



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
December 12, 2019
6:30 PM**

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

-
1. 2020 Law Enforcement Opioid Abuse Reduction Grant - Police Department
 2. Acceptance of Donations - Parks, Recreation and Facilities Department
 3. James Weatherly, Southwest Region Planning Commission - Proposed Application for CDBG Funds for the Community Kitchen Improvements
Resolution R-2019-41
 4. Discussion - Establishment of Free Downtown Parking - Economic Development Director
 5. Councilor Greenwald - Conflict of Interest - Real Estate RFQ
 6. Real Estate RFQ - Economic Development Director
 7. Recycling Center Equipment Rebuild - Baler Infeed Conveyor - Public Works Department
 8. Radio Communication Equipment Upgrade - Public Works Department
 9. Roxbury Street Bridge over Beaver Brook Project - Public Works Department
 10. Design Contract for Martell Court Headworks Treatment Project
 11. REPORT OUT: Continued Discussion - Campaign Finance Ordinance

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

December 5, 2019

TO: Finance, Organization and Personnel Committee

FROM: Steve Stewart, Police Captain

THROUGH: Steve Russo, Police Chief and Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: 2020 Law Enforcement Opioid Abuse Reduction Grant - Police Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the NH Department of Safety 2020 Law Enforcement Opioid Abuse Reduction Grant in the amount of \$30,000.

BACKGROUND:

With a goal of reducing opioid sales and abuse and thus reducing overdose deaths and a rise in more serious crimes the Keene Police Department was awarded \$30,000 for this project. This amount would be in the form of overtime reimbursements associated with investigative efforts and joint narcotics enforcement operations through June 30, 2020.



City of Keene, N.H.
Transmittal Form

December 9, 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 Donations - Parks, Recreation and Facilities Department

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 \$45.00 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. They created an online store and purchased many additional shirts available at the Recreation Center. These additional shirts are on sale for \$15.00 and 100% of these profits goes towards youth program scholarships.



City of Keene, N.H.
Transmittal Form

December 3, 2019

TO: Mayor and Keene City Council

FROM: James Weatherly, Southwest Region Planning Commission

ITEM: 3.

SUBJECT: James Weatherly, Southwest Region Planning Commission - Proposed Application for CDBG Funds for the Community Kitchen Improvements

COUNCIL ACTION:

In City Council December 5, 2019.

Referred to the Finance, Organization and Personnel Committee. Public Hearing set for Thursday, December 19, 2019 at 7:00 PM.

ATTACHMENTS:

Description

Resolution R-2019-41

Application

Residential Relocation Plan

Keene HCD Plan

BACKGROUND:

Southwest Region Planning Commission is introducing an CDBG application for the Keene Community Kitchen. The proposal is to request an amount up to \$500,000 in CDBG funds. These funds, less administration costs, would be subgranted to The Community Kitchen (TCK) and used to make building improvements at The Community Kitchen's building located at 37 Mechanic Street. The building improvements would include improvements to the roof, installation of a new solar array, as well as improvements to heating and cooling systems along with other capital improvements.



CITY OF KEENE

R-2019-41

Nineteen

In the Year of Our Lord Two Thousand and

APPROVING AN APPLICATION FOR CDBG FUNDS

A RESOLUTION

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

WHEREAS, the City of Keene has stated as one of its Community Goals to make available supportive services and opportunities designed to nurture and meet the needs of our citizenry; and

WHEREAS, The Community Kitchen provides hot meals and a pantry program to persons with low and moderate incomes in need of food assistance; and

WHEREAS, the U. S. Department of Housing and Urban Development has established a Community Development Block Grant Program which is administered within the State of New Hampshire by the New Hampshire Community Development Finance Authority; and

WHEREAS, the Community Development proposal would provide up to \$500,000 to be subgranted to the Community Kitchen and used for improvements to its building located at 37 Mechanic Street.

NOW, THEREFORE, BE IT RESOLVED that the City Council approve and support the a grant application to the New Hampshire Community Development Finance Authority for an amount up to \$500,000 in Community Development Block Grant funds to be used by the Community Kitchen for improvements to its building; that the Council adopt an updated Housing and Community Development Plan; that the City will re-adopt the Residential Anti-Displacement and Relocation Assistance Plan; that the City will accept the grant if it is approved and enter into a contract with the New Hampshire Community Development Finance Authority; and, further, that the City Manager is authorized to execute any documents which may be necessary for said contract.

In City Council December 5, 2019.
Referred to the Finance, Organization and
Personnel Committee. Public Hearing Set
for Thursday, December 19, 2019 at 7:00 PM.


City Clerk

Kendall W. Lane, Mayor



Southwest Region Planning Commission

37 Ashuelot Street,

Keene, NH 03431

603-357-0557 Voice

603-357-7440 Fax

DATE: DECEMBER 2, 2019

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: *DW* JAMES WEATHERLY, SOUTHWEST REGION PLANNING COMMISSION

THROUGH: ELIZABETH DRAGON, CITY MANAGER

RE: PROPOSED APPLICATION FOR CDBG FUNDS: THE COMMUNITY KITCHEN IMPROVEMENTS

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

Proposed application: The proposal is to request an amount up to \$500,000 in CDBG funds. These funds, less administration costs, would be subgranted to The Community Kitchen (TCK) and used to make building improvements at The Community Kitchen's building located at 37 Mechanic Street. The building improvements would include improvements to the roof, installation of a new solar array, as well as improvements to heating and cooling systems along with other capital improvements.

Public Hearings and Schedule: The CDBG application is due on January 27, 2020. Public hearings have been scheduled for December 19th at 7:00 p.m. for the following purposes:

1. Public hearing for the Community Kitchen project.
2. Public hearing to re-adopt the Residential Anti-Displacement and Relocation Assistance Plan specific to this project.
3. Public hearing to adopt an updated Housing and Community Development Plan for the City of Keene for the purpose of CDBG applications.

CITY OF KEENE
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Every effort will be made to minimize temporary or permanent displacement of an individual due to a project undertaken by the municipality.

However, in the event of displacement as a result of a federally funded award, the City of Keene will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntary and permanently displaced.

If the property is acquired, converted, or demolished, but will not be used for low/moderate income housing under 104 (d) of the Housing and Community Development Act of 1974, as amended, the Residential Anti-Displacement and Relocation Assistance Plan shall provide that, before obligating and spending funds that will directly result in such demolition or conversion, the City will make public and submit to the NH Community Development Finance Authority the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and approximate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion of the demolition or conversion;
- e. The general location on a map and approximate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits for all low and moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
 1. Sufficient compensation to ensure that, for at least five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or
 2. If elected by a household, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate or voucher for rental assistance provided through New Hampshire Housing Finance Authority or Keene Housing.
- i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;
- j. Provide that persons displaced have the right to elect, as an alternative to the benefits in subparagraph h.2. above, to receive benefits under the Uniform Relocation Assistance and Real Property acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so.
- k. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph h.2. above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.

- I. Paragraph a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

The City of Keene anticipates no residential displacement or relocation activities will be necessitated by this project (**The Community Kitchen Improvements**).

Should some unforeseen need arise, the City certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official name: Elizabeth A. Dragon

Title: City Manager, City of Keene, NH

Signature: _____

Date of Adoption: _____

CITY OF KEENE

HOUSING AND COMMUNITY DEVELOPMENT PLAN

The Housing and Community Development Plan goals reflect those goals outlined in the City's past community visioning exercises, community goal statements, and planning documents. The Housing and Community Development Plan is divided into five sections: the Downtown, Housing, Economic Development, Health and Human Services, and CDBG Impact Area. Each section describes the existing conditions, and specific short and long-term actions which would be implemented to alleviate the needs.

The Plan's goals and objectives are identified below and are consistent with the National Housing and Community Development Act of 1974, as amended, and the state's objectives listed in the Community Development Block Grant Program Rules (Cdfa 305.01 and 310.01.) Both short- and long-term goals and objectives are included. Priority will be given to the needs of low and moderate income persons, minorities and disadvantaged persons.

THE DOWNTOWN

The Downtown Section of the Comprehensive Master Plan emphasizes the long-term goal of preserving the downtown as the social, economic and cultural center of the community:

"We will maintain the distinctive, historic and scenic character of our downtown while ensuring that it remains the heart of our community and the region." This includes having a downtown "that consists of a mix of uses where people can socialize, have access to services and retail that creates a vibrant city core."

The importance of Keene's downtown indicates that activities which support and enhance the vitality of the area will receive priority in the City budget process, and where possible, in Community Development projects.

The land use plan for the downtown area revolves around the basic concept of retail and service center flanked to the north by a government center, and to the south by Keene State College (KSC). The downtown area should be surrounded by and integrated with high-density residential uses that complement the downtown area, fulfill the demand for residential units within walking distance of services, and create 24-hour activity. The warehousing and industrial uses in the immediate downtown area are continuing to convert to uses more compatible with the central business district.

The development of Keene's downtown area has followed the Plan. Main Street remains the central shopping core-the service and retail area with parking facilities located behind the stores. The ground floors are occupied by retail shops. The north end has many offices, government facilities, and the Greater Keene Chamber of Commerce. Public improvements to

Main Street have been accomplished. This work, which included improvements to traffic flow, sidewalks, lighting, and landscaping, has stimulated and been accompanied by major private improvements to the buildings on Main Street. The rehabilitation of buildings of historic significance, such as the Cheshire County Courthouse, City Hall, the United Church of Christ, the Chamberlain Block, and the Colony Block (Central Square Terrace), has contributed significantly to maintaining Central Square as the focal point of the community.

Substantial renovation of existing storefronts and downtown buildings began during the 1980's, and has continued since then. Formerly vacant space such as the Woodward building and two industrial buildings on Emerald Street were rehabilitated for residential, commercial or office use. Monadnock Economic Development Corporation (MEDC) rehabilitated the former Woolworths' building into office and retail space. In addition, it assisted a hotel developer to rehabilitate the adjacent E. F. Lane Block into a downtown hotel.

Keene's downtown area is a major source of housing for city residents. From 1975 through 2016, a variety of federal funding programs were used to greatly increase the amount of affordable and subsidized housing for elderly and disabled persons and families in the downtown area. These include: the Cleveland Building, Central Square Terrace, Eastside Housing, Bennett Block, the Chamberlain Block, Railroad Square Senior Housing, and CitySide Family Housing.

A major short-term goal for the downtown area is the completion of the redevelopment of the railroad yard which was acquired by the City, and then sold to MEDC in 2006. MEDC has undertaken an ambitious project for this area and has completed the development of a new hotel, an office building with residential condominiums, and the infrastructure necessary to support these uses. Southwestern Community Services has developed Railroad Square Senior Housing and CitySide Apartments, creating a total of 48 new apartments for low and moderate income households. In 2013, the Monadnock Food Cooperative opened on this site creating 35 new jobs. The railroad yard is being reclaimed from a neglected and deteriorating site to a mix of successful residential and commercial opportunities. Short-term goals include additional residential and commercial development creating both housing and employment opportunities.

The Plan also included the redevelopment of the former Wright Silver Polish building adjacent to the railroad yard. This building was rehabilitated and is now occupied by the offices and Head Start program of Southwestern Community Services. The City developed an Industrial Heritage trail along the former railroad tracks. The City continues to monitor the parking situation in the downtown area. A two-level parking garage was constructed on the east side of Main Street in the late 1990's.

HOUSING

For many years, Keene's biggest housing problem was the severe shortage and resulting high costs of housing in Keene. During the 1980's, Keene's vacancy rate was at 1% or 2%. The unusually tight housing market was caused by the lack of on-campus housing for KSC students and strong commercial growth accompanied by the state's lowest unemployment figures. As a result, it had been relatively easy to find a job in Keene (although it might be a low-paying job with no benefits) but very difficult to find affordable housing.

During 1990, that situation changed slightly with the construction of a 300-bed dormitory by KSC and a softening commercial sector with fewer jobs. For a time, the apartment vacancy rate was a more normal 5% or 6%, but many families and individuals still had great difficulty paying for their housing. Rents leveled off, but never decreased significantly except in the highly inflated apartments surrounding KSC. Because there was a high turnover of apartment buildings during the late 1980's, many landlords had high mortgage payments and could not afford to reduce rents.

By 1999, the situation had reversed itself and the housing shortage was again as severe as it was during the 1980's. The vacancy rate went down and rents increased. A fourth transitional housing shelter was opened for families. CDBG funds were used in 2000 to rehabilitate an attractive historic property for use as a men's shelter; this property has since undergone a more extensive rehabilitation using CDBG funds. In 2010, CDBG funds were used to open transitional housing for formerly incarcerated persons. The shelters and the transitional housing are full at all times.

Since 1988, the City has emphasized the concept of "permanently affordable" housing. While this does not rule out all assistance to private landlords, it places a much higher priority on funding projects owned by nonprofit organizations or Keene Housing. Since 1988, several CDBG housing grants have been utilized to assist Cheshire Housing Trust, an organization created to acquire and create permanently affordable housing for lower income persons. This includes a 19-unit rooming house located in downtown Keene. Beaver Mills is another example of the use of CDBG funds to assist in the development of permanently affordable housing. Since 2000, Southwestern Community Services has developed 40 apartments at Highlands, and Keene Housing has developed 57 apartments at Stone Arch Village, both using CDBG and Low Income Housing Tax Credits. Monadnock Family Services has used CDBG funds to build three apartments for families affected by mental illness. Southwestern Community Services has utilized CDBG and Low Income Housing Tax Credits to build 24 units each of senior and family housing in the railroad area.

A more recent problem is the need and difficulty of maintaining permanently affordable housing, especially when it is located in older or historic properties. Cheshire Housing Trust has successfully completed a CDBG program to make improvements to some of its affordable housing located in older buildings. Keene Housing completed a project to transform its public

housing for seniors and families with a new funding source, thus gaining money for necessary improvements and escaping the funding problems of the public housing program. The former Cheshire Homes has completed a redevelopment, now known as Brookbend East and Brookbend West. These 75 subsidized and affordable units could not be brought up to current standards and were, therefore, in need of complete replacement on the existing site. Both the Brookbend West and Brookbend East sites are completed and occupied. CDBG funds have been used to make essential improvements at Central Square Terrace and Meadow Road Apartments. Maintenance of permanently affordable housing continues to be both a short-term and long-term goal.

CDBG funds were used for a Feasibility Study in 2010 of the utilities at the Base Hill Cooperative, a resident-owned manufactured housing park. During the feasibility study, it became apparent that the principal problem was the substandard and deteriorating on-site sewer system. CDBG funds were awarded to the Cooperative in 2013 to replace the on-site failing sewer system. The CDBG project made a permanent improvement to the Cooperative's system, making it code compliant and eliminating health and sanitation issues. In a separate project, the City replaced the City-owned sewer connection line. This project was successfully completed in 2014.

In 2010, the Planning Board adopted a new Housing Plan which is incorporated herein by reference. Goals in the Plan includes:

- Have a variety of housing options available that are affordable, accessible, eco-efficient, and supportive of varied lifestyles.
- Have housing that is located in proximity to basic services and transportation options and is adaptable, over time, to changes in technology, climate and demographics.
- Have housing that uses innovative technologies and green building standards that improve energy efficiency and conserve resources.
- Have a majority of rental housing be locally owned and maintained.
- Increase owner-occupied housing.
- Achieve, with the support of the institutions of higher education, a balanced ratio between student and citizen housing in neighborhoods which surround these institutions. Improve student rental stock in surrounding neighborhoods so that they are well maintained and a benefit to neighborhood quality of life.

ECONOMIC DEVELOPMENT

As a long-term Community Development goal, land that lends itself to manufacturing should be preserved to provide areas for this use which add value to a product, provide labor intensive employment and bring dollars into the community. For a strong economic base, a balance between non-manufacturing and manufacturing industries needs to be maintained. In accordance with the Land Use Plan, the City installed sewer, water and roads to open up

development of 300 acres in the Black Brook area for corporate park use. MEDC has been extraordinarily successful in locating businesses for this area. Short-term goals now include filling the remaining industrial sites at Black Brook, and filling the few remaining privately owned industrial sites and buildings. In order to help attract C & S to Black Brook, the City seriously examined the need for childcare in the Black Brook corporate park. This was accomplished by the YMCA development of a new recreation and childcare facility on land donated by C & S.

Samson Manufacturing moved its manufacturing to Black Brook North renting an existing building owned by MEDC. CDBG funds were used to make leasehold improvements and to purchase equipment for Samson to relocate to Keene and for the business expansion. This grant successfully brought 10 jobs with the company and created an additional 25 new jobs in Keene. MEDC has used CDBG funds to expand the building at 4 Forge Street, Keene. The additional space has allowed Samson to introduce a new process (anodizing), expand their business offerings, and create an additional 25 new jobs. Construction was completed in 2015, and the project has met its job creation goal. In 2015, MEDC used CDBG funds to make a loan to help Tree Free Greetings renovate an existing empty manufacturing building on Krif Road in Keene. Tree Free Greetings had purchased the building but needed a loan to make it suitable for its greeting card business. This project resulted in 15 new jobs and allowed the company to expand its products.

Another economic development goal is the expansion of training opportunities, especially for at-risk or disabled individuals and for youth who do not go to college. This needs to be coordinated with the needs of local employers.

An additional economic development goal is to assist new and existing businesses obtain financing to start up and/or expand, increasing the number of jobs available.

The 1993 Economic Development Plan made a number of findings and recommendations. Some, including the development of the Black Brook corporate park, have been largely accomplished, but others are still relevant:

- The public and private sector need to work together in a concerted, professional effort to attract new industries and to encourage those industries already located here to remain and expand.
- Orderly retail and other commercial growth should be encouraged within the highway bypass system.
- The City should work with Cheshire Medical, Keene Clinic, Keene State College, Antioch University and others to allow their expansion to meet growing needs of these institutions in the community.

- Keene should cooperate with other towns in Cheshire County to address regional issues including traffic, solid waste disposal and housing which have a bearing on the economic development of the area.
- The City should support the private sector in its tourism outreach.
- The City should keep up with technological advances in communication and other fields.

The 2010 Vision process resulted in additional short and long-term goals for economic development and employment:

- Have a vibrant, resilient, environmentally sound and sustainable economy that fosters individual economic well-being.
- Provide investment programs for small business development, to allow them to grow and thrive.
- Have a strong, local food-based sector of our economy that connects local farms to businesses and the community in various ways, such as through a food co-op and farmers market.

HEALTH AND HUMAN SERVICES

The major goal listed in the Health and Human Services section of the Community Goals Statement is:

To make available to all the people in the region the best possible health care and comprehensive, efficiently delivered and coordinated preventive and supportive services and opportunities, all designed to nurture and meet the needs of our citizenry and to encourage and allow all people to live with dignity and self-sufficiency.

Included in this goal is prevention education in areas such as sanitation, nutrition, substance abuse, smoking HIV/AIDS, dental care, and parenting.

CDBG funds have been used to improve public service facilities for low and moderate-income residents of the entire county, including the completion of the Community Kitchen, and improvements at Keene Day Care Center, the YMCA's day care program, Southwestern Community Services' program for developmentally disabled persons, and the Keene Senior Center. In addition, *Rise...for baby and family* completed the construction and rehabilitation of its facility on Washington Street. Home Health Care, Hospice and Community Services (HCS) completed the rehabilitation of an old mill into a 30,000 s.f. center for its offices, the program to provide day care to elderly and disabled persons in need of that service (Castle Center) and a

hospice center. Monadnock Family Services purchased a building on Main Street to provide a stable place from which to provide services. Monadnock Developmental Services leased and then purchased a large space in Beaver Mills in order to provide its services for developmentally disabled persons. A transitional housing facility for persons leaving Cheshire County House of Correction opened in 2013.

Short-term and long-term objectives for additional public service facilities improvements include:

- permanent stable facilities for Keene’s substance abuse programs, including transitional housing
- improvements to the Community Kitchen
- increased and accessible space for service organizations to accommodate need, preferably coordinated with Monadnock United Way

CDBG IMPACT AREA

As part of its Housing and Community Development Plan, the City established a “CDBG Impact Area” in the downtown area and the neighborhoods to the immediate east and north of the downtown. This area has a large percentage of low and moderate income residents, has seen substantial benefits from CDBG and other federally funded projects, and is the likely location of many future CDBG and other redevelopment projects. The characteristics of this area are outlined below:

Location

The boundaries of the area are shown on the attached map. In general, the area includes both sides of Main Street in the downtown area. It extends north a few blocks into the neighborhood bounded by Washington and Court Streets, and it extends into the multi-family areas located east of the downtown area. Based on the need for continuing rehabilitation and redevelopment, the City designated this area as a CDBG Impact Area. The attached map also shows the location of the Community Kitchen facility for an application in the January 2020 Public Facilities round.

Low and Moderate Income Residents

As described in the Downtown section of the Plan, federal funds have been used on numerous occasions over a period of thirty plus years to construct and rehabilitate housing for low and moderate-income persons in this area, especially elderly and disabled persons. Although millions have been invested in building and street improvements, the area has not been gentrified; it has a far higher concentration of low and moderate-income residents than it did when the process began.

There are at least 740 households in this area. Including both permanent housing and the two housing shelters in the area, at least 322 low or moderate income households are in this area. Due to the number of subsidized and affordable units in the CDBG impact area, documentation of low or moderate income residents can be established Keene Housing and used as necessary to provide documentation for grant applications for projects in this area. Updated low and moderate income information for the CDBG impact area will be updated and submitted for future CDBG applications as needed.

Subsidized housing in this area includes the following properties owned or managed by Keene Housing: Central Square Terrace, Bennett Block, and 17-19 Roxbury Court. Two shelters are also located in this area at 32 Water Street and 139 Roxbury Street, and are being acquired by Southwestern Community Services in a 2019 CDBG project. In addition, the Cleveland Building is a privately-owned subsidized apartment building. Southwestern Community services is also acquiring properties rehabilitated with CDBG funds at 29 Elm Street, and Cheshire Housing Trust owns a building rehabilitated with CDBG funds at 86 Winter Street. Southwestern Community Services owns 30 apartments at Beaver Mills developed with Low Income Tax Funds and CDBG funds, 24 apartments at Railroad Square Senior Housing, and 24 workforce apartments at the CitySide development on Water Street. Cheshire Housing Opportunities owns group homes on Emerald Street and Spring Street. CDBG funds have been used to rehabilitate privately owned apartments on Spring Street, Main Street, Church Street, Elm Street, Water Street, and Roxbury Street.

Characteristics of Buildings in the Area

This area contains much of the oldest housing in Keene, with many units built before 1900. Until the Beaver Brook Dam was built in 1984, the area east of Main Street suffered from flooding once or twice a decade. Many of the properties in this area have participated in CDBG programs--and there is still a substantial need for rehabilitation. The same is true of Central Square and Main Street where most of the presently existing structures were built between 1880 and 1920. The area which has seen the most recent redevelopment is the railroad yard and adjacent buildings and formerly vacant lots on Water Street. The most problematic building was the rear of the Latchis Theater, but this has been razed and was redeveloped by the County into a parking area to serve the Courthouse. The current area most in need of redevelopment is the former Keene Middle School on Washington Street and the former Keene Family YMCA on Roxbury St. The area also contains many fine historic buildings.

Economic Development and Social Services in area

The CDBG Impact Area has many social services for families and individuals of all ages, including those shown on the following table:

Economic Development and Social Services in project area	Address	Type of service
Monadnock Family Services	64 Main Street	Mental health services and administrative offices
Monadnock Family Services	93rd Street	Services for persons with long-term mental illness
Monadnock Developmental Services	Railroad Street	Services for persons with developmental disabilities
Community Kitchen	37 Mechanic Street	Meals and pantry boxes for low-income persons
Center for Violence Prevention	12 Court Street	Services for victims of domestic abuse
City of Keene Human Services Dept	3 Washington Street	Cash assistance and services for low-income persons
Men’s shelter	139 Roxbury Street	Emergency shelter for males
Transitional family	29 Elm Street	Transitional housing for families and women
Salvation Army	Roxbury Place	Assistance for low income persons
Marathon House of Keene	Roxbury Street	Services for persons with substance abuse problems
AIDS Services of Monadnock	Center Street	Prevention and services for HIV-positive persons
Samaritans	Roxbury Street	Suicide prevention agency
Phoenix House	Roxbury Street	Substance abuse programs
Rise for Baby and Family	Washington Street	Special education services
Familystrength	Roxbury Street	Human Services
Southwestern Community Services	Community Way	Housing, Child Care, Fuel Assistance
Monadnock Economic Development Corp	Railroad Street	Economic Development
NH FastRoads	Railroad Street	Open Access Internet Network
Monadnock Food Cooperative	Cypress Street	Community Centered Market
Head Start	Community Way	Pre School low-mod families
MAPS Counseling Services	19 Federal Street	Assisting families to find answers to life’s problems
Monadnock United Way	23 Center Street	Works with providers to identify and address emerging issues
New Hope New Horizons	Community Way	Assistance developmentally disabled adults
Hannah Grimes Center	Roxbury Street	Assists development of small business & entrepreneurs

Other Public Services in Area

In addition to economic and social services, the area has many other public services and governmental agencies:

Keene Fire Department (new in 2013)	Vernon Street
Keene District Court	Winter Street—relocated to new Courthouse in 2014
Cheshire County Superior and Probate Courts	Winter Street—relocated to new Courthouse in 2014
Victims advocates	Court Street
Cheshire County Human Services	West Street
Public Defender Program	West Street
Social Security Administration	Mechanic Street

Past CDBG Projects in CDBG Impact Area

CDBG Year	Project	Purpose
1982	Central Square Terrace	90-unit Section 8 elderly rehabilitation
1984	Housing Rehabilitation	Rehabilitation of privately owned apartments
1984	Beaver Brook Dam	Reduce flood damage in east Keene

1985	Social Service building	Not funded; would have moved Monadnock Family Services and Southwestern Community services to railroad yard; this has since been accomplished
1986	Housing Rehabilitation	Includes mental health group home at 139 Roxbury St, Church Street, Main St, and Water Street
1988	Housing Rehabilitation	Cheshire Housing Trust: Dover Street
1991	Affordable housing	CHT Latchis, shelter
1993	Bagel Works	Economic Development for downtown business
1994	Chamberlain Block	Rehabilitation of downtown block with 12 apartments
1995	Social Service facilities	Community Kitchen, YMCA child care
1996	Keene Senior Center	Immediately outside area but serves residents
1997	Community Kitchen	Construction of pantry for community kitchen
1998-99	Beaver Mills	Rehabilitation of old mill to create 30 senior apartments
2000	Two Group Homes	Rehab of group home and men's shelter
2001	Hampshire House	CHT: Acquisition and rehab of rooming house
2003	Vision Financial	Economic development for downtown business
2007	SCS Senior Housing	SCS: Railroad Square Senior Housing
2007	SCS Head Start	Cheshire County: SCS Head Start in Wright building
2005	Railroad yard/Hotel	MEDC: Development of infrastructure and hotel
2006	Wright/First Course	MEDC: Purchase of Wright Silver Polish/First Course
2008	Central Square Terrace	KHA: Rehab of 90 units of elderly housing
2009	CitySide Family Housing	SCS: Construction of 24 affordable units for families
2010	Cheshire Housing Trust	Rehabilitation of permanently affordable apartments
2010	Vision Financial	MEDC: Loan to Vision Financial Corporation
2010	EF Lane Hotel	MEDC: Rehabilitation of EF Lane Hotel
2011	Hannah Grimes MicroEnterprise	Training and technical assistance to microentrepreneurs
2011	Monadnock Food Cooperative	MEDC: Construction and Lease of Food Coop Building
2012	Hannah Grimes MicroEnterprise	Training and technical assistance to microentrepreneurs
2016	MAPS Counseling Relocation	Relocation of MAPS Counseling to the UCC building
2017	The Community Kitchen	Improvements to the Community Kitchen facility
2017	Hannah Grimes MicroEnterprise	Training and technical assistance to microentrepreneurs

Planned Projects for CDBG Impact Area

- Improvements to Community Kitchen on Mechanic Street
- Bennett Block renovation on Washington Street

CDBG projects underway in CDBG Impact Area

- SCS Acquisition of the shelter at 139 Roxbury Street, and acquisition and rehabilitation of 29 Elm Street and 32 Water Street.
- Rehabilitation of Central Square Terrace.
- Expansion of the Monadnock Food Co-op.

DISPLACEMENT AND RELOCATION POLICY FOR THE CITY OF KEENE

It is the policy of the City of Keene that the involuntary displacement of households from their neighborhoods should be minimized. The City of Keene does not usually undertake activities that would cause the permanent displacement of households or businesses. When it is impossible to accomplish the project without permanent or temporary displacement and relocation, the City certifies that it shall comply with the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Elizabeth A. Dragon
City Manager

Signature: _____

Date adopted by City Council: _____

History of Housing and Community Development Plan

Originally prepared by Keene Planning Department and adopted by City Council, about 1984
This version updated: December, 2019

Most recent date adopted or readopted by City Council and submitted to CDFA:

1. December 17, 2009, submitted with YMCA application
2. March 18, 2010, submitted with Vision application
3. May 20, 2010, submitted with FastRoads application
4. July 15, 2010, submitted with Cheshire Housing Trust application
5. January 20, 2011, submitted with Brookbend (Cheshire Homes) application
6. April 2011, submitted with Monadnock Community Market Cooperative application
7. May 2011, submitted with Hannah Grimes Micro Enterprise application
8. December, 2011, submitted with Hannah Grimes 2012 application
9. January, 2012, submitted with Base Hill Cooperative application
10. July, 2012, submitted with Base Hill Cooperative application
11. January 2013, submitted with Base Hill Cooperative application
12. September 2013, approved by City Council for Samson Manufacturing application
13. November 2013, submitted with Meadow Road Apartments application
14. February 2014, submitted with Samson Manufacturing Expansion application
15. October 2014, submitted with MEDC: Social Services Building planning application
16. October 2014, submitted with MAPS Counseling Services planning application
17. December 2014, submitted with Keene Housing Shelter Rehabilitation application
18. April, 2015 submitted with MEDC Tree Free Greetings revised application

19. December, 2015, submitted with MAPS Counseling Services application
20. April, 2016, submitted with Monadnock Area Peer Support Agency Feasibility study
21. August, 2016, submitted with MamaSezz application
22. November, 2016, submitted with Community Kitchen application
23. December, 2019, to be submitted with the Community Kitchen application



City of Keene, N.H.
Transmittal Form

December 9, 2019

TO: Finance, Organization and Personnel Committee

FROM: Councilor Mitchell H. Greenwald

ITEM: 5.

SUBJECT: Councilor Greenwald - Conflict of Interest - Real Estate RFQ

ATTACHMENTS:

Description

Communication_Greenwald

BACKGROUND:

Councilor Greenwald is requesting that he be recused from the discussion and vote on the Real Estate RFQ memorandum in the Committee packet. The Councilor noted that his office routinely works with other real estate firms, both local and state-wide.



Mitchell Greenwald
Chairman, Finance Organization and Personnel Committee
Ward 2, City Councilor

December 9, 2019

To: Mayor and Council

Re: Real Estate RFQ

I request to be recused from the discussion and vote concerning Item 3 on the December 12, 2019 FOP Agenda.

Although my office did not submit a reply to the RFQ to provide real estate services for the City, it would be extremely inappropriate for me to participate in the discussion, and possible selection process. My office regularly works with other firms, both local and statewide agencies.

Thank you,

A handwritten signature in black ink, appearing to read "M. Greenwald", written in a cursive style.

Mitchell Greenwald



City of Keene, N.H.
Transmittal Form

October 16, 2019

TO: Finance, Organization and Personnel Committee

FROM: Medard Kopczynski, Director Economic Development

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: Real Estate RFQ - Economic Development Director

RECOMMENDATION:

That the Finance, Organization and Personnel Committee authorize the City Manager to negotiate and execute a contract for professional services with Government Services at KW Commercial – Keller Williams Coastal Realty whose proposal is determined to be in the “best interest” of the City.

BACKGROUND:

The City of Keene issued RFQ 02-20-03- Real Estate Broker Services for the purpose of receiving proposals from qualified real estate brokers to assist with the sale or lease of City-owned, selected real properties, which become vacant from time to time for properties that the City chooses to list. The intent of the solicitation was to seek brokers with experience in marketing, leasing and selling properties for governmental property owners with diverse portfolios in order to best position-selected properties in its small inventory. The experience requirements are in addition to familiarity with laws and practices applicable to municipal real estate matters, including relevant local land use and zoning controls for properties as governed by the City of Keene Code of Ordinances and the Town of Swanzey Land Use and Development Regulations for land the City owns in Swanzey. The intention of the negotiated agreement is for a five-year term with fixed fee per property as, and if, they become available. The City of Keene is prepared to issue a Notice of Award upon acceptance of the best-qualified proposal.

A proposal review team was assigned to evaluate all responsive proposals received by the City. The team consisted of Dan Langille, City Assessor (chair), Karen Gray, Fund Manager, and Scott Martin, Facilities Manager...all of which have core responsibilities related to vacant lands and buildings. The team used the basic evaluation scoring as outlined in the RFQ as follows:

- *Commission Structure:* Competitiveness of pricing proposal (40 points)
- *Experience and Qualifications:* Demonstrated prior experience with transactions of similar scope and complexity and the effectiveness of your proposed real estate transaction process in a municipal context (40 points)
- *Key Personnel and Resources:* Demonstrated competence and experience of firm’s personnel responsible for performing work and providing services (20 points)

The City of Keene received three responses:

H.G. Johnson Real Estate

Government Services at KW Commercial – Keller Williams Coastal Realty

The Masiello Group – Commercial Associates

The review scoring sheet used by the team is attached.

After reviewing the submitted RFQs for Real Estate Broker Services, the review committee unanimously recommends in the “best interest” of the City, Government Services at KW Commercial (KWGS). KWGS submitted a clear, comprehensive and competitively priced proposal outlining a number of services and options for marketing, leasing and selling governmental properties that will provide the City with the most opportunities and the greatest amount of flexibility. KWGS has created a Government Services division and can provide an array of services including asset analysis, auction services, brokerage services, consulting, leasing, project development, site development and monetizing assets. They will assign a dedicated team to the City that includes a Lead Broker familiar with Keene, several Core Project Team members and the necessary support staff needed to work with the City. All team members are well-qualified, experienced professionals both in real estate and in working with governments. KWGS is recognized both nationally and locally enhancing the network and experience that they bring to any project.



City of Keene, N.H.
Transmittal Form

November 20, 2019

TO: Finance, Organization and Personnel Committee

FROM: Duncan Watson, Assistant Public Works Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 7.

SUBJECT: Recycling Center Equipment Rebuild - Baler Infeed Conveyor - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that a sole source contract be awarded for the rebuilding of the in-feed conveyor at the Recycling Center/Transfer Station and that the City Manager be authorized to do all things necessary to use Solid Waste Fund Equipment Replacement Capital Reserve Funds and FY20 Solid Waste Operating Budget funds to rebuild the baler in-feed conveyor in conjunction with the Primary Baler Replacement Project.

BACKGROUND:

The baler in-feed conveyor is built into the floor of the Recycling Center and feeds the primary baler where materials are prepared for shipment. The in-feed conveyor is original equipment that was placed in service in 1994. Over the years the infeed conveyor has received regular service and maintenance and has been a reliable piece of equipment.

As preparations are being made to replace the primary baler, attention turned to the in-feed conveyor. The in-feed conveyor was reviewed and it is recommended that the conveyor be rebuilt. Since the baler was being replaced this would be the opportune time to rebuild the in-feed conveyor. A quote was solicited from the original supplier of the in-feed conveyor for the rebuilding work which is significantly less than a full replacement.

The budget for the primary baler replacement is \$300,000 which is coming from the Solid Waste Equipment Capital Reserve Account. The City received a qualified bid from reputable baler vendor for \$234,032 leaving a project balance of \$65,968. The quote received to rebuild the in-feed conveyor is \$70,116. It is recommended that the \$65,968 project balance from the Baler Replacement Project and an additional \$4,148 from the Solid Waste Fund operating budget be put towards the rebuilding the in-feed conveyor.



City of Keene, N.H.
Transmittal Form

December 6, 2019

TO: Finance, Organization and Personnel Committee

FROM: Aaron Costa, Operations Manager , Kurt D. Blomquist, P.E., Public Works Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 8.

SUBJECT: Radio Communication Equipment Upgrade - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel committee recommend the City Council as per City Code Section 2-1336 authorize the City Manager to do all things necessary to sole source the purchase of radio equipment and services from TCS Communications Corporation.

BACKGROUND:

The Wastewater Treatment Plant (WWTP) and Water Treatment Facility (WTF) have twenty seven (27) radios that allow the pumping stations, water storage tanks and well facilities to communicate with the treatment plants via the Supervisory Control and Data Acquisition (SCADA) system. This communication is essential for data transmittance and allows staff to monitor operational conditions, make process changes, as well as receive notification for alarm conditions.

Five (5) radios were scheduled to be replaced in the City's Capital Improvement Program (CIP) in FY25 because replacement parts would no longer be available. However, in May of 2019, the manufacturer of the current radio equipment that they were going out of business notified the City. Therefore, if a radio were to fail, staff would not be able to obtain replacement parts or a replacement radio that is compatible with the existing system.

TCS Communications has provided sales and services to the Water and Wastewater Treatment Facilities since 2002 and is the most familiar with the City's SCADA radio system. Working with TCS, staff is recommending Cal Amp radio equipment based on the combination of features, reliability and cost. TCS is the New England sales representative for Cal Amp products. The total estimated cost for this equipment upgrade which includes installation assistance, FCC licensing, frequency coordination and radio programming is approximately \$72,891.00.

Because this project schedule was unexpectedly, accelerated staff carried over \$92,000 from FY19 Operating Budget to fund this project in FY20. Funding for this equipment and services was approved through the FY20 Operating Budget and is available in 05006 & 08006 63409. In addition, the FY25 CIP radio replacement

project would no longer be needed and would be eliminated.

City Code Section 2-1336. Waiver of Requirements allows the City Council on recommendation from the City Manager to waive the purchasing requirements when deemed inadvisable to solicit bids because of a single source of supply or because of the need of standardization of the materials, supplies, equipment or services of for other stated reasons.

City staff recommends that the Finance, Organization, and Personnel committee recommend the City Council authorize the City Manager to do all things necessary to sole source purchase radio equipment and services from TCS Communications Corporation.



City of Keene, N.H.
Transmittal Form

December 6, 2019

TO: Finance, Organization and Personnel Committee

FROM: Donald R. Lussier, P.E., City Engineer

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 9.

SUBJECT: Roxbury Street Bridge over Beaver Brook Project - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a sole-source professional services contract with McFarland Johnson, Inc. of Concord, NH, for the construction phase of the Roxbury Street Bridge over Beaver Brook Project (90186-A) for an amount not to exceed \$167,650.00.

BACKGROUND:

The replacement of the Roxbury Street Bridge over Beaver Brook is being performed under the NHDOT "State Aid - Bridge" program. Under the terms of this program, 80% of the project cost, including construction phase engineering services, are reimbursed by the NHDOT and 20% of the cost is paid by the City.

In July 2018, the City awarded an engineering design contract to McFarland Johnson, Inc. after a qualification-based selection process. McFarland Johnson has completed the design work in a satisfactory manner. We expect to receive authorization to advertise the project from the New Hampshire Department of Transportation (NHDOT) within the next three weeks. Shop drawing review is expected to begin in February 2020. Construction is expected to begin in July 2020.

City Code requires that professional services contracts over \$25,000 be entered into after receiving proposals from various interested firms and approval by the City Council. Public Works requests that the contract for construction-phase engineering services be awarded to McFarland Johnson on a "sole-source" basis. As the project design engineer, McFarland Johnson is well-suited to oversee the construction work and ensure that the design intent is carried out.

Construction-phase engineering services include near-full-time construction observation, attendance at construction meetings, review of shop drawings and submittals, response to contractor requests for information, materials inspection and testing, review and approval of test results, maintenance of an as-built set of drawings, and other tasks typically required during construction. Since the project is being performed using NHDOT funds, the engineer is also responsible for keeping the City in compliance with the State's requirements.

It is recommended that the City Manager be authorized to negotiate and execute a contract with McFarland

Johnson, Inc. for construction-phase engineering services for the project for an amount not to exceed \$167,650.00. Funding for this work will come from the Roxbury Street Bridge over Beaver Brook Project (90186-A).



City of Keene, N.H.
Transmittal Form

December 12, 2019

TO: Finance, Organization and Personnel Committee

FROM: Tom Moran, Assistant Public Works Director/Utilities Maintenance Manager

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 10.

SUBJECT: Design Contract for Martell Court Headworks Treatment Project

RECOMMENDATION:

Move that the Finance, Organization, and Personnel committee recommends the City Council authorize the City Manager to do all things necessary to negotiate and execute a professional services contract with Aldrich + Elliott Water Resources Engineers (AE) to perform Final Design on the Martell Court Headworks Treatment project for an amount not to exceed \$80,000.

BACKGROUND:

In the Capital Improvement Program the City has a project to replace the screening equipment at Martell Court Pump Station. Staff executed a contract with Aldrich + Elliot Water Resource Engineers for under \$25,000 to perform an initial review of various types of screening technologies and to develop a short list of potential screen types and manufacturers. The types of screens evaluated were limited by the existing channel dimensions and maximum water level at peak flow conditions at Martell Court Pump Station. The types of screens (stair screen, mechanically cleaned fine screen, etc) are provided by several manufacturers and can be extended from the wet well to the first floor for trash removal. The preliminary design criteria and existing conditions figures were distributed to the equipment representatives to request the following information to assess the feasibility of their equipment being able to work within the existing pump station.

- Design criteria and sizing
- Preliminary layout with equipment dimensions
- Estimated equipment and O&M costs
- List of similar installations with references

The alternatives were reviewed by City staff and the preferred technology is a multi-rake fine screening system. This technology was based on the presented technical and economic factors. The preferred screening technology included additional items, such as, wash press/compactor, and a conveyor to transport the screenings to a dumpster. Staff visited Four (4) different sites with Four (4) different manufacturers of the preferred screening technologies which permitted the ability to interview the operations staff. Based on the preliminary layouts, results of the site visits, durability of equipment, frequency of maintenance, and other criteria, the preferred Multi-Rake screen manufacturers are Headworks and Vulcan.

To complete the next phase the City will need to complete a design and develop contract documents of which

the scope will include.

- Addition of a new multi-rake screen based on the following manufacturers; Head Works Mahr or Vulcan VMR.
- Installation of the screen in the existing north channel at an incline of 80-85 degrees to avoid the existing concrete bond beam.
- Replacement of the existing JWC grinder in the south channel.
- Upper level discharge to a solids /washer compactor.
- Modifications to the existing HVAC system to meet NFPA 820 standards for fire protection.
- A new building addition to be constructed on the north side of the existing building to house the screenings dumpster and will include heat, ventilation and lighting. This will be constructed of similar materials as existing building.
- A new access driveway will be extended to the new building addition for emptying of the screenings dumpster.
- Keene flood plain development permit. Upon review of the site plans and working with the City's Communities Development Department plans shows that the new addition to the pump station falls within the floodplain of the Branch River.

The proposed Contract will cover;

- Final Design- this covers basic services and Special services (Permitting for flood zone) , and
- Bid Phase.

Construction administration and observation will be addressed under a separate contract after the design is complete.

Section 2-1336 of the City code allows the City Council to waive purchasing requirements when there is a need to standardize services. Aldrich + Elliott performed Phase 1 and completed the background, preliminary design work and started the flood work investigation for the Martell Court Pump Station. They have completed these tasks that will help expedite the project as it does not need to be done a second time. Staff is satisfied with the work to date and recommends continuing to work with Aldrich + Elliott for the final design and contract development.

Recommend the Finance, Organization, and Personnel Committee recommend the City Council authorizes the City Manager to do all things necessary to negotiate and execute a professional services contract with Aldrich + Elliot Water Resources Engineers to perform the design and contract development for the Martell Court Headworks Treatment Project for an amount not to exceed \$80,000.

Funding for this design was approved in the FY19 CIP program.