



**\*\*CORRECTED\*\***

**City of Keene**  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
May 28, 2020  
6:30 PM**

Thomas F. Powers, Chair  
Stephen L. Hooper, Vice Chair  
Terry M. Clark  
Michael J. Remy  
Raleigh C. Ormerod

1. Acceptance of Donation - Human Services
2. Gary Boes - Offer of Sale - 0 Old Gilsum Rd
3. Proposed Land Acquisition off Old Gilsum Road - Conservation Commission
4. Land Acquisition - 0 Old Gilsum Road - Parks, Recreation Facilities Director
5. Operating agreement with Monadnock Choppers LLC - Airport Director
6. Transfer Funds From ESCO Project and Fire Station Replacement Project to the General Fund - Finance Director
7. Relating to Class Allocation and Salary Schedule  
Ordinance O-2020-06
8. Relating to the Reallocation of Bond Proceeds Airport Terminal to Fuel Tanks  
Resolution R-2020-21
9. Relating to the Appropriation of Funds for the Airport Fuel Tanks; Relating to an Appropriation of Funds for the Arts & Culture Corridor; Relating to the Appropriation of Funds for Flood Management; Relating to the Appropriation of Funds for Road Rehabilitation; Relating to an Appropriation of Funds Colony Court - Bloomer Swamp Main; Relating to the Appropriation of Funds for Municipal Building Improvements  
Resolution R-2020-05  
Resolution R-2020-06  
Resolution R-2020-07  
Resolution R-2020-08  
Resolution R-2020-09  
Resolution R-2020-11

Resolution R-2020-12

10. Relating to an Appropriation - Salt Shed Replacement  
Resolution R-2020-16

11. Relating to the FY2020 Operating Budget  
Resolution R-2020-22

Non Public Session  
Adjournment

Due to the COVID-2019 State of Emergency, the Finance, Organization and Personnel Committee will be holding its meeting remotely using the web-based program, Zoom. Members of the public will be able to access this public meeting through a variety of options, described below. If you encounter any issues accessing this meeting, please call 603-757-0622 during the meeting. To view please use the following link <https://us02web.zoom.us/j/88617494943> and enter the Meeting ID: 886 1749 4943. To listen via telephone call 877 853 5257 and enter the Meeting ID: 886 1749 4943. When the meeting is open for public comment, callers may press \*9 if interested in commenting or asking questions.



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

May 21, 2020

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

**FROM:** Natalie Darcy - Human Services Manager

**THROUGH:** Elizabeth Dragon, City Manager

**ITEM:** 1.

**SUBJECT:** Acceptance of Donation - Human Services

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee authorize the City Manager to do all things necessary to accept a donation in the amount of \$100.00

**BACKGROUND:**

The money donated was forwarded through Joanne Fenton from a campaign worker to be used for Personal & Household items for the clients of City of Keene Human Services.



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

April 27, 2020

**TO:** Mayor and Keene City Council

**FROM:** Gary Boes

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

**ITEM:** 2.

**SUBJECT:** Gary Boes - Offer of Sale - 0 Old Gilsum Rd

**COUNCIL ACTION:**

In City Council May 7, 2020.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Communication - Boes

**BACKGROUND:**

Mr. Boes is offering to sell property that he owns to the City at 0 Old Gilsum Road.

Gary . Boes

652 Old Homestead Hwy.

Swanzey ,N.H. 03446

4/27/2020

Hello, Andy Bohannon

Thank you for all your help with the Goose Pond Land sale. Would you be so kind to ask if the City or Park & Rec would have an interest in our other piece of land. The Location

0 OLD GILSUM RD.

Map/Lot # 218/ / 004/000 000/000

We are willing to sell it to them for \$4,000. it is assessed for \$4,500.

Please let me know your thoughts and you are more than welcome to call me at 352-3609.

Best regards, Gary A. Boes



In City Council May 7, 2020.

Referred to the Finance, Organization  
and Personnel Committee.



**City Clerk**

## 0 OLD GILSUM RD.

**Location** 0 OLD GILSUM RD.

**Map/Lot #** 218/ / 004/000 000/000

**Acct#** 218004000000000

**Owner** BOES GARY A.

**Assessment** \$4,500

**Appraisal** \$4,500

**PID** 5502

**Building Count** 1

### Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2019	\$0	\$4,500	\$4,500
Assessment			
Valuation Year	Improvements	Land	Total
2019	\$0	\$4,500	\$4,500

### Parcel Addresses

Additional Addresses
No Additional Addresses available for this parcel

### Owner of Record

**Owner** BOES GARY A.  
**Co-Owner** BOES LAURIE J.  
**Address** 652 OLD HOMESTEAD HWY.  
EAST SWANZEY, NH 03446

**Sale Price** \$2,600  
**Book & Page** 2077/0910  
**Sale Date** 10/20/2003

### Ownership History

Ownership History			
Owner	Sale Price	Book & Page	Sale Date
BOES GARY A.	\$2,600	2077/0910	10/20/2003
KENT HARRY S. JR.	\$0	0791/0248	01/01/1900

### Building Information



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

May 26, 2020

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

**FROM:** Rhett Lamb, ACM/Community Development Director

**ITEM:** 3.

**SUBJECT:** Proposed Land Acquisition off Old Gilsum Road - Conservation Commission

**RECOMMENDATION:**

Chair Von Plinsky moved to recommend that the City Council authorize the City Manager to negotiate the acquisition of the 0.86-acre parcel on Old Gilsum Road owned by Gary Boes using the Conservation Land Use Tax Fund, which Mr. Walker seconded, and the Commission passed unanimously by roll call vote.

**BACKGROUND:**

Mr. Lamb recalled that Mr. Boes came to Council when the Commission recommended using the Land Use Tax Fund to acquire his six-acre property. The City's acquisition of that parcel is complete and in the end stages; Mr. Boes returned to the City offering another smaller 0.86-acre parcel. Mr. Lamb used a map to demonstrate that, minus a few outparcels with access right onto Old Gilsum Road, almost all parcels in the area are owned by the City as part of the Greater Goose Pond Forest. The City's long-term goal has been to acquire these parcels through purchase or gift when possible because most are minimally used, could not be developed, and are nearly surrounded by City Conservation Land. Mr. Boes' smaller parcel is entirely wooded and directly adjacent to Old Gilsum Road. You can find the parcel by walking from Timberlane Drive to across from the water tank at the top of Meetinghouse Road. If walked recently, one could see the parcel across from a recent forestry clearing that is starting to grow back. The parcel is unrecognizable as a separate lot when walking past, but it is a separate holding. Staff recommended acquiring this parcel like the other.

Chair Von Plinsky moved to recommend that the City Council authorize the City Manager to negotiate the acquisition of the 0.86-acre parcel on Old Gilsum Road owned by Gary Boes using the Conservation Land Use Tax Fund, which Mr. Walker seconded, and the Commission passed unanimously by roll call vote.



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

May 26, 2020

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

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

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

**ITEM:** 4.

**SUBJECT:** Land Acquisition - 0 Old Gilsum Road - Parks, Recreation Facilities Director

**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 the acquisition of property owned by Gary Boes, located on tax map # 218-004-000-000-000 consisting of approximately 0.89 acres in the Greater Goose Pond Forest utilizing the funds from the Land Use Change Tax Fund 90203.

**ATTACHMENTS:**

Description

Boes Property

**BACKGROUND:**

The City Manager received a letter from Mr. Gary Boes relating to the potential sale of property located within the Greater Goose Pond Forest. Through the Parks, Recreation and Facilities Department, Mr. Boes was contacted on the potential process of the sale to the City. A memorandum was sent to the Conservation Commission for review and consideration at the May 18, 2020 meeting.

The Conservation Committee unanimously voted to support the purchase of the property and allowing the City manager to negotiate through a City Council authorization.

The property is located along the Old Gilsum Road and enhances the recreational and conservation value of the Greater Goose Pond Forest. The purchase of the land is also supported through the adoption of the Goose Pond Stewardship Plan.

Attachment: Photo





<a href="#">Documents &amp; Links</a>		<a href="#">Assessment</a>	<a href="#">Sales</a>	<a href="#">BuildingData</a>
CamaFullNumber		218-004-000-000-000		
AV PID		5502		
OWNER NAME		BOES GARY A.		
CoOwner Full Name		BOES LAURIE J.		
MAILING ADDRESS		652 OLD HOMESTEAD HWY.		
MAILING ADDRESS 2		N/A		
CITY		EAST SWANZEY		
STATE		NH		
ZIP		03446		
TOTAL ASSESSED IMPROVEMENTS		0		
TOTAL ASSESSED LAND VALUE		4500		
TOTAL ASSESSED PARCEL VALUE		4500		
USE CODE		10N		
USE DESCRIPT		Res Non-Bld Vacant		
ZONE		CON		
ZONE DESC		Conservation		
SALE DATE		10/20/2003 12:00:00 AM		



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

May 26, 2020

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

**FROM:** David Hickling, Airport Director

**THROUGH:** Elizabeth Dragon, City Manager

**ITEM:** 5.

**SUBJECT:** Operating agreement with Monadnock Choppers LLC - Airport Director

**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to negotiate and execute an Operating Rights Agreement with Monadnock Choppers LLC, to provide specialized aeronautical services at the Dillant-Hopkins Airport; and

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to negotiate and execute a Lease Agreement with Monadnock Choppers LLC for office space located in the Airport Terminal building; and

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to amend an existing land Lease Agreement with Kevin Provost, managing member of Monadnock Choppers LLC, so that the lease term and termination provisions run together with the Operating Rights Agreement and Terminal building Lease Agreement.

**BACKGROUND:**

Kevin Provost, managing member of Monadnock Choppers LLC is interested in providing a number of aviation-related services at the Dillant-Hopkins Airport including flight training and ground school for people seeking various FAA pilot certifications, including helicopter flight training, aircraft sales and rental services, and flight services to support aerial photography. Any commercial activity at the Airport requires an Operating Rights Agreement with the City of Keene. Airport minimum standards also requires that in order to provide specialized aviation services the Operator must provide a ramp area, hanger area, office area, vehicle parking area, and public areas necessary to sustain operations. Therefore, a Lease Agreement for space in the Airport Terminal building is necessary.

Monadnock Choppers LLC is a veteran-owned company that has demonstrated that it will meet all requirements under the Ordinances of the City of Keene, Article II, Subdivision III, for providing Specialized Aviation Services. Monadnock Choppers LLC has the capability and desire to provide a high quality service not currently available in the Cheshire County area that will add to the overall viability of the Dillant-Hopkins Airport. The services will also generate a new source of revenue for the Airport.

In addition, Mr. Provost, individually, is also an existing tenant at the Airport having entered into a land lease agreement with the City of Keene in 2019. The term of the lease agreement expires in September 2021. It is recommended that the term of Mr. Provost's land lease align with the term and termination provisions of the

requested Operating Rights Agreement.



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

May 19, 2020

**TO:** Mayor and Keene City Council

**FROM:** Merri Howe, Finance Director

**THROUGH:** Elizabeth Dragon, City Manager

**ITEM:** 6.

**SUBJECT:** Transfer Funds From ESCO Project and Fire Station Replacement Project to the General Fund  
- Finance Director

**COUNCIL ACTION:**

In City Council May 21, 2020.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

Move that the transfer of funds in the amount of four thousand nine hundred four dollars and eight cents (\$4,904.08) from the ESCO Project (90236) and fifteen thousand ninety five dollars and ninety two cents (\$15,095.92) from the Fire Station Replacement Project (90220) to the FY 2021 General Fund Revenue Capital Project Account be referred to the Finance, Organization, and Personnel Committee for their review and recommendation.

**BACKGROUND:**

The florescent lighting at the central fire station has reached the end of its useful. In keeping in line with the long-term emission goals of the City, it is the appropriate time to invest in upgrading the lighting to LED. These new LED fixtures will benefit the facility with a decrease in power consumption and increase in lighting. They anticipated payback in investments for this project is between 3 and 5 years through the NH Saves program.

The LED lighting project is projected to cost \$20,000, which is under the \$35,000 threshold established under the City's fiscal policies, and therefore did not qualify to be included in the Capital Improvement Program, and was presented during the budget process as a supplemental item.



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

May 15, 2020

**TO:** Mayor and Keene City Council

**FROM:** Elizabeth A. Fox, ACM/Human Resources Director

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

**ITEM:** 7.

**SUBJECT:** Relating to Class Allocation and Salary Schedule

**COUNCIL ACTION:**

In City Council May 21, 2020.  
Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That the City Council refer Ordinance O-2020-06 to the Finance, Organization, and Personnel Committee.

**ATTACHMENTS:**

Description

Ordinance O-2020-06

**BACKGROUND:**

The ordinance relating to salary and wage schedules for the 2020/2021 fiscal year reflects an adjustment that aligns to the across the board increase of 2.5% provided employees covered by approved collective bargaining agreements. An exception to this is the hourly wage scale pertaining to call firefighters that did not receive an across the board adjustment as part of the FY20 cycle. Because of this, it includes an additional adjustment for call positions this cycle. The effective date of all the schedule adjustments would be July 1, 2020.



# CITY OF KEENE

O-2020-06

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

AN ORDINANCE ..... Relating to Class Allocations and Salary Schedules

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192 "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule," effective July 1, 2020.

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George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization and Personnel  
Committee.

City Clerk

**City Code Section 2-231**

**COUNCIL APPOINTMENTS  
ANNUAL SALARY SCHEDULE**

(effective July 1, 2020)

<b><u>SALARY</u></b>	<b><u>City Clerk</u></b>	<b><u>City Attorney</u></b>	<b><u>City Manager</u></b>
<b><u>L</u></b>	90,232	111,698	134,087
<b><u>E</u></b>	94,292	116,724	140,121
<b><u>V</u></b>	98,535	121,977	146,426
<b><u>E</u></b>	102,969	127,466	153,015
<b><u>L</u></b>	107,603	133,202	159,901
	112,445	139,196	167,097

**City Code Section 62-141**

**CALL FIREFIGHTER  
HOURLY WAGE SCALE**

Non-bargaining unit  
(effective July 1, 2020)

<u>Grade</u>		<u>Step 1</u>
CF1	Non-certified Probationary Firefighter	\$ 10.50
CF2	Probationary Firefighter 1	\$ 13.65
CF3	Special services (Chaplain, Photographer & Aide)	\$ 14.70
CF4	Firefighter (Level 1)	\$ 15.75
CF5	Firefighter (Level 2)	\$ 18.90



## City Code Section 62-166

The hourly wage schedule for ~~parks, recreation facilities; airport; library; city hall; and~~ probationary public works employees is as follows:

### PROBATIONARY PUBLIC WORKS HOURLY WAGE SCHEDULE

Non-bargaining unit  
(effective July 1, 2020)

<u>GRADE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
PPW 2	14.44	15.09	15.77	16.48
PPW 4	15.77	16.48	17.22	18.00
PPW 5	16.48	17.22	18.00	18.81
PPW 7	17.99	18.80	19.65	20.53
PPW 8	18.81	19.66	20.54	21.47
PPW 9	19.65	20.53	21.46	22.42
PPW 10	20.52	21.44	22.41	23.42
PPW 11	21.45	22.42	23.42	24.48
PPW 12	22.42	23.43	24.48	25.58

### CLASS ALLOCATION

<u>GRADE</u>	
PPW 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
PPW 4	Water & Sewer Service Aide I
PPW 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II
PPW 7	Mechanic I
PPW 8	Motor Equipment Operator II
PPW 9	Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator
PPW 10	Highway Foreman; Solid Waste Foreman; Maintenance Technician I
PPW 11	Water Meter Technician; Maintenance Electrician
PPW 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman

**City Code Section 62-191**

**PROBATIONARY FIREFIGHTER**

**HOURLY WAGE SCHEDULE**

Non-bargaining unit

(effective July 1, 2020)

<u>GRADE</u>		<u>STEP 1</u>
F 1	Firefighter/EMT B	\$20.24
F 2	Firefighter/A-EMT	\$21.44
F 3	Firefighter/Medic	\$22.81

**City Code Section 62-192**

**PROBATIONARY POLICE OFFICER**

**HOURLY WAGE SCHEDULE**

Non-bargaining unit

(effective July 1, 2020)

<u>GRADE</u>		<u>STEP</u>
P 1		\$24.44
P 2		\$25.54

**City Code Section 62-194 Administrative, Office, Technical and Management and Clerical Personnel**

The annual salary schedule for administrative, **office, technical and management**  
~~and clerical personnel~~ is as follows:

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT  
ANNUAL SALARY SCHEDULE**

Non-bargaining unit  
(effective July 1, 2020)

	<u>STEPS</u>					
<u>GRADE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 4	35,807	37,418	39,102	40,862	42,701	44,623
S 5	37,418	39,102	40,862	42,701	44,623	46,631
S 6	39,102	40,862	42,701	44,623	46,631	48,729
S 7	40,862	42,701	44,623	46,631	48,729	50,922
S 8	42,701	44,623	46,631	48,729	50,922	53,213
S 9	44,623	46,631	48,729	50,922	53,213	55,608
S 10	46,631	48,729	50,922	53,213	55,608	58,110
S 11	48,729	50,922	53,213	55,608	58,110	60,725
S 12	50,922	53,213	55,608	58,110	60,725	63,458
S 13	53,213	55,608	58,110	60,725	63,458	66,314
S 14	55,608	58,110	60,725	63,458	66,314	69,298
S 15	58,110	60,725	63,458	66,314	69,298	72,416
S 16	60,725	63,458	66,314	69,298	72,416	75,675
S 17	63,458	66,314	69,298	72,416	75,675	79,080
S 18	66,314	69,298	72,416	75,675	79,080	82,639
S 19	69,298	72,416	75,675	79,080	82,639	86,358
S 20	72,416	75,675	79,080	82,639	86,358	90,244
S 21	75,675	79,080	82,639	86,358	90,244	94,305
S 22	79,080	82,639	86,358	90,244	94,305	98,549
S 23	82,639	86,358	90,244	94,305	98,549	102,984
S 24	86,358	90,244	94,305	98,549	102,984	107,618
S 25	90,244	94,305	98,549	102,984	107,618	112,461
S 26	94,305	98,549	102,984	107,618	112,461	117,522
S 27	98,549	102,984	107,618	112,461	117,522	122,810
S 28	102,984	107,618	112,461	117,522	122,810	128,336
S 29	107,618	112,461	117,522	122,810	128,336	134,111
S 30	112,461	117,522	122,810	128,336	134,111	140,146

**City Code Section 62-194**

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT**

(effective July 1, 2020)

<u>GRADE</u>	<u>CLASS ALLOCATION</u>
S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	NO POSITIONS ASSIGNED
S 11	Office Manager; Parking Services Technician
S 12	Librarian I; Planning Technician; Paralegal; Executive Secretary; Staff Accountant; Police Dispatch Supervisor; Fire Department Administrator
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Technical Support Specialist; Assistant City Clerk; Parking Operations Manager
S 16	Planner; Laboratory Supervisor
S 17	Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; Treatment Plant Manager; Fleet Services Operations Manager; Senior Staff Accountant; Airport Maintenance & Operations Manager
S 18	Water & Sewer Superintendent; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager
S 19	Highway Superintendent; Fleet Services Superintendent; Operations Manager; Senior Planner
S 20	Systems Administrator; Purchasing & Contract Services Manager
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	NO POSITIONS ASSIGNED
S 24	City Engineer; Assistant Public Works Director/Division Head; Assistant IT Director; Database Administrator; Airport Director; Building/Health Official
S 25	Human Resources Director; Library Director; Assistant Finance Director/Assistant Treasurer; Police Captain; Deputy Fire Chief
S 26	Community Development Director; City Assessor; Parks, Recreation & Facilities Director
S 27	Finance Director/Treasurer; IT Director
S 28	Police Chief; Fire Chief; Public Works Director
S 29	NO POSITIONS ASSIGNED
S 30	NO POSITIONS ASSIGNED



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

May 5, 2020

**TO:** Mayor and Keene City Council

**FROM:** Merri Howe, Finance Director

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

**ITEM:** 8.

**SUBJECT:** Relating to the Reallocation of Bond Proceeds Airport Terminal to Fuel Tanks

**COUNCIL ACTION:**

In City Council May 21, 2020.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That Resolution R-2020-21 relating to reallocation of bond proceeds from the airport terminal project to the airport fuel tank project have a first reading in front of the City Council and that it be referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Resolution R-2020-21

**BACKGROUND:**

The airport terminal was a bond funded project that was completed in FY 2019 leaving twenty-four dollars (\$24) of unspent bond money in the project.

Included in the FY 2021-2027 Capital Improvement Program recently approved by the City Council is a project to replace the fuel storage tanks at the airport. This project scheduled for FY 2021 utilizes the remaining bond proceeds from the airport terminal project (90304) as a funding source. Since the remaining balance in the airport terminal project is from sale of bonds, the project cannot be closed until these funds are reallocated.



# CITY OF KEENE

R-2020-21

Twenty

In the Year of Our Lord Two Thousand and .....  
Relating to the Reallocation of Bond Proceeds from the FY 2018 Airport  
A RESOLUTION ..... Terminal Improvements (90304) to the FY 2021 Airport Fuel Removal and  
Replacement Project.

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

That the sum of twenty-four dollars (\$24) of remaining bond proceeds be  
reallocated from the FY 2018 Airport Terminal Improvements Project (90304) to  
the FY 2021 Airport Fuel Removal and Replacement Project.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

PASSED



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

May 5, 2020

**TO:** Mayor and Keene City Council

**FROM:** Merri Howe, Finance Director

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

**ITEM:** 9.

**SUBJECT:** Relating to the Appropriation of Funds for the Airport Fuel Tanks; Relating to an Appropriation of Funds for the Arts & Culture Corridor; Relating to the Appropriation of Funds for Flood Management; Relating to the Appropriation of Funds for Road Rehabilitation; Relating to an Appropriation of Funds Colony Court - Bloomer Swamp Main; Relating to the Appropriation of Funds for Municipal Building Improvements

**COUNCIL ACTION:**

In City Council May 21, 2020.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That Resolution R-2020-05, Resolution R-2020-06, Resolution R-2020-07, Resolution R-2020-08, Resolution R-2020-09, Resolution R-2020-11 and Resolution R-2020-12 relating to appropriation of funds for the Airport Fuel Tanks, Arts and Culture Corridor, Flood Management, Road Rehabilitation, Municipal Building Improvements, Police Dispatch Console, and Sewer Improvements (Colony Court-Bloomer Swamp Main) Projects be introduced and read at the May 21, 2020 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council.

**ATTACHMENTS:**

Description

Resolution R-2020-05

Resolution R-2020-06

Resolution R-2020-07

Resolution R-2020-08

Resolution R-2020-09

Resolution R-2020-11

Resolution R-2020-12

**BACKGROUND:**

Included in the proposed 2020-2021 operating budget are several bond issues to fund projects advanced through the Capital Improvements Program (CIP) process, as follows:

				TERM
R-2020-05	General Fund	Airport Fuel Tanks	\$508,000	10
R-2020-06	General Fund	Arts & Culture Corridor	\$770,000	10
R-2020-07	General Fund	Flood Management	\$733,000	15
R-2020-08	General Fund	Road Rehabilitation	\$893,000	10
R-2020-11	General Fund	Municipal Building Improvements	\$310,000	5
R-2020-12	General Fund	Police Dispatch Console	\$235,000	5
		<b>SUBTOTAL - GENERAL FUND</b>	<b>\$3,449,000</b>	
R-2020-09	Sewer Fund	Colony Court - Bloomer Swamp Main	\$1,513,000	15
		<b>SUBTOTAL - SEWER FUND</b>	<b>\$1,513,000</b>	
		<b>TOTAL - ALL FUNDS</b>	<b>\$4,962,000</b>	

These resolutions require two readings before the City Council, the first of which will be May 21, 2020.





# CITY OF KEENE

R-2020-05

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

A RESOLUTION .....Relating to the Appropriation of Funds for the Airport Fuel Tanks  
.....Project.....

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

That the sum of five hundred and eight thousand (\$508,000) is hereby appropriated for the Airport Fuel Tanks Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred and eight thousand (\$508,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk

PASSED



# CITY OF KEENE

R-2020-06

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

A RESOLUTION .....Relating to the Appropriation of Funds for the Arts and Culture  
Corridor Project.....

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

That the sum of seven hundred and seventy thousand (\$770,000) is hereby appropriated for the Arts and Culture Corridor Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to seven hundred and seventy thousand (\$770,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

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George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization and  
Personnel Committee.

City Clerk



# CITY OF KEENE

R-2020-07

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

A RESOLUTION .....Relating to the Appropriation of Funds for the Flood Management  
.....Project.....

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

That the sum of seven hundred and thirty-three thousand (\$733,000) is hereby appropriated for the Flood Management Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to seven hundred and thirty-three thousand (\$733,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

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George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk

PASSED



# CITY OF KEENE

R-2020-08

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

A RESOLUTION .....Relating to the Appropriation of Funds for the Road Rehabilitation  
.....Project.....

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

That the sum of eight hundred and ninety-three thousand (\$893,000) is hereby appropriated for the Road Rehabilitation Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to eight hundred and ninety-three thousand (\$893,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

---

George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk



# CITY OF KEENE

R-2020-09

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

A RESOLUTION .....Relating to the Appropriation of Funds for the Sewer  
Improvements (Colony Court - Bloomer Swamp Main) Project.....

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

That the sum of one million, five hundred and thirteen thousand (\$1,513,000) is hereby appropriated for the Sewer Improvements (Colony Court – Bloomer Swamp Main) Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, five hundred and thirteen thousand (\$1,513,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk

PASSED



# CITY OF KEENE

R-2020-11

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

A RESOLUTION .....Relating to the Appropriation of Funds for the Municipal Building  
.....Improvements Project.....

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

That the sum of three hundred and ten thousand (\$310,000) is hereby appropriated for the Municipal Building Improvements Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three hundred and ten thousand (\$310,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

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George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk

PASSED



# CITY OF KEENE

R-2020-12

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

A RESOLUTION .....Relating to the Appropriation of Funds for the Police Dispatch  
.....Console Project.....

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

That the sum of two hundred and thirty-five thousand (\$235,000) is hereby appropriated for the Police Dispatch Console Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred and thirty-five thousand (\$235,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk



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

May 5, 2020

**TO:** Mayor and Keene City Council

**FROM:** Merri Howe, Finance Director

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

**ITEM:** 10.

**SUBJECT:** Relating to an Appropriation - Salt Shed Replacement

**COUNCIL ACTION:**

In City Council May 21, 2020.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That Resolution R-2020-16 relating to the acceptance and use of funds from the sale of city owned property have a first reading in front of the City Council and that it be referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Resolution R-2020-16

**BACKGROUND:**

On May 2, 2019, the City Council voted unanimously that the City Manager do all things necessary to execute a subdivision and sale of a portion of city owned property located at 560 Main Street to 560 Main Street LLC for the agreed upon price of \$250,000. In mid-November 2019 the property was sold to 560 Main Street LLC and net proceeds from the sale in the amount of \$249,081 was received by the city. As part of this agreement, the city will be allowed to continue the use of the salt shed which is located on the parcel sold for a period of three years while the city relocates and constructs a salt shed.

On March 19, 2020, the City Council voted unanimously the FY 2021-2027 Capital Improvement Program that included a project for demolishing the current salt shed located at 560 Main Street and the relocation and construction of a new salt shed. This project is scheduled to begin in FY 2021 with completion in early FY 2023. One of the funding sources for this project is the proceeds from the sale of the 560 Main Street property with the balance of the project is to be funded with current revenue. In order to begin this project in FY 2021, the proceeds from the sale of property in FY 2020 will require a transfer to the Salt Shed project prior to June 30, 2020.





R-2020-16

# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty

A RESOLUTION ..... Relating to the acceptance of proceeds from sale of property and use of  
funds for Salt Shed Replacement project.

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

That the City Manager be authorized to do all things necessary to accept two hundred forty nine thousand and eighty one dollars (\$249,081) from the sale of city owned property located at 560 Main Street and further the City Manager be authorized to do all things necessary to use these fund for the Salt Shed Replacement project.

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George S. Hansel, Mayor

In City Council May 21, 2020.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk

PASSED



# CITY OF KEENE

R-2020-22

Twenty

In the Year of Our Lord Two Thousand and .....  
Relating to the 2020/2021 fiscal year budget

A RESOLUTION .....

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

That the sum of \$25,586,346 be raised by taxation during the current year which together with \$35,056,263 for estimated operating revenues aggregating \$60,642,609 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$4,708,591 be appropriated for capital expenditures and capital reserve appropriations in the city proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2020, as attached hereto and made a part thereof.

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George S. Hansel, Mayor

In City Council May 7, 2020.

Referred to the Finance, Organization and Personnel Committee.

Public Hearing set for June 4, 2020 at 7:00 PM.

City Clerk

**2020/2021 Annual Operating Budget**

**R-2020-22**

<b>General Fund Revenue &amp; Other Financing Sources:</b>		<b><i>Adopted</i></b>	<b>General Fund Appropriations:</b>		<b><i>Adopted</i></b>
Property Tax Revenue		\$25,586,346	Elected & Appointed Officials		\$2,730,859
Use of Surplus		850,000	Capital Projects		2,748,908
Other Taxes		1,107,000	Administrative Services		4,758,662
Tax Increment Financing		790,613	Community Services		20,671,963
Licenses, Permits & Fees		3,661,664	Municipal Development Services		6,829,183
Intergovernmental		3,087,578	Debt Service		4,358,252
Charges for Services		1,877,110			
Fines & Forfeits		63,766			
Miscellaneous		1,902,619			
Other Financing Sources		3,171,131			
<b>NET GENERAL FUND OPERATING REVENUES</b>		<b>\$42,097,827</b>	<b>NET GENERAL FUND OPERATING APPROPRIATIONS</b>		<b>\$42,097,827</b>
<b>TOTAL PARKING METER FUND REVENUES</b>		<b>\$1,406,534</b>	<b>TOTAL PARKING METER FUND APPROPRIATION</b>		<b>\$1,406,534</b>
<b>TOTAL PC REPLACEMENT FUND REVENUES</b>		<b>\$111,785</b>	<b>TOTAL PC REPLACEMENT FUND APPROPRIATIONS</b>		<b>\$111,785</b>
<b>TOTAL SOLID WASTE FUND REVENUES</b>		<b>\$4,773,930</b>	<b>TOTAL SOLID WASTE FUND APPROPRIATIONS</b>		<b>\$4,773,930</b>
<b>TOTAL SEWER FUND REVENUES</b>		<b>\$5,707,934</b>	<b>TOTAL SEWER FUND APPROPRIATIONS</b>		<b>\$5,707,934</b>
<b>TOTAL WATER FUND REVENUES</b>		<b>\$4,095,947</b>	<b>TOTAL WATER FUND APPROPRIATIONS</b>		<b>\$4,095,947</b>
<b>TOTAL EQUIPMENT FUND REVENUES</b>		<b>\$2,448,652</b>	<b>TOTAL EQUIPMENT FUND APPROPRIATIONS</b>		<b>\$2,448,652</b>
<b>TOTAL OPERATING REVENUES - ALL FUNDS</b>		<b>\$60,642,609</b>	<b>TOTAL OPERATING APPROPRIATIONS - ALL FUNDS</b>		<b>\$60,642,609</b>
<b>CAPITAL:</b>					
PARKING FUND CAPITAL FUNDING		<b>\$60,000</b>	PARKING FUND CAPITAL APPROPRIATIONS		<b>\$60,000</b>
SOLID WASTE FUND CAPITAL FUNDING		<b>\$70,000</b>	SOLID WASTE FUND CAPITAL APPROPRIATIONS		<b>\$70,000</b>
SEWER FUND CAPITAL FUNDING		<b>\$1,828,465</b>	SEWER FUND CAPITAL APPROPRIATIONS		<b>\$1,828,465</b>
WATER FUND CAPITAL FUNDING		<b>\$1,287,770</b>	WATER FUND CAPITAL APPROPRIATIONS		<b>\$1,287,770</b>
EQUIPMENT FUND CAPITAL FUNDING		<b>\$1,462,356</b>	EQUIPMENT FUND CAPITAL APPROPRIATIONS		<b>\$1,462,356</b>
<b>TOTAL CAPITAL FUNDING - OTHER FUNDS</b>		<b>\$4,708,591</b>	<b>TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS</b>		<b>\$4,708,591</b>