suggested the city go with the Portsmouth model, which requires reporting 7 days before and 14 days after an election. This would mean that 7 days before the primary or general election and 14 days after you will be required to report out.

Councilor Powers raised concern about the short timeframe. The Committee agreed to leave the timeframe as originally proposed.

The Attorney clarified for detailed reporting the City was going to leave the number at \$50 or more.

(8) Enforcement

Ms. Little stated Councilor Manwaring had raised the concern there should be enforcement and this is not something that should be voluntary. Ms. Little stated she went back to the 2008 ordinance which was defeated and added language from this ordinance regarding enforcement and replaced the City Clerk with the Police Chief and added she had discussed this issue with Chief Russo. Chief Russo is willing to accept this

responsibility. The Ordinance could include language relative to complaints, cease and desist, investigations, violations, etc. This would apply if one does not file a report or files an inaccurate report. Ms. Little noted the complaint could be driven by a voter or another candidate.

Councilor Jacobs had concern about the complaint component. Councilor Clark felt the Police Department has triggers before they begin any type of investigation. Ms. Little noted none of the other towns have a provision for enforcement. Attorney Mullins stated the only issue he has with the enforcement component in the other ordinances are misdemeanor level offenses (no authority) and several other ordinances prevent a person from taking their duly elected seat, which he sees the City having no authority to prevent, and noted the Secretary of State agrees with this issue. Councilor Chadbourne equated this issue to political warfare and casting down on people's integrity.

Chair Greenwald and Councilors Chadbourne and Jacobs indicated they would not support language detailing an enforcement process. Councilor Powers stated he would support enforcement. Councilor Clark stated this is based on public opinion, noting this isn't about punishing people - this is information for the public to make up their minds.

(9) Penalty

Ms. Little stated she brought language from the 2008 Ordinance which calls for a \$25 fine for each day of non-compliance. She questioned if the committee wanted a fine or to just make reference to the general penalty provision of the code. Councilor Powers asked who would adjudicate this. Attorney Mullins stated this has always been his concern, who would adjudicate the process. The consensus of the Committee was not to include a penalty within the ordinance.

(10) Lack of Reporting

Ms. Little noted the Council had deemed lack of reporting would be disqualification for nomination or election. Ms. Little explained nomination is when the declaration of candidacy is filed or when the primary petition of 50 signatures are submitted as well as when sufficient write-in votes are submitted. Ms. Little felt this should any ordinance should not contain language that would restrict a candidate from holding office if their financial reporting was not completed. She noted the city charter indicates within five days the votes need to be canvassed by the City Council, which declares the winner. Ms. Little stated she had also discussed this issue with the Secretary of State recently who had indicated the City does not have any jurisdiction to withhold anyone from taking office who have been duly elected by the voters.

The committee agreed to the Clerk's recommendation to eliminating any language about withholding office for lack of filing any financial reports.

(11) Definition for Contribution

Ms. Little stated previously there was some discussion about what was a contribution. She prepared a draft definition which would provide that a contribution can be a payment, gift or loan to a candidate made for the purpose of influencing the election of a candidate. In addition, a contribution can be anything of value for influencing the election of a candidate. The clerk asked whether the committee wants to consider something of value as a contribution. Councilor Chadbourne asked whether a gift of a baseball hat with a company's logo be considered a gift of value. Attorney Mullins stated the committee has already agreed to a threshold of \$50 hence did not feel a baseball hat would be considered a gift of value.

Councilor Powers stated he did not agree with the term "influence" and asked it be replaced with the term "support" in the definition.

This concluded the discussion.

The Chairman felt this item is not ready to be forwarded to Council and asked tht the Committee continue its review at their next meeting.

Councilor Powers felt people are not going to want to make a contribution as they would not want their names included in a public record. He also felt the trigger for this ordinance is the upcoming election. Councilor Chadbourne noted there is already a sitting Councilor who has publicly indicated he would not run for re-election if this is approved. She also asked the public to contact their Councilors and weigh in on this issue.

Chair Greenwald made the following motion, which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends more time to allow further discussion at their next regular meeting.



City of Keene, N.H.
Transmittal Form

July 24, 2019

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: J.1.

SUBJECT: Relating to Smoking, Tobacco Products and Equipment

COUNCIL ACTION:

In City Council August 1, 2019.
Report filed as informational. Voted unanimously for the adoption of Ordinance O-2019-15.

RECOMMENDATION:

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee approved Ordinance O-2019-15.

ATTACHMENTS:

Description

Ordinance O-2019-15

BACKGROUND:

Chair Manwaring welcomed Chuck Redfern (of 9 Colby St. Keene), who spoke on behalf of the Library Board of Trustees. He summarize background notes and recalled the Library Board of Trustees submitted a letter to Council that was referred to this Committee, which placed this item on more time so staff could research an effective prohibition of smoking and tobacco products on library grounds. Mr. Redfern reported that the City Attorney met with the Library Director, Fire Chief, Police Chief, and Director of Parks, Recreation & Facilities; all parties agreed on the best Ordinance to enforce prohibition. The proposed Ordinance was before the Committee and it included definitions about tobacco products and established a designated smoking area. Councilor Hooper asked, and Mr. Redfern replied that the draft Ordinance as written is acceptable to the Library Board of Trustees, the Library Director, and other staff. The City Attorney agreed and said the Ordinance is fairly self-explanatory; it was developed looking at other jurisdictions' rules combined with Keene's needs. Smoking areas at least 20' from entrances seems standard. The Ordinance states clearly that this prohibition does not include public sidewalks and right-of-way; it specifically refers to sidewalks on library property. He tried to make the Ordinance as comprehensive as possible to include new nicotine delivery systems like vapes, which could contain more than nicotine.

Councilor Lamoureux asked if the 20' standard for smoking areas away from entrances have been established yet. The City Attorney said no that will be a decision between the City Manager and Library Board of Trustees; there is plenty of space on the property. Mr. Redfern said an area already used by smokers is under consideration. He recalled Councilor Sutherland's suggestion for a cigarette receptacle as well, which staff agreed to accommodate.

Councilor Lamoureux made the following motion, which Councilor Filiault seconded.

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee approved Ordinance O-2019-15.



CITY OF KEENE

O-2019-15

Nineteen

In the Year of Our Lord Two Thousand and

Relating to Smoking, Tobacco Products and Equipment

AN ORDINANCE

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 inserting the following Division 4, in Article III, Chapter 6, Alcoholic Beverages and Tobacco:

DIVISION 4. SMOKING, TOBACCO PRODUCTS AND EQUIPMENT

Sec. 6-109. Findings and Purpose.

The City of Keene finds that, based on determinations and studies by various official agencies, smoking and the use of tobacco products is a significant public health hazard, including secondhand exposure. The purpose of this chapter is to protect the health and well-being of members of the public who have occasion to access the Keene Public Library, including the Library Connector, Library Annex, and surrounding grounds (collectively "Keene Public Library"), by restricting smoking and the use of tobacco products as outlined herein. Disposal of cigarette butts and other tobacco products is restricted under New Hampshire RSA 163-B to provide for uniform prohibition throughout the state of any and all littering on public or private property and to curb thereby the desecration of the beauty of the state and harm to the health, welfare and safety of its citizens caused by individuals who litter.

Sec. 6-110. Definitions.

The following words, terms and phrases shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Cigarette or Cigar

Any roll used for smoking made wholly or in part of tobacco and wrapped in any material, including wrapped tobacco.

e-cigarette

Any electronic device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides any type of vapor, including pure nicotine mixed with propylene glycol or other substance or flavoring, intended to simulate smoking.

Smoking or Use of Tobacco Products or Equipment

The act of smoking, or the use of tobacco products or equipment to produce the effect of smoking or for the intended purpose of the use of the particular tobacco product or equipment.

Tobacco Equipment

Any products or devices that are intended to deliver or facilitate delivery of tobacco products or nicotine for use by one or more persons. Such equipment includes but is not limited to bowls, pipes, chimneys, e-cigarettes, rolling cigarette paper, or other assistive devices.

Tobacco Products

Any product made fully or in part of tobacco, nicotine, or natural or synthetic material intended to simulate tobacco or nicotine, the intended use of which is smoking, chewing or inhaling. Such products include, but are not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, smokeless tobacco, liquid nicotine, or any other tobacco product that simulates tobacco or nicotine.

Sec. 6-111. Use Prohibited.

The act of smoking, and the use of all tobacco products and equipment, is prohibited within the Keene Public Library and all of the grounds surrounding the Keene Public Library, including but not limited to walkways leading from the public sidewalk and building entrances, except as designated below.

Sec. 6-112. Designated areas.

Smoking, or the use of tobacco products, shall be permitted in such designated areas as determined by the City Manager, as outlined below.

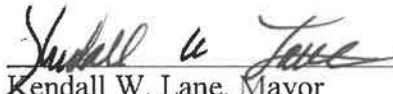
- a) Such area be not less than five feet on any side and shall contain a receptacle designed for the safe disposal of Tobacco Products.
- b) Such area is not located within 20 feet of any entrance or exit, or walkway to such entrance or exit, or other area open to the public where smoking or use of Tobacco Products is otherwise prohibited.
- c) Such area is posted with one or more conspicuously displayed sign(s) that identify the area as a designated area for smoking or Tobacco Product use.
- d) The City Manager may require, in their sole discretion, that any such area be modified or removed if it creates a nuisance or public health hazard.

Sec. 6-113. Signs required.

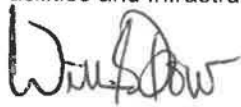
Signs shall be prominently placed and maintained at all sidewalks and entrances to the Keene Public Library notifying the public of the prohibition against the use of Tobacco Products and Equipment. Such signs shall state: "Smoking or the use of tobacco products and equipment within this area is strictly prohibited. Please only use the designated permitted use area. Per City Ordinance O-2019-15."

Sec. 6-114. Violations and penalties.

Any person who is found to have violated the provision of this chapter shall be subject to a civil penalty in the amount of \$25 for the first offense, \$50 for the second offense, and \$100 for the third and subsequent offenses. Additionally, violators may be removed from the Keene Public Library.


Kendall W. Lane, Mayor

In City Council July 18, 2019.
Referred to the Municipal Services,
Facilities and Infrastructure Committee.



Deputy City Clerk

PASSED August 1, 2019



City of Keene, N.H.
Transmittal Form

July 25, 2019

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: K.1.

SUBJECT: Relating to the Library Campus Development Project Funding

COUNCIL ACTION:

In City Council August 1, 2019.

Report filed as informational. Voted unanimously for the adoption of Resolution R-2019-28.

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of R-2019-28 to provide funding for the Library Campus Development Project.

ATTACHMENTS:

Description

Resolution R-2019-28

BACKGROUND:

Finance Director Merri Howe stated this Resolution is for the allocation of the money from fund balance for the payment of the construction of the library fund balance for which \$184,206 will be taken from the general fund. Councilor Jacobs noted part of FY19 operating funds are being used and asked whether this Resolution covers that.

Ms. Fox explained this is a FY20 Resolution, which will take unassigned fund balance from FY20 and won't affect the current operating funds.

Councilor Chadbourne made the following motion, which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of R-2019-28 to provide funding for the Library Campus Development Project.



CITY OF KEENE

R-2019-28

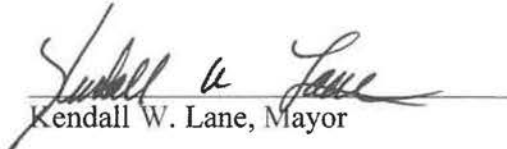
In the Year of Our Lord Two Thousand andNineteen.....

A RESOLUTION Related to an appropriation for the Library Campus Development Project.....

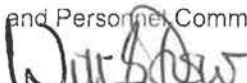
Resolved by the City Council of the City of Keene, as follows:

That the sum of one hundred eighty-four thousand two hundred and six dollars (\$184,206) is hereby appropriated in the 2019-2020 fiscal year for the purpose of funding construction costs of the Library Campus Development Project.

Said appropriation to be funded by the General Fund unassigned fund balance (\$184,206)


Kendall W. Lane, Mayor

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


Deputy City Clerk



City of Keene, N.H.
Transmittal Form

July 30, 2019

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: K.2.

SUBJECT: Relating to Fiscal Policies

COUNCIL ACTION:

In City Council August 1, 2019.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That resolution R-2019-26 relating to fiscal policies be introduced and read at the August 1, 2019 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee (FOP) for consideration, discussion, and a recommendation back to City Council.

ATTACHMENTS:

Description

Resolution R-2019-29_redlined

Resolution R-2019-26

BACKGROUND:

Fiscal policies serve as a tool to address questions and provide guidance for fiscal management and decision making. Each year the policy is reviewed and amendments proposed. This year the proposed amendments focus on the topics of the budget, CIP, bonded debt and other funding sources, and stabilization funds, with updates to terms and references to current conditions.

The Fiscal Policy Workshop was held on July 30, 2019 where an in-depth presentation of the proposed amendments was made to the City Council.

Nineteen

Relating to FISCAL POLICIES

WHEREAS: the National Advisory Council on State and Local Budgeting (NACSLB) has developed a comprehensive set of recommended practices on budgeting; and

WHEREAS: one key component of those recommended practices calls for the adoption of fiscal policies by the local legislative body to help frame resource allocation decisions; and

WHEREAS: the Government Finance Officers' Association (GFOA) has endorsed the recommended practice developed by the NACSLB; and

WHEREAS: it is the intent of the City Council, by this resolution, to articulate this financial blueprint as clearly and completely as possible.

NOW, THEREFORE, BE IT RESOLVED that the fiscal policy should be reviewed and adopted by the City Council on an annual basis in the month of July, and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Keene that its fiscal policies are as follows:

PART 1 – Budgetary Policies

I. Budget

- A. The City shall annually adopt and appropriate budgets for the following funds
 - 1) General Fund
 - 2) Parking Fund
 - 3) PC Replacement Fund
 - 4) Solid Waste Fund
 - 5) Sewer Fund
 - 6) Water Fund
 - 7) Equipment Fund
- B. All appropriated budgets shall be balanced.
- C. All appropriations for annual operating budgets (exclusive of capital projects) shall lapse at fiscal year-end unless encumbered by a City of Keene purchase order that is recorded in the financial system on or before June 30th of any year, or as authorized by the City Manager in writing, on a case-by-case basis. Those encumbrances shall be reported to the City Council in an informational memorandum by the first week of September each year.
- D. The budget document shall provide multi-year projections of revenues and expenditures/expenses including property taxes and utility (water and sewer) rates.
- E. The budget will take into consideration the City's Policies on unassigned Fund Balance **projected** at the end of June.

- F. The City of Keene will contain its General Fund debt service ~~and current revenue capital outlay appropriations~~, on a five (5) year average, at or less than ~~fifteen~~ **twelve** percent (~~15-12~~%) of the General Fund operating budget.
- G. Upon completion of any project, any residual funds shall be returned to the fund that provided the original appropriation.
- H. Property Taxes.
 - 1) The City shall limit its property tax revenue increases to a rolling three (3) year average of the **Boston-Cambridge-Newton, (MA-NH) CPI** ~~Boston-CPI, (as of June 30th)~~ net of expenditures required by law, and debt service payments **and capital leases**. The City chooses to utilize the CPI, not because it reflects inflation in the City's costs, but because it reflects the overall inflation in what citizens purchase. This manages City spending such that increases in a citizen's tax bill are in line with increases in all of their other expenses. The goal is to have the cost of City services as a percentage of a taxpayer's total expenses remain constant.
 - 2) Property Tax Credits and Exemptions.
All exemptions and credits will be reviewed with the City **Council at least every five (5) years in conjunction with the City revaluation** ~~every three (3) years~~ unless there are legislative changes that cause a review to occur on a more frequent basis.
 - 3) The State has chosen to solve its revenue problem by downshifting expenses to the local communities and tapping into the broad based property tax at the local level. Downshifting is an effective strategy for the State; however, it is unsustainable at the local level and would quickly lead to a significant reduction in City services. The City is sensitive to these added expenses to the taxpayers and will attempt to limit the impact; however, as a State expense, the City will pass through the State downshifting to the taxpayers.

II. Capital Improvement Program

- A. The City of Keene shall prepare a capital improvement program (CIP) with a span of **seven (7)** ~~six (6)~~ years.
- B. The CIP shall be **updated prepared biannually** ~~annually~~ **with a review each year during the operating budget cycle.**
- C. All capital projects or equipment purchases that have an estimated cost of at least **\$25,000** ~~20,000~~ and an estimated useful life of at least five years will be included in the capital improvement program (CIP) planning process. These projects may include capital asset preservation projects (designed to preserve the functionality and condition of major infrastructure systems and City facilities) with an estimated cost of at least **\$25,000** ~~20,000~~ and which **increases** the useful life of the asset by at least five years.
- D. The CIP shall contain revenue projections and rate impacts that support estimated operating costs as well as the proposed capital program. Expenditures included in each year of the CIP (operations, debt service and capital) will be equal to estimated revenue available to finance proposed activity in each year of the CIP. Cost and revenue estimates in projected years will be presented for planning purposes, and are based upon the then current best available information.

- E. **City departments will prepare project funding-requests for capital projects as instructed by the City Manager.**
Each project funding request shall originate from a City department and shall include the following information (as applicable):
- ~~1) — A description of the project.~~
 - ~~2) — A cost estimate and funding profile.~~
 - ~~3) — A project time line.~~
 - ~~4) — An estimate of the operating budget impact.~~
 - ~~5) — A reference to alignment with City Council Goals.~~
 - ~~6) — A reference to alignment with the Comprehensive Master Plan (Focus Area).~~
- F. CIP Funding Methodology
- 1) Whenever possible, CIP projects will be funded with available resources, examples of which are current revenues, grants, donations, and reserves, but not debt.
 - 2) Appropriate uses of debt include projects such as:
 - a) One-time nonrecurring investments (e.g. the construction of a new asset, or the expansion or adaptation of an existing asset) to provide added service delivery capacity or to meet changing community needs.
 - b) Projects necessary due to regulatory requirements (e.g. water treatment plant expansion due to EPA permit changes) when resources other than debt are not available.
 - c) Projects necessary due to asset or system operational failure or obsolescence when resources other than debt are not available.
- G. The CIP shall be reviewed by the Finance, Organization and Personnel Committee and the Planning Board.
- H. The CIP will be the subject of a public hearing before adoption.
- I. The funding requests in the first year of the adopted CIP will be included in the next annual budget document. **The City Manager after review will include the second year funding request in the subsequent budget document.**
- J. Upon project completion, any residual funds shall be returned to the fund that provided the original appropriation unless otherwise directed by the City Council.

PART 2 - Financial Policies

I. Fund Structure

- A. All funds are intended to be self-supporting, with no subsidies from one fund to another required for operations or capital outlay.
- B. The City will continue to conduct its financial activities through the use of the following funds:
 - 1) Governmental Funds.
 - a) General Fund – shall be used to account for those governmental activities that are not recorded in one of the other City Funds.
 - b) Special Revenue Funds.

- i. Grants Fund – shall be used for those activities that are funded in part or in whole by contributions from other entities.
 - ii. Parking Fund – shall be used to account for the operations, maintenance and capital outlay needs of the municipal parking areas.
 - iii. PC Replacement Fund – shall be used to account for the on-going replacement of PC’s, certain peripherals, and desk top software utilized by all City departments.
 - iv. Solid Waste Fund – shall be used to account for the activities of the transfer and recycling operations and for post-closure costs associated with the landfill.
 - c) Capital Projects Fund – shall be used to account for the capital projects funded by any of the governmental funds.
- 2) Proprietary Funds.
 - a) Enterprise Funds.
 - i. Sewer Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the sewer collection and treatment systems.
 - ii. Water Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the water treatment and distribution systems.
- 3) Internal Service Funds.
 - a) Equipment Fund – shall be used to account for the operations, maintenance, and capital outlay needs of fleet services.

II. Revenues

- A. One-Time Revenues.
One-time revenues will only be applied toward one-time expenditures; they will not be used to finance on-going programs or services. On-going revenues should be equal to, or greater than, on-going expenditures.
- B. Diversity.
The City will diversify its revenues by maximizing the use of non- property tax revenues such as payments in lieu of taxes, and user fees and charges.
- C. Designation of Revenues.
 - 1) Each year, the City shall designate and set aside \$25,000 for conservation purposes, funded through the allocation of the Land Use Change Tax (LUCT). If the prior years’ LUCT revenues are less than \$25,000, the General Fund will provide the difference from general revenues to ensure an annual contribution of \$25,000. Additionally, in the years when the LUCT revenues exceed \$25,000, fifty percent (50%) of the amount over \$25,000 will be designated for conservation purposes, with the total annual designation not to exceed \$100,000. Expenditure of funds to be made upon approval of the City Council. Balance of said sum not to exceed \$500,000.
 - 2) Direct reimbursements from other entities shall be used to offset the appropriate City expense.

- 3) Except for the provisions stated above, or as provided otherwise by Federal, State law, or by local Code of Ordinances, no unanticipated revenues shall be designated for a specific purpose(s) unless directed by the City Council.

III. Fees and Charges

- A. Certain services provided by the City of Keene will be assigned a fee or charge for the users of the service, dependent upon how the community benefits from the provision of those services.
 - 1) In the case of general governmental services (such as fire protection, law enforcement, or general street maintenance) there will be no user fee or charge assessed.
 - 2) In the event that the service benefits a finite and definable sector of the community then that group will be assessed a fee or charge for provision of the service.
- B. Cost Recovery Standard for Fees and Charges.

Cost recovery should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and **when permitted** organization-wide support costs (e.g. accounting, human resources, data processing, insurance, vehicle maintenance, and regulatory and enforcement costs).
- C. Exceptions to Cost Recovery Standard for Fees and Charges:
 - 1) Fees and Charges may be set at something less than full cost recovery when:
 - a) A high level of cost recovery will negatively impact the delivery of service to low-income groups.
 - b) Collecting the fees and charges is not cost effective.
 - c) There is no intended relationship between the amount paid and the benefit received (e.g. social service programs).
 - d) There is no intent to limit the use of the service (e.g. access to parks and playgrounds).
 - e) Collecting the fees would discourage compliance with regulatory requirements and adherence to said requirements is self-identified, and as such, failure to comply would not be readily detected by the City of Keene.
 - 2) Fees and Charges will be set at, or above, full cost recovery when:
 - a) The service is also provided, or could be provided, by the private sector.
 - b) The use of the service is discouraged (e.g. fire or police responses to false alarms).
 - c) The service is regulatory in nature and voluntary compliance is not expected (e.g. building permits, plans review, subdivisions).
 - d) When the fee or charge for the use of City property or resources is incurred by a commercial entity.
 - 3) Ambulance:
 - a) Service fees shall be set at two hundred fifty percent (250%) above the Medicare-determined usual and customary charge.

- b) A fee will be implemented for those instances when responses that involve the use of drugs or specialized services are provided but there is no transport.
- c) There will be no charge for responses determined by the Fire Department to be “public assists.”
- D. The method of assessing and collecting fees should be made as simple as possible in order to reduce the administrative and support costs of collection.
- E. The City will periodically utilize the services of a collection agency when all other reasonable efforts to collect fees and fines have been exhausted; fees for such services to be paid from amounts collected.
- F. Rate structures should be sensitive to the market price for comparable services in the private sector or other public sector entities.
- G. ~~All~~ Fees and charges shall be adopted by the City Council **when required**.
- H. Fees and charges shall be reviewed in accordance with a schedule developed by the City Manager that has each fee reviewed biannually. Recommended changes will be reviewed and approved by the City Council **when required**.

IV. Bonded Debt

- A. The City of Keene will periodically incur debt to finance capital projects. All issuances of debt are subject to State of New Hampshire Statutes, RSA 34 and 162-K.
- B. Debt may be issued to fund projects with a public purpose of a lasting nature or as otherwise allowed by State law.
- C. Debt will not be issued to provide for the payment of expenses for current maintenance and operation except as otherwise provided by law.
- D. The City of Keene shall not incur debt that exceeds any limits set by State law.
- E. All bonds shall be authorized by resolution of the City Council and require a two-thirds (2/3) vote. ~~The City of Keene may use the services of a financial advisor to assist in preparing for, and executing, any sale of bonds. Said services shall be obtained as the result of a Request for Proposals (RFP) process, which shall be conducted at a minimum of every five (5) years.~~
- F. ~~The City of Keene shall acquire the required services of bond counsel as the result of a Request for Proposals (RFP) process, which shall be conducted at a minimum of every five (5) years.~~
The City of Keene may use the services of bond counsel and a financial advisor, if required, to assist in preparing for and executing the sale of bonds.
- G. ~~Form.~~ The City of Keene issues ~~three types of~~ bonds **including but not limited to:**
 - 1) General Obligation Bonds – repayment is backed by the full taxing power of the City of Keene.
 - 2) Tax Increment Financing Bonds – repayment is first backed by the revenue stream generated by increased revenues created within an established Tax Increment Financing District. To the extent that the increased revenues created within the district are not adequate, the repayment of the bonds would then be backed by the full taxing power of

the City of Keene.

- 3) Refunding Bonds – these bonds are issued to refinance outstanding bonds before their term in order to either remove restrictions on the original bonds and/or to take advantage of lower interest rates. Repayment is backed by the full taxing power of the City of Keene.

- H. Competitive sale is the preferred method of sale; however, negotiated sales may occur for a current or advance refunding, or for other appropriate reasons.
- I. Term.
 - 1) Debt will be incurred only for projects with a useful life of at least ~~five~~ **seven** (~~5-7~~) years.
 - 2) The term of any debt incurred by the City shall be limited to no greater than the expected useful life of the improvement.

V. Other Sources

- A. To the extent they are available, the City of Keene will consider on a case-by-case basis, the use of other financing mechanisms including but not limited to:

- 1) Capital leases.
- 2) State programs (e.g. State Revolving Fund Loan programs).

~~B. The use of short term financing, leases, or lease purchase agreements shall be kept to a minimum.~~

- B. To the extent they are available, the City of Keene will actively pursue **other funding sources including but not limited to:**

- 1) Grants that reduce the City's initial investment in project/improvement.
- 2) Grants that contribute to the on-going debt service for city project(s).
- 3) Other financing tools such as tax credits that leverage the City's initial investment in a project.

- 4) **Public-private partnerships.**
- 5) **Unanticipated revenues. These sources will be evaluated for placement and designated as committed fund balance for advancing budgetary policies related to bonded debt, capital outlay or property taxes.**

VI. Capital Assets

- A. Capitalization of equipment, buildings, land and improvements other than buildings (if one or more of the following criteria are met):

- 1) Cost (if known) or fair market value is greater than or equal to \$5,000 and useful life is greater than one (1) year for new or replacement items.
- 2) In the case of modifications and upgrades, cost is greater than or equal to \$5,000 for equipment, and \$10,000 for buildings and other improvements and the changes accomplish one or more of the following:
 - a) Prolongs the useful life of the asset
 - b) Adapts the asset to a new or different use
 - c) Substantially increases the value of the asset
 - d) Does not substantially replace a current asset

- 3) All land acquisitions will be capitalized at cost (if known) or fair market value.

- 4) The total cost of placing an asset into service condition will be capitalized.
- B. Capitalization of Infrastructure.
- 1) Cost greater than or equal to \$10,000, and useful life greater than five (5) years.
 - 2) The depreciation approach will be utilized for the reporting of all infrastructure.
- C. Depreciation.
- Straight-line depreciation will be used to depreciate all depreciable capital assets over the estimated useful life of each asset, as determined by industry standards.
- D. Asset Classification.
- Assets will be recorded within broad asset groups (e.g. land, buildings, etc.).
- E. Budgeting.
- The budgeting of capital assets will be in a manner that will facilitate the identification and recording of the asset in accordance with this policy.
- F. The City may develop, implement, and refine capital asset management programs (defined as an integrated business approach involving planning, engineering, finance, facilities management, utilities, technology and operations to effectively manage existing and new facilities and infrastructure to maximize benefits, manage cost, reduce risk, and provide satisfactory levels of service to community users in a socially, environmentally, and economically sustainable manner). The capital asset management plans should contain at least the following elements:
- 1) Periodic inventories and assessment of the physical condition of City capital assets and infrastructure.
 - 2) Establishment of condition and functional standards for various types of asset.
 - 3) Criteria to evaluate infrastructure and facility assets and set priorities.
 - 4) Financing policies to maintain a condition assessment system(s) and promote sufficient funding for capital asset preservation, repair, and maintenance.
 - 5) Monitoring and development of periodic plain language status reports on the various components of the City's capital assets and infrastructure.

VII. Fund Balance Classification Policies and Procedures

- A. Fund Balance.
- Fund balance represents the difference between current assets and liabilities and shall be comprised of non-spendable, restricted, committed, assigned, and unassigned amounts defined as follows:
- 1) Non-spendable fund balance - includes amounts that are not in spendable form such as inventory or prepaid expenses or are required to be maintained intact such as perpetual care or the principal of an endowment fund.
 - 2) Restricted fund balance - includes amounts that can only be spent for

specific purposes stipulated by external resource providers such as grantors or, as in the case of special revenue funds, as established through enabling legislation.

- 3) Committed fund balance - includes amounts that can be reported and expended as a result of motions passed by the highest decision making authority - the City Council.
- 4) Assigned fund balance - includes amounts to be used for specific purposes including encumbrances and authorized carry forwards or fund balance to be used in the subsequent fiscal year.
- 5) Unassigned fund balance - includes amounts that are not obligated or specifically designated, and is available in future periods.

B. Spending Prioritization.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the City uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

C. Net Assets.

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, laws or regulations, or other governments. All other net assets are reported as unrestricted.

VIII. Stabilization Funds

A. Unassigned Fund Balance.

That portion of available funds within each fund that can be used to offset emergency expenditures, a downturn in collection of significant revenues, or other unforeseen events.

- 1) Unassigned fund balance for the General Fund will be maintained at between seven percent (7%) and ten percent (10%) of the sum of the total of the General Fund annual operating budget and the property tax commitment for the school (both local and State) and the county.
- 2) Fund balances in all other budgeted funds should be maintained at between five percent (5%) and fifteen percent (15%) of the annual operating budget for that fund.

B. Self-Funded Health Insurance.

The City shall retain funds for its self-funded health insurance program. The intended purposes for these funds are to provide a measure to smooth rate fluctuations, to accommodate an unforeseen increase in claims, and to provide financial protection from run-out costs in the event the City moves toward a fully insured plan. The amount retained shall not exceed three (3) months of estimated claim costs.

C. Capital Reserves.

The City utilizes capital reserves, classified as committed funds, ~~are reserves~~ established under State of New Hampshire law, and invested by

the Trustees of Trust Funds, for several purposes that include the construction, reconstruction, or acquisition of a specific capital improvement, or the acquisition of a specific item or of specific items of equipment, or other purposes identified in NH RSA 34, relating to Capital Reserve Funds for Cities.

- ~~1) — The City of Keene has established the following capital reserves:~~
 - ~~a) — Fire Equipment Capital Reserve — for the acquisition or significant rehabilitation of fire apparatus.~~
 - ~~b) — Ambulance Capital Reserve — for the acquisition or significant rehabilitation of ambulances~~
 - ~~c) — Intersection Improvements Capital Reserve — for the rehabilitation or reconstruction of existing intersections.~~
 - ~~d) — Hazardous Waste Site Capital Reserve — for the clean-up, mitigation and testing associated with the Old City Landfill located at 580 Main Street.~~
 - ~~e) — Transfer/Recycling Center Capital Reserve — for the repair and replacement of existing infrastructure, systems, and equipment.~~
 - ~~f) — City Hall Parking Deck Capital Reserve — for the repair and replacement of existing infrastructure, systems and equipment.~~
 - ~~g) — Wells Street Parking Facility Capital Reserve — for the repair and replacement of existing infrastructure, systems, and equipment.~~
 - ~~h) — Landfill Closure Capital Reserve — for the closure and post-closure costs associated with the City Landfill located at Route 12 North.~~
 - ~~i) — Wastewater Treatment Plant Capital Reserve — for the repair and replacement of major components of plant, including equipment and building.~~
 - ~~j) — Martel Court Pumping Station Capital Reserve — for the repair and replacement of major components of station, including equipment building.~~
 - ~~k) — Sewer Infrastructure Capital Reserve — for the repair and replacement of existing infrastructure, systems and equipment including pump stations and the collection system.~~
 - ~~l) — Water Treatment Facility Capital Reserve — for the repair and replacement of major components of facility including pumps, controls, chemical systems, etc., and building components.~~
 - ~~m) — Water Infrastructure Capital Reserve — for the repair and replacement of major components of existing infrastructure, systems and equipment including wells, lift stations, tanks, etc., and the distribution system.~~
 - ~~n) — Fleet Equipment Capital Reserve — for the replacement of vehicles and equipment under the management of Fleet Services.~~
 - ~~o) — Bridge Capital Reserve — for the construction, reconstruction, and rehabilitation of bridges.~~
 - ~~p) — Downtown Infrastructure and Facility Improvement Capital Reserve — for infrastructure and facility improvements in the~~

~~downtown.~~

~~g) — Transportation Improvements Capital Reserve — to fund, wholly or in part, improvements in the transportation system including roads, bridges, bicycle and pedestrian facilities, and intermodal facilities, except for parking.~~

D. Expendable Trust Funds.

The City Council may create and fund through annual operating budget appropriations, various expendable trust funds as it deems necessary for the maintenance and operation of the City; and any other public purpose that is not foreign to the City's institution or incompatible with the objects of its organization. The trust funds will be administered by the Trustees of the Trust Funds.

E. Revolving Funds.

The City Council may authorize the establishment and use of revolving funds as it deems necessary. The purpose of the funds and source of revenues will be determined at the time of creation. Monies in the revolving fund shall be allowed to accumulate from year to year, and shall not be considered a part of the City's general surplus.

IX. Deposits of Excess Funds in Custody of City Treasurer

A. Objectives (in priority order):

- 1) Safety – the safety of principal is the foremost objective.
- 2) Liquidity – investments shall remain sufficiently liquid to meet the operational cash needs of the City of Keene.
- 3) Yield – taking into account the priority objectives of safety of principal and liquidity, a market rate of return.

B. Authorized Investments:

- 1) US Treasury obligations.
- 2) US government agency and instrumentality obligations.
- 3) Repurchase agreements with New Hampshire Banks acting as principal or agent, collateralized by US Treasury/Agency obligations.
- 4) Certificates of Deposits in New Hampshire Banks (collateralized).
- 5) New Hampshire Public Deposit Investment Pool.
- 6) **Certificate of Deposit Account Registry Service (CDARS).**

Kendall W. Lane, Mayor



CITY OF KEENE

R-2019-26

In the Year of Our Lord Two Thousand and Nineteen

A RESOLUTION Relating to FISCAL POLICIES

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

WHEREAS: the National Advisory Council on State and Local Budgeting (NACSLB) has developed a comprehensive set of recommended practices on budgeting; and

WHEREAS: one key component of those recommended practices calls for the adoption of fiscal policies by the local legislative body to help frame resource allocation decisions; and

WHEREAS: the Government Finance Officers' Association (GFOA) has endorsed the recommended practice developed by the NACSLB; and

WHEREAS: it is the intent of the City Council, by this resolution, to articulate this financial blueprint as clearly and completely as possible.

NOW, THEREFORE, BE IT RESOLVED that the fiscal policy should be reviewed and adopted by the City Council on an annual basis in the month of July, and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Keene that its fiscal policies are as follows:

PART 1 – Budgetary Policies

I. Budget

- A. The City shall annually adopt and appropriate budgets for the following funds
 - 1) General Fund
 - 2) Parking Fund
 - 3) PC Replacement Fund
 - 4) Solid Waste Fund
 - 5) Sewer Fund
 - 6) Water Fund
 - 7) Equipment Fund
- B. All appropriated budgets shall be balanced.
- C. All appropriations for annual operating budgets (exclusive of capital projects) shall lapse at fiscal year-end unless encumbered by a City of Keene purchase order that is recorded in the financial system on or before June 30th of any year, or as authorized by the City Manager in writing, on a case-by-case basis. Those encumbrances shall be reported to the City Council in an informational memorandum by the first week of September each year.
- D. The budget document shall provide multi-year projections of revenues and expenditures/expenses including property taxes and utility (water and sewer) rates.
- E. The budget will take into consideration the City's Policies on unassigned

Fund Balance projected at the end of June.

- F. The City of Keene will contain its General Fund debt service, on a five (5) year average, at or less than twelve percent (12%) of the General Fund operating budget.
- G. Upon completion of any project, any residual funds shall be returned to the fund that provided the original appropriation.
- H. Property Taxes.
 - 1) The City shall limit its property tax revenue increases to a rolling three (3) year average of the Boston-Cambridge-Newton, (MA-NH) CPI net of expenditures required by law, and debt service payments and capital leases. The City chooses to utilize the CPI, not because it reflects inflation in the City's costs, but because it reflects the overall inflation in what citizens purchase. This manages City spending such that increases in a citizen's tax bill are in line with increases in all of their other expenses. The goal is to have the cost of City services as a percentage of a taxpayer's total expenses remain constant.
 - 2) Property Tax Credits and Exemptions.

All exemptions and credits will be reviewed with the City Council at least every five (5) years in conjunction with the City revaluation unless there are legislative changes that cause a review to occur on a more frequent basis.
 - 3) The State has chosen to solve its revenue problem by downshifting expenses to the local communities and tapping into the broad based property tax at the local level. Downshifting is an effective strategy for the State; however, it is unsustainable at the local level and would quickly lead to a significant reduction in City services. The City is sensitive to these added expenses to the taxpayers and will attempt to limit the impact; however, as a State expense, the City will pass through the State downshifting to the taxpayers.

II. Capital Improvement Program

- A. The City of Keene shall prepare a capital improvement program (CIP) with a span of seven (7) years.
- B. The CIP shall be prepared biannually with a review each year during the operating budget cycle.
- C. All capital projects or equipment purchases that have an estimated cost of at least \$25,000 and an estimated useful life of at least five years will be included in the capital improvement program (CIP) planning process. These projects may include capital asset preservation projects (designed to preserve the functionality and condition of major infrastructure systems and City facilities) with an estimated cost of at least \$25,000 and which increases the useful life of the asset by at least five years.
- D. The CIP shall contain revenue projections and rate impacts that support estimated operating costs as well as the proposed capital program. Expenditures included in each year of the CIP (operations, debt service and capital) will be equal to estimated revenue available to finance proposed activity in each year of the CIP. Cost and revenue estimates in projected years will be presented for planning purposes, and are based upon the then current best available information.

- E. City departments will prepare project funding-requests for capital projects as instructed by the City Manager.
- F. CIP Funding Methodology
 - 1) Whenever possible, CIP projects will be funded with available resources, examples of which are current revenues, grants, donations, and reserves, but not debt.
 - 2) Appropriate uses of debt include projects such as:
 - a) One-time nonrecurring investments (e.g. the construction of a new asset, or the expansion or adaptation of an existing asset) to provide added service delivery capacity or to meet changing community needs.
 - b) Projects necessary due to regulatory requirements (e.g. water treatment plant expansion due to EPA permit changes) when resources other than debt are not available.
 - c) Projects necessary due to asset or system operational failure or obsolescence when resources other than debt are not available.
- G. The CIP shall be reviewed by the Finance, Organization and Personnel Committee and the Planning Board.
- H. The CIP will be the subject of a public hearing before adoption.
- I. The funding requests in the first year of the adopted CIP will be included in the next annual budget document. The City Manager after review will include the second year funding request in the subsequent budget document.
- J. Upon project completion, any residual funds shall be returned to the fund that provided the original appropriation unless otherwise directed by the City Council.

PART 2 - Financial Policies

I. Fund Structure

- A. All funds are intended to be self-supporting, with no subsidies from one fund to another required for operations or capital outlay.
- B. The City will continue to conduct its financial activities through the use of the following funds:
 - 1) Governmental Funds.
 - a) General Fund – shall be used to account for those governmental activities that are not recorded in one of the other City Funds.
 - b) Special Revenue Funds.
 - i. Grants Fund – shall be used for those activities that are funded in part or in whole by contributions from other entities.
 - ii. Parking Fund – shall be used to account for the operations, maintenance and capital outlay needs of the municipal parking areas.
 - iii. PC Replacement Fund – shall be used to account for the on-going replacement of PC's, certain peripherals, and desk top software utilized by all City departments.
 - iv. Solid Waste Fund – shall be used to account for the

activities of the transfer and recycling operations and for post-closure costs associated with the landfill.

c) Capital Projects Fund – shall be used to account for the capital projects funded by any of the governmental funds.

2) Proprietary Funds.

a) Enterprise Funds.

i. Sewer Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the sewer collection and treatment systems.

ii. Water Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the water treatment and distribution systems.

3) Internal Service Funds.

a) Equipment Fund - shall be used to account for the operations, maintenance, and capital outlay needs of fleet services.

II. Revenues

A. One-Time Revenues.

One-time revenues will only be applied toward one-time expenditures; they will not be used to finance on-going programs or services. On-going revenues should be equal to, or greater than, on-going expenditures.

B. Diversity.

The City will diversify its revenues by maximizing the use of non- property tax revenues such as payments in lieu of taxes, and user fees and charges.

C. Designation of Revenues.

- 1) Each year, the City shall designate and set aside \$25,000 for conservation purposes, funded through the allocation of the Land Use Change Tax (LUCT). If the prior years' LUCT revenues are less than \$25,000, the General Fund will provide the difference from general revenues to ensure an annual contribution of \$25,000. Additionally, in the years when the LUCT revenues exceed \$25,000, fifty percent (50%) of the amount over \$25,000 will be designated for conservation purposes, with the total annual designation not to exceed \$100,000. Expenditure of funds to be made upon approval of the City Council. Balance of said sum not to exceed \$500,000.
- 2) Direct reimbursements from other entities shall be used to offset the appropriate City expense.
- 3) Except for the provisions stated above, or as provided otherwise by Federal, State law, or by local Code of Ordinances, no unanticipated revenues shall be designated for a specific purpose(s) unless directed by the City Council.

III. Fees and Charges

A. Certain services provided by the City of Keene will be assigned a fee or charge for the users of the service, dependent upon how the community benefits from the provision of those services.

- 1) In the case of general governmental services (such as fire protection, law enforcement, or general street maintenance) there will be no user fee or

charge assessed.

- 2) In the event that the service benefits a finite and definable sector of the community then that group will be assessed a fee or charge for provision of the service.

B. Cost Recovery Standard for Fees and Charges.

Cost recovery should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and when permitted organization-wide support costs (e.g. accounting, human resources, data processing, insurance, vehicle maintenance, and regulatory and enforcement costs).

C. Exceptions to Cost Recovery Standard for Fees and Charges:

- 1) Fees and Charges may be set at something less than full cost recovery when:
 - a) A high level of cost recovery will negatively impact the delivery of service to low-income groups.
 - b) Collecting the fees and charges is not cost effective.
 - c) There is no intended relationship between the amount paid and the benefit received (e.g. social service programs).
 - d) There is no intent to limit the use of the service (e.g. access to parks and playgrounds).
 - e) Collecting the fees would discourage compliance with regulatory requirements and adherence to said requirements is self-identified, and as such, failure to comply would not be readily detected by the City of Keene.
 - 2) Fees and Charges will be set at, or above, full cost recovery when:
 - a) The service is also provided, or could be provided, by the private sector.
 - b) The use of the service is discouraged (e.g. fire or police responses to false alarms).
 - c) The service is regulatory in nature and voluntary compliance is not expected (e.g. building permits, plans review, subdivisions).
 - d) When the fee or charge for the use of City property or resources is incurred by a commercial entity.
 - 3) Ambulance:
 - a) Service fees shall be set at two hundred fifty percent (250%) above the Medicare-determined usual and customary charge.
 - b) A fee will be implemented for those instances when responses that involve the use of drugs or specialized services are provided but there is no transport.
 - c) There will be no charge for responses determined by the Fire Department to be "public assists."
- D. The method of assessing and collecting fees should be made as simple as possible in order to reduce the administrative and support costs of collection.
- E. The City will periodically utilize the services of a collection agency when all other reasonable efforts to collect fees and fines have been exhausted; fees for such services to be paid from amounts collected.

- F. Rate structures should be sensitive to the market price for comparable services in the private sector or other public sector entities.
- G. Fees and charges shall be adopted by the City Council when required.
- H. Fees and charges shall be reviewed in accordance with a schedule developed by the City Manager that has each fee reviewed biannually. Recommended changes will be reviewed and approved by the City Council when required.

IV. Bonded Debt

- A. The City of Keene will periodically incur debt to finance capital projects. All issuances of debt are subject to State of New Hampshire Statutes, RSA 34 and 162-K.
- B. Debt may be issued to fund projects with a public purpose of a lasting nature or as otherwise allowed by State law.
- C. Debt will not be issued to provide for the payment of expenses for current maintenance and operation except as otherwise provided by law.
- D. The City of Keene shall not incur debt that exceeds any limits set by State law.
- E. All bonds shall be authorized by resolution of the City Council and require a two-thirds (2/3) vote.
- F. The City of Keene may use the services of bond counsel and a financial advisor, if required, to assist in preparing for and executing the sale of bonds.
- G. The City of Keene issues bonds including but not limited to:
 - 1) General Obligation Bonds – repayment is backed by the full taxing power of the City of Keene.
 - 2) Tax Increment Financing Bonds – repayment is first backed by the revenue stream generated by increased revenues created within an established Tax Increment Financing District. To the extent that the increased revenues created within the district are not adequate, the repayment of the bonds would then be backed by the full taxing power of the City of Keene.
 - 3) Refunding Bonds – these bonds are issued to refinance outstanding bonds before their term in order to either remove restrictions on the original bonds and/or to take advantage of lower interest rates. Repayment is backed by the full taxing power of the City of Keene.
- H. Competitive sale is the preferred method of sale; however, negotiated sales may occur for a current or advance refunding, or for other appropriate reasons.
- I. Term.
 - 1) Debt will be incurred only for projects with a useful life of at least seven (7) years.
 - 2) The term of any debt incurred by the City shall be limited to no greater than the expected useful life of the improvement.

V. Other Sources

- A. To the extent they are available, the City of Keene will consider on a case-by-case basis, the use of other financing mechanisms including but not

limited to:

- 1) Capital leases.
 - 2) State programs (e.g. State Revolving Fund Loan programs).
- B. To the extent they are available, the City of Keene will actively pursue other funding sources including but not limited to:
- 1) Grants that reduce the City's initial investment in project/improvement.
 - 2) Grants that contribute to the on-going debt service for city project(s).
 - 3) Other financing tools such as tax credits that leverage the City's initial investment in a project.
 - 4) Public-private partnerships.
 - 5) Unanticipated revenues. These sources will be evaluated for placement and designated as committed fund balance for advancing budgetary policies related to bonded debt, capital outlay or property taxes.

VI. Capital Assets

- A. Capitalization of equipment, buildings, land and improvements other than buildings (if one or more of the following criteria are met):
- 1) Cost (if known) or fair market value is greater than or equal to \$5,000 and useful life is greater than one (1) year for new or replacement items.
 - 2) In the case of modifications and upgrades, cost is greater than or equal to \$5,000 for equipment, and \$10,000 for buildings and other improvements and the changes accomplish one or more of the following:
 - a) Prolongs the useful life of the asset
 - b) Adapts the asset to a new or different use
 - c) Substantially increases the value of the asset
 - d) Does not substantially replace a current asset
 - 3) All land acquisitions will be capitalized at cost (if known) or fair market value.
 - 4) The total cost of placing an asset into service condition will be capitalized.
- B. Capitalization of Infrastructure.
- 1) Cost greater than or equal to \$10,000, and useful life greater than five (5) years.
 - 2) The depreciation approach will be utilized for the reporting of all infrastructure.
- C. Depreciation.
- Straight-line depreciation will be used to depreciate all depreciable capital assets over the estimated useful life of each asset, as determined by industry standards.
- D. Asset Classification.
- Assets will be recorded within broad asset groups (e.g. land, buildings, etc.).

E. Budgeting.

The budgeting of capital assets will be in a manner that will facilitate the identification and recording of the asset in accordance with this policy.

F. The City may develop, implement, and refine capital asset management programs (defined as an integrated business approach involving planning, engineering, finance, facilities management, utilities, technology and operations to effectively manage existing and new facilities and infrastructure to maximize benefits, manage cost, reduce risk, and provide satisfactory levels of service to community users in a socially, environmentally, and economically sustainable manner). The capital asset management plans should contain at least the following elements:

- 1) Periodic inventories and assessment of the physical condition of City capital assets and infrastructure.
- 2) Establishment of condition and functional standards for various types of asset.
- 3) Criteria to evaluate infrastructure and facility assets and set priorities.
- 4) Financing policies to maintain a condition assessment system(s) and promote sufficient funding for capital asset preservation, repair, and maintenance.
- 5) Monitoring and development of periodic plain language status reports on the various components of the City's capital assets and infrastructure.

VII. Fund Balance Classification Policies and Procedures

A. Fund Balance.

Fund balance represents the difference between current assets and liabilities and shall be comprised of non-spendable, restricted, committed, assigned, and unassigned amounts defined as follows:

- 1) Non-spendable fund balance - includes amounts that are not in spendable form such as inventory or prepaid expenses or are required to be maintained intact such as perpetual care or the principal of an endowment fund.
- 2) Restricted fund balance - includes amounts that can only be spent for specific purposes stipulated by external resource providers such as grantors or, as in the case of special revenue funds, as established through enabling legislation.
- 3) Committed fund balance - includes amounts that can be reported and expended as a result of motions passed by the highest decision making authority - the City Council.
- 4) Assigned fund balance - includes amounts to be used for specific purposes including encumbrances and authorized carry forwards or fund balance to be used in the subsequent fiscal year.
- 5) Unassigned fund balance - includes amounts that are not obligated or specifically designated, and is available in future periods.

- B. Spending Prioritization.
When an expenditure is incurred that would qualify for payment from multiple fund balance types, the City uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.
- C. Net Assets.
Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, laws or regulations, or other governments. All other net assets are reported as unrestricted.

VIII. Stabilization Funds

- A. Unassigned Fund Balance.
That portion of available funds within each fund that can be used to offset emergency expenditures, a downturn in collection of significant revenues, or other unforeseen events.
 - 1) Unassigned fund balance for the General Fund will be maintained at between seven percent (7%) and ten percent (10%) of the sum of the total of the General Fund annual operating budget and the property tax commitment for the school (both local and State) and the county.
 - 2) Fund balances in all other budgeted funds should be maintained at between five percent (5%) and fifteen percent (15%) of the annual operating budget for that fund.
- B. Self-Funded Health Insurance.
The City shall retain funds for its self-funded health insurance program. The intended purposes for these funds are to provide a measure to smooth rate fluctuations, to accommodate an unforeseen increase in claims, and to provide financial protection from run-out costs in the event the City moves toward a fully insured plan. The amount retained shall not exceed three (3) months of estimated claim costs.
- C. Capital Reserves.
The City utilizes capital reserves, classified as committed funds, established under State of New Hampshire law, and invested by the Trustees of Trust Funds, for several purposes that include the construction, reconstruction, or acquisition of a specific capital improvement, or the acquisition of a specific item or of specific items of equipment, or other purposes identified in NH RSA 34, relating to Capital Reserve Funds for Cities.

D. Expendable Trust Funds.

The City Council may create and fund through annual operating budget appropriations, various expendable trust funds as it deems necessary for the maintenance and operation of the City; and any other public purpose that is not foreign to the City's institution or incompatible with the objects of its organization. The trust funds will be administered by the Trustees of the Trust Funds.

E. Revolving Funds.

The City Council may authorize the establishment and use of revolving funds as it deems necessary. The purpose of the funds and source of revenues will be determined at the time of creation. Monies in the revolving fund shall be allowed to accumulate from year to year, and shall not be considered a part of the City's general surplus.

IX. Deposits of Funds in Custody of City Treasurer

A. Objectives (in priority order):

- 1) Safety – the safety of principal is the foremost objective.
- 2) Liquidity – investments shall remain sufficiently liquid to meet the operational cash needs of the City of Keene.
- 3) Yield – taking into account the priority objectives of safety of principal and liquidity, a market rate of return.

B. Authorized Investments:

- 1) US Treasury obligations.
- 2) US government agency and instrumentality obligations.
- 3) Repurchase agreements with New Hampshire Banks acting as principal or agent, collateralized by US Treasury/Agency obligations.
- 4) Certificates of Deposits in New Hampshire Banks (collateralized).
- 5) New Hampshire Public Deposit Investment Pool.
- 6) Certificate of Deposit Account Registry Service (CDARS).

Kendall W. Lane, Mayor

In City Council August 1, 2019.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

July 30, 2019

TO: Mayor and Keene City Council

FROM: Dan Langille, City Assessor

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: K.3.

SUBJECT: Relating to Veteran Tax Credits

COUNCIL ACTION:

In City Council August 1, 2019.

Report filed into the record as informational.

Voted unanimously to Suspend the Rules of Order.

Voted unanimously to adopt Resolution R-2019-33.

Voted unanimously to adopt Resolution R-2019-34.

RECOMMENDATION:

That the City Council approve Resolution R-2019-33 amending the Veteran Service Connected Disability tax credit from \$2,000 to \$4,000 and approve Resolution R-2019-34 reaffirming the Veterans' Surviving Spouse tax credit in the amount of \$2,000.

ATTACHMENTS:

Description

Resolution R-2019-33

Resolution R-2019-34

BACKGROUND:

At the Finance, Organization and Personnel Committee meeting on July 25, 2019 it was requested that a resolution be drafted to increase the amount of the Veteran Service Connected Disability credit from \$2,000 to \$4,000.

Currently, Resolution R-2005-07 includes both the Service Connected Disability Credit and the Veteran Surviving Spouse Credit. The Veteran Surviving Spouse Credit is already at the maximum level allowed for by State law.

In order to add clarity to the records it is recommended that the Veteran Surviving Spouse credit and the Veteran Service Connected Disability credit be separated and enacted as two separate Resolutions. The City Council will be reaffirming the Veteran Surviving Spouse tax credit at its current amount and will be amending the tax credit amount of the Veteran Service Connected Disability credit from \$2,000 to \$4,000.



CITY OF KEENE

R-2019-33

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

A RESOLUTIONRelating to Service Connected Total Disability Veteran Tax Credits.....

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

WHEREAS, RSA 72:35 was established for the purpose of allowing tax credits to qualifying disabled Veterans; and

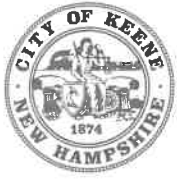
WHEREAS, the City Council enacted Resolution R-2005-07 which adopted the Veteran Surviving Spouse Tax Credit in the amount of \$2,000 and the Service Connected Total Disability Veteran Tax Credit in the amount of \$2,000; and

WHEREAS, the Legislature has amended RSA 72:35 to include the Standard Service Connected Total Disability Veteran Tax Credit to be in the amount of \$700 and the Optional Service Connected Total Disability Veteran Tax Credit to be in an amount from **\$701 up to \$4,000**.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that it hereby wishes to comply with the amendments to RSA 72:35, by responding in the affirmative to the following:

“Shall the Council of the City of Keene amend the Service Connected Total Disability Veteran Tax Credit in the amount of \$4,000.” This act shall take effect as of April 1, 2019.

Kendall W. Lane, Mayor



CITY OF KEENE

R-2019-34

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

A RESOLUTIONRelating to Veteran Surviving Spouse Tax Credit.....

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

WHEREAS, RSA 72:29-a was established for the purpose of allowing Veteran Tax Credits to the surviving spouse of a qualifying deceased veteran; and

WHEREAS, the Legislature approved RSA 72:29-a to include the Veteran Surviving Spouse Tax Credit in the amount of \$700 or in an amount from \$701 up to \$2,000; and

WHEREAS, the City Council enacted Resolution R-2005-07 which adopted the Veteran Surviving Spouse Tax Credit in the amount of \$2,000; and

WHEREAS, R-2005-07 also include the Service Connected Total Disability Veteran Tax Credit in the amount of \$2,000; and

WHEREAS, the City Council is considering an amendment to the Service Connected Total Disability Veteran Tax Credit in response to action by the State Legislature; and

WHEREAS, for the clarity of the record, it is being recommended that the Veteran Surviving Spouse Tax Credit and the Service Connected Total Disability Veteran Tax Credit be enacted through separate Resolutions.

NOW THEREFORE BE IT RESOLVED THAT the City Council reaffirms the Veteran Surviving Spouse Tax Credit in the amount of \$2,000. This act shall take effect as of April 1, 2019.

Kendall W. Lane, Mayor

PASSED

August 1, 2019