



City of Keene  
New Hampshire

KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
December 1, 2016  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- November 17, 2016

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

**B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS**

1. Appointments and Nominations
  - Ashuelot River Park Advisory Committee
  - Assessors Board
  - Bicycle/Pedestrian Path Advisory Committee
  - Board of Appeals
  - Cities for Climate Protection
  - Conservation Commission
  - Heritage Commission
  - Historic District Commission
  - Housing Standards Board of Appeal
  - Juvenile Conference Committee
  - Keene Housing
  - Martin Luther King, Jr./Jonathan Daniels Committee
  - Partner City Committee
  - Trustees of Trust Funds and Cemetery Trustees
  - Zoning Board of Adjustment

**C. COMMUNICATIONS**

1. Marcia Passos Duffy - Resignation - Agriculture Commission
2. Kathryn Blair/United Church of Christ - Request to Remove Trees in Front of the United Church of Christ
3. Councilor Clark - Charter Officer Evaluation Process
4. Councilor Jay Kahn - Resignation - At Large City Councilor
5. Councilor Kahn - Recommendation to Waive Parking Meter Rates - Thanksgiving Holiday

**D. REPORTS - COUNCIL COMMITTEES**

1. Relinquishment of Easement to Parking Spaces on Railroad Property on Behalf of Monadnock

Food Co-op - Planning Department

2. NGM Crosswalk Project - Public Works Director
3. 2016 Tax Rate Update - Finance Director
4. Primex Contribution Assurance Program - Property & Liability - ACM/Human Resources Director
5. Primex Contribution Assurance Program - Worker's Compensation ACM/Human Resources Director
6. Charter Officer Evaluation Process - ACM/Human Resources Director

**E. REPORTS - CITY OFFICERS AND DEPARTMENTS**

1. CITY MANAGER COMMENTS

**F. REPORTS - BOARDS AND COMMISSIONS**

**G. REPORTS - MORE TIME**

**H. ORDINANCES FOR FIRST READING**

1. Relating to Water and Sewer Utility Charges  
Ordinance O-2016-20

**I. ORDINANCES FOR SECOND READING**

**J. RESOLUTIONS**

1. Approving an Application for CDBG Funds  
Resolution R-2016-35

Non Public Session  
Adjournment

A regular meeting of the Keene City Council was held Thursday, November 17, 2016. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, Randy L. Filiault, Thomas F. Powers, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Councilor Jay V. Kahn was absent. Councilor Hooper led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the November 03, 2016 meeting was duly seconded. The motion passed with a unanimous vote in favor.

#### PRESENTATION – RETIREMENT RESOLUTION –MELVIN THOMAS PATTY

The Mayor invited Melvin Thomas Patty from the Public Works Department forward to present him with a Retirement Resolution. The Mayor went on to express the City's gratitude to Mr. Patty for his dedication, and went on to detail his history of employment with the City of Keene. Mr. Patty thanked the Mayor for the acknowledgement of his years of service.

#### PROCLAMATION – ELECTION OFFICIALS – 2016 PRESIDENTIAL ELECTION

The Mayor invited Terri Hood, Assistant City Clerk; Linda Mangones, Ward 1 Moderator; Lucinda McKeon, Ward 3 Moderator; Barbara Bohannon, Ward 4 Moderator; and James Fay, Ward 5 Moderator, to come forward to receive a proclamation. The Mayor noted that many other election officials were in the audience and requested that they stand for the Council's acknowledgement. Mr. Fay thanked the Mayor on the behalf of the Election Officials and extended the Moderator's appreciation to the many volunteers and staff that made it a successful election.

#### COMMUNICATION – SHANA DAVIS/HOT HOGS BBQ – REQUEST FOR LATE NIGHT HOURS OF OPERATION

A communication was received from Shana Davis, Hot Hogs BBQ, requesting an exception from the operating hours for hawkers and peddlers to allow her to remain open later. A motion by Councilor Greenwald to recuse himself due to a conflict of interest being the landlord of the property where the activity would occur. On a show of hands vote, with 13 Councilors present and voting in favor, the motion carried. Councilor Greenwald abstained. A motion by Councilor Richards to suspend the Rules of Order due to the upcoming holiday to approve this request on the floor was duly seconded. On a roll call vote, with 14 Councilors present and voting in favor, the motion carried. Councilor Kahn was absent. Councilor Greenwald abstained. A motion by Councilor Richards to approve the request to extend operating hours by staying open until 4:30 AM on Thursday, Friday and Saturday evenings be granted for the term of the license was duly seconded. On a show of hands vote, with 13 Councilors present and voting in favor, the motion carried. Councilor Greenwald abstained.

MSFI REPORT – AIRPORT FOREST MANAGEMENT PLAN - AIRPORT

An informational report was received from the Municipal Services, Facilities and Infrastructure Committee recommending the Airport Forest Management Plan be accepted as informational. The report was filed into the record as informational.

MSFI REPORT – PERIODIC REPORT – BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE

An informational report was received from the Municipal Services, Facilities and Infrastructure Committee recommending the periodic report from Bicycle Pedestrian Path Advisory Committee be accepted as informational. The report was filed into the record as informational.

MSFI REPORT – CASTLE STREET/HARPER ACRES IMPROVEMENTS – CITY ENGINEER AND KEENE HOUSING

Municipal Services, Facilities and Infrastructure Committee report read recommending the City Manager be authorized to do all things necessary to prepare and submit a petition for the discontinuance of Castle Street and to negotiate with the Keene Housing for the rehabilitation of Castle Street to be incorporated into the Harper Acres improvement project. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – DRIVEWAY CODE REVIEW – PLANNING DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending moving forward with option three as presented in the memorandum and that City staff be authorized to draft revisions appropriate to the selected option for the driveway permits and standards in the City Code, Chapter 70, Sections 135 through 137, related to the issuance and review of exceptions and appeals, notification of abutters, and temporary driveways. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – IMPACT OF AREA DROUGHT ON KEENE’S WATER SUPPLY – PUBLIC WORKS DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending the report on Keene’s water supply be accepted as informational and that the City Council declare a Stage 1 Water Conservation Alert and request that persons connected to the City water distribution system reduce water use by ten percent through water conservation measures. The first paragraph of the report on Keene’s water supply was filed into the record as informational. A motion by Councilor Manwaring to carry out the intent of the second paragraph in the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – PERIODIC REPORT – AIRPORT ADVISORY COMMISSION

An informational report was received from the Municipal Services, Facilities and Infrastructure Committee recommending the periodic report from Airport Advisory Commission be accepted as informational. The report was filed into the record as informational.

PLD REPORT – DISCUSSION – LETTER OF ADVOCACY REQUEST FOR COMMUNITY SUPPORTED SOLAR SYSTEMS

Planning Licenses and Development Committee report read recommending the City Council draft a letter to the New Hampshire Legislature, the Governor, and the Public Utilities Commission, asking for changes to the Federal and State Securities Rules that preclude local citizens from owning, profiting from and controlling community supported solar projects. A brief discussion took place. A motion by Councilor Clark to amend the recommendation to add the Federal Delegation to the list of recipients was duly seconded. With 11 Councilors voting in favor and Councilors Powers, Sutherland and Hansel opposed, the motion to amend carried. The amended motion carried with 13 Councilors in favor and Councilor Sutherland opposed.

PLD REPORT – COLLEGE CITY COMMISSION FINAL REPORT AND RECOMMENDATIONS

An informational report was received from the Planning, Licenses and Development Committee recommending the final report and recommendations from the College City Commission be accepted as informational. The report was filed into the record as informational.

FOP REPORT – DONATION OF TREE LIGHTING SUPPLIES – KEENE KIWANIS CLUB

Finance, Organization and Personnel Committee report read recommending the City Council accept the property pertaining to tree lightings supplies and allow the Kiwanis Club access to those supplies when necessary. A motion by Councilor Greenwald was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF GRANT – NH ATTORNEY GENERAL’S DRUG TASK FORCE – POLICE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a grant award from the State of New Hampshire Department of Justice for \$40,000 in overtime reimbursement expense for City fiscal year 2017. A motion by Councilor Greenwald was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATIONS TO LIBRARY RENOVATION PROJECT – CAMPAIGN MANAGER FOR THE NEXT CHAPTER CAMPAIGN

Finance, Organization and Personnel Committee report read recommending the acceptance of the donations of \$347,433.45 listed in the August and September statements of the Cambridge Trust

Bank to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. A motion by Councilor Greenwald was duly seconded. The motion passed with a unanimous vote in favor.

#### FOP REPORT – AMBULANCE SERVICE CONTRACTS – FIRE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute the contract for Ambulance Service with the towns of Chesterfield, Nelson, Roxbury, Sullivan, Surry and Westmoreland. The Clerk corrected a Scribner's error in the background notes to reflect the fact that the change being recommended was for a new three-year contract that would run from April 1, 2017 to March 31, 2020. A motion by Councilor Greenwald was duly seconded. The motion passed with a unanimous vote in favor.

#### FOP REPORT – TAX DEEDS FOR UNPAID 2012 AND 2013 PROPERTY TAXES – FINANCE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to waive tax deeding of the listed properties until January 06, 2017. A motion by Councilor Greenwald was duly seconded. The motion passed with a unanimous vote in favor.

#### CITY MANAGER COMMENTS

The City Manager echoed Chair Manwaring's comments on the Municipal Services, Facilities and Infrastructure report on Impact of Area Drought on Keene's Water Supply - Public Works Department. He encouraged all citizens to try to save on water usage and to check for any leaks. He stated the City has conducted an evaluation on city property to ensure no leaks. The City Manager further commented on the elections. He was impressed with the amount of turnout in volunteers to assist with the various election activities. There were 130 volunteers at the polls and 30 volunteers at the end of the night performing the audit exercise. This was a combined 700 volunteer hours to complete this election.

#### CONSERVATION COMMITTEE REPORT - REQUEST TO AMEND THE SURFACE WATER PROTECTION ORDINANCE

A Conservation Committee report was received requesting to amend the Surface Water Protection Ordinance. The report was referred to the Planning, Licenses and Development Committee.

#### MEMORANDUM – CDBG ADMINISTRATOR AND RESOLUTION R-2016-35: APPROVING AN APPLICATION FOR CDBG FUNDS

A memorandum was received from the CDBG Administrator along with Resolution R-2016-35: Approving an Application for CDBG Funds. Resolution R-2016-35 was read for the first time.

11/17/2016

The memorandum and Resolution were referred to the Finance, Organization and Personnel Committee.

ADJOURNMENT

At 7:52 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

A handwritten signature in black ink, appearing to read "Patricia", written over a faint circular stamp.

City Clerk



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

November 29, 2016

**TO:** Mayor and Keene City Council

**FROM:** Kendall W. Lane, Mayor

**ITEM:** B.1.

**SUBJECT:** Appointments and Nominations

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**RECOMMENDATION:**

I hereby nominate the following individuals to serve on the following Boards or Commissions.

**ATTACHMENTS:**

Description

Background for new members

**BACKGROUND:**

Ashuelot River Park Advisory Committee

Jenna Spear O'Meara, Reappointment, slot 2

Term expires December 31, 2019

Assessors Board

John T. Newcombe, slot 1

Term expires December 31, 2019

Rita Johnson, regular member, slot 2

Term expires December 31, 2018

Bicycle/Pedestrian Path Advisory Committee

Dillon A. Benik, alternate, slot 8

Term expires December 31, 2019

Charles Redfern, Reappointment, slot 3

Term expires December 31, 2019

Linda Rubin, Reappointment, slot 4

Term expires December 31, 2019

Christopher Brehme, Reappointment, slot 6

Term expires December 31, 2019

Board of Appeals

Katie Sutherland, slot 1

Term expires December 31, 2019

Malcolm Katz, Reappointment, slot 2

Term expires December 31, 2019

Steven Walsh, Reappointment, slot 4

Term expires December 31, 2019

Cities for Climate Protection

Peter Hansel, Reappointment, slot 5

Term expires December 31, 2019

Conservation Commission

Andrew Madison, slot 2

Term expires December 31, 2019

Denise Burchsted, Reappointment, slot 7

Term expires December 31, 2019

Heritage Commission

Rose Carey, Reappointment, slot 3

Term expires December 31, 2019

Historic District Commission

Nancy Proctor, slot 5

Term expires December 31, 2019

Housing Standards Board of Appeal

Katie Sutherland, slot 1

Term expires December 31, 2019

Malcolm Katz, Reappointment, slot 2

Term expires December 31, 2019

Steven Walsh, Reappointment, slot 4

Term expires December 31, 2019

Juvenile Conference Committee

Jerrold Kaufman, Reappointment, slot 6

Term expires December 31, 2019

Keene Housing

J.B. Mack, Reappointment, slot 1

Term expires December 31, 2021

Martin Luther King, Jr./Jonathan Daniels Committee

Mandy Slate, Reappointment, slot 6

Term expires December 31, 2019

Partner City Committee

John Mitchell, Reappointment, slot 5

Term expires December 31, 2019

Irene Davis, Reappointment, slot 8

Term expires December 31, 2019

Will Schoefmann, slot 9

Term expires December 31, 2019

Planning Board

Pamela Russell Slack, Reappointment, slot 3

Term expires December 31, 2019

Christine Weeks, Reappointment, slot 6

Term expires December 31, 2019

Trustees of Trust Funds and Cemetery Trustees

Michelle Howard, Reappointment, slot 3

Term expires December 31, 2019

Zoning Board of Adjustment

Louise Zerba, alternate, slot 7

Term expires December 31, 2018

Elena Brander, slot 4

Term expires December 31, 2019

Josh Gorman, slot 2

Term expires December 31, 2019

## Helen Mattson

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**From:** Nancy Proctor  
**Sent:** Monday, November 07, 2016 3:36 PM  
**To:** Mayor Kendall Lane  
**Cc:** Helen Mattson  
**Subject:** Historic commission

Dear Kendall,

I am seeking to become a fulltime member of the Historic District Commission.

I have worked as a realtor at The Masiello Group for over 38 years and have been actively involved in housing in Keene since then.

I have sold many historic homes over the years and have been involved in the marketing of the Railroad St. condominiums. I have been involved in many tours of Keene to prospective homeowners relocating and have been proud to showcase our downtown area.

This is an area in which I have interest and hope I could serve the city in this capacity.

Thank you for your consideration.

Sincerely,

Nancy

*Nancy Proctor*

Sales Director

69A Island Street

Keene, NH 03431

Office Phone (603) 352-5433

Direct Phone (603) 283-1930

Cell Phone (603) 361-5897

Fax (603) 357-2772

[www.masiello.com](http://www.masiello.com)



## Helen Mattson

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**From:** Elena M Brander  
**Sent:** Thursday, November 03, 2016 8:55 AM  
**To:** Helen Mattson  
**Subject:** FW: Zoning Board Request

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Ms. Mattson:

I wanted to reach out to you regarding my interest in joining the City of Keene Zoning Board of Adjustment. I am a new lawyer at Bragdon and Kossayda, P.C. in Keene. As of early September, I am a resident of Keene.

I grew up by the beach in Hull, Massachusetts, where land-use and zoning often seemed to be a conversation topic (particularly as relates to beach access/ownership). After my first year of law school, during which I completed a property law course, I was a volunteer summer intern in the Civil Bureau of the New Hampshire Attorney General's Office. At the Attorney General's Office, I gained exposure to land-use/zoning law through my work on an administrative/litigated matter involving the Department of Environmental Services and private individuals. During my final year of law school, I completed a course entitled Real Estate Transactions, in which I learned to navigate the registry of deeds and perform basic title research.

My interest in joining the Board stems from my desire to become more involved with the Keene community, and to continue learning about land-use/zoning and real estate law. I believe that my legal education and my background, including having served as President of a student organization at my law school, enables me to bring immediate value to the Board. I understand the importance of having a competent and impartial board, and would look forward to joining the Zoning Board of Adjustment if given the opportunity to do so.

Please feel free to contact me directly with any questions at (603) 283-5144. Thank you for your time and consideration.

Sincerely,

Elena Brander

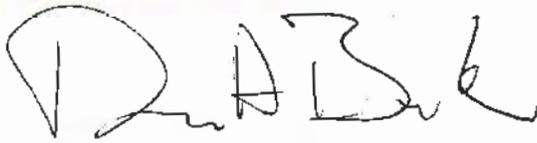
Dear Mayor Lane,

I am writing to inform you of my interest in serving as an alternate member of the Bicycle Pedestrian Path Advisory Committee. As an avid cyclist, homeowner, and father of two young children here in Keene, I am very interested in the future development of our pathways and cycling/pedestrian areas. I live in close proximity to the rail trail and use it frequently; it's truly a great perk for the community. I hope I would add some value as an alternate.

Thank you for your consideration.

Sincerely,

Dillon A. Benik



DILLON A. BENIK  
Delivery Manager

Tel: (603) 352-2038  
Fax: (603) 352-9851  
Toll Free: (800) 225-4654

## Dee Fedorowicz

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**From:** Katie Sutherland  
**Sent:** Thursday, November 03, 2016 6:16 AM  
**To:** Helen Mattson  
**Cc:** Mayor Kendall Lane; Gary Schneider; Dee Fedorowicz  
**Subject:** RE: Housing Standard Board of Appeals and Building Code Board of Appeals  
**Attachments:** KatieResume(2016).pdf

Good morning Helen,

Thanks for getting back to me. Here is a little intro paragraph at me, and also a resume is attached.

Katie Sutherland is a local architect, licensed in New Hampshire and Massachusetts, with an office in Keene. She founded her own office in January 2015, and since that time has worked on office space for NHPR in Concord, NH, a fitness center renovation for Liberty Mutual Insurance, and a new building for MoCo on Roxbury Street, in addition to other commercial and residential projects. Prior to founding her own firm, Katie was an Associate Architect at Scully/Architects in Keene, NH for twelve years, during which time she was the Project Architect for the Monadnock Food Co-op, Raynor Dental Offices, Sophia's Hearth Family Center, and the Mason Elementary School, as well as many award-winning residential projects. Before coming to New Hampshire, Katie worked extensively in New York City, Amsterdam, Netherlands, and Osaka, Japan, and brings a world view to her work. Katie holds a Master of Architecture from Yale University, is a LEED-Accredited Professional, and a member of NCARB. The office offers a range of architectural services to both public and private clients, designing projects big and small. Katie has won numerous design awards throughout her career, and specializes in thinking creatively and adaptively, architecturally responding to each project in its own right.

Please let me know if that intro will suffice, (from my linked in page).

Many thanks,  
Katie

Katie Cassidy Sutherland AIA LEED AP  
KCS Architects  
310 Marlboro Street, 2<sup>nd</sup> Floor  
Keene, NH 03431

[katie@kcs-architects.com](mailto:katie@kcs-architects.com)

(603) 439-6648 - Office  


**From:** Helen Mattson [<mailto:hmattson@ci.keene.nh.us>]  
**Sent:** Tuesday, November 01, 2016 8:50 AM  
**To:** Katie Sutherland  
**Cc:** Mayor Kendall Lane <[klane@ci.keene.nh.us](mailto:klane@ci.keene.nh.us)>; Gary Schneider <[gschneider@ci.keene.nh.us](mailto:gschneider@ci.keene.nh.us)>; Dee Fedorowicz <[dfedorowicz@ci.keene.nh.us](mailto:dfedorowicz@ci.keene.nh.us)>  
**Subject:** RE: Housing Standard Board of Appeals and Building Code Board of Appeals

Hello, Katie – Thank you very much for letting us know you are interested in filling a slot on the Board of Appeals. By copy of this email I am letting the Mayor know. Can you send us a brief background – just a paragraph is fine.



External Communication  
*Transmittal Form*

**TO:** Mayor and Keene City Council

**FROM:**

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

**ITEM:** C.1.

**SUBJECT:** Marcia Passos Duffy - Resignation - Agriculture Commission

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**RECOMMENDATION:**

Marcia Duffy is submitting her resignation as a regular member of the Agriculture Commission. She has served on the Commission since August 2, 2012.

**ATTACHMENTS:**

Description

Duffy Communication

RECEIVED NOV 17 2016

November 14, 2016

Marcia Passos Duffy  
16 Russell Street  
Keene, N.H. 03431

RECEIVED  
CITY OF KEENE

NOV 17 2016

OFFICE OF  
CITY CLERK

Dear Mayor Lane,

I am hereby submitting my resignation from the Agriculture Commission because of personal and professional additional responsibilities.

I've enjoyed being part of this committee and am hoping that I can still stay in touch with the happenings of this important committee.

Thank you again for appointing me, it was an honor to serve.

Best regards,

A handwritten signature in blue ink that reads "Marcia Passos Duffy". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Marcia Passos Duffy



External Communication  
*Transmittal Form*

November 28, 2016

**TO:** Mayor and Keene City Council

**FROM:**

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

**ITEM:** C.2.

**SUBJECT:** Kathryn Blair/United Church of Christ - Request to Remove Trees in Front of the United Church of Christ

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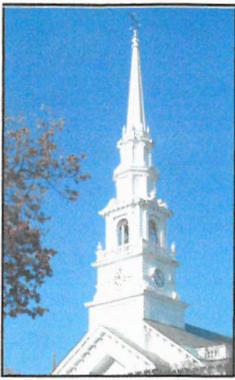
**ATTACHMENTS:**

Description

Blair Communication

**BACKGROUND:**

The United Church of Christ in Keene (UCC) is requesting permission to remove two trees which are located on the sidewalk directly in front of their church building. The Church is planning a major rehabilitation of the steeple during the summer of 2017 to include a complete painting of the façade and steeple. Scaffolding will be set up over the sidewalk to allow access to the steeple.



# THE UNITED CHURCH OF CHRIST IN KEENE

*"The Heart of the City at the Head of the Square"*

www.ucckeeene.org

603-352-4136

Rev. Cynthia Bagley  
*Senior Minister*

Christopher Cornell  
*Assistant Minister*

Beverly Caldon  
*Director of Music*

Diantha Dorman  
*Handbell Director*

Julie White  
*Church Administrator*



TO: The Honorable Mayor and Members of the City Council

FROM: Kathryn Blair, Chair, Church Council  
The United Church of Christ in Keene

RE: Requesting permission to remove two trees in front of church

DATE: November 28, 2016

On behalf of The United Church of Christ in Keene (UCC), I am requesting that the City Council grant permission to allow the UCC to remove the two trees which are located on the sidewalk directly in front of the church building.

**Background.** The UCC is planning a major rehabilitation of the steeple during the summer of 2017 to include a complete painting of the façade and steeple. We anticipate that this will begin in April and last about four months. During the entire time, scaffolding will be set up over the sidewalk to allow access to the steeple. Along with our steeplejack, church representatives have met with the Public Works Department to discuss the project and tree removal. Branches from the two trees have grown over the sidewalk and now touch the front façade. It is clearly impossible to do any work on the front of the building unless the trees are removed or severely cut back.

**Request.** Working with the Public Works Director and City Engineer, we have developed the following proposal: (1) The UCC seeks permission from the City to remove the two trees at its own cost. If granted permission, it would hire a contractor to remove the trees, grind the stumps, and fill the hole with gravel. (2) In lieu of replacing the trees, the UCC would make a contribution to the City's tree fund in an amount to be calculated by the Public Works Director and designed to cover "replacement in kind". Following that payment, the UCC would have no further obligation to the City regarding the trees.

**Schedule.** If possible, the UCC would have the trees removed in December.

**UCC representatives.** The UCC will be represented at City Council meetings by two members, Linda Mangones and Wayne Woolridge, and also by Dale Pregent, the chair of the community capital campaign for the steeple rehabilitation.



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

November 28, 2016

**TO:** Mayor and Keene City Council

**FROM:**

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

**ITEM:** C.3.

**SUBJECT:** Councilor Clark - Charter Officer Evaluation Process

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**ATTACHMENTS:**

Description

Clark Communication

**BACKGROUND:**

Councilor Clark is requesting that the current proposal for a Charter employee evaluation process be amended to replace those responsibilities currently assigned to the 3 Standing Committee Chairs to the 5 member Finance, Organization and Personnel Committee. In addition, his proposal includes some other wording changes.



Terry M. Clark

City Councilor, Ward 3

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November 28, 2016

Mayor and City Councilors,

In order that the council improve it's Personnel Evaluations Process for Charter Employees policy that reflects fairness to the employee, maintains openness and transparency to the public and contributes to efficient government policies and actions, I submit to the Mayor and Council the attached PROPOSAL.

Respectfully,

A handwritten signature in black ink, appearing to read "Terry M. Clark". The signature is fluid and cursive, with a large initial "T" and "M".

Terry M. Clark  
City Councilor - Ward 3  
661-8347  
14 Barrett Avenue  
Keene, NH 03431

In order that the council improve its “Personnel Evaluations Process for Charter Employees” policy for the benefit of the public, that reflects fairness to the employee, maintains openness and transparency and contributes to efficient government policies and actions, I submit to the Mayor and Council this PROPOSAL.

I. Charter Employees will be evaluated by the Finance, Organization and Personnel Committee (FOP) per the provisions of the City Code 2-231 (b)

II. The evaluation process between the charter employee and the FOP will commence at least 30 days prior to the employee’s anniversary date of appointment to the charter position.

III. The forms for documentation and facilitation of the process, Attachments A, B & C, will be used as tools in the charter employee personnel evaluation process. A flow chart, illustrating the steps in this process, is included as Attachment D.

IV. PROCESS;

- The evaluation process shall be initiated by the Human Resources Department at the beginning of the month at least 30 days prior to the employee’s anniversary of appointment to the charter position. When initiating the process, Human Resources will fill in the data in Section I of the pertinent charter employee evaluation form and forward to the Chair of the FOP Committee.
- The FOP Chair will send the evaluation form to the scheduled charter employee, requesting that the employee complete section II and return it by email to the FOP chair by a date certain that is at least 10 days following receipt of the form by the charter employee.
- Simultaneous to advancing the evaluation form to the employee, the FOP Chair will invite comments or concerns related to the employee from the other 12 members of the City Council providing performance categories that frame the process.
- When developing a response to the evaluation form, the employee shall consider goals to propose for the next year within the parameters of their statutory obligations and administrative operations. In addition, the employee should consider how they can further any of

the concepts in the Comprehensive Master Plan and performance based goals established by the City Council. The employee will complete section II of the Council Employee Evaluation form, providing a separate sheet describing their proposed goals for the next year and include a narrative. The FOP Chair will forward the evaluation form, and the employee's proposed goals and narrative to all members of the city council. Any councilor wishing to contribute such comments to the evaluation process shall do so in writing to the, FOP Chair within 10 days of receiving the request. The FOP Chair will summarize any written comments as part of the evaluation process.

- Members of the FOP requesting shall complete section IV of the form within 10 days of receiving the request.
- The Mayor will convene the FOP to prepare for the evaluation meeting session with the employee considering input from individual City Councilors compiled by the FOP Chair, and input from the employee. When preparations are complete, the Mayor will schedule the evaluation session, and act as minute taker, between the FOP and the employee.
- At that session, the FOP will discuss the employee's performance, proposed goals, and evaluate the employee. If in the information provided by individual Council members there are concerns that should be shared with the employee, the FOP Chair will ensure that information is conveyed. The evaluation session with the employee will include discussion and agreement regarding established goals (with suspense dates) to be incorporated into the final evaluation. After the employee leaves the session, FOP will focus finalizing the evaluation form, its narrative and incorporation of agreed goals and suspense dates incorporated as part of the formal evaluation.
- The FOP Chair will prepare the finalized evaluation form to incorporate goals with suspense dates, and a narrative resulting from the session. The finalized evaluation form, including goals and narrative, along with any written comments provided by City Councilors, will be presented by the FOP Chair to the employee within fifteen days of the evaluation session. The employee shall be provided with 10 days after its presentation provide written comments that will be included as a component of the final evaluation.
- At the close of the this comment period, the FOP Chair will provide a signed copy of the completed final evaluation, any written comments

submitted by City Councilors, and any final employee comments to the Human Resources Department.

- The Human Resources Department will prepare an Employee Status Report (ESR) documenting the evaluation and any resulting adjustments for step increases or recommendations for merit recognition for signature by the Mayor and employee. The ESR, the signed evaluation form, and any written comments submitted by the City Council will become part of the employee's personnel file.

#### V. SCHEDULE:

- VI. As of March 2016, the schedule is as follows;
- VII. a) February CITY ATTORNEY
- VIII. b) April CITY CLERK
- IX. c) October CITY MANAGER
- X. Attachment A - City Manager Form Packet
- XI. Attachment B - City Clerk Form Packet
- XII. Attachment C – City Attorney Form Packet
- XIII. Attachment D - Flow chart

# City of Keene New Hampshire

## Performance Categories

### Charter Officer Evaluation Process – City Manager

#### 1. Individual Characteristics

Diligent and thorough in the discharge of duties, "self-starter"
Exercises good judgment
Displays enthusiasm, cooperation, and willingness to adapt
Exhibits composure and attitude appropriate for the position
Treats the Mayor and Councilors in a fair and impartial manner
Promptly handles all requests made by the Mayor and Councilors, as well as others
Maintains effective and open communications with the Mayor and City Council
Maintains effective and open communications with staff as well as others
Makes a positive impression on citizens and is respected in the City
Is honest and ethical
Works well under pressure
Exercises good judgment

#### 2. Professional Skills and Status

Maintains knowledge of current developments affecting the practice of local government
Sets a professional example by handling matters in a fair and impartial manner
Understands the intentions and needs of the Mayor and Council
Inspires others to succeed
Actively promotes efficiency in operations

#### 3. City Manager Functions

Supports the actions of the City Council after a decision has been reached
Helps the City Council address future needs and develops adequate plans to address long term trends
Attends all regular and required special meetings of the City Council
Ability to meet and serve the public with tact and creditability
Follows up on information or tasks promptly without having to be reminded
Ensures staff information for the City Council is relatively free of errors or omissions
Works well with citizens and properly handles their complaints
Keeps Councilors informed in a timely manner of the things they need to know
Effective representing the City's interest in dealing with other agencies
Demonstrates interest and enthusiasm in performing duties

#### 4. Fiscal Management

Budget preparation and review is logical and understandable
Is effective in controlling costs through the effective use of personnel, equipment and materials
Makes the best possible use of available funds, conscious of the need to operate the City efficiently and economically
Prepares a budget and budgetary recommendations with logical goals
Ensures action and decisions reflect an appropriate level of financial planning and accountability
Appropriately monitors and manages fiscal activities of the City

#### 5. Staffing and Supervision

Effectively selects staff and placement of personnel
Effectively deals with disciplinary problems and takes appropriate action
Responds to Council suggestions on employee training, work priorities and productivity
Assures that staff make a positive impression on citizens
Organizes and assigns work so that it is performed efficiently and effectively
Pays attention to detail to avoid errors or things slipping through the cracks
Develops short and long term ACTION plans effectively and consistently
Manages staff effectively
Encourages teamwork, innovations, and effective problem-solving among staff members
Instills confidence and promotes initiative in staff through supportive rather than restrictive controls, while still monitoring operations for effective outcomes
Sustains or improves staff performance by setting goals and objective for them, periodically assessing their progress, and providing appropriate feedback
Promotes training and development opportunities at all levels of the organization
Displays leadership characteristics that command respect and good performance from employees
Creates an atmosphere in which employees can enjoy working for the City

#### 6. Role in Organization

Plans ahead, anticipates needs and recognizes potential problems
Shows initiative and creativity in dealing with issues, problems and unusual situations
Open to new ideas and change
Assumes when appropriate, responsibility for staff performance
Ensures that the City's personnel policies and practices are administered by Department Heads and management staff in an equitable manner

# City of Keene New Hampshire

## Performance Categories

### Charter Officer Evaluation Process - City Attorney

#### 1. Individual Characteristics

Diligent and thorough in the discharge of duties, "self-starter"
Exercises good judgment
Displays enthusiasm, cooperation, and willingness to adapt
Exhibits composure and attitude appropriate for the position
Treats the Mayor and Councilors in a fair and impartial manner
Promptly handles all requests made by the Mayor and Councilors, as well as others
Has a "can do" approach to legal implications of City Policy making
Maintains effective and open communications with the Mayor and City Council
Instills confidence while informing the City Council of legal risks that proposed actions might generate

#### 2. Professional Skills and Status

Maintains knowledge of current developments affecting the practice of local government
Sets a professional example by handling matters in a fair and impartial manner
Understands the intentions and needs of the Mayor and Council
Balances legal approaches and restrictions with reality and service needs
Proactive and helps guide the City Council with alternatives and innovative legal solutions rather than just raising issues

#### 3. City Attorney Functions

Supports the actions of the City Council after a decision has been reached
Helps the City Council address future needs and develops adequate plans to address long term trends
Attends all regular and required special meetings of the City Council
Ability to meet and serve the public with tact and creditability
Encourages proactive approaches to matters to prevent legal difficulties in the future
Provides legal advice in a manner that is understood and comprehensive with the proper amount of detail to allow the City Council to make informed decisions
Effectively participates in the public portion of City meetings
Responds to new demands, and when necessary, modifies established priorities
Provides cautions or "heads-up" regarding potential issues prior to them becoming

a crisis

Accomplishes City Council policies and direction in a professional, affirmative way even if the City Council decision was inconsistent with legal advice or there was a split vote on the issue

#### **4. Fiscal Management**

Makes the best possible use of available funds, conscious of the need to operate the City efficiently and economically

Prepares a budget and budgetary recommendations with logical goals

Ensures actions and decisions reflect an appropriate level of financial planning and accountability

Appropriately monitors and manages fiscal activities of the office

#### **5. Staffing and Supervision**

Manages staff effectively

Encourages teamwork, innovation, and effective problem-solving among staff members

Instills confidence and promotes initiative in staff through supportive rather than restrictive controls, while still monitoring operations for effective outcomes

Sustains or improves staff performance by setting goals and objectives, periodically assessing their progress, and provides appropriate feedback

Promotes training and development opportunities at all levels of the office

#### **6. Role in Organization**

Is a member of the executive team, and does not act as a separate “guardian angel” of the law

Maintains objectivity and independence to provide effective and objective legal advice to the City Council, recognizing the City Manager as primary policy advisor to the City Council

Includes City Staff that are involved in a particular project in the decision making process when rendering legal opinions and/or making litigation-related decisions or recommendations

# City of Keene New Hampshire

## Performance Categories

### Charter Officer Evaluation Process – City Clerk

#### 1. Individual Characteristics

Diligent and thorough in the discharge of duties, "self-starter"
Exercises good judgment
Displays enthusiasm, cooperation, and willingness to adapt
Exhibits composure and attitude appropriate for the position
Treats the Mayor and Councilors in a fair and impartial manner
Promptly handles all requests made by the Mayor and Councilors, as well as others

#### 2. Professional Skills and Status

Maintains knowledge of current developments affecting the practice of local government
Demonstrates a capacity for innovation and creativity
Anticipates and analyzes problems, and develops effective approaches to solve
Willing to try new ideas proposed by Mayor and Council or City staff
Sets a professional example by handling matters in a fair and impartial manner
Understands the intentions and needs of the Mayor and Council

#### 3. City Clerk Functions

Supports the actions of the City Council that require City Clerk action or implementation
Helps the City Council address future needs and develops adequate plans to address long term trends
As necessary, attends all regular and required special meetings of the City Council, and successfully provides accurate minutes and reports of the proceedings
Manages elections and exhibits knowledge of principles and practices of municipal code and pertinent election law
Ability to meet and serve the public with tact and credibility
Manages the City's records retention facility effectively
Manages the City's minute-taking program effectively

**4. Role in the Organization**

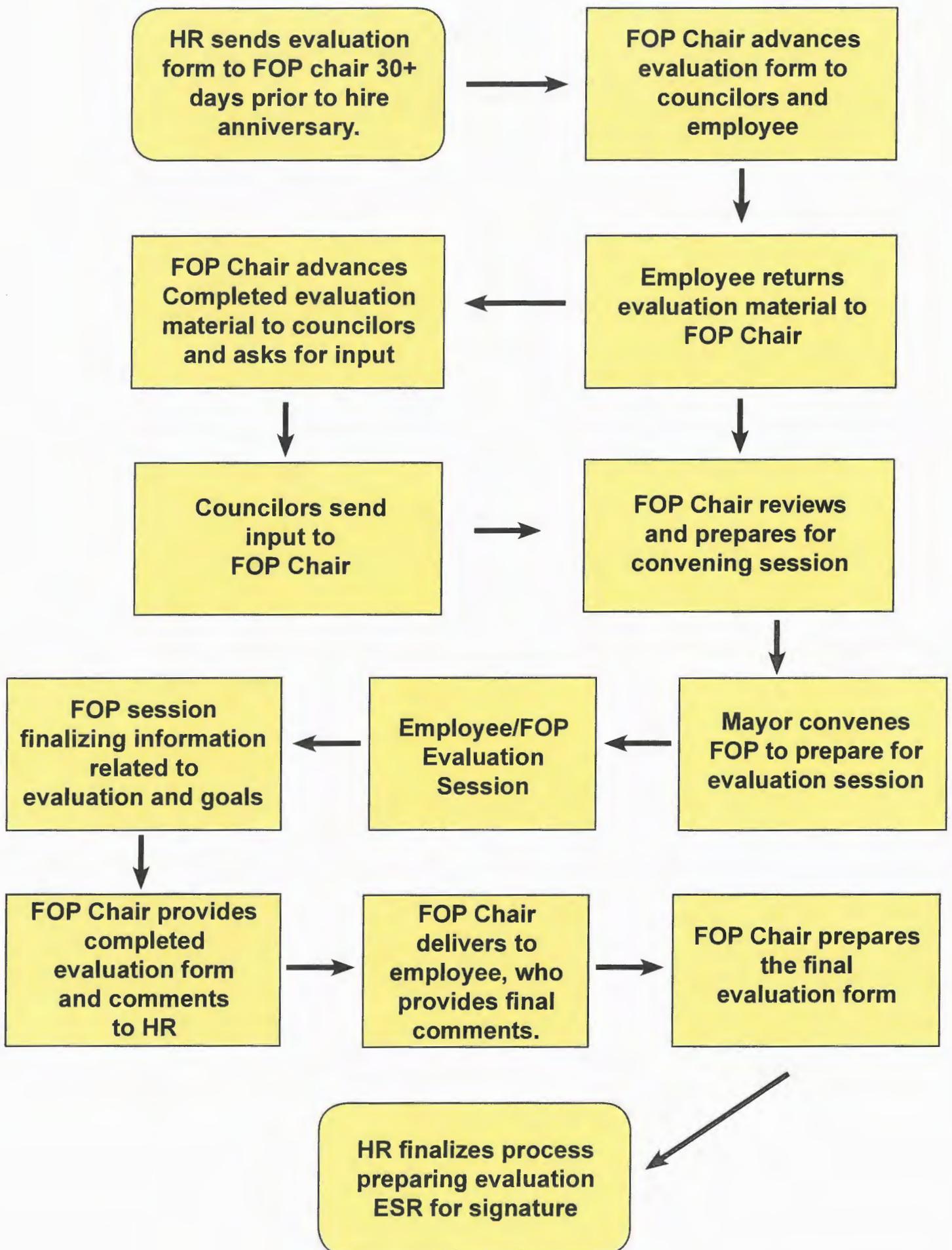
Provides regular information and reports concerning matters of importance to the City, using the City Charter and Code as a guide
Responds in a timely manner to requests from the Mayor and Council for special reports
Takes the initiative to provide information, advice, and recommendations to the Mayor and Council on matters that are non-routine, and not administrative in nature
Manages the Council and Committee agenda and public meeting process in a manner that supports citizen access to government and transparency.
Effectively manages, records and indexes public records
Produces and handles reports in a way to convey the message that affairs of the City are open to the public

**5. Fiscal Management**

Makes the best possible use of available funds, conscious of the need to operate the City efficiently and economically
Prepares a budget and budgetary recommendations with logical goals
Ensures actions and decisions reflect an appropriate level of financial planning and accountability
Appropriately monitors and manages fiscal activities of the office

**6. Staffing and Supervision**

Manages staff effectively
Encourages teamwork, innovation, and effective problem-solving among staff members
Instills confidence and promotes initiative in staff through supportive rather than restrictive controls, while still monitoring operations for effective outcomes
Sustains or improves staff performance by setting goals and objectives, periodically assessing their progress, and provides appropriate feedback
Promotes training and development opportunities at all levels of the office





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

November 29, 2016

**TO:** Mayor and Keene City Council

**FROM:**

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

**ITEM:** C.4.

**SUBJECT:** Councilor Jay Kahn - Resignation - At Large City Councilor

---

**ATTACHMENTS:**

Description

Communication - Kahn's Resignation

**BACKGROUND:**

Councilor Kahn is submitting his resignation as a Keene City Council as he has recently been elected as the State Senator from District 10.

November 28, 2016

Dear Mayor Lane,

I ask you to request approval of the Keene City Council to accept my resignation as an at-large City Councilor effective December 14, 2016. I will take the oath of office as State Senator on December 7<sup>th</sup>. As I've said previously, I feel serving both municipal and state government could influence my perspective and I don't want to create that type of conflict. My timing hopefully will allow the Council to fill the vacancy at its January meeting and enable me to assist in meeting the Finance Committee's quorum requirement on December 8<sup>th</sup>.

I appreciate the support received from you, fellow Councilors, and City staff over the past year. I've learned a great deal. Hopefully, my service has helped the Council and the City.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jay Kahn". The signature is stylized with a large initial "J" and a long horizontal stroke extending to the right.

Jay Kahn  
At-large City Councilor

cc: Patty Little. City Clerk



External Communication  
*Transmittal Form*

November 29, 2016

**TO:** Mayor and Keene City Council

**FROM:**

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

**ITEM:** C.5.

**SUBJECT:** Councilor Kahn - Recommendation to Waive Parking Meter Rates - Thanksgiving Holiday

---

**ATTACHMENTS:**

Description

Communication - Kahn

**BACKGROUND:**

Councilor Kahn is suggesting that the City Council consider waiving the parking meter rates for the full Thanksgiving weekend to allow downtown businesses to be more competitive with stores outside of the downtown.

November 28, 2016

Dear Mayor Lane,

I request that City Council consider a parking holiday, waiving parking meter rates, for the full Thanksgiving weekend, Thursday through Sunday. In my opinion, this will allow Downtown businesses to be more competitive with stores outside of downtown on the busiest shopping weekend of the year. The Council could write this waiver in a manner that would enforce a time limit to avoid half-day or longer parking.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jay Kahn", with a long horizontal stroke extending to the right.

Jay Kahn  
City Councilor

cc: Patty Little, City Clerk



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

November 23, 2016

**TO:** Mayor and Keene City Council

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

**ITEM:** D.1.

**SUBJECT:** Relinquishment of Easement to Parking Spaces on Railroad Property on Behalf of Monadnock Food Co-op - Planning Department

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends reporting out Relinquishment of Easement to Parking Spaces on Railroad Property.

**BACKGROUND:**

Asst. City Manager/Planning Director, Rhett Lamb stated he was before the Committee asking that this matter be reported out. He explained there was a request from the Monadnock Food Coop for the City to convey to them 14 parking spaces located at the Cypress Street parking lot which is now owned by MEDC. The owner of the Food Coop worked with Southwest Regional Planning Commission and a report was filed with the City which looked at utilization rates in this area. In looking at this report the City has asked the Coop to see if other lessees in the area might have parking the Coop could use. They have done this and have been unable to secure any spaces. The City has worked on changing some of the rental signs which now indicate those spaces can be used after 5 pm if they are not being used by the person who owns the permit. The Coop's problem is during noontime, they have however, leased two of the 14 spaces from the City.

Most recently the City has spoken to Michael Faber, Manager of the Coop who is now seeking a totally different approach; which is to apply to the Planning Board through site plan approval so that they could take over the gravel parking lot directly adjacent to the Food Coop which has been used recently for construction parking and winter operations storage. This is an area where a fourth building will eventually be constructed. Mr. Lamb added by reporting out this matter it would not preclude the applicant from being able to come back before the City Council should they not prevail in front of the Planning Board.

Councilor Clark made the following motion which was seconded by Councilor Powers:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends reporting out Relinquishment of Easement to Parking Spaces on Railroad Property.



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

November 23, 2016

**TO:** Mayor and Keene City Council

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

**ITEM:** D.2.

**SUBJECT:** NGM Crosswalk Project - Public Works Director

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting this report as informational.

**BACKGROUND:**

Public Works Director, Kurt Blomquist reminded the Committee that about a year ago the City in participation with National Grange Mutual (NGM) put in place a lighted crosswalk on West Street. The Committee did request at the conclusion of this work that staff advise the Committee which crosswalk will be going away. Mr. Blomquist stated currently there are crosswalks in the vicinity of Federal Street, crosswalks on the east and west sides of Saint James Street and the newly located one close to the library. The one on the west side of Saint James Street is ADA accessible, the one on the east side is not ADA accessible and the plan is to remove the one on the east side.

Chair Greenwald asked where people are going toward when they use these crosswalks. Mr. Blomquist stated the majority are trying to access the NGM parking lots on Gilbo Avenue.

Councilor Kahn talked about the many destinations this proposed crosswalk can access; the County Building, the Court House, One Hundred Nights Shelter, Lindy's Diner, and the parking lot which supports the library expansion. He felt there are a number of walking patterns this crosswalk lends itself to which can be very convenient. He felt removing the crosswalk causes people to cross a street where there are no crosswalks. He added if removal of this crosswalk is for cost purposes, he looks at it as removing a crosswalk on a major street where there is a lot of pedestrian access. Mr. Blomquist stated the suggestion to remove the one on the east side of Saint James Street is purely for safety reasons as there are two crosswalks which are too close to each other.

Councilor Powers noted Mr. Blomquist is before the Committee to comply with the directive placed on him by this Committee. He added if there are two crosswalks in close proximity it is in violation of the Uniform Manual of Traffic Control and the City could be in trouble.

Attorney Mullins noted this item was only agendized as a discussion item and if the Committee was going to take any action on it, it needs to come back as an action item.

Councilor Powers made the following motion which was seconded by Councilor Jacobs:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting this report as informational.



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

November 23, 2016

**TO:** Mayor and Keene City Council

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

**ITEM:** D.3.

**SUBJECT:** 2016 Tax Rate Update - Finance Director

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting this report as informational.

**BACKGROUND:**

Chair Greenwald stated the City's tax bills recently came out. It has been noted the City's portion of the tax bill went up by a small percentage of 1.3% whereas the other portions have gone up by more than that. He indicated the Council has worked very hard to hold down the tax rate. However, there are the downshifting of costs from the State the City faces.

Finance Director, Steve Thornton stated that in our community, the property tax rate is the rate at which property is taxed to raise money to fund governmental services such as education, police, jails, nursing homes, fire, road plowing, library, parks, and so forth.

It is a function of two factors. The first of which is tax dollars to be raised to fund governmental services – in Keene, the amount of tax dollars to be raised are established by the elected officials of the school district, Cheshire County, and City of Keene. This is done through the process of adopting budgets following a formal budget process, which includes public meetings and hearings.

The second component is Taxable Assessed Value – The City of Keene regularly assesses the value of property within the City. The valuation is performed under rules established by state law, and overseen by the New Hampshire Department of Revenue Administration. The appraiser's goal is to arrive at an assessed value as close as possible to the fair market value of the property -- the price you might reasonably assume to sell for at the time of the appraisal. Every five years, a formal revaluation process must be undertaken to ensure that overall, property values are at 100% of market value. The total assessed value of a community may be higher than the taxable assessed value because of various property tax exemptions and credits allowable under law.

So what is the Tax Rate? – the tax rate in the state of New Hampshire is expressed as a dollar amount per \$1,000 dollars of assessed valuation. The tax rate is determined by dividing the tax dollars to be raised by the taxable assessed value. Therefore, the tax rate is a reflection of two variables – the amount of tax dollars to be raised, and the underlying value of the real estate in a community. Mr. Thornton explained if the total number of tax amount to be raised goes up and the assessed value stays the same the tax rate would go up. If the tax dollars to be raised goes down, the assessed value stays the same the tax rate goes down.

Mr. Thornton state that with that in mind, he would like to touch upon a recent presentation made by City staff to the City Council which compared the City of Keene to the other 15 communities in NH with a population over 15,000 people (16 in total). The presentation compared the total tax dollars raised in each community, the population, median family incomes, taxable assessed values, tax rates, and median home sale prices, all using 2015 data.

Communities in the comparison included: Bedford, Concord, Derry, Dover, Goffstown, Hudson, Keene, Laconia, Londonderry, Manchester, Merrimack, Milford, Nashua, Portsmouth, Rochester and Salem.

The 16 largest communities were chosen for comparison because they represent the largest and most “urban” communities in the state, and the assumption was made that each of these communities share many of the opportunities and costs presented in a more urban environment. At the same time, each of these communities are different in many ways. Some are more or less densely populated; some have a lot of industrial and or commercial activity, some are adjacent to other urban areas, while some are located in more rural areas.

Of the 16 communities (in 2015), Keene ranked (all in high to low order):

1. Population – 11<sup>th</sup>
2. Tax Dollars raised – 11<sup>th</sup>
3. Per Capita Tax Dollars raised – 6<sup>th</sup>
4. Total Taxable Assessed Value – 14<sup>th</sup>
5. Ratio of Median Family Income to Median Home sales price (indicator of how many times the median family income it would take to pay for the median family home) – 16<sup>th</sup>
6. Median Home Ownership Cost as a % of Median Family Income (measures cost of mortgage plus property taxes as a % of median family income) – 14<sup>th</sup>
7. Tax Rate – 1<sup>st</sup>

With that in mind, Mr. Thornton went on to compare Keene with Portsmouth (similar healthy, dynamic and thriving communities) in terms of population and median home values, demonstrating that the two cities with very different circumstances arrived at a very similar place with regards to property taxes.

Our communities have very similar population levels, but widely divergent amounts of Taxable Assessed Value. In fact, Portsmouth has \$2,884,053,968 more or 2.56 times as much assessed taxable value as Keene.

Portsmouth also raises more property taxes (\$15,607,844 or 25%) than Keene to fund education, emergency services, road plowing and maintenance, and so forth. That does not mean that Portsmouth is frivolous with its spending; its elected officials have adopted budgets which hopefully provide the right amount of various services to the community.

Portsmouth has a tax rate of \$16.79 per thousand, compared to \$34.41 for Keene. Keene’s tax rate is 2.05 times higher than the Portsmouth tax rate.

What does that mean, though? Recall the median home prices in 2015 (that means half the homes bought cost more than the median price, and half sold for less) of \$340,000 in Portsmouth, and \$160,500 in Keene. Using the 2015 tax rates, the Portsmouth family would pay \$5,709 in property tax, and the Keene family would pay \$5,523. At the end of the day, the actual property taxes paid on a median priced home in each of the communities are nearly the same.

Mr. Thornton then moved on to where the City stands this year.

The State of New Hampshire Department of Revenue Administration (DRA) has confirmed the 2016 property tax rate. The total rate is \$36.39 per \$1,000 of assessed value and funds city and school expenditures for fiscal year 2016-2017 and county services provided in 2016, as well as War Service tax credits and tax overlay. The total amount of property taxes to be raised increased 2.50% to \$64,909,646.

He then compared the 2015 tax rate to the 2016 rate:

Municipal increased by 1.37%

Local Education increased by 3.81%

State Education decreased by -0.95%

County increased by 3.39%

Mr. Thornton stated the County tax increased less than 2% but because the apportionments between the towns in the County are based on equalized assessed value a larger share was raised in Keene and this amount increased. Councilor Jacobs asked how the apportionment is arrived at. Mr. Thornton stated that it is based on the equalized assessed value of the communities. Councilor Powers clarified the County's bill comes in during the beginning of the calendar year as opposed to the beginning of the fiscal year – and because the City's reassessment went down the December bill should be less. Mr. Thornton agreed.

Mr. Thornton went on to explain the four entities tax dollars are distributed among: Local Education, State Education, Municipal and County. Municipal went down a third of a percent, Local Education went up by .5%, State Education dropped by .2% and the County went up by .11%.

Mr. Thornton stated the actual tax dollars to be raised in Keene are less than those projected to be raised at the time of budget adoption. At the same time, the adopted tax rate confirmed by the DRA is higher than the tax rate projected at the time of budget adoption. He went on to say when the budget reports are prepared they are based on last year's estimate and the DRA reviews those numbers after the close of the fiscal year. When we look at our revaluation there is a change to some of the classes of properties and hence overall the City's taxable assessed value fell by 3%. Residential properties dropped by 7%, commercial properties remained the same, utility properties increased by 32%.

In 2015 a property assessed at \$200,000 paying \$34.41 in tax rate would have paid \$6,882.00 in taxes. This same house with a decrease in value of 7% or \$14,000 in 2016 would have derived a taxable value and tax rate of \$186,000 for which the DRA tax rate would have been \$36.39 and the tax bill would have been \$6,768.54.

Mr. Thornton continued that as have all other NH communities, the City of Keene municipal budget has been challenged by the downshifting of costs and diversion of revenues by the New Hampshire state government. Some examples provided by Mr. Thornton included:

State Revenue Sharing – In FY 2008 (9 fiscal years ago) state revenue sharing receipts were \$993,000. In 2009, as a result of the state budget crisis, those receipts decreased by \$463,000, and from FY 2010 through FY 2017 they have been eliminated. Assuming that there would have been no growth in revenue sharing since 2008, had it not been eliminated, the City did not receive approximately \$8.4 million in cash anticipated.

He noted the City has undertaken a lot of large projects such as the Public Works facility, Fire Station, Police Station and this millions dollars a year was part of the City's revenue stream and this is lost. Chair Greenwald added this is revenue raised in this community, sent to Concord and it is not coming back.

The second downshifting of costs is the State Retirement System Contributions - before 2010, the state contributed 35% of the cost of pension contribution rates for teachers, police and firefighters. In 2010 that dropped to 30%, and to 25% in 2011, and this then it is at zero in subsequent years. At the same time, retirement rates paid by the City on behalf of employees have increased every other year. Matching rates paid by employees have also increased. Between FY 2009 and 2016, it is estimated that the cumulative costs to the City of Keene government are in the range of \$4,000,000. The rate change approved for FY 2018 which will impact the City's General Fund approximately \$220,000.

The third downshifting of costs is the Southwest New Hampshire Mutual Aid (SWNHMA). Prior to 2012, SWNHMA funding was included in the Cheshire County budget. Beginning in 2012, the funding for the agency

was transferred from Cheshire County to the City. The budgeted contribution in FY 2017 is \$216,684.

Other smaller down shifted costs include the freezing of adjustments to the Rooms and Meals tax distribution, reduction in Highway Block Grant distributions, and reductions in flood control funding.

At the same time, the City is not immune to increasing operating costs in areas such as supplies, contracted services, and health insurance and salaries and wages, as are all other businesses and organizations, as well as the need to continue to invest in infrastructure and facility maintenance.

To meet these challenges, the city has eliminated positions in various departments, and reduced others from full time to part time to avoid benefit costs. Adjustments have been made to health insurance plan structures and cost sharing formulas. Non payroll budget items have been frozen or reduced during the budget process for several years. Capital projects which had previously been funded from operating revenues were partially funded through debt or reduced in scope.

City staff and elected officials recognize the impact that property taxes have upon residents of the community, and have worked to manage property tax increases while maintaining services and the quality of City infrastructure. In the period from FY 2011 through FY 2017, property taxes to fund City operations have increased, on average, 2.68% per year, or \$594,871.

This concluded Mr. Thornton's presentation.

Councilor Kahn asked whether the takeaway here is that most property owners are seeing a decrease to their tax bill. Mr. Thornton stated some have received this decrease. Councilor Kahn stated the city has to be applauded for trying to keep its tax rate down. Councilor Kahn talked about capital expenses being funded by operational dollars versus debt service and felt this is something that should be given thought to.

He noted the utility properties have gone up significantly and it is predicted they would be contributing more in the future and asked for added clarification from the Assessor. City Assessor Dan Langille stated the biggest increase here is because of the sub-station built near Wheelock Park.

Councilor Kahn with reference to the rooms and meals tax asked whether this amount is different from year to year. Mr. Thornton stated the issue with rooms and meals tax is that the State reports this only on a County-wide level (collection) and payments are reports on a local level. This is an issue staff has raised with the DRA who has indicated this information is not retained but were willing to file a Right to Know Request for the City.

Councilor Jacobs asked for the reason for these downshifting of costs. Mr. Thornton stated he wasn't sure but assumes it is because the State is looking for resources to fund some of its obligations. Councilor Jacobs asked how the 2.6% increase for operations compare to the CPI. Mr. Thornton stated in the city's fiscal policies there are guidelines for tax increases – CPI plus contracted obligations plus increase to debt service. In that period of time for two years the City didn't meet this target.

Councilor Powers asked whether the Eversource building was the largest contributor to the 32% increase. Mr. Langille answered in the affirmative. Councilor Powers noted every community is in battle with utilities as to the value of its property and every community is getting short changed. The Councilor expressed his concern over the meals and tax formula.

Councilor Clark asked with respect to residential property assessment whether there was a matrix that could be run to figure out which properties went up and which ones went down. Mr. Langille stated he could try to run those numbers and added there is less activity with those high value homes. The Councilor noted from what he can see the people who can afford it the least are the ones who are seeing these increases. Chair Greenwald asked how often the values are updated. Mr. Langille stated the department annually looks at building permits

and abatements as well as the equalization process. Chair Greenwald asked how often values are fine tuned. Mr. Kopczynski stated his understanding is that the City is continually adjusting the values based on sales of properties and improvements to properties.

Councilor Jacobs made the following motion which was seconded by Councilor Powers:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting this report as informational.



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

November 23, 2016

**TO:** Mayor and Keene City Council

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

**ITEM:** D.4.

**SUBJECT:** Primex Contribution Assurance Program - Property & Liability - ACM/Human Resources Director

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to enter into and execute an agreement extending participation with Primex in a multi-year Contribution Assurance Program (CAP) through FY20 that has provided predictable contributions and stable property and liability insurance coverage.

**BACKGROUND:**

ACM/Human Resources Director Elizabeth Fox stated she was before the Committee to receive authorization for the City Manager to enter into an agreement with Primex for multi-year Contribution Assurance Program (CAP) through FY20 for the City's property and liability coverage. The City has been with Primex for 14 or 15 years now. Currently the Council has authorized the City to make a commitment through FY19 to the Primex pool with a cap of 9%. Primex is now offering to extend this multi-year agreement through FY20 with a cap of 5%.

Ms. Fox stated the City has been fortunate in that its premium adjustment have been less than the cap. This cap came in useful in 2015 when the City had less than a positive experience and it resulted in savings in premiums of nearly \$20,000.

Councilor Powers asked whether this also includes automobiles. Ms. Fox answered in the affirmative. The Councilor asked whether medical malpractice errors and omissions are included. Ms. Fox stated this falls under liability and the only thing not included is the airport. The City carried a separate policy for the airport.

Councilor Kahn made the following motion which was seconded by Councilor Powers.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to enter into and execute an agreement extending participation with Primex in a multi-year Contribution Assurance Program (CAP) through FY20 that has provided predictable contributions and stable property and liability insurance coverage.



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

November 23, 2016

**TO:** Mayor and Keene City Council

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

**ITEM:** D.5.

**SUBJECT:** Primex Contribution Assurance Program - Worker's Compensation ACM/Human Resources Director

---

**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to enter into and execute an agreement extending participation with Primex in a multi-year Contribution Assurance Program (CAP) through calendar year 2019 providing mitigation, in the event of adverse experience, and assurance of predictable premium contribution for workers' compensation insurance.

**BACKGROUND:**

Ms. Fox stated this request is similar to the previous item; the City has a multi-year agreement with Primex which provides some cap protection. She indicated the city has benefited from being in this pool for nearly 30 years. She noted the City has a good history for this benefit – in the last five years only 24 claims exceeded \$25,000 with no losses. For the kind of workforce and exposure the City has, this is a good record. Ms. Fox stated when there is a catastrophic injury it can be expensive to the city. The city has a good Safety Committee who works very hard on safety issues.

Here again, Primex is offering a multi-year agreement through 2019.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to enter into and execute an agreement extending participation with Primex in a multi-year Contribution Assurance Program (CAP) through calendar year 2019 providing mitigation, in the event of adverse experience, and assurance of predictable premium contribution for workers' compensation insurance.



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

November 23, 2016

**TO:** Mayor and Keene City Council

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

**ITEM:** D.6.

**SUBJECT:** Charter Officer Evaluation Process - ACM/Human Resources Director

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**RECOMMENDATION:**

On a vote of 4-1, the Finance, Organization and Personnel Committee accepted this item as informational. Councilor Clark voted in opposition.

**BACKGROUND:**

Chair Greenwald stated the goal of this discussion is to make sure this process is beneficial for everyone involved. The City's Charter Officers are the City Manager, City Clerk and City Attorney. What the Human Resources Director is going to present is a process that came out of a series of meetings between the Charter Officers, the Mayor and Committee Chairs.

Ms. Fox stated this process starts prior to the anniversary date of the employee by the Human Resources Department. The Department would collaborate with the FOP Chair who would simultaneously advance to the employee the evaluation form. This form helps the employee provide what their goals are for the upcoming year. At the same time the FOP Chair will also seek input from the other 12 Councilors and this input is brought in through the Standing Committee Chairs. Once all the input is received, the Mayor will be charged with convening a meeting to provide the evaluation.

Ms. Fox stated she always advises both supervisors and employees to prepare well in advance for an evaluation and make sure any input that is necessary to be provided is effective for all parties involved.

Once the evaluation is completed of the Charter Officers, the FOP Chair will be charged with completing the comprehensive paperwork attached with this evaluation. This form is then turned over to the employee who is given an opportunity for final comments and that form is finally filed with the Human Resources Department. This form is referred to as the Employee Status Report (ESR). The Mayor finally signs off on this form. Ms. Fox added the Charter Officers work in all facets of City Government.

Chair Greenwald stated the change in this process is that the Committee Chairs are now going to be the point people who would gather the information from their respective Committees and bring it in. In the past it has been the Finance Committee that received all the information and pretty much "ran the show". The Chair asked for the Mayor's input.

Mayor Lane stated there were a number of reasons why it was decided the Committee Chairs will conduct the review. The first is that the Committee Chairs meeting is not considered a quorum and is not considered a public meeting. The Committee Chairs were also looked at because they were considered a broad cross-section

of the City. He noted there was a time when the Finance Committee consisted of the Chairs of all the Committees but this is not the case anymore. Hence, it was determined the evaluation needed to be done by the broad breadth of the organization rather than the specialty represented by the Finance Committee. The Committee Chairs also have a post working relationship with all the work the City does and the Committee Chairs work very closely with the Charter Officers.

Chair Greenwald stated if the performance categories are looked at they are job related as opposed to specific issues. He indicated his thought was that the Committee Chairs work closely with their Committees. As far as the Finance Committee was concerned, Chair Greenwald stated he wants to work closely with this Committee to get input from them.

Mayor Lane stated this new process is just an experiment, this process has seen many iterations for quite some time but the intention is to move forward quickly. The City Attorney will be the first one reviewed and stated he would like to start the process in December to be able to finish it in February. If there are issues that come up, it would give them an opportunity to modify the process before the next employee is ready for their review. The Mayor stated he hoped this matter will be recommended by the Finance Committee today so it can be moved forward to the Council.

Councilor Jacobs referred to Section C indicating it seems to be written rather vaguely to what was going to happen. He asked whether the Councilors will be using the same form the Charter Officers are going to be using. Ms. Fox stated the process as envisioned provided the other City Councilors with the criteria which will be considered in the evaluation but wasn't asking the Councilors to provide a rating for each criteria, but to provide input considering those criteria in written form.

Councilor Powers commended this new process - something he has been advocating for many years. The only comment he had was some type of wording to provide the Charter Officers how well they have done etc. Mayor Lane felt what they are looking for is individual feedback from each Councilor rather than a numerical rating. Councilor Powers felt the reason this form might seem conflicting is because many individuals have worked on it. He stated he wanted to see this process move forward but wasn't sure how he felt about the Finance Committee being the ultimate Body in charge of this process. He stated he would like this new process in place before a new City Manager comes on board.

Councilor Clark stated he agrees with the goal but does agree with Councilor Powers in asking for an evaluation form which was one of the challenges last time. He added he wasn't sure whether this item should be recommended as informational or whether a recommendation should be made to change the Rules of Order. He felt side stepping the FOP and having the Charter Employees evaluated by the three Chairs constitutes a change to the Rules of Order. He also felt this process eliminates the Charter Employees providing the Council a written explanation as to what they have done the past year and their goals for the upcoming year. He did not feel this process needs to be taken out of the FOP Committee's hands.

Councilor Clark suggested a motion to amend and stated he could read the language but what he wants to propose is in bold and is italicized in the Committee's packet.

Attorney Mullins stated what is before the Committee is an informational item. If the Committee wants to bring it forward as an action item with a motion, it could do so as being proposed by Councilor Clark but it needs to be agendized as such. He added the intent is to bring down the formality of the evaluation process but what Councilor Clark is proposing is to bring the process up again - if that's the intention, it is entirely possible but it needs to be agendized.

Chair Greenwald asked whether there was any time constraint attached to it. Attorney Mullins stated his review comes up as the first one which is due to be completed by February. He further stated if Councilor Clark wanted to move forward with his amendment - a letter would be required to be sent to the Council, which

would be before the Council on December 1<sup>st</sup>, it will then be referred to FOP on December 8<sup>th</sup>, and come back to Council on December 15 as an action item. Mayor Lane stated this is just an experiment, hence the reason it is not being done as a Change to the Rules of Order. If it works the Rules can be changed otherwise the process will need to be changed.

Councilor Clark referred the Committee to its meeting on July 14 when this item was changed and a minor change to the Rules of Order was made. It was put on more time until July 28 when it was not brought back nor was it brought back up again at subsequent meetings. He felt the item has already been agendaized. The two items that are important are the Evaluation Form and the Council Goals being incorporated into the evaluations. Attorney Mullins stated he is not arguing that the item is not on the agenda and also wanted to point out that the Committee is the Body and he is only saying what he thinks; if the Body wants to amend this recommendation to have it as a process under the Rules of Order or as an Ordinance and move it up to the Council it can do so. However, procedurally this would not be his recommendation because of the way it has been presented to this Body and the public tonight; as a discussion item.

Councilor Jacobs asked whether the process being recommended today is inconsistent with the Council's Rules of Order. Attorney Mullins stated there were many people involved in this, the point of the process is to take it out of the formality of the Rules at least to try it as an experiment and then formalize it; such as 91A issues, notice issues, minute taker issues etc.

Chair Greenwald stated the last three years he put the format together and designed the process following no pattern. He felt there is something to be said to working through this with the Chairs and added he did not want to carry this forward alone.

Mayor Lane asked whether Council has under its rules any process for conducting evaluations or anything such as that under City Code. Attorney Mullins stated he was not aware of anything and hence the reason for bringing this item forward.

Councilor Clark stated there is no 91-A issue because the Council meets for Non-Public Sessions to discuss personnel issues all the time. He added there is nothing about evaluation under Council rules but the only thing it says is that Charter Officer evaluations will be undertaken by the FOP Committee.

Councilor Kahn asked whether all three Charter Officers will be evaluated in 2017. Ms. Fox stated the Attorney will be in February 2017, the Clerk will be in April 2017 but the Manager is not until October 2017 (FY18). Councilor Clark stated he respects the recommendation and also respects Councilor Clark's recommendation but felt the Council should be handling this process as there are 15 Councilors who have an interest in how their Charter Officers are evaluated.

Councilor Powers stressed each City employee needs to be evaluated on the date of their anniversary and that document needs to be filed appropriately.

Councilor Clark stated his experience has been at Council level when he has tried to make an amendment to an informational item, he has had to challenge the Chair which has always been embarrassing and this has never been his first choice. He felt if it goes before the Council the item is "dead" and Councilors won't be involved in this process.

Councilor Powers noted Item D talks about Council Goals.

Councilor Chadbourne stated fellow Charter members taking minutes during an evaluation was uncomfortable and asked whether this would change. Mayor Lane stated minutes will not be necessary if the three Committee Chairs meet but if the FOP Committee does the evaluation, minutes will be required.

Councilor Manwaring stated she is confused about what is being proposed and suggested if this conversation is

getting as intense as it is, she felt the 15 Councilors should be involved. Chair Greenwald stated he understands that the Attorney is suggesting accepting this item as informational, Councilor Kahn has a motion which would move this forward, Councilor Powers suggested bringing in the Goals and another amendment from Councilor Clark to change the entire process which would put the item on more time.

Attorney Mullins stated what the Committee could do is to accept this as informational, then Councilor Clark could submit a letter with a motion to the Council asking the matter be brought back to the FOP Committee on December 8<sup>th</sup> with a recommended motion and the FOP can decide how it wants to act on that motion and move it up to the Council.

Councilor Powers asked why minutes are required for a personnel item. Attorney Mullins stated if the Committee meets as a public body and recommendation is being made to the City Council, the requirements of 91-A needs to be met, and minutes need to be kept. It does not need to be at the level minutes are usually compiled, it could be brief. The usual minute taking staff is not involved for Charter Employee Evaluations and hence it could be a Councilor or another Charter Officer, and as a Charter Officer this is not an option he favors. The Mayor stated he kept minutes two years ago and is not something he favors doing either.

Attorney Mullins stated when he first started with the City the evaluation was done by the FOP Committee and the rest of the Council wanted to be involved. Hence, it was moved up to Council level. From the Charter Officer's perspective a large group performing this evaluation became very problematic, with no structure and with no time to respond. The process before the Committee is to put some format back into the process and deformalize it, experiment it and then formalize it if the process works.

Councilor Chadbourne asked if minutes needed to be taken if someone who is objective such as an individual from Primex act as the Minute Taker. Attorney Mullins answered in the negative and stated when someone from outside is brought in who is not part of the City, it takes away from the non-public session.

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

That the Finance, Organization and Personnel Committee accept this item as informational.

Councilor Kahn asked what the process was should a Councilor want to make an amendment to this process. Attorney Mullins stated a letter will be submitted to the Mayor and Council which would go in as a communication item to the Council for its December 1<sup>st</sup> meeting. This matter will be referred back to the FOP Committee on December 8<sup>th</sup> and the Committee could decide at that point to approve or disapprove the change and refer it back to the Council for December 15<sup>th</sup>.

Councilor Clark stated he disagrees as he felt this Violates section 22 of the Council Rules of Order. Attorney Mullins stated this is something that could be included in the letter. Councilor Clark disagreed with the process.

On a vote of 4-1, the Finance, Organization and Personnel Committee accepted this item as informational. Councilor Clark voted in opposition.



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

11/23/2016

**TO:** Mayor and Keene City Council

**FROM:** Steve Thornton, Finance Director

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** H.1.

**SUBJECT:** Relating to Water and Sewer Utility Charges

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**RECOMMENDATION:**

That Ordinance O-2016-20 relating to water and sewer utility rates have a first reading at the December 1, 2016 meeting of the City Council and that it be referred to the Finance, Organization and Personnel Committee for a recommendation.

**ATTACHMENTS:**

Description

O-2016-20 Backup Info

Ordinance O-2016-20

**BACKGROUND:**

City staff has conducted its annual review of the water and sewer fees that provide the primary sources of revenue for each of the utility enterprise funds, and the results of that review are contained in the rate change recommendation incorporated into Ordinance O-2016-20.

The rate structure utilized by the city has two key components for each service account. The fixed component, based on meter size, is designed to recover the principal and interest cost of capital projects funded by bonds and the loan portion of state aid programs. The second component is a volumetric rate that is designed to provide funds necessary to meet the on-going operating, maintenance, and capital costs of the water distribution and treatment systems, as well as the wastewater collection and treatment systems. The volumetric rate is the same for all customers and is charged for each 100 cubic feet (hcf) of water used.

As part of the development of the 2017-2022 Capital Improvement Program and the FY17 Operating Budget, projected debt service, capital, and operating costs for FY17 were run through a rate setting model that calculates the fixed rate based upon meter hook up size, and the volumetric rate based upon water usage. Consumption volumes were adjusted to current experience. This process produced combined water and sewer rates that represent an increase over current utility rates.

In the water fund, the rate model calls for an 8.41% increase (from \$3.65 per HCF to \$3.96) in the portion of the rate associated with the volume of water used. Operating and capital costs funded by current revenue increased from FY 16 to FY 17. The water fixed rate is unchanged.

The rate model also generates rates for the sewer system capital and operational expenses. A sewer volumetric rate decrease of .95% is recommended. The rate will increase from \$5.69 per hcf to \$5.74 per hcf, due to a combination of increased operating costs and capital costs funded with current rate revenue. The fixed rate is unchanged.

To put the proposed rate changes in perspective, typical residential users (household with a 5/8" meter hookup, and annual water usage of between 80 and 132 hcf) should see annualized combined utility bills that range between 2.89% and 3.21% higher than current bills, generating annual cost increases in the range of \$28.80 to \$47.52.

Commercial customers could see annualized bills that range from approximately 3.49% to 3.77% higher than what they might see under the current rate structure, based upon the volumes of water used. The actual impact of the rate change can vary, due to the size of the meter hookup, and the amount of water used.

Actual rate increases are lower than anticipated in the FY 17-22 CIP. The CIP projected combined utility bill increases of between 3.19% and 4.11%. The lower rates are the result of reduced operating costs in both the Water and Sewer Fund adopted FY17 budgets when compared to projected costs used in preparation of the CIP.

Calculations demonstrating these estimates are attached.

It is recommended that the new rates become effective for all bills issued beginning in January, 2017.

# CITY OF KEENE, NEW HAMPSHIRE

## Typical Household Cost Comparison FY 17 Rate Setting

### FAQ Consumption

20 units = 20 HCF per quarter  
 20 per quarter X 4 = 80 HCF per year = 8,000 CF per year

27 units = 27 HCF per quarter  
 27 per quarter X 4 = 108 HCF per year = 10,800 CF per year

33 units = 33 HCF per quarter  
 33 per quarter X 4 = 132 HCF per year = 13,200 CF per year

<b>2016 rates</b>					
Sewer Fixed	\$55.15		\$55.15	\$55.15	\$55.15
Sewer Consumption	\$5.69	20	\$113.80	\$153.63	\$187.77
Water Fixed	\$6.89		\$6.89	\$6.89	\$6.89
Water Consumption	\$3.65	20	\$73.00	\$98.55	\$120.45
		Quarterly Bill	\$248.84	Quarterly Bill	\$370.26
		Annual Cost	\$995.36	Annual Cost	\$1,481.04
		<b>QUARTERLY COST INCREASE</b>	<b>\$8.77</b>	<b>QUARTERLY COST INCREASE</b>	<b>\$2.79</b>
		<b>ANNUAL COST INCREASE</b>	<b>\$35.08</b>	<b>ANNUAL COST INCREASE</b>	<b>\$11.16</b>
		<b>% ANNUAL INCREASE</b>	<b>3.65%</b>	<b>% ANNUAL INCREASE</b>	<b>0.76%</b>
<b>2017 proposed rates</b>					
Sewer Fixed	\$55.15		\$55.15	\$55.15	\$55.15
Sewer Consumption	\$5.74	20	\$114.80	\$154.98	\$189.42
Water Fixed	\$6.89		\$6.89	\$6.89	\$6.89
Water Consumption	\$3.96	20	\$79.20	\$106.92	\$130.68
		Quarterly Bill	\$256.04	Quarterly Bill	\$382.14
		Annual Cost	\$1,024.16	Annual Cost	\$1,528.56
		<b>QUARTERLY COST INCREASE</b>	<b>\$7.20</b>	<b>QUARTERLY COST INCREASE</b>	<b>\$11.88</b>
		<b>ANNUAL COST INCREASE</b>	<b>\$28.80</b>	<b>ANNUAL COST INCREASE</b>	<b>\$47.52</b>
		<b>% ANNUAL INCREASE</b>	<b>2.89%</b>	<b>% ANNUAL INCREASE</b>	<b>3.21%</b>

**CITY OF KEENE, NEW HAMPSHIRE**

Sample Commercial Cost Comparison FY17 Rate Setting

	<u>Laundry Business:</u>		<u>Small Restaurant</u>		<u>Medium Manufacturing Business</u>		<u>Medium Manufacturing Business</u>					
	Units of 100 HCF per year = 26,608 Meter size 2"		Units of 100 HCF per year = 624 Meter size 5/8"		Units of 100 HCF per year = 6,093 Meter size 3"		Units of 100 HCF per year = 2,870 Meter size 2"					
<b>2016 rates</b>												
Sewer Fixed	\$564.75	\$564.75	\$55.15	\$55.15	\$1,270.69	\$1,270.69	\$564.75	\$564.75				
Sewer Consumption	\$5.69	6652	\$37,849.88	\$5.69	156	\$887.64	\$5.69	1523.25	\$8,667.29	\$5.69	717.5	\$1,082.58
Water Fixed	\$70.60		\$70.60	\$6.89		\$6.89	\$158.84		\$158.84	\$70.60		\$70.60
Water Consumption	\$3.65	5521.16	\$20,152.23	\$3.65	156	\$569.40	\$3.65	1523.25	\$5,559.86	\$3.65	717.5	\$2,618.88
		Quarterly Bill	\$58,637.46		Quarterly Bill	\$1,519.08		Quarterly Bill	\$15,656.69		Quarterly Bill	\$7,336.80
		Annual Cost	\$234,549.86		Annual Cost	\$6,076.52		Annual Cost	\$62,626.74		Annual Cost	\$29,347.20
		monthly cost increase	\$ (81.60)		monthly cost increase	\$ (17.93)		monthly cost increase	\$ (95.51)		monthly cost increase	\$ (48.66)
		QUARTERLY COST INCREA	(\$2,434.81)		QUARTERLY COST INCREA	(\$53.79)		QUARTERLY COST INCREA	(\$286.52)		QUARTERLY COST INCREA	(\$145.97)
		ANNUAL COST INCREASE	(\$9,739.25)		ANNUAL COST INCREASE	(\$215.16)		ANNUAL COST INCREASE	(\$1,146.10)		ANNUAL COST INCREASE	(\$583.88)
		% ANNUAL INCREASE	-3.99%		% ANNUAL INCREASE	-3.42%		% ANNUAL INCREASE	-1.80%		% ANNUAL INCREASE	-1.95%
<b>2017 proposed rates</b>												
Sewer Fixed	\$564.75	\$564.75	\$55.15	\$55.15	\$1,270.69	\$1,270.69	\$564.75	\$564.75				
Sewer Consumption	\$5.74	6652	\$38,182.48	\$5.74	156	\$895.44	\$5.74	1523.25	\$8,743.46	\$5.74	717.5	\$4,118.45
Water Fixed	\$70.60		\$70.60	\$6.89		\$6.89	\$158.84		\$158.84	\$70.60		\$70.60
Water Consumption	\$3.96	5521.16	\$21,863.79	\$3.96	156	\$617.76	\$3.96	1523.25	\$6,032.07	\$3.96	717.5	\$2,841.30
		Quarterly Bill	\$60,681.62		Quarterly Bill	\$1,575.24		Quarterly Bill	\$16,205.06		Quarterly Bill	\$7,595.10
		Annual Cost	\$242,726.49		Annual Cost	\$6,306.96		Annual Cost	\$64,820.22		Annual Cost	\$30,380.40
		monthly cost increase	\$ 681.39		monthly cost increase	\$ 18.72		monthly cost increase	\$ 182.79		monthly cost increase	\$ 46.10
		QUARTERLY COST INCREA	\$2,044.16		QUARTERLY COST INCREA	\$56.16		QUARTERLY COST INCREA	\$548.37		QUARTERLY COST INCREA	\$258.30
		ANNUAL COST INCREASE	\$8,176.64		ANNUAL COST INCREASE	\$224.64		ANNUAL COST INCREASE	\$2,193.48		ANNUAL COST INCREASE	\$1,033.20
		% ANNUAL INCREASE	3.49%		% ANNUAL INCREASE	3.70%		% ANNUAL INCREASE	3.50%		% ANNUAL INCREASE	3.52%



# CITY OF KEENE

O-2016-20

Sixteen

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

Water and Sewer Utility Charges

AN ORDINANCE .....

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

That Appendix B Fee Schedule of the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the effective 2016 text and inserting the bolded text under effective 2017 in the accompanying rate schedule in Section 98-511 (a) and in Section 98-512 (a) of Appendix B so that Section 98-511 (a) and Section 98-512 (a) would read as follows:

### Appendix B

	effective	effective
<b><u>Section 98-511 (a). Water</u></b>		
<b><u>Meter Rates</u></b>		
Volume Rate (\$ per hcf)	<del>3.65</del>	<b>3.96</b>
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	<del>6.89</del>	<b>6.89</b>
3/4 inches	<del>9.93</del>	<b>9.93</b>
1 inch	<del>17.65</del>	<b>17.65</b>
1 1/2 inches	<del>39.71</del>	<b>39.71</b>
2 inches	<del>70.60</del>	<b>70.60</b>
3 inches	<del>158.84</del>	<b>158.84</b>
4 inches	<del>282.39</del>	<b>282.39</b>
6 inches	<del>635.38</del>	<b>635.38</b>

**Section 98-512 (a). Sewer**

<b><u>Rates</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>
Volume Rate (\$ per hcf)	<del>5.69</del>	<del>5.74</del>
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	<del>55.15</del>	<del>55.15</del>
3/4 inches	<del>79.42</del>	<del>79.42</del>
1 inch	<del>141.19</del>	<del>141.19</del>
1 1/2 inches	<del>317.67</del>	<del>317.67</del>
2 inches	<del>564.75</del>	<del>564.75</del>
3 inches	<del>1270.69</del>	<del>1270.69</del>
4 inches	<del>2259.01</del>	<del>2259.01</del>
6 inches	<del>5082.76</del>	<del>5082.76</del>

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Kendall W. Lane, Mayor



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

November 23, 2016

**TO:** Mayor and Keene City Council

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

**ITEM:** J.1.

**SUBJECT:** Approving an Application for CDBG Funds Resolution R-2016-35

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**RECOMMENDATION:**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends approval of Resolution R-2016-35.

**BACKGROUND:**

Chair Greenwald stated this is a Community Development Block Grant for the Community Kitchen in the amount of \$500,000. The Chair asked whether the Committee wanted to act on it absent Mrs. Mangones. Councilor Clark stated he does as the application is due on January 23<sup>rd</sup>. He added as a member of the Community Kitchen's Board this is something that is of utmost importance to the Kitchen.

Chair Greenwald referred to the improvements this money will undertake:

1. A freight elevator to move pallets of food from the first floor to the second floor, making the movement of food and use of staff much more efficient.
2. Structural work for the second floor to allow it to handle large quantities of food and also level out the existing floor.
3. Energy saving improvements including more insulation and installation of LED lights.
4. Small additions to the sprinkler system to comply with current codes.
5. Replacement of old refrigeration units.

The Chair then provided the Public Hearing date and schedule: The CDBG application is due on January 23, 2017. There is a public hearing scheduled on November 29. The Chair stated he was comfortable moving forwarded with this item.

Councilor Kahn made the following motion which was seconded by Councilor Jacobs.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends approval of Resolution R-2016-35.



# CITY OF KEENE

R-2016-35

Sixteen

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

## APPROVING AN APPLICATION FOR CDBG FUNDS

A RESOLUTION .....

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

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

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

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

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

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

\_\_\_\_\_  
Kendall W. Lane, Mayor