



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
November 14, 2019  
6:30 PM**

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

- 
1. Acceptance of Donation - Parks, Recreation and Facilities Department
  2. Acceptance of Donation - Parks, Recreation and Facilities Department
  3. Adopt A Bench Donation - Parks, Recreation and Facilities Department
  4. Adopt A Bench Donation - Parks, Recreation and Facilities Department
  5. Acceptance of the 2019 Homeland Security Grant Award - HazMat Allocation - Fire Department
  6. Joseph S. Hoppock, Esq. - Request to Purchase City Property - Corner News
  7. Mark Rebillard and Roger Weinreich/Keene Downtown Group - Requesting the Establishment of a Free Parking Program
  8. PILOT- The Prospect-Woodward Home - Assessing Department
  9. Aquatic Facilities Update - Parks, Recreation and Facilities Department
  10. Juvenile Conference Committee  
Ordinance O-2019-17

**MORE TIME ITEMS:**

- A. Continued Discussion - Campaign Finance Ordinance

Non Public Session  
Adjournment



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

October 26, 2019

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

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

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

**ITEM:** 1.

**SUBJECT:** Acceptance of Donation - Parks, Recreation and Facilities Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$214.63 and that the money is used for the Recreation Department scholarship fund.

**BACKGROUND:**

This past August, Robert Wilber, a long time City employee, also City Councilor, passed away. Many of his program staff found ways to recognize his dedication to the many lives that he influenced. Adrienne Conboy, a current long time employee worked with Bulldog Design owners Joe and Karli Tolman, who also worked for Mr. Wilber and created the "Wilber" goat tee. The online sales for the t-shirt raised \$214.63 towards the scholarship funds.



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

November 5, 2019

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

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

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

**ITEM:** 2.

**SUBJECT:** Acceptance of Donation - Parks, Recreation and Facilities Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$3000.00 from Yankee Lanes and that the money is used to purchase youth basketball jerseys.

**BACKGROUND:**

Jeff Barden, owner of Yankee Lanes bowling center in Keene, is a longtime supporter of youth sports and basketball within the community. The youth basketball league is offered for children in grades K-12 and this will be his fifth year sponsoring the uniforms for the participants.



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

November 5, 2019

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

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

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

**ITEM:** 3.

**SUBJECT:** Adopt A Bench Donation - Parks, Recreation and Facilities Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of a bench from Pathways For Keene in honor of John Summers and that the bench be placed along the Jonathan Daniels Trail.

**BACKGROUND:**

Pathways For Keene purchased a bench to donate in honor of a founding member John Summers. Mr. Summers helped create the Ashuelot River Trail now known as the Jonathan Daniels Trail. Through his hard work and commitment to a strong trail system in Keene, Pathways For Keene became a strong advocacy group to help promote and fund trail projects within the Keene trail system.

The bench will be installed upon its delivery along the Jonathan Daniels Trail near Ashuelot River Park.

The Adopt A Bench Program provides and bench, a plaque, and the installation for \$1,200.00.



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

November 5, 2019

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

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

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

**ITEM:** 4.

**SUBJECT:** Adopt A Bench Donation - Parks, Recreation and Facilities Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of three granite benches from Brian Buskey in honor of his parents Bert and Lilian Buskey and that the benches be placed at Shadow Pond on Kendall Road.

**BACKGROUND:**

Brian Buskey wishes to enhance the small pond and park located at the foot bridge at Kendall Road. Childhood memories of growing up and taking family walks to the area provide quality memories. Upon his parents' (Bert and Lilian) passing, he wished to provide a gift back to the City for others to enjoy the park as much as his parents did.

The benches were installed October 29 at Shadow Pond on Kendall Road.



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

November 1, 2019

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

**FROM:** Mark Howard, Fire Chief

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

**ITEM:** 5.

**SUBJECT:** Acceptance of the 2019 Homeland Security Grant Award - HazMat Allocation - Fire Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a grant in the amount of \$25,000 from the 2019 State of New Hampshire Homeland Security Program (SHSP) - HazMat allocation.

**ATTACHMENTS:**

Description

Award Letter for 2019 SHSP HM Grant

**BACKGROUND:**

On October 15, 2019, I was notified by the grants management unit that the Keene Fire Department has been awarded \$25,000. See attached award letter dated October 15, 2019 for details of the equipment that will be purchased with the awarded grant funds.

# State of New Hampshire



ROBERT L. QUINN  
COMMISSIONER OF SAFETY

RICHARD C. BAILEY, JR.  
PERRY E. PLUMMER.  
ASSISTANT COMMISSIONERS

## DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305  
Tel: (603) 223-3889  
Speech/Hearing Impaired  
TDD Access Relay NH 1-800-735-2964

October 15, 2019

Chief Mark Howard  
Keene HazMat Team  
31 Vernon Street  
Keene, NH 03431

Re: 2019 Homeland Security Grant Program Award – HazMat

Dear Chief Howard,

It is my pleasure to inform you that upon review of your 2019 Homeland Security Grant Application for Keene HazMat Team for HazMat equipment has been awarded in the amount of \$25,000.00. These funds are awarded under the State Homeland Security Program (SHSP) portion of the 2019 Homeland Security Grant Program (HSGP) for the purchase of eligible equipment as described in your application. Please refer to the attached "Approved Items Checklist" when submitting reimbursement requests and identify the items you have purchased.

These grant awards are subject to federal program requirements and special conditions. Enclosed are your Sub-Recipient Information Reporting Form, federal grant terms and conditions, special conditions requirements, lobbying certification and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Unit within thirty (30) days of the date of this letter. Special conditions requirements must be responded to within forty-five (45) days of the date of this letter. In addition, this project must be implemented within 60 days following the grant award effective date or be subject to automatic cancellation of the grant. Failure to meet these requirements may result in a delay in reimbursement or cancellation of your grant award. **Please make note of the new Special Condition requirement for the Nationwide Cybersecurity Review that must be completed prior to December 1, 2019 per DHS/FEMA requirements.**

Additional information is also available at <https://www.nh.gov/safety/divisions/homeland/2019/index.html>. We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills, or use this equipment; however, we will work together to ensure that our ability to do so will be keen.

Sincerely,

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

Pamela Urban-Morin  
Grants Administrator

Keene HazMat  
 2019 HazMat  
 Approved Items Checklist  
 \$25,303.94

Vendor: 177417 - B002  
 Account: 54100000 500574  
 Activity: 23HS19SHLC

Final Pymt:    
 Grant Category: SHSP  
 Grant Expires: 8/31/2022  
 Audit Period: 7/01 to 6/30

Approved				Reimbursed		
Name of Equipment	Quantity	Cost	AEI	Name of Equipment	Quantity	Cost
Altair 5X O2, LEL, CO/H2S, HNC, PID Kit	2	8,955.00				
Altair Pump Probe with Charger	3	396.50				
Altair 4XR Multi gas with Bluetooth	1	745.00				
Intrinsically safe remote speaker mic, IP68, 3.5mm,	<del>49</del>	5,186.65				
Intrinsically Safe battery, IMPRES 2 LIION, TIA4950 R	49	6,045.13				
10 year replacement of 1/2 inch static life safety rope	<del>1</del> 49	2,466.00				
Filter Capture, Containment supplies (pads, absorbents, etc.)	7	1,205.72				
	1					
<b>Total</b>		<b>25,000.00</b>				<b>0.00</b>

Balance 25,000.00





*Transmittal Form*

November 5, 2019

**TO:** Mayor and Keene City Council

**FROM:** Mark Rebillard, President and Roger Weinreich, Board Member - Keene Downtown Group

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

**ITEM:** 7.

**SUBJECT:** Mark Rebillard and Roger Weinreich/Keene Downtown Group - Requesting the Establishment of a Free Parking Program

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**COUNCIL ACTION:**

In City Council November 7, 2019.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Communication\_Keene Downtown Group

**BACKGROUND:**

This is a request from the Keene Downtown Group to increase downtown business and social activity by inviting people to visit "Main Street in the Morning" by establishing free parking between the hours of 8:00 AM to 11:00 AM on Main Street in the downtown area.



City Clerk

Mayor Kendall Lane and Keene City Council  
City Hall  
3 Washington Street  
Keene, NH 03431

October 30, 2019

Dear Honorable Mayor Lane and City Council Members,

The Keene Downtown Group is writing to ask the City of Keene to establish a free parking program, to operate between the hours of 8 and 11 am on Main Street in the downtown area.

We propose to work in partnership with the Parking Department to help design and implement this program. Our goal is to positively shift public perception regarding the availability and convenience of downtown parking.

At this time, there appears to be an abundance of open parking spaces along Main Street in the morning. Parking revenue for this time period has likely diminished and this is an excellent time to try some new ideas.

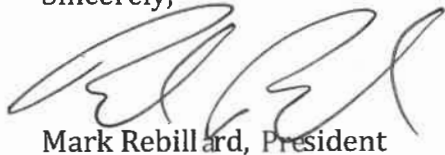
The feasibility of this project, including specific details regarding the location of the parking area, as well as the duration of time allowed for free parking will be determined by the Parking Department. The program can be evaluated, adjusted or terminated if it becomes unsustainable or does not achieve desired results.

The intention of the Keene Downtown Group is to increase downtown business and social activity by inviting people to visit "Main Street in the Morning". The Magical History Tour, featuring the Walldog Murals is a wonderful addition to our downtown. It is our hope, that the new parking program will serve as a gateway that will encourage more people to conveniently visit both the murals and our downtown community.

We believe that this welcoming gesture of controlled, free parking will enhance the overall experience for both Keene residents and new visitors as they continue to discover our beautiful downtown.

Thank you for your consideration.

Sincerely,



Mark Rebillard, President



Roger Weinreich, Board Member

The Keene Downtown Group      PO Box 80      Keene, NH 03431



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

November 5, 2019

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

**FROM:** Dan Langille, City Assessor

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

**ITEM:** 8.

**SUBJECT:** PILOT- The Prospect-Woodward Home - Assessing Department

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**RECOMMENDATION:**

To authorize the City Manager to execute a PILOT agreement with The Prospect-Woodward Home for properties owned by them and identified as Map 221 Lot 19 and Map 221 Lot 18.

**ATTACHMENTS:**

Description

Prospect-Woodward PILOT

**BACKGROUND:**

The Prospect-Woodward Home d/b/a Hillside Village timely filed an application requesting tax-exempt status as a charitable organization with the Assessing Department in accordance with RSA 72:23-c for property owned by them. As part of the review process, the Assessing Department requested additional information and supporting documentation from the applicant and such information was also provided. On September 5, 2019, the Assessor's Board, after a thorough review of all information including a review of applicable state laws and relevant state court decisions, determined that the properties identified as 81 & 95 Wyman Road (Map 221 Lot 19) and 100 Wyman Road (Map 221 Lot 18) qualified to be exempt from property taxes. The property identified as 118 Wyman Road (Map 210 Lot 10) (*fka Miracles in Motion*) was denied exempt status and will remain taxable as it is not being used and occupied for the charitable purpose of the organization.

RSA 72:23-n allows municipalities to enter into voluntary payment agreements with otherwise exempt property owners. The City Manager, City Assessor and representatives from The Prospect-Woodward Home met to discuss a payment in lieu of taxes (PILOT) for the properties granted to be tax-exempt. Both parties agreed that it was necessary for there to be an annual monetary contribution that would go towards funding city services and to recognize that The Prospect-Woodward Home and its residents are an integral part of the community. The amount of the PILOT is \$658,000 and may increase during the time of the agreement based on increases in the city tax rate. This is a ten-year agreement with an option for an additional ten-year extension. The PILOT equates to the amount of taxes that would have been paid in 2019 based on the value of the property and the city portion of the tax rate. The PILOT also accounts for the possibility of any future building additions, should there be any, by increasing the payment amount based on the new square footage.

**AGREEMENT FOR PAYMENT IN LIEU OF TAXES (“PILOT”) BY AND BETWEEN  
THE CITY OF KEENE AND THE PROSPECT-WOODWARD HOME**

Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Keene, a municipal corporation located in the County of Cheshire, New Hampshire (“City”), and The Prospect-Woodward Home d/b/a Hillside Village (“Prospect-Woodward”), a New Hampshire non-profit organization with principal office in Keene, New Hampshire.

WHEREAS, Prospect-Woodward has filed applications for a charitable tax exemption for the 2019 tax year for its properties located at 95, 100 and 118 Wyman Road and 194-202 Court Street.

WHEREAS, Prospect-Woodward has heretofore paid taxes to the City for the first half of the 2019 tax year for the above-referenced properties, with the exception of 194-202 Court Street, which was deemed tax exempt for the 2018 tax year on which the first half 2019 tax bill was based. Said taxes were paid while the tax exemption applications were pending.

WHEREAS, the Board of Assessors has determined that the properties at 95 and 100 Wyman Road qualify for tax exemption for the 2019 tax year (“The Properties”) and that the properties at 118 Wyman Road and 194-202 Court Street do not qualify for tax exemption.

WHEREAS, Prospect-Woodward accepts the rulings of the Board of Assessors with respect to the four properties.

WHEREAS, Prospect-Woodward wishes to make a payment in lieu of taxes for 2019 and beyond 2019. The City and Prospect-Woodward have concluded that it is in their respective best interests to provide long-term certainty with respect to the annual payments to be made by Prospect-Woodward and to be received by the City with respect to the properties described herein;

WHEREAS, the City is authorized to accept a voluntary payment in lieu of taxes from tax exempt properties under RSA 72:23-n (“PILOT”);

NOW, THEREFORE, the City and Prospect-Woodward, for good and sufficient consideration, the receipt of which is hereby acknowledged, agree as follows:

(1) Term of this Agreement and extension. Unless otherwise terminated in accordance with Paragraph 8, below this Agreement will be for a term of ten (10) years, beginning with the 2019 tax year (April 1, 2019) and continuing through the 2029 tax year (March 31, 2030). So long as Prospect-Woodward complies with the terms of this Agreement and so long as no changes are made to the ownership, use or occupancy of the real estate that is subject to this Agreement, and subject to the parties’ right of termination set forth in Paragraph 8 below, Prospect-Woodward shall have the right to extend this Agreement for one additional ten (10)-year term by giving written notice to the City at least sixty (60) days prior to the April 1, 2029 tax year. Nothing herein shall prohibit the transfer of ownership by the Prospect-Woodward to a related or affiliated entity or to another qualified non-profit tax exempt entity, together with the assignment of this Agreement pursuant to Paragraph 12 below.

(2) Prospect-Woodward will provide annual information to the City as required by application for a charitable property tax exemption. Each year, Prospect-Woodward will timely file a list of properties for which a charitable tax exemption is claimed as required by RSA 72:23-c on BTLA Form A-9 (or its successor form), and shall timely file a statement of its financial condition for the preceding fiscal year as required by RSA 72:23, VI on BTLA Form A-12 (or its successor form).

(3) Charitable tax exemptions and Properties subject to this Agreement. So long as Prospect-Woodward complies with the terms of this Agreement, the City, as authorized by RSA

72:23-m, will grant Prospect-Woodward's application for charitable tax exemption for the properties, more particularly described in **Exhibit A** attached hereto, and will provide to Prospect-Woodward written notice thereof within a reasonable time of receiving the application. The real estate subject to this Agreement namely the land and structures described on Exhibit A, as they existed on the date of this Agreement, shall hereafter be referred to as the "PILOT Properties". The granting of the charitable tax exemption applications for the PILOT Properties is subject to and limited by the terms of this Agreement and by applicable law. To the extent that the PILOT Properties, or any portion thereof, are no longer owned, used, or occupied directly for a charitable purpose, then such properties, or any portion thereof, shall become fully taxable as of April 1<sup>st</sup> following the loss of tax exempt status.

(4) Annual Payment in Lieu of Taxes ("PILOT"). Within thirty (30) days of receiving the first bill from the City for each tax year, which bill will amount to fifty percent (50%) of the PILOT calculated pursuant to paragraph (5) hereof, Prospect-Woodward will make the first payment of the PILOT as authorized by RSA 72:23-n. In addition, within thirty days of receiving the second bill from the City for the balance due of the PILOT pursuant to paragraph (5), Prospect-Woodward will make the payment of the second half of the PILOT due for that tax year. Nothing herein will prevent the City from sending a supplemental bill to Prospect-Woodward, or Prospect-Woodward from receiving either a refund or credit towards a future PILOT, at any time during or as a result of this Agreement in the event an error or omission in calculating a PILOT amount is discovered, but the total PILOT due each tax year will not be in excess of the amounts agreed upon and as set forth in the paragraphs below.

(5) Calculation of the PILOT. Beginning in tax year 2019, Prospect-Woodward shall be responsible to make an annual PILOT to the City in the manner described in paragraph (4).

a) For the tax year 2019, the total PILOT due from the Prospect-Woodward for the tax year will be \$658,000, reduced by a total credit in the amount of \$813,890.53 for the property taxes paid for the first half of the 2019 tax year on the PILOT properties. The City shall send a refund to Prospect-Woodward in the amount of \$155,890.53, waiving any statutory interest thereon, within thirty (30) days of the effective date of this Agreement.

b) For the tax years commencing April 1, 2020 and continuing through March 31, 2024, the total PILOT due from the Prospect-Woodward will be \$658,000 (hereinafter “Base PILOT”) plus any addition to the PILOT, if applicable, based on paragraph 6 below.

c) Beginning for the tax year commencing April 1, 2024 and for every tax year thereafter during the term of this Agreement, the PILOT amount shall be increased by the percentage increase in the city portion of the tax rate for that tax year compared to the city tax rate in the year immediately preceding the then current tax year such that the PILOT amount for each year will be equal to the Base PILOT amount of \$658,000 plus the cumulative total of the percentage increases for prior tax years and the percentage increase for the then current tax year. In the event that the overall tax rate for any given year shall decrease from the year immediately preceding it, the PILOT amount, when multiplied by the percentage decrease, shall equal that product or \$658,000, whichever is greater.

(6) Additions to PILOT: Beginning in 2020 and for every year thereafter during the term of this Agreement, the PILOT owed under this agreement shall be increased by any qualified tax exempt changes to the PILOT Properties that increase their total living area square footage used and occupied by Prospect-Woodward, such as new construction, improvements, additions, expansions, etc.

a) The increase to the PILOT shall be calculated based on the increase in total living area square footage as of April 1 of any year under this Agreement divided by the base living

area square footage of all of the PILOT Properties as they existed on April 1, 2019. For purposes of this calculation, the base living area square footage of the PILOT Properties on April 1, 2019 is set forth on **Exhibit A**, such living area square footage being derived from the City tax cards as of April 1, 2019. For example, where the base living area square footage of the PILOT Properties is 301,096 in 2019 and is increased by new living area improvements of a total of 25,000 square feet as of April 1 of the tax year 2021, the increase to the 2021 PILOT would be calculated as follows:  $25,000/301,096 = 0.08$  (rounded)  $\times$   $\$658,000 = \$52,640$ . That amount would be added to the Base PILOT of  $\$658,000$  for 2021 equaling  $\$710,640$ .

b) The addition of living area square footage to the PILOT Properties would be calculated cumulatively over the course of the PILOT agreement.

(7) Other Prospect-Woodward Taxable Properties.

a) Any and all other real estate not otherwise described in Exhibit A, whether currently owned by Prospect-Woodward or acquired by Prospect-Woodward in the future, are not subject to this PILOT Agreement but will be addressed by the Parties on a case-by-case basis. Those situations, if or when they arise, will be the subject of good faith negotiations, which may or may not result in the inclusion of such parcels in this PILOT Agreement on some basis.

(8) Parties' right to terminate this Agreement. In the event there is a change in New Hampshire or Federal law, either through statutory or case law, that affects Prospect-Woodward's qualification for a tax exemption, or in the event that the PILOT Properties described in Exhibit A no longer qualify for tax exempt status under current law, then either the City or Prospect-Woodward shall have the right to terminate this Agreement upon giving written notice to the other Party at least sixty (60) days prior to the beginning of the next tax year. A



termination under this paragraph shall take effect as of the next April 1 tax year after notice is given. In the event that the Agreement is terminated as provided for hereunder, neither party is prejudiced by this Agreement. That is, Prospect-Woodward may apply for a charitable tax exemption and the City reserves all rights in its review and decision on any such application.

(9) Remedies. In the event of a breach of this Agreement, the non-breaching party shall be entitled to all remedies available at law and/or in equity, including the right of specific enforcement of this Agreement.

(10) Authority to enter into this Agreement. The City and Prospect-Woodward represent and warrant that each has authority to enter into this Agreement and that all applicable laws, ordinances, rules and procedures have been met in the approval and execution of the Agreement.

(11) Notices. Any notice (except for the PILOT bills) required by this Agreement shall be given in writing with proof or acknowledgement of receipt required. Notice to the City shall be sent to: City Assessor, City of Keene, New Hampshire, 3 Washington Street, Keene, NH 03431, with a copy to the City Manager at the same address. Notice to Prospect-Woodard shall be sent to: Prospect-Woodard Board Chair, 95 Wyman Road, Keene, NH 03431.

(12) Successors and assigns. Prospect-Woodward, upon written notice to the City that sets forth the reason for exercising its rights under this paragraph, may assign this Agreement to a related qualified tax exempt entity formed by Prospect-Woodward, upon prior written approval of the City, which approval shall not be unreasonably withheld.

(13) Entire agreement. This Agreement contains the entire agreement between the Parties with respect to Prospect-Woodward's entitlement to a charitable tax exemption, and the Agreement supersedes any prior understandings, agreements or representations by or between

the parties, written or oral, that might have related to the subject matter of the Agreement in any way. This Agreement may not be modified or amended except in a writing signed by the Parties or their duly authorized representatives.

(14) Governing law. This agreement shall be governed and interpreted under New Hampshire law except where preempted by Federal law.

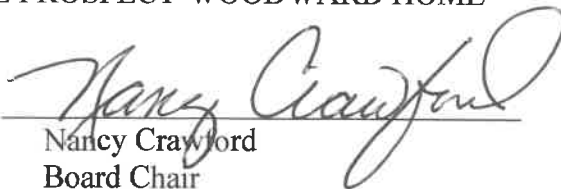
Dated: \_\_\_\_\_, 2019 THE CITY OF KEENE

By: \_\_\_\_\_  
Daniel J. Langille  
Title: City Assessor

And

By: \_\_\_\_\_  
Elizabeth A. Dragon  
City Manager

Dated: 10/30, 2019 THE PROSPECT-WOODWARD HOME

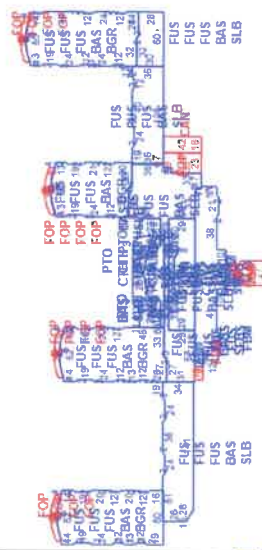
By:   
Nancy Crawford  
Board Chair  
Duly Authorized





CONSTRUCTION DETAIL		CONSTRUCTION DETAIL (CONTINUED)	
Element Code	Description	Element Code	Description
14	Apartments	90	Cov Park Spac
94	Commercial		Bedrooms
16	AA		Full Baths
977	Charitable Bldg	3	Plumbing
		3	Partitions
			Above Normal
			Above Normal
			<b>COST / MARKET VALUATION</b>
			Adjusted Base Rate
			123.64
			25,044,518
06	Masonry & Frame		Replacement Cost
01	Vinyl		Actual Year Built
01	Gable		Effective Year Built
01	Asphalt		Depreciation Code
02	Drywall/Sheetrock		Remodel Rating
08	Carpet		Year Remodeled
04	Vinyl/Tile		Depreciation %
3	Electric		Functional Obsolescence
5	Heat Pump		External Obsolescence
3	Hvac		Condition
2	Fire Resistant		% Complete
			Overall % Condition
			100
			Deprec Value
			25,044,500

OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)									
Code	Description	L/B	Units	Unit Price	Year	Pct	Deprac	Condi	Apprais Value
SPR1	SPRINKLERS-	B	197,900	1.10	2018	100	1.00	E	217,700
SPR3	SPRINKLERS	B	25,712	2.00	2018	100	1.00	E	51,400
PR6	Porch, Screen	B	60	22.00	2018	100	1.00	E	17,200
PR6	Porch, Screen	B	95	22.00	2018	100	1.00	E	14,600
PR6	Porch, Screen	B	70	22.00	2018	100	1.00	E	1,500
FCP	CARPOT	L	1,996	11.00	2018	90	0.00	E	39,500
PAT2	PATIO-GD	L	762	17.00	2019	90	0.00	E	15,100
SHD2	SHED W/UTILI	L	1,670	34.00	2018	90	0.00	E	25,600
FGR2	GARAGE- GO	L	2,574	34.00	2018	90	0.00	E	78,800
FGR2	GARAGE- GO	L	5,544	34.00	2018	90	0.00	E	169,600



BUILDING SUB-AREA SUMMARY SECTION						
Subarea	Description	Liv./Leasable	Gross	Eff Area	Unit Cost	Undeprec Value
BAS	First Floor	48,892	48,892	48,892	123.64	6,045,007
BGR	Basement Garage	0	24,326	8,514	43.27	1,052,671
CAN	Canopy	0	1,554	155	12.33	19,164
CTH	Cathedral	0	8,380	419	6.18	51,805
FBM	Finished Basement	0	315	189	74.18	23,368
FOP	Framed Open Porch	0	5,568	835	18.54	103,239
FUS	Framed Upper Story	143,433	143,433	143,433	123.64	17,734,056
PTO	Patio	0	1,534	123	9.91	15,208
SLB	SLAB	0	30,033	0	0.00	0
Ttl Gross Liv / Lease Area		192,325	264,035	202,560		

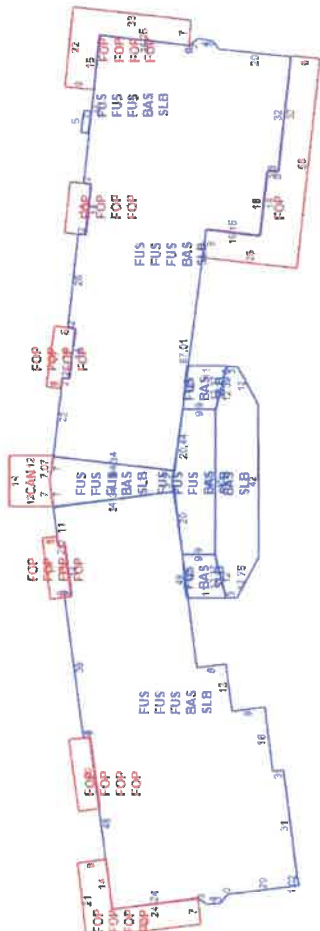


CONSTRUCTION DETAIL (CONTINUED)									
Element Code	Description	Element Code	Description	Year	Pct	Deprec	Condi	Apprais Value	
	Cov Park Spac								
	Bedrooms								
	Full Baths								
	Plumbing								
	Partitions								
	<b>COST / MARKET VALUATION</b>								
	Adjusted Base Rate							123.64	
	Replacement Cost								
	Actual Year Built								
	Effective Year Built								
	Depreciation Code								
	Remodel Rating								
	Year Remodeled								
	Depreciation %								
	Functional Obsolescence								
	External Obsolescence								
	Condition								
	% Complete								
	Overall % Condition								
	Deprec Value								
<b>OB - OUTBUILDING &amp; YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)</b>									
Code	Description	L/B	Units	Unit Price	Year	Pct	Deprec	Condi	Apprais Value
FCP	CARPOR	L	1,600	11.00	2018	90	0.00	E	15,800
FCP	CARPOR	L	2,000	11.00	2018	90	0.00	E	19,800
PAV1	PAVING- ASPH	L	70,000	2.00	2018	50	0.00	A	70,000
ELV1	ELEV PAS 2-3	B	1	45700.00	2018	100	1.00	G	137,100
ELV3	ELEV PAS 4-7	B	1	78200.00	2018	100	1.00	G	312,800
LG1	POLE & SINGL	L	1	600.00	2019	75	0.00	G	18,000
<b>BUILDING SUB-AREA SUMMARY SECTION</b>									
Subarea	Description	Liv./Leasable	Gross	Eff Area	Unit Cost	Undeprc Value			
	Ttl Gross Liv / Lease Area								

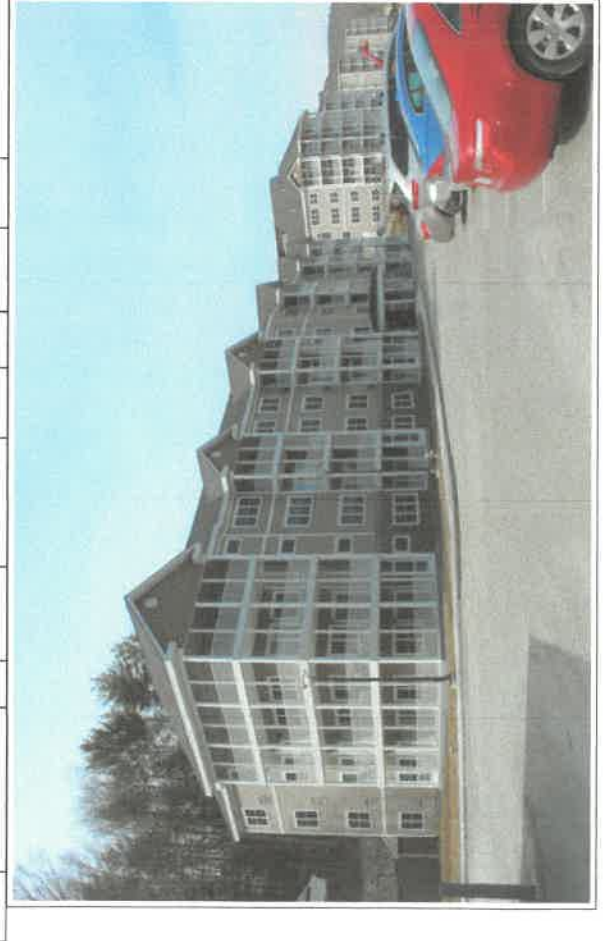




CONSTRUCTION DETAIL		CONSTRUCTION DETAIL (CONTINUED)	
Element Code	Description	Element Code	Description
14	Apartments	Cov Park Spac	
94	Commercial	Bedrooms	
14	A	Full Baths	
977	Charitable Bldg	Plumbing	3 Above Normal
4	Stories:	Partitions	3 Above Normal
24.00	Occupancy	<b>COST / MARKET VALUATION</b>	
	Res. Units	Adjusted Base Rate	112.02
	Com Units	Replacement Cost	4,865,925
19	Exterior Wall 1	Actual Year Built	2018
	Exterior Wall 2	Effective Year Built	2016
01	Roof Structure	Depreciation Code	EX
01	Roof Cover	Remodel Rating	0
02	Interior Wall 1	Year Remodeled	
	Interior Wall 2	Depreciation %	
08	Interior Floor 1	Functional Obsolescence	
04	Interior Floor 2	External Obsolescence	
2	Heating Fuel	Condition	
5	Heating Type	% Complete	100
3	Air Conditioning	Overall % Condition	4,865,900
1	Frame	Deprec Value	
	Wall Height		



OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)									
Code	Description	L/B	Units	Unit Price	Year	Pct	Deprac	Condi	Apprais Value
FGR2	GARAGE-GO	L	2,574	34.00	2018	100	0.00	E	87,500
FGR2	GARAGE-GO	L	5,544	34.00	2018	100	0.00	E	188,500
FOP	PORCH, DETA	L	536	21.00	2018	0	0.00	E	0
SPR1	SPRINKLERS-	B	42,700	1.10	2018	100	1.00	E	47,000
SPR3	SPRINKLERS-	B	536	0.00	2018	100	1.00	E	0
PAV1	PAVING- ASPH	L	9,540	2.00	2018	75	0.00	G	14,300
ELV3	ELEV PAS 4-7	B	1	78200.00	2018	100	1.00	G	78,200



BUILDING SUB-AREA SUMMARY SECTION						
Subarea	Description	Liv./Leasable	Gross	Eff Area	Unit Cost	Undeprac Value
BAS	First Floor	11,281	11,281	11,281	112.02	1,263,698
CAN	Canopy	0	161	16	11.13	1,792
FOP	Framed Open Porch	0	4,994	749	16.80	83,903
FUS	Framed Upper Story	31,392	31,392	31,392	112.02	3,516,532
SLB	SLAB	0	11,281	0	0.00	0
Ttl Gross Liv / Lease Area		42,673	59,109	43,438		



Assessing Dept.  
 City Hall, 2nd Floor  
 3 Washington St.  
 Keene, NH 03431

CURRENT ASSESSMENT		
Description	Code	Assessed
Exmt Farm	702	35300
Exmt Wet	821	11000
Charitabl	977	12881400
Charitabl	977	397100
Charitabl	977	28000
<b>Total</b>		<b>13,352,800</b>

PREVIOUS ASSESSMENTS (HISTORY)		
Year	Code	Assessed
2019	702	12,835,300
	821	397,100
	977	29,500
	977	730
	977	40
<b>Total</b>		<b>13,307,270</b>

RECORD OF OWNERSHIP		
BK-VOL/PAGE	SALE DATE	Q/U
2989 0328	04-12-2017	U
1613 0317	09-01-1997	U
	09-01-1996	U

SUPPLEMENTAL DATA		
Alt Parcel ID	Special Use	Gis ID
919080030000	TIF	221018000000
	TIF Original	

EXEMPTIONS		
Year	Code	Amount
		0.00

SALE PRICE VC		
Year	Code	Amount
2019	702	1,500,000
	821	0
	977	0
	977	0
	977	0
<b>Total</b>		<b>1,500,000</b>

BUILDING NAME		
Level	TOPO	UTILITIES
Rolling		None

STREET / ROAD		
Level	TOPO	UTILITIES
Paved		None

PARKING		
Year	Code	Assessed
2019	702	12,835,300
	821	397,100
	977	29,500
	977	730
	977	40
<b>Total</b>		<b>13,307,270</b>

APPRaised VALUE SUMMARY		
Code	Year	Assessed
201	2019	12,835,300
201	2018	397,100
700	2018	29,500
820	2018	730
820	2018	40
<b>Total</b>		<b>13,307,270</b>

APPRaised VALUE SUMMARY		
Code	Year	Assessed
201	2019	12,835,300
201	2018	397,100
700	2018	29,500
820	2018	730
820	2018	40
<b>Total</b>		<b>13,307,270</b>

BUILDING PERMIT RECORD		
Permit ID	Issue Date	Type
20180359	03-26-2019	SG
XB2W2017-0256	07-25-2017	NB
XD12017-0186	06-12-2017	DN
00284	06-21-2000	NB
00173	06-01-2000	NB

VISIT / CHANGE HISTORY		
Date	ID	Cd
03-25-2019	TJB	10
03-25-2019	DL	10
07-05-2006	GO	0
08-30-2001	EH	1
09-14-2000	DKM	1

LAND LINE VALUATION SECTION		
Zone	Description	Zone
R	Charitable Bldg	R
R	Exempt WP	R
R	Exempt Wet	R
R	Charitable Bldg	R

BUILDING PERMIT RECORD		
Description	Amount	Asr. % Cmpt
NEW FREESTANDING SIGN FOR PROSPE	10,000	100
PERMIT WAS PAID FOR UNDER PERMIT #	0	0
demo barns	75,000	100
	200,000	100
	100	100

LAND LINE VALUATION SECTION		
Zone	Description	Zone
R	Charitable Bldg	R
R	Exempt WP	R
R	Exempt Wet	R
R	Charitable Bldg	R

BUILDING NAME		
Level	TOPO	UTILITIES
Rolling		None

STREET / ROAD		
Level	TOPO	UTILITIES
Paved		None

PARKING		
Year	Code	Assessed
2019	702	12,835,300
	821	397,100
	977	29,500
	977	730
	977	40
<b>Total</b>		<b>13,307,270</b>

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APPRaised VALUE SUMMARY		
Code	Year	Assessed
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820	2018	40
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BUILDING PERMIT RECORD		
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Date	ID	Cd
03-25-2019	TJB	10
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08-30-2001	EH	1
09-14-2000	DKM	1

LAND LINE VALUATION SECTION		
Zone	Description	Zone
R	Charitable Bldg	R
R	Exempt WP	R
R	Exempt Wet	R
R	Charitable Bldg	R

BUILDING PERMIT RECORD		
Description	Amount	Asr. % Cmpt
NEW FREESTANDING SIGN FOR PROSPE	10,000	100
PERMIT WAS PAID FOR UNDER PERMIT #	0	0
demo barns	75,000	100
	200,000	100
	100	100

LAND LINE VALUATION SECTION		
Zone	Description	Zone
R	Charitable Bldg	R
R	Exempt WP	R
R	Exempt Wet	R
R	Charitable Bldg	R

BUILDING NAME		
Level	TOPO	UTILITIES
Rolling		None

STREET / ROAD		
Level	TOPO	UTILITIES
Paved		None

PARKING		
Year	Code	Assessed
2019	702	12,835,300
	821	397,100
	977	29,500
	977	730
	977	40
<b>Total</b>		<b>13,307,270</b>

APPRaised VALUE SUMMARY		
Code	Year	Assessed
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<b>Total</b>		<b>13,307,270</b>

APPRaised VALUE SUMMARY		
Code	Year	Assessed
201	2019	12,835,300
201	2018	397,100
700	2018	29,500
820	2018	730
820	2018	40
<b>Total</b>		<b>13,307,270</b>

BUILDING NAME		
Level	TOPO	UTILITIES
Rolling		None

STREET / ROAD		
Level	TOPO	UTILITIES
Paved		None

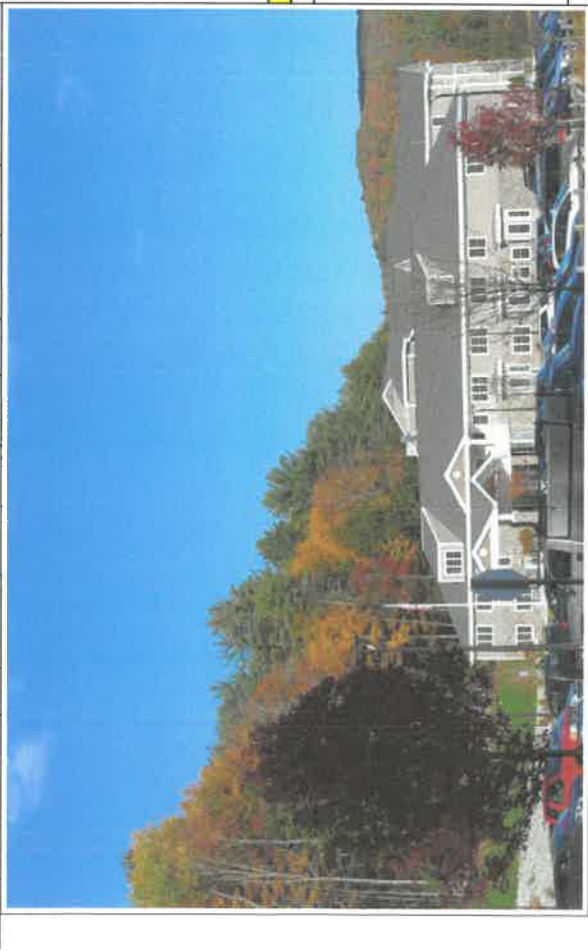
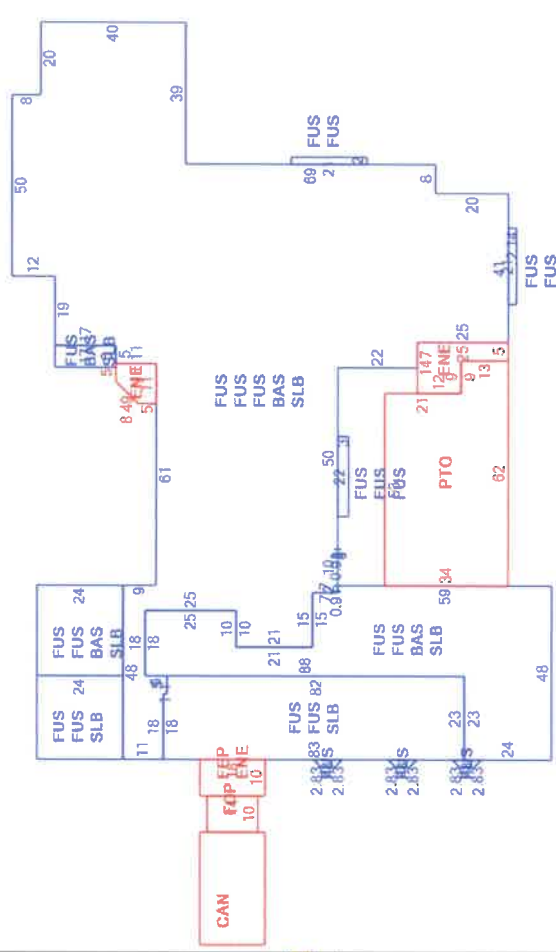
PARKING		
Year	Code	Assessed
2019	702	12,835,300
	821	397,100
	977	29,500
	977	730
	977	40
<b>Total</b>		<b>13,307,270</b>

APPRaised VALUE SUMMARY		
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700	2018	29,500
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820	2018	40
<b>Total</b>		<b>13,307,270</b>

APPRaised VALUE SUMMARY		
Code	Year	Assessed
201	2019	12,835,300
201	2018	397,100
700	2018	29,500
820	2018	730
820	2018	40
<b>Total</b>		<b>13,307,270</b>

CONSTRUCTION DETAIL		CONSTRUCTION DETAIL (CONTINUED)	
Element Code	Description	Element Code	Description
29	Nursing Home		
94	Commercial		
13	A- Full Baths		
977	Charitable Bldg	3	Above Normal
	Stories:	3	Above Normal
	Occupancy		
	Res. Units		
	Com Units		
19	Vinyl		
	Exterior Wall 1		
	Exterior Wall 2		
	Roof Structure		
01	Gable		
01	Asphalt		
02	Drywall/Sheetrock		
	Interior Wall 1		
	Interior Wall 2		
04	Vinyl/Tile		
	Interior Floor 1		
08	Carpet		
	Interior Floor 2		
	Heating Fuel		
	Heating Type		
1	Gas		
	Air Conditioning		
3	Hvac		
	Frame		
2	Fire Resistant		
	Wall Height		
		11.00	
		100	
		12,644,300	
		189.34	
		Adjusted Base Rate	
		12,644,315	
		2018	
		2016	
		EX	
		0	
		100	
		12,644,300	
		Deprec Value	
		% Complete	
		Overall % Condition	
		External Obsolescence	
		Functional Obsolescence	
		Year Remodeled	
		Remodel Rating	
		Depreciation %	
		Replacement Cost	
		Actual Year Built	
		Effective Year Built	
		2018	
		2016	
		EX	
		0	

OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)		Unit Price	Year	Pct	Deprec	Condi	Apprais Value
TUN	Tunnel	15.00	2017	100	1.00	G	33,300
SPR3	SPRINKLERS	2.00	2018	100	1.00	G	2,800
SPR1	SPRINKLERS	1.10	2018	100	1.00	G	72,700
SPR3	SPRINKLERS	2.00	2018	100	1.00	G	4,400
PAV1	PAVING- ASPH	2.00	2018	50	0.00	A	25,000
ELV1	ELEV PAS 2-3	45700.00	2018	100	1.00	G	45,700
ELV3	ELEV PAS 4-7	78200.00	2018	100	1.00	G	78,200
LG11	POLE & SINGL	600.00	2019	50	0.00	A	3,000



BUILDING SUB-AREA SUMMARY SECTION						
Subarea	Description	Liv./Leasable	Gross	Eff Area	Unit Cost	Undeprec Value
BAS	First Floor	16,097	16,097	16,097	189.34	3,047,806
CAN	Canopy	0	558	56	19.00	10,603
ENE	Enclosed Entry	0	516	335	122.92	63,429
FEP	Enclosed Porch	0	180	117	123.07	22,153
FOP	Framed Open Porch	0	140	21	28.40	3,976
FUS	Framed Upper Story	50,001	50,001	50,001	189.34	9,467,189
PTO	Patio	0	1,919	154	15.19	29,158
SLB	SLAB	0	18,553	0	0.00	0
Ttl Gross Liv / Lease Area		66,098	87,964	66,781		



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

November 7, 2019

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

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

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

**ITEM:** 9.

**SUBJECT:** Aquatic Facilities Update - Parks, Recreation and Facilities Department

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Council repurpose \$25,000 funded in FY19 for pool amenities toward infrastructure maintenance needs at Robin Hood pool.

**BACKGROUND:**

In previous Capital Improvement Programs (CIP) presentations, funding dedicated for Robin Hood pool was established to bring ancillary improvements to the pool in an effort to provide some level of equity because of installing the splash pad at Wheelock Pool. Quotes were obtained for items highlighted in the program such as a slide and umbrellas. These quotes provided the City an opportunity to install either one or the other; however, a decision was made not to install either of the items. This was a result of the pool had maintenance issues that needed to be addressed.

At the end of the 2017 season, staff began to notice on occasion that water levels were below normal, and at this stage, the pool was soon to close for the season. We had brought in a contractor to look at the possible problem relating to the sealant around the gutters to check for leaking. It was suggested at that time to replace all the sealant around certain sections of the pool; a quote was obtained and through the budget process for the FY18-19 budget, the funding was provided. However, during this time, the 2018 pool season occurred and the ongoing problem created a compelling case for additional information regarding the pool structure. On occasion, the pool would lose between 5 to 8 inches of water in one night, depending on the heat of the day and the use during operating hours. This became a significant challenge for staff to maintain the required chemical and water levels. The result of these problems would surface later in 2019.

In 2019, the City hired Weston and Sampson to conduct a Pool Evaluation. The study conducted a thorough review of all maintenance records, chemical records, improvement projects, filter installations, accounting reports, attendance records, and programming. The evaluation took place with two site visits in January and June. In January, evaluation took place on all things outside of the pool, the deck, the maintenance, filter and chemical building, and the pool patron changing areas. In June, a return visit allowed them to see the pools in operation, check chemical levels, pump operations, gutters and general condition of the pool surface.

During the June visit, the City was in the process of repairing the gutters with the proper sealing, adding defined depth markings from the 5-foot to 10-foot area and on the stairs entering the 3-foot area, so the Robin Hood pool was empty. They provided the evaluation team to conduct further investigation of the pool surfacing and to check for leaks. The team found some troubling signs of aging and life expectancy of the pool. These certainly

could explain the issues in 2018. Because of the repairs, the 2019 season did not see unusual water loss other than normally expected because of heat and use.

The evaluation revealed some concerns that need to go before the City Council for an understanding of the two city pools gifted to the City by the Keene Lions Club in 1964. Both pools have had various repairs and maintenance completed over the years, filter replacements about every 15 years, gutter replacements in the 1990's, resurfacing completed about every 15-20 years, and other annual routine maintenance. Each pool holds 165,000 gallons and are shaped identically. For standardization, both pool layouts are identical with the exception that Wheelock has a small splash pad. In current CIP funding, \$25,000 either was designated for improvements to Robin Hood pool for a slide or a shade structures, now this funding is needed for improvements highlighted in the evaluation.

In the current CIP cycle, funding provided for Park Improvements is set aside to work on both pool buildings. Projects include toilet fixtures, water heaters and some other electric and plumbing issues need to be addressed. The Department is asking the City Council to reassign the original funding of \$25,000 and to combine it with the current funding to support additional maintenance.

Although this will start the transition, the funding need is substantial. The evaluation highlights multiple fixes to be in compliance within the pool industry. These repairs are not necessarily costly, but multiply them and they begin to become significant.

**Robin Hood Pool** – Unfortunately, the evaluation did not provide a similar outcome for this facility. The current condition and problems with past water leaks results in an estimated life of another 5 years before more significant problems arise. The recommendations provide the City with various options.

Option A – Utilize the same approach as Wheelock, however this approach will only address the visible needs of the pool and would not address the underlying issues of leaks and the quality of the existing concrete structure.

See table provided for Wheelock Pool.

Option B – Replace the existing pool with the same size and upgrade the facilities to current industry standards.

**Table 6a - Robin Hood Pool Replacement Cost Estimate**

	Unit Cost	Unit	Quantity*	Total Cost
New Pool	\$315	SF	4,500	\$1,417,500
New Deck	\$15	SF	8,500	\$127,500
New Filter Building	\$250	SF	500	\$125,000
Renovation of Bath House	\$300	SF	2,700	\$810,000
Demo	\$100,000	LS	1	\$100,000
Site Work	\$400,000	LS	1	\$400,000
Subtotal Cost				\$3,034,000
OH/Profit/Fee/Permits/Insurance (40%)				\$1,213,600
Engineering Contingency (12%)				\$509,712
Cost Contingency (15%)				\$713,597
<b>Total Cost</b>				<b>\$5,470,909</b>

Option C – A smaller pool and splash pad that would be more efficient and cost effective.

**Table 6b - Robin Hood Pool Smaller Program Replacement Cost Estimate**

	Unit Cost	Unit	Quantity*	Total Cost
New Pool / Splash Pad	\$300	SF	2,500	\$750,000
New Deck	\$15	SF	5,500	\$82,500
New Filter Building	\$250	SF	500	\$125,000
Renovation of Bath House	\$300	SF	2,700	\$810,000
Demo	\$100,000	LS	1	\$100,000
Site Work	\$200,000	LS	1	\$200,000
Subtotal Cost				\$2,067,500
OH/Profit/Fee/Permits/Insurance (40%)				\$827,000
Engineering Contingency (12%)				\$347,340
Cost Contingency (15%)				\$486,276
<b>Total Cost</b>				<b>\$3,728,116</b>

**Wheelock Pool** – A specific 10-year capital plan is suggested that covers every aspect of improvements. The evaluation also stated that the pool is in good condition, well maintained, and with proper attention to improvements, greater efficiencies and public safety can be achieved.

**SEE COST ESTIMATES**

In order for the City to move forward with exploring a replacement pool at Robin Hood Park, it would be recommended completing a schematic design to understand a true cost estimate for construction of the replacement of the pool facility. This would be the next step should the Council decide to continue the pool operations in the future for the east side of the City. Regardless of the direction for the future of the pool facilities, funding should be a priority to improve the pools for recreational access and public safety across the City.

In closing, the City has been fortunate and diligent in pool maintenance since 1964. The evaluation completed by Weston and Sampson clearly indicates work needed at both pools, and Robin Hood beyond the next five years will create unnecessary cost because of an inefficient system.

Regardless of the direction taken by City Council on the future of the pools, the immediate designation of current funding toward improvements and not amenities will start the process towards safe pools for public enjoyment.

Wheelock Pool Cost Estimate				
Recommendation	Description	Code Requirement	Cost	Year
<b>Pool and Splash Pad Recommendations</b>				
Water Depth Markers	The water depth markers for the pool shall be adjusted or replaced as needed so that it does not deviate from 3-in of what is marked.	X	\$3,000	1 - 2
Ladders, Recessed Steps & Stairs	Refurbish existing recessed steps and install additional form of entry	X	\$2,500	1 - 2
Handrail	Install handrail at steps	X	\$2,500	1 - 2
Gutter Trough	Convert gutter drain to a converter box, trough and piping		\$12,500	1 - 2
Main Drains	Replace main drain grates	X	\$2,500	1 - 2
ADA Entry	Install a second means of ADA access to the pool	X	\$7,500	1 - 2
Pool Rules Sign	Update pool rules sign	X	\$2,000	1 - 2
Emergency Phone	Install phone or radio for reaching emergency services	X	\$2,000	1 - 2
Perimeter Fencing	Install 700 LF of new fencing	X	\$56,000	5 - 10
Splash Pad Features	Sand, wax and buff splash pad features		\$2,000	Annual Cost
Caulking	Caulk pool deck with proper caulking		\$22,000	Annual Cost
Deck Replacement	Replace the pool deck		\$25,000	3 - 5
<b>Mechanical Room Recommendations</b>				
Piping Labels	Label piping in mechanical room with directional arrows	X	\$1,500	1 - 2
Eyewash Station	Install an eyewash station in the mechanical building	X	\$1,500	1 - 2
Chemical Controller	Replace chemical controller if proper calibration is not achieved		\$6,500	3 - 5
Filter Sand	Replace filter Sand		\$10,000	5 - 10
Replace Spray Pad	Replace Equipment and install filter system		\$250,000	5 - 10
<b>Bathing Facility Recommendations</b>				
Walkway	Install bituminous concrete walkway	X	\$10,000	1 - 2
ADA Accessibility	Install Ramps into the Building	X	\$6,500	1-2
Backflow Preventer	Install backflow preventer in Bathing Facility	X	\$3,500	1 - 2
Showers	Bring showers to ADA compliance	X	\$40,000	1 - 2
Bathing Facility Floor	Refinish the bathing facility floor and update floor drainage		\$100,000	3 - 5
Bathing Facility Wall	Refurbish bathing facility walls		\$100,000	3 - 5



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

October 28, 2019

**TO:** Mayor and Keene City Council

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

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

**ITEM:** 10.

**SUBJECT:** Juvenile Conference Committee

---

**COUNCIL ACTION:**

In City Council November 7, 2019.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend to the City Council to delete in its entirety Division 11 "Juvenile Conference Committee" of Article V "Boards and Commissions" of Chapter 2 entitled "Administration" from the City Code of Ordinances.

**ATTACHMENTS:**

Description

Ordinance O-2019-12

**BACKGROUND:**

To create efficiencies in the recruitment process and to protect the confidentiality of the volunteers who serve on the Juvenile Conference Committee (JCC), this ordinance was changed to an Administrative Directive. This allows the City Manager to assign volunteers to the JCC in a much timelier manner than the City Council process.

The administrative directive still provides that same oversight and purpose as stated in the original ordinance.





# CITY OF KEENE

O-2019-17

In the Year of Our Lord Two Thousand and .....Nineteen.....

AN ORDINANCE ..... Relating to Juvenile Conference Committee .....

*Be it ordained by the City Council of the City of Keene, as follows:*

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting in its entirety, Division 11 "Juvenile Conference Committee" of Article V "Boards and Commissions" of Chapter 2, entitled "Administration."

---

Kendall W. Lane, Mayor

In City Council November 7, 2019.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk