



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 access the meeting online navigate to *Zoom.us* and enter the Webinar ID #851 4314 6851. To listen via telephone call 877-853-5257 and enter the Webinar ID: #851 4314 6851. When the meeting is open for public comment, callers may press \*9 if interested in commenting or asking questions.

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
May 13, 2021  
5:30 PM**

Thomas F. Powers, Chair  
Stephen L. Hooper, Vice Chair  
Michael J. Remy  
Raleigh C. Ormerod  
Bettina Chadbourne

1. 2018 Homeland Security Grant - Keene Police Department
2. 2019 Homeland Security Grant - Keene Police Department
3. Acceptance of Donation- Keene Police Department
4. Acceptance of Donation - Keene Police Department
5. Acceptance of Donations - Parks, Recreation and Facilities
6. Acceptance of Donations - Parks, Recreation and Facilities
7. Acceptance of Donation - Fire Department
8. James Weatherly/SWRPC - CDBG Amendment- Shelter Facility Improvements
9. Repurpose of Completed Airport Capital Project Funds - Airport Director
10. Envirotrac Change Order for Landfill Monitoring - Asst. Public Works Director/Solid Waste Manager
11. Capital Project Transfer for Financial Software Package - Finance Director
12. Property Tax Exemptions and Credits - City Assessor
13. Relating to the Powers and Duties of the Assessor's Board  
Ordinance O-2021-05

14. Relating to the Duties of the City Attorney  
Ordinance O-2021-06
15. Construction Oversight Change Order - Woodward Dam Improvements - City Engineer
16. Cheshire Rail Trail Phase III - Appropriation of Funds - City Engineer  
Resolution R-2021-24
17. Cheshire Rail Trail Phase III - Reallocation of Project Balance - City Engineer
18. Cheshire Rail Trail Phase III - Consultant Selection - City Engineer
19. Petition to Acquire Property by Eminent Domain for Highway Purposes - City Engineer  
Resolution R-2021-19
20. Relating to the FY 2021-2022 Operating Budget  
Resolution R-2021-22

Non Public Session  
Adjournment



City of Keene  
*Transmittal Form*

May 6, 2021

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

**FROM:** Steve Stewart, Police Captain

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

**ITEM:** 1.

**SUBJECT:** 2018 Homeland Security Grant - Keene Police Department

---

**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee recommend the City Council authorizes the City Manager to do all things necessary to accept a 2018 Homeland Security Grant Program Award in the amount of \$4,501.01.

**BACKGROUND:**

On 4/22/21 the Keene Police Department was awarded \$4,501.01 for the purchase of Search Equipment. These funds were awarded under the State Homeland Security Program portion of the 2018 Homeland Security Grant Program.



City of Keene  
*Transmittal Form*

May 6, 2021

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

**FROM:** Steve Stewart, Police Captain

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

**ITEM:** 2.

**SUBJECT:** 2019 Homeland Security Grant - Keene Police Department

---

**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee recommend the City Council authorizes the City Manager to do all things necessary to accept a 2019 Homeland Security Grant Program Award in the amount of \$30,515.

**BACKGROUND:**

On 3/17/21 the Keene Police Department was awarded \$30,515 for the purchase of Night Vision Equipment. These funds were awarded under the State Homeland Security Program portion of the 2019 Homeland Security Grant Program.



City of Keene  
*Transmittal Form*

May 6, 2021

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

**FROM:** Todd Lawrence, Police Captain

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

**ITEM:** 3.

**SUBJECT:** Acceptance of Donation- Keene 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 a donation of \$200.00.

**BACKGROUND:**

The Keene Police Department has received a donation of \$200.00 from Mr. Dick Comerford.



City of Keene  
*Transmittal Form*

May 6, 2021

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

**FROM:** Todd Lawrence, Police Captain

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

**ITEM:** 4.

**SUBJECT:** Acceptance of Donation - Keene 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 a donation of \$300.00.

**BACKGROUND:**

The Keene Police Department has received a donation of \$300.00 from Mr. Tim Rousseau.



City of Keene  
*Transmittal Form*

April 19, 2021

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

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

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

**ITEM:** 5.

**SUBJECT:** Acceptance of Donations - Parks, Recreation and Facilities

---

**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 \$1,000.00 from Jennifer Alexander and that the money is used for the Human Rights Committee collaboration with the Keene International Festival.

**BACKGROUND:**

In 2017, a team of educators and community organizers met to establish a Keene International Festival. The second event, held in 2019, drew in over 1,200 people from around southwest New Hampshire and beyond. The event was created to showcase and celebrate the rich cultural diversity of the Keene community through activities that engage and connect people to each other.

The Human Rights Committee has collaborated with the Keene International Festival to host the annual event at the Recreation Center on Saturday, September 18, 2021 from 11:00am to 3:00pm.

Past activities included food trucks and vendors, workshops for African drumming and Bollywood dancing, games, arts and crafts, and performances.

Ms. Alexander generously donated \$1,000.00 for the purpose of event logistics. She stated in her donation letter that she is proud to live in a community that seeks to honor and celebrate our international community members.

The event is free and open to the public.

Updates on the event can be found on Facebook or visit [keeneinternationalfestival.org](http://keeneinternationalfestival.org)



City of Keene  
*Transmittal Form*

May 10, 2021

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

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

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

**ITEM:** 6.

**SUBJECT:** Acceptance of Donations - Parks, Recreation and Facilities

---

**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 12 ice sculpture platforms to be used for the Ice and Snow Festival.

**BACKGROUND:**

Mark Rebillard, current Chair of the Downtown Group, annually hosts the Keene Ice & Snow Festival in downtown Keene. This is a one-day event held in early February and draws many people outdoors on a cold winter day to see 12 large ice sculptures being created. In 2019, each sculpture was created on a 4x4 wooden platform that could elevate and illuminate the frozen work of art.

For a onetime event, the City would store the platforms similar to the agreement made with the Kiwanis Club for the downtown lights at 350 Marlboro Street in the old community storage area behind the Michael Blastos Community room.

Festival volunteers would be responsible for the coordination with City staff for the storing and removal around the festival dates. The agreement will also provide the City with a certificate of insurance.





City of Keene  
*Transmittal Form*

April 29, 2021

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

**FROM:** Mark Howard, Fire Chief

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

**ITEM:** 7.

**SUBJECT:** Acceptance of Donation - Fire Department

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee authorize the City Manager to do all things necessary to accept a donation of \$300.00.

**BACKGROUND:**

The Keene Fire Department has received a donation of \$300.00 from Larry and Miriam Lanata.



City of Keene  
*Transmittal Form*

May 10, 2021

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

**FROM:** James Weatherly, Southwest Regional Planning Commission

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

**ITEM:** 8.

**SUBJECT:** James Weatherly/SWRPC - CDBG Amendment- Shelter Facility Improvements

---

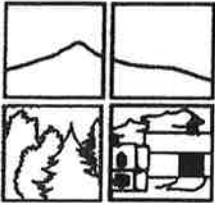
**ATTACHMENTS:**

Description

Communication\_SWRPC

**BACKGROUND:**

Southwest Regional Planning Commission is requesting additional funding for two shelter facilities. The additional funding is being requested due to inflated construction costs due to Covid 19. A Public Hearing on the request is scheduled for May 20.



*Southwest Region Planning Commission*  
37 Ashuelot Street, Keene, NH 03431 603-357-0557 Voice 603-357-7440 Fax

---

**DATE:** MAY 11, 2021

**TO:** THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** *a* JAMES WEATHERLY, PLANNING TECHNICIAN, SOUTHWEST REGION  
PLANNING COMMISSION

**THROUGH:** PATTY LITTLE, CITY CLERK

**RE:** APPLICATION FOR CDBG GAP FUND IN SUPPORT OF SOUTHWESTERN  
COMMUNITY SERVICES

**Recommendation:** That the City Council vote to authorize the submission of a grant amendment to the New Hampshire Community Development Finance Authority (CDFA) requesting additional funds through the federal Community Development Block Grant (CDBG) program for improvements to two shelter facilities in the City of Keene operated by Southwestern Community Services (SCS).

**Proposed amendment:** The proposed amendment is to request up to \$185,091 from CDFAs CDBG Gap Fund program which is intended to provide additional funds to ongoing projects facing cost overruns due to the COVID-19 pandemic. The City of Keene was originally awarded \$500,000 in federal CDBG Public Facility funds in March of 2020 for the project. If awarded, additional funds, less administrative costs, would be subgranted to SCS to assist with their ongoing CDBG-funded project. The purpose of the overall project is to acquire three facilities operated by SCS in Keene, two of which will be rehabilitated. At this point in time, property acquisition has already taken place and cost overruns are associated with the project's construction rehabilitation activities. Additional funds are being requested due to inflated construction costs arising from the COVID-19 pandemic.

**Public Hearings and Schedule:** A Public Hearing has been scheduled for May 20, 2021 at 7:00 p.m. to provide the public an opportunity to understand and comment on the proposed application to the CDBG Gap Fund program.



City of Keene  
*Transmittal Form*

May 10, 2021

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

**FROM:** David Hickling, Airport Director

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

**ITEM:** 9.

**SUBJECT:** Repurpose of Completed Airport Capital Project Funds - Airport Director

---

**RECOMMENDATION:**

Move that the Finance, Organizational and Personnel Committee recommend that the City Manager be authorized to repurpose funds remaining in completed airport capital projects to be used to fund a portion of the airport fuel farm replacement project.

**BACKGROUND:**

The Fuel Tank Removal & Replacement project of \$518,194 was included in year one of the 2021-2027 Capital Improvement Program. This project to replace the aging aviation fuel farm was designed and bid earlier this year, however the bids received exceeded the project budget.

To address the budgetary shortfall we would propose using funds from remaining balances from several recently completed airport project.

Project balance 90802-A (from 14/32 design) - \$432.18  
Project balance 90802-B (from 14/32 construction) - \$23,492.12  
Project balance 90803-A (from taxi A study) - \$279.10  
Project balance 90803-B (from taxi A design) - \$638.00  
Project balance 90803-C (from taxi A extension) - \$130,000.00  
Total \$154,841.40

Along with other actions to reduce the overall project cost, approval of this proposal would allow this project to move forward with a nominal balance of \$20,225.40 for contingency to cover unexpected issues that may arise.



May 7, 2021

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

**FROM:** Duncan Watson, Assistant Public Works Director/Solid Waste Manager

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

**ITEM:** 10.

**SUBJECT:** Envirotrac Change Order for Landfill Monitoring - Asst. Public Works Director/Solid Waste Manager

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to negotiate and execute Change Order 1 for Envirotrac for technical services associated with additional monitoring services for an amount not to exceed \$15,277 for a revised contract total of \$38,952.

**BACKGROUND:**

Envirotrac was contracted in 2018 by the City of Keene to provide post closure landfill monitoring per New Hampshire Department of Environmental Services (NHDES) permit requirements. The majority of services involves water sampling from landfill monitoring wells and surface waters adjacent to the landfill several times per year. In 2019 the New Hampshire Department of Environmental Services (NHDES) directed the City to perform per- and polyfluoroalkyl substances (PFAS) testing to establish a baseline of PFAS contamination as part of a statewide characterization of these pollutant chemicals. In June 2019, an informational memo was submitted to the MSFI Committee outlining the scope of the newly required testing. Envirotrac submitted a proposed scope of service for the additional testing, and the work was completed and the results sent to NHDES per permit requirements.

The Solid Waste Division should have processed a change order to cover the revised scope of service, however, this was not completed. Due to a changeover in personnel at Envirotrac and an ongoing correspondence with NHDES to ensure all aspects of the required reporting were completed the invoice for the revised scope of service was received in April 2021. It was then that it was discovered that the necessary change order, which exceeds 10% of the amount of the original contract, had not been processed through the appropriate Council subcommittee and approved by City Council.

It is recommended that the City Manager be authorized to sign Change Order #1 for Envirotrac for an amount not to exceed \$15,277 for a revised contract total of \$38,952 for expanded landfill monitoring services.



City of Keene  
*Transmittal Form*

May 13, 2021

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

**FROM:** Merri Howe, Finance Director

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

**ITEM:** 11.

**SUBJECT:** Capital Project Transfer for Financial Software Package - Finance Director

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee authorize the capital transfer of \$520,000 from the 2020-2021 operating budget to the Financial Software capital project #90008. In addition, that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with Tyler Technologies for the purchase of a financial software package and conversion of the City's current financial system.

**BACKGROUND:**

In 1999, the City of Keene purchased and implemented the current financial software package known to the City as Pentamation. Little has changed in the software in 22 years with the exception of mandated software updates, server OS upgrades and the migration from a UNIX server to an SQL server. The original company no longer exists and the software has been purchased by multiple companies over the years. CentralSquare Technologies is the latest company to acquire the Pentamation software offering limited customer service and support for this version of the software.

The City of Keene is the only remaining New Hampshire municipality using the Pentamation software that includes the property tax module. Over the past several years the City has experienced complications in the property tax billing process. Pentamation's outdated technology no longer interfaces easily with the assessment software causing the assessment load to fail. CentralSquare Technologies' customer support staff cannot provide adequate customer support to resolve these types of issues. Upgrading to a newer property tax billing software with CentralSquare Technologies is not an option for the City of Keene. CentralSquare no longer offers a New Hampshire tax billing solution in their newest release of products. To complicate matters, the City is challenged with the end of life of Windows Server 2012 in 2023 which hosts the Pentamation software.

The 2021-2027 Capital Improvement Program includes funding of \$30,000 in FY 24 and \$615,000 in FY 26 for the research, purchase, and implementation of a new financial software package. The implementation was scheduled to begin in FY 26. The updating and conversion of software of this magnitude is a lengthy process that will span several years. Since the urgency and needs have changed since the printing of the CIP book, this project has become a top priority for the City with plans to begin the project as soon as possible. If approved, the project and funding request of \$30,000 in FY 24 and \$615,000 in FY 26 will be removed from the CIP.

Through a joint effort, IT and Finance began researching options for a new financial software package and contacted several software providers. The selection and purchase of a replacement tax billing and financial

software does not require an RFP according to current City Purchasing Code as the code exempts data processing software. IT however, performed a competitive analysis of applications that have been implemented by other New Hampshire municipalities and learned that the list of software solutions that specifically accommodate New Hampshire tax requirements is short. For larger municipalities the Tyler Technologies public sector application (“Munis”) was the package of choice. They currently service 24 New Hampshire municipalities, counties, utilities and school districts including Nashua, Concord, Derry, and SAU 29. Tyler Technologies has decades of experience providing software and services. In 1997 their sole focus turned to the public sector. Headquartered in Plano, Texas, Tyler Technologies has additional offices throughout the US with 1,028 Munis employees and 201 Munis support employees. Tyler Technologies’ size, longevity and expertise in the public sector set them apart from other vendors and applications. Of the vendors queried, Tyler Technologies was the only company with the necessary resources required for a municipality the size of Keene that included a tax billing solution meeting New Hampshire requirements. Also considered was an approach that would partner a third party tax billing solution with a separate financial system of choice. However, the modern day capabilities of the Tyler Technologies fully integrated software and its ability to create efficiencies for staff, services accessible to the public, accommodation of other City database functions, and much needed reliability makes it the best choice for the City. The Tyler Technologies solution will empower the City to deliver better and faster assistance to the public, greater transparency and accessibility, sustainable office practices, manageable secure data, faster results, and a wide variety of e-services for citizens and employees.

Pricing for the Tyler Technologies financial software package is broken down over a three year period. The pricing includes the standard 3 years of data conversion with the option to purchase conversion of additional years, basic equipment, and a lengthy list of applications. These include citizen self-service, general ledger, budgeting, cash management, property tax billing and liening, payroll, electronic timesheets and scheduling, electronic benefit management, human resources and human capital management, recruiting, utility billing, fixed assets, project and grant accounting, accounts receivable, accounts payable, purchasing, and a few more. Pricing is broken down as follows:

	Year 1	Year 2	Year 3
<b>ANNUAL Saas (Software as a Service-Tyler Hosted) TOTAL</b>	<b>\$ 145,829</b>	<b>\$ 145,829</b>	<b>\$ 145,829</b>
Data Conversion	\$ 71,660	\$ -	\$ -
Set-up/Training	\$ 294,616		
One-Time Equipment	\$ 4,075		
<b>ONE-TIME TOTAL</b>	<b>\$ 370,351</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL COST PER YEAR</b>	<b>\$ 516,180</b>	<b>\$ 145,829</b>	<b>\$ 145,829</b>

Budget resources to offset the capital project transfer of \$520,000 being requested have been identified in the FY 2021 operating budget as follows:

NH Interlocal Trust return of FY18 HRA Funding	\$133,000
HealthTrust return of FY20 premium	\$174,000
Human Services FY21 budgetary savings due to COVID-19	\$213,000
<b>TOTAL</b>	<b>\$520,000</b>

Over the next three years as the City migrates away from the current financial software and miscellaneous in-house and cloud-based software used by departments, savings from these annual licensing, maintenance, and hosting costs will be eliminated and replaced by the Tyler Technologies software annual fee. Hard cost savings

in software licensing and fees are estimated at \$35,740 in FY 23 and \$100,750 in FY 24. This does not include any maintenance fee charges or price increases by the current software providers for maintenance updates.

In keeping with the 2021 Council goals, the Tyler Technologies product will satisfy several of these goals:

1. Manage municipal finances in a manner to minimize the burden to the property tax payer. The citizen self-service will make conducting city business fast, easy, and convenient, any time day or night.
2. Support the diverse needs of all Keene residents by providing residents with the option for electronic invoices and offering 24-hour citizen self-service.
3. The use of electronic employee timesheets, benefit access portal, electronic invoicing, user dashboards, and advanced reporting tools will save paper, printing cost, and energy, helping to reduce the City's carbon footprint.

Finance, IT and the City Manager have spent a great deal of time evaluating the current outdated financial software and the risks and consequences associated with remaining on the current platform. An integrated cloud-based software package that is in tune with the current needs of users, employees, and citizens that offers stronger data security is worth the additional cost, effort and time of City staff and the team concluded that the transition is in the best interest of the City.





City of Keene  
*Transmittal Form*

May 10, 2021

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

**FROM:** Dan Langille, City Assessor

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

**ITEM:** 12.

**SUBJECT:** Property Tax Exemptions and Credits - City Assessor

---

**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee recommend the City Council direct the City Manager to prepare resolutions updating the exemptions for the Elderly, Deaf, Disabled, and Blind, and resolutions for both the Veteran and All Veteran tax credits.

**ATTACHMENTS:**

Description

Exemptions & Credits Worksheet

**BACKGROUND:**

City Council's fiscal policy requires the Council to review the property tax exemptions and credits available to qualifying individuals at least every five years in conjunction with the city's revaluation. The city-wide revaluation is underway now and the new values will be used for final 2021 tax billing along with the tax rate which is set at that time. In order to account for anticipated assessment changes and to be able to apply any council authorized changes to the exemptions and credits, we will need to review them at this time. A detailed worksheet is provided to assist with outlining our current offerings and to assist with discussing any possible changes that the City Council wishes to make.

Exemptions are a set amount that reduces the taxable value of a property. Example: A \$200,000 assessment with a \$30,000 exemption pays taxes on \$170,000 in value. The City offers the following exemptions:

**Elderly:** For individuals 65 and older that are below the income and asset limits set by City Council.

**Disabled:** Any person who is eligible under Title II or Federal Social Security Act for benefits to the disabled. Income/Asset requirements.

**Deaf:** Owner must have a 71Db average hearing loss or greater in the better ear as determined by a licensed audiologist or qualified otolaryngologist. Income/Asset requirements.

**Blind:** Owner who is legally blind, as determined by the administrator of blind services of the vocational rehabilitation division of the education department. No Income/Asset requirements.

**Solar Energy System:** a system which utilizes solar energy to heat or cool the interior of a building or to heat water for use in a building and which includes one or more collectors and a storage container. The definition also includes a system that provides electricity for a building by the use of photovoltaic panels.

**Wood Heating Energy System:** a wood burning appliance designed to operate as a central heating system to heat the interior of a building. A central heating system shall include a central appliance to distribute heat by a

series of pipes, ducts or similar distribution system throughout a single building or group of buildings.

Credits are a set amount of reduction to the overall tax bill. For example a tax bill of \$8,000 with a \$2,000 credit pays only \$6,000 in taxes. The City offers the following credits:

**Veteran:** Resident, or spouse of resident, who served not less than 90 days in armed forces in qualifying war. No Income/Asset requirements.

**All Veteran:** Resident, or spouse of resident, who served not less than 90 days in armed forces regardless if during qualifying war. No Income/Asset requirements.

**Surviving Spouse:** Surviving spouse of any person who was killed or died while on active duty in the armed services. No Income/Asset requirements.

**Service Connected Disabled Veteran:** Any person who has total and permanent service-connected disability, or who is a double amputee or paraplegic because of service connected injury. No Income/Asset requirements.

EXEMPTIONS	County Average Exemption	County Median Exemption	#	KEENE EXEMPTION AMOUNT	CURRENT TOTALS	"IF" % Change	"IF" Calculated Amount	Proposed Exemption Amount	Difference Current & Proposed	Proposed Exemption Amount Totals	Tax Dollars	Difference Current-Proposed		MIN EXEMPTION AMOUNT
											0.03728	Assessed Value	0.03728	
<b>Personal Exemptions</b>														
DEAF	22,350	22,350	4	29,700	118,800	12%	33,264	33,000	3,300	132,000	4,921	13,200	492	15,000
BLIND	15,971	15,000	16	16,500	264,000	12%	18,480	18,000	1,500	288,000	10,737	24,000	895	15,000
ELDERLY AGE 65-74	29,835	25,000	35	29,700	1,039,500	12%	33,264	33,000	3,300	1,155,000	43,058	115,500	4,306	5,000
ELDERLY AGE 75-79	44,560	37,400	25	37,400	935,000	12%	41,888	45,000	7,600	1,125,000	41,940	190,000	7,083	5,000
ELDERLY AGE 80+	61,100	50,000	48	44,900	2,155,200	12%	50,288	60,000	15,100	2,880,000	107,366	724,800	27,021	5,000
DISABLED	39,220	29,850	17	29,700	504,900	12%	33,264	33,000	3,300	561,000	20,914	56,100	2,091	5,000
<b>PERSONAL EXEMPTIONS TOTAL</b>			145		5,017,400					6,141,000	\$228,936	1,123,600	\$41,888	
					\$187,049	(IF Tax Dollars)								
<b>Energy Exemptions</b>														
SOLAR			43	Assessed Value	2,804,600	NO CHANGE	2,804,600	2,804,600		2,804,600	\$104,555	0		
WOOD			12	Cost Up to 10,000	108,400	NO CHANGE	108,400	108,400		108,400	\$4,041	0		
<b>ENERGY EXEMPTIONS TOTAL</b>			55		2,913,000					2,913,000	\$108,597	0		
<b>ALL EXEMPTIONS TOTAL</b>					7,930,400	(Assessed Value)				9,054,000	\$337,533	1,123,600	\$41,888	
					\$295,645	(Tax Dollars)								
CREDITS	County Average Credit	County Median Credit	#	KEENE CREDIT AMOUNT	CURRENT TOTALS	Proposed \$ Change	Calculated Proposed Amount	Proposed Credit Amount	Proposed Credit Amount Totals		Difference in Tax Dollars	MIN CREDIT AVAILABLE	MAX CREDIT AVAILABLE	
VETERAN	345	300	568	\$225	\$127,800	\$25	\$250	\$250	\$142,000		\$14,200	\$50	\$750	
ALL VETERAN	330	250	62	\$225	\$13,950	\$25	\$250	\$250	\$15,500		\$1,550	\$50	\$750	
SURVIVING SPOUSE	890	700	1	\$2,000	\$2,000	AT MAX		\$2,000	\$2,000		\$0	\$700	\$2,000	
DISABLED VETERAN	1,535	1,400	43	\$4,000	\$172,000	AT MAX		\$4,000	\$172,000		\$0	\$700	\$4,000	
<b>CREDITS TOTAL</b>			674		\$315,750				\$331,500		\$15,750			
					8,469,688.84	(IF Assessed Value)			8,892,167.38	(IF Assessed Value)				

\*Exemptions/Credits in Red are optional and City Council has chosen to adopt them

TOTAL CREDIT & EXEMPTIONS CALCULATED TO TAX DOLLARS				TOTAL CREDIT & EXEMPTIONS CALCULATED TO ASSESSED VALUE			
When add solar/wood				When add solar/wood			
Current	\$502,799	\$611,395		Current	13,487,089	\$16,400,089	
Proposed	\$560,436	\$669,033		Proposed	15,033,167	\$17,946,167	
<b>Difference</b>	<b>\$57,638</b>	<b>\$57,638</b>		<b>Difference</b>	<b>1,546,079</b>	<b>\$1,546,079</b>	

EXEMPTIONS	COUNTY AVERAGE INCOME LIMIT		COUNTY MEDIAN INCOME LIMIT		KEENE INCOME LIMIT		% Increase	CALCULATE PROPOSED INCOME LIMIT		PROPOSED INCOME LIMIT	
	SINGLE	MARRIED	SINGLE	MARRIED	SINGLE	MARRIED		SINGLE	MARRIED	SINGLE	MARRIED
DEAF	26,350	33,350	26,350	33,350	28,700	38,700	10%	31,570	42,570	32,000	43,000
ELDERLY AGE 65-74	21,452	31,313	20,000	30,000	28,700	38,700	10%	31,570	42,570	32,000	43,000
ELDERLY AGE 75-79	21,452	31,313	20,000	30,000	28,700	38,700	10%	31,570	42,570	32,000	43,000
ELDERLY AGE 80+	21,452	31,313	20,000	30,000	28,700	38,700	10%	31,570	42,570	32,000	43,000
DISABLED	23,814	33,514	23,350	30,000	28,700	38,700	10%	31,570	42,570	32,000	43,000

EXEMPTIONS	COUNTY AVERAGE ASSET LIMIT		COUNTY MEDIAN ASSET LIMIT		KEENE ASSET LIMIT		% Increase	CALCULATE PROPOSED ASSET LIMIT		PROPOSED ASSET LIMIT	
	SINGLE	MARRIED	SINGLE	MARRIED	SINGLE	MARRIED		SINGLE	MARRIED	SINGLE	MARRIED
DEAF (A1)	52,500	64,325	52,500	64,325	55,000	78,650	10%	60,500	86,515	61,000	87,000
ELDERLY AGE 65-74	54,783	57,550	50,000	50,000	55,000	78,650	10%	60,500	86,515	61,000	87,000
ELDERLY AGE 75-79	54,783	57,550	50,000	50,000	55,000	78,650	10%	60,500	86,515	61,000	87,000
ELDERLY AGE 80+	54,783	57,550	50,000	50,000	55,000	78,650	10%	60,500	86,515	61,000	87,000
DISABLED	64,350	66,215	50,000	55,000	55,000	78,650	10%	60,500	86,515	61,000	87,000

Current Assessed Values of Homes receiving an Exemption excluding properties receiving solar/wood exemption				
		% Increase	Calculated	Difference
Median	\$132,700	12%	\$148,624	\$15,924
Average	\$126,300	12%	\$141,456	\$15,156

Notes:

2020 Average Annual SS Benefit in NH 19,630

Cumulative 2016-2021 Cost of Living Increase 9.6%

Existing income levels were decided based on average SS Benefit plus extra to account for small retirement/pension

2020 equalization ratio is 89.2%

Minimum Income requirement no less than \$13,400 for single/ \$20,400 for married per state statute

Minimum Asset amount no less than \$35,000 per state statute



City of Keene  
*Transmittal Form*

May 4, 2021

**TO:** Mayor and Keene City Council

**FROM:** Dan Langille, City Assessor

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

**ITEM:** 13.

**SUBJECT:** Relating to the Powers and Duties of the Assessor's Board

---

**COUNCIL ACTION:**

In City Council May 6, 2021.

Referred to the Finance, Organization, and Personnel Committee.

**RECOMMENDATION:**

That the attached Ordinance O-2021-05, be referred to the Finance, Organization and Personnel Committee for consideration and recommendation back to City Council.

**ATTACHMENTS:**

Description

Ordinance O-2021-05

**BACKGROUND:**

The current powers, duties and guidelines of the Assessor's Board dates back to at least the early 1970s. Since this time there have been a number of changes made to assessing practices in the state improving the transparency, accuracy and oversight of assessment work. These changes along with the current practices of the board should be considered in order to update and clarify the responsibilities of the Assessor's board.

The following are some of the important aspects of today's assessing profession: The NH Department of Revenue has strict oversight and certification responsibilities of assessing personnel and practices; there is a statewide Assessing Standards Board, assessing departments are audited on a cyclical basis, and assessments are both verified and certified annually to meet statistical standards. Additionally, there remains a number of appeal options both at the local level as well as through the courts should there be any disagreements between property owners and their assessment. And finally, the City of Keene maintains a certified assessing department with the City Assessor reporting directly to the City Manager.



# CITY OF KEENE

Ordinance O-2021-05

Twenty-one

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

AN ORDINANCE ..... Relating to Powers and Duties of Assessor's Board .....

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by removing the stricken text and inserting the bolded text in Section 2-684 "Powers, Duties and Guidelines" of Division 4 "Assessor's Board" of Article 5 "Boards and Commissions" of Chapter 2 entitled "Administration" as follows:

## **DIVISION 4. - ASSESSOR'S BOARD**

### **Sec. 2-681. - Membership.**

The assessor's board shall consist of three voting public members and the city assessor, who shall act as a permanent, nonvoting, ex officio chair and chief clerk of the board. In determining each member's qualifications, the mayor shall take into consideration an appointee's professional experience in real estate, assessing, property appraisal, and banking; as well as a background in financing, statistics, math, real estate development/management. Members must be Keene residents.

### **Sec. 2-682. - Terms.**

Each public member of the assessor's board shall have a three-year term. Terms of public board members shall be staggered, and one public board member shall be appointed by the mayor in January of each year.

### **Sec. 2-683. - Relation to department head.**

The assessor's board may give advice to the city assessor on the operations of his office and on matters within the board's functional jurisdiction.

**Sec. 2-684. - Powers, duties and guidelines.**

In accordance with the provisions of applicable law, ~~the powers, duties and guidelines in this section are established for the conduct of the assessor's board. The board shall:~~ **the City Assessor is authorized and responsible for all activities related to the fair and equitable taxation of real property in the City. In carrying out the duties of the Assessing Department the City Assessor is to act in an impartial manner. The Assessor's Board has been established as an advisory board to the City Assessor and specifically for the following purposes:**

**Assist the City Assessor in building and maintaining the public's trust by ensuring transparent assessing practices.**

**Act as a publicizing agent bringing assessing programs and projects to the notice of the public.**

**Review property tax abatement applications and assessing department recommendations to advise City Assessor on whether to grant or approve abatement requests.**

**Provide an opportunity for property owner(s) to speak to the board on behalf of their abatement request.**

**Review and advise City Assessor regarding the NH Department of Revenue Assessment Review Audit.**

- ~~(1) — Ensure that property of all types in the city is valued fairly, impartially, and equitably in relationship to all other property, so that no taxpayer pays more than his fair share nor less than his fair share of property taxes.~~
- ~~(2) — Assess taxes and grant abatements in accordance with the provisions of applicable law.~~
- ~~(3) — Hear citizen comments on the performance of the department of assessment.~~
- ~~(4) — Assist the city assessor in maintaining a high state of morale and readiness in the department of assessment by encouraging the training and professional development of the assessor.~~
- ~~(5) — Advise the city assessor on the problems and policies of the department of assessment.~~
- ~~(6) — Furnish information concerning any of the work, conduct, affairs and activities of the office to the city council on request. The board shall prepare an annual report which shall be filed not later than December 1 with the city clerk and shall show the total appraised valuation of all real estate in the city assessed thereon, the real estate and other property not publicly owned but exempted from taxation, the value of publicly owned real estate in the city, and other information which is deemed of interest to the city council and taxpayers of the~~

~~city. The annual report shall also show the total amount of taxes upon property or polls that has been abated during the period covered by the report and shall state briefly the reasons therefor and shall include any additional information requested by the council.~~

- ~~(7) Advise the city council and city manager on procedural matters concerned with tax assessment.~~
- ~~(8) Seek ways of improving the performance of the functions of the board.~~
- ~~(9) Advise the city council, city manager, city assessor, and director of finance on the application of the tax assessment and abatement laws and ways to improve the laws.~~
- ~~(10) Exercise its best efforts by every allowable means to promote and perpetuate the growth, responsiveness, and the usefulness of the assessor functions of the city.~~
- ~~(11) Act as a publicizing agent bringing all types of assessor programs and problems to the notice of the public.~~
- ~~(12) Inform itself thoroughly of the assessor's activities contemplated for improvements of the function.~~
- ~~(13) Designate a member of the board to appear before other boards or city council committees to testify on matters of concern to the board.~~
- ~~(14) Develop active regional cooperation with other committees and levels of government.~~
- ~~(15) Study and recommend methods of financing proposed improvements in assessor operations.~~
- ~~(16) Appear before state and federal agencies to request financial assistance for assessor programs or to advocate changes in the state laws and federal regulations as they affect the ability of the city to carry out its function.~~
- ~~(17) Recommend for the city manager's consideration matters concerned with program or policy expansion, contraction, or deletion.~~
- ~~(18) Request the city manager to require his subordinates to furnish to the assessors' board, within a reasonable period of time, such available information as it may properly require for its work.~~
- ~~(19) Perform such other related functions as required by the city council or requested by the city manager.~~

---

George S. Hansel, Mayor





City of Keene  
*Transmittal Form*

April 30, 2021

**TO:** Mayor and Keene City Council

**FROM:** Mayor George S. Hansel

**ITEM:** 14.

**SUBJECT:** Relating to the Duties of the City Attorney

---

**COUNCIL ACTION:**

In City Council May 6, 2021.

Referred to the Finance, Organization, and Personnel Committee.

**RECOMMENDATION:**

That Ordinance O-2021-06 be introduced for first reading and referred to the Finance, Organization and Personnel Committee for their review and recommendation.

**ATTACHMENTS:**

Description

Ordinance O-2021-06

**BACKGROUND:**

Currently there is a restriction in the City Code that prevents the City Attorney from testifying before the State Legislature without specific direction from the City Council. This restriction has been codified since 1957 and was originally applied to the position of the City Solicitor. In 1970, when the full-time position of City Attorney was created, this section of the City Code was carried forward under a new title "City Attorney."

The City Council's legislative policy encourages City officials and administrative staff to testify on legislative areas within their professional expertise. It does not serve the interest of the City to have this restriction placed on the position of City Attorney and it creates an unnecessary challenge in an already challenging legislative environment where often little notice is provided in terms of hearing dates.



# CITY OF KEENE

Ordinance O-2021-06

In the Year of Our Lord Two Thousand and Twenty-One

AN ORDINANCE Relating to Functions and Powers of the City Attorney

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

That the City Code of the City of Keene, as amended, is hereby further amended by deleting the stricken text in Section 2-143 "Functions and Powers" of Division 3 "City Attorney" of Article III "Charter Officers" of Chapter 2 entitled "Administration" as follows:

Sec. 2-143. - Functions and powers.

Functions and powers of the city attorney shall be as provided in this section. The city attorney shall:

- (1) Represent the city in all matters in which the city has an interest coming before any court, tribunal, quasi-judicial or legislative body, except in such cases as other arrangements may be specifically made by the city council.
- (2) Call to the attention of the city manager all matters of law affecting the city.
- (3) Render all legal opinions in writing, insofar as practicable, and maintain an indexed record of the opinions.
- (4) Advise the city council, mayor, city manager, department heads, boards and commissions, in all cases when a legal opinion is required or requested, in writing, insofar as practicable.
- (5) Examine and approve all deeds, leases, contracts and other legal instruments tendered to the city prior to their acceptance.
- (6) Draft or be responsible for the drafting of all bonds, deeds, obligations, contracts, leases, conveyances, agreements, and other legal instruments of whatever nature which may be required of him by any ordinance or order of the city council or which may be requisite to be done and made by the city and any person contracting with the city in its corporate capacity and which, by law, usage and agreement, the city is to bear the expense of drawing.
- (7) Commence and prosecute all actions and suits to be commenced by the city of any of its officers in his official capacity before any tribunal, whether in law or equity.
- (8) Appear in, defend and advocate the rights or interests of the city in any suit or prosecution, wherein any estate, right, privilege, ordinance or act of the city government or any breach of any statute or ordinance may be brought into question.
- (9) Commence and prosecute before the district court of the city any suit or complaint that may be brought by the city before the district court, for the violation of any statute.
- (10) Appear ~~when directed by the city council~~ before the state legislature or before any committee thereof, whether for either or both branches of the legislature, and there, in behalf of the city, represent, answer for, and defend and advocate the interests and welfare of the city.
- (11) Aid the city clerk to keep current and up to date this Code, and in this respect the city clerk shall furnish the city attorney with copies of all ordinances upon passage by the city council.

- (12) Do all and every professional act incident to the office of the city attorney which may be required of him by the city council.
- (13) Account for and pay over to the city treasurer all monies received from adverse parties, when the city shall recover the monies.
- (14) Review and resolve any contradictions and inconsistencies in city ordinances during the amending process and as otherwise required.

---

George S. Hansel, Mayor



City of Keene  
*Transmittal Form*

May 7, 2021

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

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

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

**ITEM:** 15.

**SUBJECT:** Construction Oversight Change Order - Woodward Dam Improvements - City Engineer

---

**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 change order with Gannett-Fleming, Inc. for professional services associated with the Woodward Dam Improvements Project, in an amount not to exceed \$79,000.

**BACKGROUND:**

The City awarded a construction contract in April 2020 to Luciano's Excavation, Inc. (LEI) for the Woodward Dam Improvements Project. The City awarded a construction oversight contract to Gannett-Fleming, Inc. in April 2020 to oversee the work. The New Hampshire Department of Environmental Services (NHDES) requires that a qualified construction engineer observe the construction, prepare reports, and file affidavits with the Department.

The original deadline for the completion of work was November 6, 2020. As a result of some unexpected work that was required last summer, the City Manager granted LEI an additional 32 days to complete the project. Therefore, the adjusted completion date was December 8, 2020. However, at the end of last season, significant portions of the project remained uncompleted. Project work is approximately 10 weeks behind schedule, and is now expected to be completed by July 2021. Gannett-Fleming is required by NHDES to be on-site for much of the work. Since their original scope of work assumed that construction would be completed in 2020, they require additional budget in order to continue their inspection services this season. This change order will cover the costs for construction oversight for the remainder of the project. This change represents approximately 32% of the original contract value and therefore exceeds the City Manager's authority to approve.

The City's construction contracts provide for "Liquidated Damages" in the event that the contractor does not complete the work in time. For this project, the amount of Liquidated Damages is set at \$1,200 per day for each day that the work remains incomplete. This amount reflects the approximate cost of maintaining Construction Oversight beyond the original contract term.

LEI has recognized their responsibility for failing to meet the contractual deadlines and the additional costs incurred by the City as a result. In lieu of an assessment of Liquidated Damages, they have agreed to give the City a credit of approximately \$65,000 in exchange for additional contract time. As a result of this credit and savings on other contract items, the costs for the change order will be covered by the remaining project balance

(05039-C). No additional appropriation of funds is required.



City of Keene  
*Transmittal Form*

May 3, 2021

**TO:** Mayor and Keene City Council

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

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

**ITEM:** 16.

**SUBJECT:** Cheshire Rail Trail Phase III - Appropriation of Funds - City Engineer

---

**COUNCIL ACTION:**

In City Council May 6, 2021.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

Move that Resolution R-2021-24 be referred to the Finance, Organization and Personnel Committee for consideration and a recommendation.

**ATTACHMENTS:**

Description

Resolution R-2021-24

**BACKGROUND:**

On April 8, 2021 the City received bids for the construction of the Cheshire Rail Trail (CRT) Phase III Project. This project is funded with a Federal Highway Administration (FHWA) "Transportation Alternative Program" (TAP) Grant. Under the TAP Grant program, the federal government reimburses 80% of eligible project costs. The City is responsible for the remaining 20% of eligible costs.

With the receipt of the bids and based on the low-bid price for construction, all cost incurred to date and estimated expenses for construction administration services and project contingency the total project cost is estimated to be approximately \$700,000. This would require a match of \$140,000.

In the FY16 Capital Improvement Program, the City Council appropriated \$50,000 from Capital Reserves for this project. The Project received donations of \$30,000 from Pathways for Keene and \$15,000 from the Monadnock Conservancy for a total of \$95,000. Based on the estimated total project cost there is a shortfall of \$45,000.

To meet the match shortfall the Public Works Department is recommending that \$23,591 remaining in the

Cheshire Rail Trail Phase II Project, which is completed, be reallocated to the CRT Phase III project. This particular action will be submitted under a separate memorandum. The Department recommends that the remaining \$21,500 be appropriated from the Transportation Improvement Capital Reserve (620) for the Cheshire Rail Trail Project, Phase III (90057-F).



# CITY OF KEENE

R-2021-24

Twenty-one

In the Year of Our Lord Two Thousand and .....  
Relating to the Appropriation of Funds for the Cheshire Rail Trail Phase III

A RESOLUTION .....construction project.....

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

That the sum of Twenty One Thousand, five hundred Dollars and no cents (\$21,500) be appropriated from the Transportation Improvements Capital Reserve (620) for the Cheshire Rail Trail Phase III project (90057-F).

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





City of Keene  
*Transmittal Form*

May 7, 2021

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

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

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

**ITEM:** 17.

**SUBJECT:** Cheshire Rail Trail Phase III - Reallocation of Project Balance - City Engineer

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend the reallocation unspent project funds from the Cheshire Rail Trail Phase II project to the Cheshire Rail Trail Phase III project.

**BACKGROUND:**

On April 8, 2021 the City received bids for the construction of the Cheshire Rail Trail (CRT) Phase III Project. This project is funded with a Federal Highway Administration (FHWA) "Transportation Alternative Program" (TAP) Grant. Under the TAP Grant program, the federal government reimburses 80% of eligible project costs. The City is responsible for the remaining 20% of eligible costs.

Based on the low-bid price for construction, all cost incurred to date and estimated expenses for construction administration services and project contingency the total project cost is estimated to be approximately \$700,000. This would require a match of \$140,000.

In the FY16 Capital Improvement Program, the City Council appropriated \$50,000 from Capital Reserves for this project. The Project received donations of \$30,000 from Pathways for Keene and \$15,000 from the Monadnock Conservancy for a total of \$95,000. Based on the estimated total project cost there is a shortfall of \$45,000.

During the Cheshire Rail Trail Phase (CRT) II project, the City received generous donations from both Pathways for Keene and the Monadnock Conservancy. The project funding including the donations exceed the final total project cost. As a result, the CRT Phase II project was completed with a remaining project balance.

To satisfy the shortfall in matching City funds for the Phase III project, the Public Works Department is recommending that remaining unspent balance in the Cheshire Rail Trail Phase II Project (approximately \$23,591), be reallocated to the CRT Phase III project. The remaining \$21,500 has been requested as an appropriation from the Transportation Improvement Capital Reserve (620), under separate cover.



City of Keene  
*Transmittal Form*

May 7, 2021

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

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

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

**ITEM:** 18.

**SUBJECT:** Cheshire Rail Trail Phase III - Consultant Selection - City Engineer

---

**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 professional service contract with Greenman-Pedersen, Inc., in an amount not to exceed \$80,000, for Construction Engineering Services required for the Cheshire Rail Trail Phase III project.

**BACKGROUND:**

The City anticipates beginning the construction phase of the Cheshire Rail Trail, Phase III project, later this spring. This project is funded with a Federal Highway Administration (FHWA) "Transportation Alternative Program" (TAP) Grant. Under the TAP Grant program, the federal government reimburses 80% of eligible project costs.

As a condition of obtaining FHWA funding for the project, the City must comply with procedures and processes outlined in the "Local Public Agency" (LPA) program. For the construction phase, the procedures and processes includes specific requirements for construction observation and administration including daily record-keeping, quality assurance testing, confirmation of compliance with federal labor law and documenting payment of "Davis-Bacon" wages, etc.

In September of 2020, the City Council approved a contract with CHA Consulting Inc. to provide these services. CHA was our consultant for design phase services. However, the construction bids we received in the fall were unusually high and the City decided to reject the bids. As of January 1, 2021, the FHWA requires that Construction Engineering services now be performed by a firm that was not responsible for the design. Therefore, we were required to select an alternative firm.

The City issued a Request for Qualification (RFQ) for engineering services required for the project. Proposals were received from five well-qualified firms:

- Dubois & King, Inc.
- WSP USA Inc.
- Greenman-Pedersen, Inc.
- John Turner Consulting, Inc.

- Fuss & O’Neill, Inc.

A selection team comprising of the Public Works Director, Parks & Recreation Director and the City Engineer narrowed the field down and conducted interviews with three firms on April 23, 2021 evaluating the firms on the following criteria:

Understanding of the City's Needs	20%
Qualifications of the Firm	20%
Qualifications of Field Staff	20%
Ability to work with Design Engineer	10%
Rapport between City and Team	10%
Overall Quality of Presentation	10%
Consideration of Public Relations	10%

Below is a table of the composite scores of the team and the ranking of the three firms.

<u>Firm</u>	<u>Score</u>
Greenman-Pedersen, Inc.	14.3
Dubois & King, Inc.	13.2
Fuss & O’Neill, Inc.	9.3

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with Greenman-Pedersen, Inc. (GPI) in an amount not to exceed \$80,000.

It should be noted that this selection process was designed to select the consultant for both the CRT Phase III and Winchester Street Reconstruction Projects. A request to authorize services for the Winchester Street project will be submitted to the FOP Committee at a later date.



City of Keene  
*Transmittal Form*

April 26, 2021

**TO:** Mayor and Keene City Council

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

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

**ITEM:** 19.

**SUBJECT:** Petition to Acquire Property by Eminent Domain for Highway Purposes - City Engineer

---

**COUNCIL ACTION:**

In City Council May 6, 2021.

Referred the Resolution to the Finance, Organization and Personnel Committee.

Site Visit set for June 17, 2021 at 5:30 PM.

Public Hearing set for June 17, 2021 at 7:00 PM.

**RECOMMENDATION:**

Move that the City Council accept a Petition to Acquire Property by Eminent Domain for Highway Purposes, submitted by the Public Works Director and refer said Petition to the Finance, Organization and Personnel Committee, and;

That the Mayor schedule a public hearing for June 17, 2021 and that the City Clerk cause written notice of the time and place of such public hearing to be given to the Petitioner and affected property owners no fewer than thirty (30) days prior to such public hearing, and;

That Resolution R-2021-19, Authorizing the Condemnation of Land for the Winchester Street Reconstruction Project, be tabled until such time as a public hearing on the matter has been conducted.

**ATTACHMENTS:**

Description

**BACKGROUND:**

In 2012, the Keene City Council adopted the FY13-FY19 Capital Improvement Program, which contemplated improvements to Winchester Street corridor, between Rt. 101 and the Pearl St. / Island St. intersection as part of the State Bypass Improvement Program. Additional funds were appropriated to this project through the FY14, FY19 and FY20 Capital Improvement Programs.

On October 2, 2014, the City Council voted to approve a contract with McFarland Johnson for the design of these improvements. On July 7, 2016, Mayor Kendall Lane appointed an ad-hoc steering committee to provide planning, guidance and general direction for the Winchester Street Reconstruction Project, in partnership with affected residents, local business interests, the city staff and the New Hampshire Department of Transportation. The committee held several meetings between August 2, 2016 and December 13, 2016. The

Committee's work culminated with a presentation and recommendations to the Municipal Services, Facilities and Infrastructure Committee (MSFI).

On January 25, 2017, MSFI reviewed alternatives for the reconstruction of the corridor, including rebuilding the Key Road and Pearl/Island intersections with traffic signals or creating roundabouts. MSFI voted to recommend that the City Council select the roundabout option. The committee also recommended that the City Manager be authorized to do all things necessary to implement this design. The City Council voted to approve the recommendations on February 2, 2017.

Pursuant to this authority the City Manager, acting through the City's consultant and staff, entered into negotiations with the owners of twelve (12) parcels of land impacted by the project. The parcels and impacts are more particularly described in a plan prepared by GM2 Associates, Inc., dated 7/8/2020, and certified 8/11/2020, entitled "Right of Way Plan of a portion of Winchester St. in Keene, NH" (copy attached). Negotiation prior to beginning the formal condemnation process is required in accordance with RSA 498-A:4, II(c).

Six of the above-listed acquisitions were deemed to be "simple and un-complicated" and proceeded using a simplified acquisition process approved by the Federal Highway Administration. The remaining six parcels were evaluated using the more detailed "Before and After" appraisal method. To date, the owners of eight parcels have either provided or indicated their intention to voluntarily provide the necessary property rights to the City. Three parcels were acquired through eminent domain following passage of Resolution R-2020-36-A. Despite the City Manager's reasonable efforts to negotiate, the owner of the final parcel has indicated that they are unable to voluntarily provide the necessary property rights due to mortgage and lease restrictions.

In order for the project to be advertised for construction, it is necessary to begin the condemnation process at this time.

In compliance with state law (RSA 498-A:4, III(a)), the governmental entity with authority to condemn must vote to acquire the property in question. The City Council's authority to take land required for public use is found in RSA 31:92. In exercising the authority to condemn property for public use, the City follows procedures described in RSA 231 for the layout of highways, including receipt of a petition, providing notice, conducting a site visit and holding a public hearing.

Should the City Council ultimately vote to acquire the property by condemnation, the affected property owners will be given a formal "Notice of Offer" per RSA 498-A:4, III. The notice of offer describes the public purpose for the acquisition, a description of the property to be taken as well as the basis for and amount of compensation. The owner has 30 days from the service of notice to consider and accept the City's offer. Only after the 30 days have elapsed can the city file a Declaration of Taking with the Board of Tax and Land Appeals and record the condemnation with the Cheshire County Registry of deeds. These filings will result in the title to the property in question passing to the City. After the declaration has been filed, the affected owner has an additional 30 days to raise objections. Preliminary objections may relate to the amount of the offer, the procedures used or the necessity and public use of the acquisition.



City of Keene  
*Transmittal Form*

May 1, 2021

**TO:** Mayor and Keene City Council

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

**ITEM:** 20.

**SUBJECT:** Relating to the FY 2021-2022 Operating Budget

---

**COUNCIL ACTION:**

In City Council May 6, 2021.

Referred to the Finance, Organization and Personnel Committee.

Public Hearing set for June 3, 2021 at 7:00 PM.

**RECOMMENDATION:**

That Resolution R-2021-22 relating to the FY 2021-2022 budget be referred to the Finance, Organization & Personnel Committee for their review and recommendation, and that a public hearing be scheduled for Thursday, June 3, 2021.

**ATTACHMENTS:**

Description

Budget Review Schedule

**BACKGROUND:**

Resolution R-2021-22 summarizes the budget document that has been prepared for FY 2021-2022.

The detailed budget document has been distributed to the Mayor and City Council. The document, in its entirety, has been posted on the City's website. For user convenience, the table of contents throughout the book have been linked to the appropriated pages. A Citizen's Budget Guide will also be available that summarizes the General Fund Proposed Budget, explains the City Budget process, and the role of the Comprehensive Master Plan in that effort.

Any bond resolutions associated with projects recommended for funding in the next fiscal year will be presented under separate cover memos.

The remaining steps in the budget process are outlined in the attached schedule.

DATE(S)	DAY	TIME	DESCRIPTION
May 6, 2021	Thursday	7:00 PM	<b>Regular Council Meeting</b> - budget resolution first reading - referred to FOP Committee
May 11, 2021	Tuesday	5:30 PM	<b>Special FOP Meeting</b> - Budget review - Overview, General Fund Revenues & Expenditures, Debt Service, Mayor & City Council, Outside Agencies, Unclassified Items, Capital Appropriations, Employee Benefits, Risk Management, City Manager, City Attorney, City Clerk, Assessment, Finance, Human Resources, Information Technology, PC Replacement Fund
May 13, 2021	Thursday	5:30 PM	<b>Regular FOP Meeting (start 5:30 PM)</b> - Budget Review - Fire, Library, Parks, Recreation & Facilities, Police, Airport, Community Development
May 17, 2021	Monday	5:30 PM	<b>Special FOP Meeting</b> -Budget Review - Public Works, Parking Fund, Solid Waste Fund, Sewer Fund, Water Fund, Equipment (Fleet Fund)
May 19, 2021	Wednesday	5:30 PM	<b>Special FOP Meeting</b> - Budget Review
May 20, 2021	Thursday	7:00 PM	<b>Regular Council Meeting</b> - Introduce bond resolutions; introduce salary ordinance
May 27, 2021	Thursday	6:30 PM	<b>Regular FOP Meeting</b> -Make recommendation on budget, salary ordinance, bond resolutions
June 3, 2021	Thursday	7:00 PM	<b>Regular Council Meeting</b> - Public Hearing
June 17, 2021	Thursday	7:00 PM	<b>Regular Council Meeting</b> - Vote on budget, salary ordinance, bond resolutions
July 1, 2021	Thursday		Start of FY 2022