



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
April 13, 2017  
6:30 PM**

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

- 
1. Acceptance of Grant Funds – NH Division of Historical Resources Certified Local Government Grant for Historic Preservation Workshop Series - Planning Department
  2. Acceptance of 2015 Homeland Security Training Grant - Police Department
  3. Acceptance of Forfeiture - Case # 2015117408 - Police Department
  4. Acceptance of Monetary Donation - Police Department
  5. Acceptance of Donation - St. James Episcopal Church - Parks, Recreation and Facilities Department
  6. Acceptance of Monadnock Alcohol & Drug Coalition Donation - Youth Services
  7. Body and Soul Road Runners - Red Cap Run - Request for Community Event Funding
  8. Monadnock Family Services and Monadnock Community Services Center - Request to Purchase Property - 93rd Street
  9. Request for an Expenditure from the Land Use Change Tax Fund for a Forest Stewardship Plan for the Greater Goose Pond Forest - Conservation Commission
  10. Property Tax Exemptions - Blind - Assessing Department
  11. Property Tax Exemption - Solar Energy System - Assessing Department
  12. Property Tax Exemptions - Elderly, Deaf and Disabled - Assessing Department

13. Property Tax Exemptions - Wood and Wind Energy Systems - Assessing Department
14. Property Tax Credit - Veteran, Veteran Surviving Spouse, Veteran Service Connected Disability and All Veterans' Tax Credit - Assessing Department
15. Renewal of C.E. Bradley Land Lease - Airport Department
16. Renewal of Ian Boyd Land Lease - Airport Department
17. Renewal of Thomas Transportation Land Lease - Airport Department
18. Councilors Jacobs and Chadbourne - Gender Identity
19. Mayor Lane - Testimony in Support of HB 478
20. Relating to Fees for Engineering Inspections and Public Works Permits  
Ordinance O-2017-04

Non Public Session  
Adjournment



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

March 20, 2017

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

**FROM:** Tara Kessler, Planner

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 1.

**SUBJECT:** Acceptance of Grant Funds – NH Division of Historical Resources Certified Local Government Grant for Historic Preservation Workshop Series - Planning Department

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and execute a \$4,500 grant award from the NH Division of Historical Resources Certified Local Government Grant Program for the Heritage Commission's 2017 and 2018 Historic Preservation Workshop Series.

**BACKGROUND:**

The City of Keene Heritage Commission has been awarded a grant from the Certified Local Government (CLG) Program of the NH Division of Historical Resources in the amount of \$4,500 to organize and host a three-part historic preservation workshop series. The topics that will be explored include "The History of Architecture and Development Patterns in Keene"; "How to Research the History of Your Property"; and, "Resources for Rehabilitating and Repairing Historic Buildings." All workshops will be open and free to the public and will be facilitated by subject matter experts. The first workshop will take place in September of 2017. The second workshop will take place in the early Spring of 2018, and the third in early June of 2018.

The CLG Grant provides 60% of federal funding support for eligible projects, and requires a 40% local match. The Keene Heritage Commission has committed to providing \$1,800 of in kind match through the donation of staff and volunteer time.

The Certified Local Government program is designed to provide an opportunity for local governments to become more directly involved in identifying, evaluating, protecting, promoting and enhancing the educational economic value of local properties of historic, architectural and archeological significance. Created by the 1980 amendments to the National Historic Preservation Act, the CLG program requires that the Division of Historical Resources (DHR) designate at least 10 percent of its annual Historic Preservation Fund allocation from the Department of the Interior to local governments that have become Certified Local Governments. CLG Program Grants can be used to fund community preservation activities such as survey, National Register, preservation planning and educational projects. Keene is one of twenty-one CLG communities in New Hampshire.



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

March 22, 2017

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

**FROM:** Steven Russo, Police Chief

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 2.

**SUBJECT:** Acceptance of 2015 Homeland Security Training Grant - Police Department

---

**RECOMMENDATION:**

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a grant of up to \$1,279.95 from the FY 2015 Homeland and Security Law Enforcement Terrorism Prevention Program (LETPP) to send two personnel to the 2017 New York Tactical Officers Association conference in April, 2017.

**BACKGROUND:**

The State of NH recognized the need to provide advanced tactics training for active threat situations to Law Enforcement. Attendance at this conference will provide a network to share best practices, sound tactics, and training and operational experiences for New Hampshire special operations team participants. The knowledge and skills gained will enable teams to enhance identified gaps in training, exercises, and planning for an active threat or hostile event. 2015 Homeland Security funds are available specifically for New Hampshire tactical teams to conduct multi-department and multi-agency training, as well as attend certain Homeland Security sponsored training conferences and seminars.

These grant funds will be used to pay the registration fee and hotel costs for two KPD tactical team members, one entry team assistant team leader and one crisis negotiator, to attend this training.



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

March 23, 2017

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

**FROM:** Steven Russo, Police Chief

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 3.

**SUBJECT:** Acceptance of Forfeiture - Case # 2015117408 - Police Department

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to accept forfeiture funds, in the amount of \$343.50, awarded to the Keene Police Department from the New Hampshire State Attorney General's Office.

**BACKGROUND:**

Concluding an investigation into the sale of both heroin and cocaine into our community, the Keene Police Department assisted the New Hampshire Attorney General's Drug Task Force with an investigation that resulted in the arrest of two individuals. This was a 2015 investigation and resulted in the seizure of a large amount of heroin, marijuana, cocaine, crack cocaine, a firearm, and cash. The Keene Police Department's share of this cash seizure totaled \$343.50.



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

April 6, 2017

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

**FROM:** Steve Stewart, Police Captain

**THROUGH:** Steve Russo, Acting Police Chief; Medard Kopczynski, City Manager

**ITEM:** 4.

**SUBJECT:** Acceptance of Monetary Donation - Police Department

---

**RECOMMENDATION:**

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a \$50 donation to be used for the Keene Police Department K-9 program.

**BACKGROUND:**

On April 3, 2017 the Keene Police Department received a \$50 dollar check from Edward and Krishni Pahl. A note accompanying the check explained that it was a donation made in honor of Brian Costa's invaluable service to the community and that the funds be used for the Department's K-9 program.



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

April 7, 2017

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

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

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 5.

**SUBJECT:** Acceptance of Donation - St. James Episcopal Church - Parks, Recreation and Facilities Department

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of pickle ball equipment from St. James Episcopal Church for the purpose of growing the activity.

**BACKGROUND:**

Pickle ball at the Recreation Center is held every Monday, Wednesday and Friday from 9:00-10:30 and has gradually grown into a very popular activity. Currently, we have 50 participants who have signed up through certified instructor, Richard Kalich. For introduction purposes, we have not established a fee to gain interest in the program; however, in the fall of 2017 the program membership of \$10 will be introduced for those interested in playing during the colder months of the year.

Interest has grown through the St. James Episcopal Church and other members of the community. The church has donated the following equipment to lead to the success of the program:

- 8 new wooden paddles
- 2 dozen balls
- Line marking tape
- 1 new portable net
- T-shirts for the participants

The total donation provided to the program is \$1050.82.

At any one given time, four courts can be played simultaneously.



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

April 4, 2017

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

**FROM:** Elisabeth Brown, Youth Services Manager

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 6.

**SUBJECT:** Acceptance of Monadnock Alcohol & Drug Coalition Donation - Youth Services

---

**RECOMMENDATION:**

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept an award from Monadnock Alcohol & Drug Coalition in the amount of \$2,000 for use by Youth Services.

**BACKGROUND:**

Youth Services received \$2,000 from Monadnock Alcohol & Drug Abuse Coalition (MADAC) to help continue supporting the websites.

Monadnock Alcohol and Drug Coalition (MADAC) would like to continue our partnership with the City of Keene's Youth Services. Being able to collaborate with Youth Services on the ***Monadnockteens.org and Monadnockparents.org*** websites assists MADAC and furthers our shared mission: supporting prevention of alcohol and other drugs by educating and providing resources to youth and families. Reaching youth and parents in the region is vital work in our prevention efforts. These websites are a great tool to help us meet our goal as well as supporting Youth Services. Youth Services collaborates frequently with MADAC in prevention efforts. This award would help Youth Services promote health and wellness prevention initiatives for youth and parents. This award would be used towards healthy youth activities and employing a part-time web tech in order to enhance collaborative efforts through websites with healthy living resources and information for all community members.





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

March 13, 2017

**TO:** Mayor and Keene City Council

**FROM:** Sara Alderfer, Body and Soul Road Runners

**THROUGH:** Patricia Little, City Clerk

**ITEM:** 7.

**SUBJECT:** Body and Soul Road Runners - Red Cap Run - Request for Community Event Funding

---

**COUNCIL ACTION:**

In City Council April 6, 2017.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Communication - Body & Soul Road Runners

Resolution R-2012-19

**BACKGROUND:**

The Body and Soul Road Runners is requesting first year Community Event Funding for their annual Red Cap Run road race which is held each year in February. The City Council Policy Relating to Community Event Funding states that "*The City Council may at its sole discretion budget from year to year funds to support those community events which it determines to be appropriate for financial participation by the City, and based upon the standards contained in this policy*" A first time funding request is sent to City Council for approval, with subsequent years handled administratively by the Finance Department.

To the Mayor and City Council,

As discussed during the planning of RedCap Run 2017, the Body & Soul Road Runners are submitting a Community Event Application. We look forward to working with the City of Keene to make this a signature fundraising event. Thanks for all the support.

Sara Alderfer

603-903-4252

In City Council April 6, 2017.

Referred to the Finance, Organization and Personnel Committee.

  
Patricia Castle  
City Clerk



City of Keene  
New Hampshire

### COMMUNITY EVENT FUNDING QUESTIONNAIRE

Date completed: 2-27-2017

Sponsoring Organization: Body & Soul Road Runners

1. Is your organization incorporated as a non-profit? (Please provide date of incorporation/founding date and list of current board members)

Yes, as of 12-1-15. President - Vicki Bacon, Vice-President Pam Rich, Treasurer - Jill Bond, Secretary - Denise Radlenick @ large. Sara Aiderfer, Ted McBreer, Shannon Amlaw

2. Please provide copies of the following financial statements for your organization:  
• Profit & loss statement for previous fiscal year  
• A current balance sheet  
Attached

4. Has your organization received community event funding in the past for this or other events? Please indicate other events.

YES NO

#### Proposed Event Information (Funding Request FY 2017, July 1, 2017 to June 30, 2018)

Name of Event: Red Cap Run

Anticipated Event Date(s): Feb 10, 2018

1. Please complete Attachment A (Use of City Property Questionnaire) to provide a detailed description of the proposed event.

2. Does your event take place on public property? (Please indicate location(s) below)

Yes. 31 mile road race - Bike Path (from Community Way - Eastern Ave) Eastern Ave, Marlboro, Optical, Marlboro, Grove, Water, Bike Path back to start/finish (over)

<p>3. Is your event a leisure time activity that is open to the public free of charge?</p> <p>YES      <input checked="" type="radio"/> NO</p> <p>If NO, provide information regarding anticipated admission charges as part of event budget documentation.</p>	<p>4. Has your group successfully run this event two consecutive times or more prior to this request?</p> <p><input checked="" type="radio"/> YES      NO</p> <p>When did this event receive community event status?</p>
---	--

5. Confirm whether anticipated event scope (activities planned) and location (event footprint) as described on the Use of City Property Questionnaire will be similar to the prior year or most recent event. Describe anticipated support to be provided for set up, break down and event security by event sponsor.

The race course has been modified / shortened as requested by the City of Keene. The course now avoids Railroad and Community Way.

Race volunteers and course marshalls will work with the city of Keene as in past years. The Road Runners will mark course. The marshalls will be at all intersections and road crossings. In 2017 police assisted at 2 busy intersections.

6. Does your event appeal to a cross-section of the community? (Please explain briefly)

The event appeals to youth and adult runners and walkers as well as community minded people who want to support a local family in crisis.

7. Please attach documentation detailing the costs incurred and revenue generated (excluding city community event funding) by this event last year or when last conducted (if a bi-annual event).

8. Please attach documentation demonstrating your organization's efforts to raise monies through other sources for last year's event. Please include all donations received and the names of major sponsors.

All money raised is donated to a family incrisis.

9. What is the anticipated total budget (exclusive of in-kind services) that will be required for the upcoming event?

We operate on a very low budget. Most services and goods are donated and all involved volunteer their time. We budget for rale timing services, marketing, and printed materials.

10. List anticipated funding sources, their level of funding and the percentage of the total event budget. *Demonstration of progress toward fund raising may be required.*

I hereby certify that it is our organization's intent to conduct similar fund raising activities to support our upcoming event, and that all information included on this application is true and accurate.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
(For office use only)

Date Received: March 9, 2017 By: Terri Hood

Date Forwarded to Finance Department for Review: \_\_\_\_\_

Final Disposition of Request: \_\_\_\_\_

\_\_\_\_\_  
Finance Department Signature

**CITY OF KEENE  
USE OF CITY PROPERTY QUESTIONNAIRE – EVENT LICENSE**

*Applicant/Sponsoring Organization Information:*

NAME OF ORGANIZATION: Body & Soul Road Runners

APPLICANT NAME: Sara Alderfer

ADDRESS: 303 Park Ave

DAYTIME PHONE: (603) 903-4252 EVENING: ( ) same FAX #: ( ) -

E-MAIL: [REDACTED]

DAY OF EVENT CONTACT NAME AND CELL NUMBER: Sara Alderfer 903-4252

*Special Event Information:*

SPECIAL EVENT ON CITY PROPERTY  STREET FAIR

DISCHARGE OF FIREWORKS

SERVING OF ALCOHOL AT A CITY FACILITY - please specify location  HEBERTON HALL

COMMUNITY ROOM

PARADE, WALK-A-THON, OR BIKE/FOOT RACE REQUIRING STREET CLOSURES/POLICE ASSISTANCE

OTHER (please specify) \_\_\_\_\_

EVENT TITLE: Red Cap Run

EVENT DATE(S): Feb 10, 2018 ESTIMATED ATTENDANCE: 500+

LOCATION OF EVENT: Downtown Keene

HOURS OF EVENT: from: 8:00  AM / PM to: 1:00 AM  PM

DESCRIPTION OF EVENT: 3.1 mile walk/run & 1 mile kids run to raise funds in support of a local family in crisis.

Additionally, a post race celebration and awards ceremony.

Please attach additional sheets as necessary

STREET CLOSURES/DETOURS REQUESTED: \_\_\_\_\_

Please attach additional sheets as necessary

**DETAILED MAP OF PROPOSED EVENT FOOTPRINT:** Please provide as an attachment to your application a single line sketch/drawing of the layout of the event. On the sketch/drawing include sidewalks/streets/lanes to be

**CITY OF KEENE  
USE OF CITY PROPERTY QUESTIONNAIRE – EVENT LICENSE**

closed and/or blocked, locations of vendors (merchandise, food, etc.), display tables, or other encumbrances, and identify areas of activities (start lines, finish lines, attractions, etc.).

**PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT:**

YES	NO	
<u>X</u>	_____	WILL ACTIVITIES AND ATTENDEES BE ENCUMBERING THE TRAVELED PORTION OF ANY PUBLIC WAY, STREET OR LANE?
_____	_____	FOOD CONCESSIONS AND/OR OUTDOOR COOKING
<u>X</u>	_____	USE OF PROPANE
_____	_____	OUTDOOR BURNING (CAMPFIRE)
<u>X</u>	_____	SET UP OF TABLES AND CHAIRS (if so, how many): <u>to support DJ/sound system</u>
<u>X</u>	_____	DOES THE EVENT REQUIRE ACCESS TO CITY ELECTRICAL? (location): <u>at start of race, behind Marriott</u>
_____	<u>X</u>	DOES THE EVENT REQUIRE ACCESS TO CITY WATER? (location): _____
<u>X</u>	_____	BOOTH(S), EXHIBIT(S), DISPLAY(S) AND/OR ENCLOSURE(S) (if so, please describe): <u>food and vendors indoor</u> (Use a separate sheet if necessary)
<u>X</u>	_____	CANOPY(IES) AND/OR TENT(S) (please provide number of set-ups and their dimensions): <u>inflatable archway @ start/finish line</u>
_____	<u>X</u>	SCAFFOLDING, BLEACHER(S) OR OTHER STRUCTURES (if so, please describe): _____ (Use a separate sheet if necessary)
_____	<u>X</u>	CHILDREN'S CARNIVAL OR INFLATABLE RIDES (please describe number, type, location, dimensions and proposed means of anchoring): _____ _____ _____

**CITY OF KEENE**  
**USE OF CITY PROPERTY QUESTIONNAIRE – EVENT LICENSE**

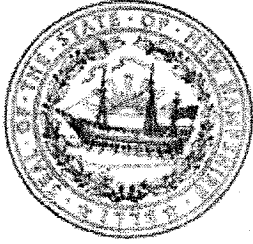
YES	NO	
<u>X</u>	_____	VEHICLE(S) AND/OR TRAILER(S) (if so, how many): <u>1 follow vehicle, 1 radio remote van</u>
_____	<u>X</u>	WILL YOUR EVENT ENCUMBER METERED PARKING SPACES? (if so, please provide number, location, and what they'll be used for): _____
_____	<u>X</u>	PORTABLE TOILET(S) (if so, how many): _____
<u>X</u>	_____	ENTERTAINMENT (if so, please describe): <u>DJ / MC for start / finish line and indoor post race party</u>
<u>X</u>	_____	BANNERS OR TEMPORARY SIGNAGE
<u>X</u>	_____	WILL THE EVENT BE ADVERTISED? (if so, how?): <u>radio, Sentinel, signs, social media events listings</u>
<u>X</u>	_____	SOUND AMPLIFICATION (if yes, indicate start/end times): <u>9:30-11:30</u>

OTHER MISCELLANEOUS INFORMATION YOU WISH TO PROVIDE PERTAINING TO THIS EVENT:

The Red Cap Run is a straightforward road race gaining traction as a community tradition. The changes to the course were made to minimize road closings and safety concerns.

*(Protocol meetings will be held with the applicant as necessary to seek further details relative to the request for a license and/or funding for City services. Please be aware, the City may place additional conditions or requirements on the event at its sole discretion to ensure public safety)*





State of New Hampshire  
Department of State



CERTIFICATE OF REGISTERED TRADE NAME

OF

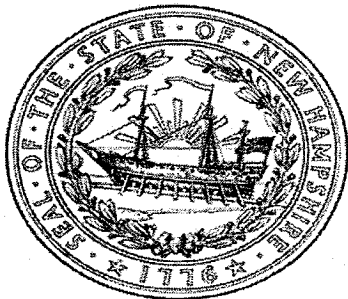
**BODY AND SOUL ROAD RUNNERS**

This is to certify that **Jill Bond** registered in this office as doing business under the Trade Name **BODY AND SOUL ROAD RUNNERS** at **305 Park Ave, Keene, NH, 03431, USA** on **01/28/2016**.

The nature of business is Other Services (except Public Administration) / Civic and Social Organizations, in New Hampshire.


Expiration Date: **01/28/2021**

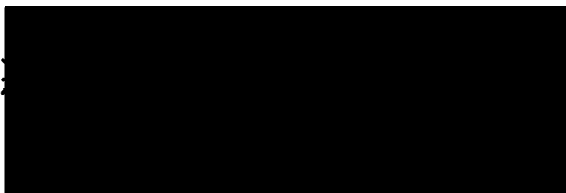
Business ID: **737930**



IN TESTIMONY WHEREOF, I hereto  
set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 28th day of January, 2016 A.D.

William M. Gardner  
Secretary of State

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201



ROAD RUNNERS CLUB OF AMERICA INC  
1501 LEE HWY STE 140  
ARLINGTON VA 22209



005794



Person to Contact: Mr. Gerding  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 20, 2010, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in June 1976, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

*Michele M. Sullivan*

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I



# ROAD RUNNERS CLUB OF AMERICA

1501 Lee Hwy, Ste 140  
Arlington, VA 22209  
703.525.3890  
703.525.3891 (fax)

July 22, 2016

To Whom It May Concern:

Body and Soul Roadrunners, [REDACTED] is a 501(c)3 organization through the Road Runners Club of America group exemption status with the IRS. Below are two important excerpts from the <http://www.irs.gov/pub/irs-pdf/p4573.pdf> that clearly outlines the procedure for group exemption letters and verifying subordinate organizations under the group exemption ruling:

1. **What is a group exemption letter?** The IRS sometimes recognizes a group of organizations as tax exempt if they are affiliated with a central organization. This avoids the need for each of the organizations to apply for the exemption individually. A group exemption letter has the same effect as an individual exemption letter except that it applies to more than one organization.

**Please see the accompanying copy of the RRCA's group exemption letter from the IRS.**

2. **How do I verify that an organization is included as a subordinate in a group exemption ruling?** The central organization that holds a group exemption (rather than the IRS) determines which organizations are included as subordinates under its group exemption ruling. Therefore, you can verify that an organization is a subordinate under a group exemption ruling by consulting the official subordinate listing approved by the central organization or by contacting the central organization directly. You may use either method to verify that an organization is a subordinate under a group exemption ruling.

This letter is to serve as official verification as outlined by the IRS that the organization referenced above is a nonprofit organization under the RRCA's group exemption (Group Exemption #2702) with the IRS.

If you need further information to verify the status, please feel free to contact me.

Sincerely,

Jean Knaack

Executive Director

**We Run the Nation!**  
**[www.RRCA.org](http://www.RRCA.org)**

# Body & Soul Road Runners

## Statement of Financial Activities

As of: 12/31/2016

	B&S Road Runners	Red Cap 2016	Fun Run	Total
Equity	2,500.00			2,500.00
Revenue				
Sponsorship		\$ 13,600.00	\$ 4,485.00	\$ 18,085.00
Donations		600.00	305.00	905.00
Raffle ticket sales		802.00	-	802.00
Race registration fees		7,336.00	2,590.00	9,926.00
Merchandise sales	2,614.00			2,614.00
Total Revenue	\$ 5,114.00	\$ 22,338.00	\$ 7,380.00	\$ 34,832.00
Expenses				
Printing				\$ -
Signage	250.00	529.00	415.81	1,194.81
Brochures	120.00	355.74	350.00	825.74
Misc		406.33	30.00	436.33
Total printing				-
T-Shirts	1,835.00	3,201.50	125.00	5,161.50
Race timing		1,070.00	700.00	1,770.00
RRCA Dues	206.00			206.00
Postage	47.00	47.00	18.80	112.80
Marketing	220.00	205.74	-	425.74
Office Supplies	322.96		59.00	381.96
Misc expenses	430.00	367.67	125.00	922.67
Distribution to beneficiary		15,000.00	5,000.00	20,000.00
Total Expenses	\$ 3,430.96	\$ 21,182.98	\$ 6,823.61	\$ 31,437.55
Net Income	<u>\$ 1,683.04</u>	<u>\$ 1,155.02</u>	<u>\$ 556.39</u>	<u>\$ 3,394.45</u>

# Body & Soul Road Runners Running Club

## Statement of Financial Position

As of: 12/31/2016

	<u>Road Runner Running Club</u>	<u>Red Cap 2016</u>	<u>Fun Run</u>	<u>Total</u>
Cash	974.87			974.87
Total Assets				
Restricted for donation				
Unrestricted		1,155.02	556.39	1,711.41
Total Liabilities & Equity	1,683.04	1,155.02	556.39	3,394.45

8:02 AM

02/28/17

Accrual Basis

# Body and Soul Road Runners

## Balance Sheet

As of February 28, 2017

---

	Feb 28, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Savings Bank of Walpole	49,476.14
<b>Total Checking/Savings</b>	49,476.14
<b>Total Current Assets</b>	49,476.14
<b>TOTAL ASSETS</b>	<b>49,476.14</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	2,267.10
Unrestricted Net Assets	1,185.41
Net Income	46,023.63
<b>Total Equity</b>	49,476.14
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>49,476.14</b>

# Body & Soul Road Runners

## Statement of Financial Activities

As of: 2/24/2017

**\*\*Preliminary Results\*\***

	<u>Red Cap 2017</u>
Revenue	
Sponsorship	\$ 31,740.00
Donations	8,871.00
Raffle ticket sales	607.00
Race registration fees	7,020.82
Merchandise sales	
	<hr/>
Total Revenue	\$ 48,238.82
Expenses	
Printing	
Signage	323.88
Brochures	41.58
Misc	
Total printing	
T-Shirts	167.91
Race timing	1,041.50
RRCA Dues	
Postage	
Misc expenses	227.62
	<hr/>
Total Expenses	\$ 1,802.49
Net Income	<u>\$ 46,436.33</u>

Note: Net proceeds from Red Cap Run 2017 to be donated to the race beneficiary in March 2017.



# CITY OF KEENE

R-2012-19

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

A RESOLUTION RELATING TO COUNCIL POLICY: FUNDING FOR COMMUNITY EVENTS.....

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

WHEREAS: Community events are important because they help to financially enhance, showcase and build upon the community's investment in itself, provide social, cultural and recreational opportunities; provide economic stimulus for both area non-profit and for-profit organizations and businesses; promote the quality-of-life and economic vitality of the community and that such fairs, events and promotions are consistent with Keene's Comprehensive Master Plan and

WHEREAS: RSA 31:100 provides that the governing body of a City may grant a license to an applicant to use and occupy a portion of any street or sidewalk as may be designated for the purpose of conducting thereon street fairs or other community events, including but not limited to the sale of merchandise by commercial retailers or by community associations conducting street fairs or other promotions. Such licenses may include the right to encumber the designated area with boxes, shelves, stands or other devices useful in conducting such sales and shall be issued for not more than 3 consecutive business days; and

WHEREAS: The City may also authorize a community event to occur on other public property not consisting of a public street or sidewalk; and

WHEREAS: The City of Keene owns significant real property in the Towns of Roxbury and Swanzey, which also may be suitable sites for community events; and

WHEREAS: The City Council may at its sole discretion budget from year to year funds to support those community events which it determines to be appropriate for financial participation by the City, and based upon the standards contained in this policy; and

WHEREAS: Licenses may also be subject to such other terms and conditions, to be expressed in the license, as the public convenience and safety may require; and

WHEREAS: A community event is defined by the City of Keene as an event that takes place on public property, and which may require street closures or traffic coordination, and which has a expected attendance of at least 500 participants or observers; and

WHEREAS: A community event may accept donations and may charge attendees for general admission; and for participation at special venues within the event or for parking in private parking areas; and



WHEREAS: the event applicant must be registered with the State of New Hampshire as a not-for-profit organization; and

WHEREAS: The event shall have been previously produced at least twice prior to the request for community event status; and

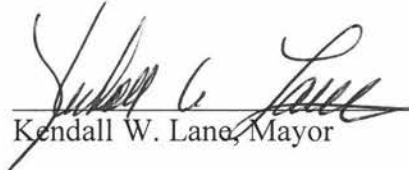
WHEREAS: the applicant requesting community event status shall annually provide the City with documentation showing its efforts to raise monies through the private sector, its actual costs for producing the event and any fund balance prior to its request to the City for funding; and

WHEREAS: The sponsor of a community event must show proof of its ability to pay all reasonable and customary expenses associated with the planned event or provide the City with sufficient surety of payment which in the City Council's sole discretion it may require in the event that the sponsor fails to raise said funds. In the event that the sponsor is not able to repay the City, the City Manager shall be authorized to negotiate a settlement of the amount due and for consideration by the City Council; and

WHEREAS: The community event budget is intended to fund personnel, equipment and material costs that would otherwise not be incurred by the respective City department involved in any particular event. It is intended to fund equipment used and overtime incurred during pre-event set-up, activities during the event and any after hour cleanup. The community events budget is not intended to fund those costs associated with administrative planning or personnel cost of work performed during a regular working week, day or shift.

NOW THEREFORE BE IT RESOLVED:

The total annual appropriation for all community events shall be at the discretion of the Keene City Council.

  
Kendall W. Lane, Mayor



*Transmittal Form*

March 29, 2017

**TO:** Mayor and Keene City Council

**FROM:** Monadnock Community Services Center and Monadnock Family Services

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

**ITEM:** 8.

**SUBJECT:** Monadnock Family Services and Monadnock Community Services Center - Request to Purchase Property - 93rd Street

---

**COUNCIL ACTION:**

In City Council April 6, 2017.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**


Description

Communication - MSF/MSCS

**BACKGROUND:**

The Board of Directors of Monadnock Family Services/Monadnock Community Services Center are proposing to purchase a small piece of City owned land at 11 93rd Street, which is adjacent to their property. The land is currently leased by MSF and used for parking.

In City Council April 6, 2017.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk



RECEIVED MAR 27 2017

March 23, 2017

Honorable Mayor and Council  
City of Keene  
3 Washington Street  
Keene, NH 03431

RE: Monadnock Family Services Use of City of Keene Property – 11 93<sup>rd</sup> Street.

The Board of Directors of Monadnock Family Services/Monadnock Community Services Center (MFS/MCSC) would like to propose to the City of Keene the option of purchasing a small piece of City owned land at 11 93<sup>rd</sup> Street. The property is approximately 0.26 Acres and adjacent to the MFS/MCSC property on 93<sup>rd</sup> Street. The lot is currently leased by MFS and used for parking for its services.

**Background:**

In May of 1989, the Keene Planning Board granted conditional approval for the construction of the Monadnock Family Services building on 93<sup>rd</sup> Street. The approval was conditioned on “guaranteed access to eighteen (18) reserved parking space and in the event that they become unavailable at some future date to replace these”. In order to meet that condition, MFS approached the Keene City Council to lease the 0.26 acre property owned by the city to provide the additional 18 parking spaces. MFS agreed to pay all costs to construct the parking lot on the city property and the City Council approved the lease. MFS has continued to use this property for 26 years.

**Proposal:**

MFS/MCSC would like to discuss with the City the possible purchase of the property. The lease for the lot is currently up for renewal. Because these parking spaces are necessary for the day to day operation of the offices at 93<sup>rd</sup> street we feel that it is important enough for us to make an investment in owning and maintaining the lot. We are therefore are requesting that the Council authorize the City Manager to negotiate with MFS/MCSC for the purchasing of the property. We welcome your input on this effort and look forward to working with you to help MFS/MCSC with this important purchase.

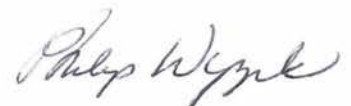
Sincerely,



David Bergeron, Board Chair  
Monadnock Community Services Center



Jane Larmon, Board Chair  
Monadnock Family Services



Phil Wyzik, CEO  
MFS/MCSC



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

March 31, 2017

**TO:** Mayor and Keene City Council

**FROM:** Conservation Commission

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 9.

**SUBJECT:** Request for an Expenditure from the Land Use Change Tax Fund for a Forest Stewardship Plan for the Greater Goose Pond Forest - Conservation Commission

---

**COUNCIL ACTION:**

In City Council April 6, 2017.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

Councilor Manwaring made a motion to recommend that the City Council authorize the Conservation Commission to use up to \$30,000 of the Land Use Change Tax Fund for the purpose of hiring a consultant to prepare a forest stewardship plan for the Greater Goose Pond Forest. The motion was seconded by Ms. Burchsted and carried unanimously.

**BACKGROUND:**

Since the fall of 2016, the Conservation Commission has discussed interest in developing a Forest Stewardship Plan for the Greater Goose Pond Forest. The goal of this effort would be to hire a qualified consultant to develop a long-term Stewardship Plan for the forest that is sensitive to: maintaining and/or improving the overall character of natural communities in the forest; protecting threatened plants and animals, cultural features and unique habitats; providing for and maintaining public access, recreation and educational opportunities; and, increasing habitat diversity through managed changes in forest composition, age and structure. The plan will recommend specific actions that should be taken and lay out an implementation timeframe with cost estimates.

In 2009, a Conservation Easement was placed on the property's 1,044 acres. This easement, which is held by the Society for the Protection of NH Forests, requires that all land uses and management activities be conducted in accordance with a written wildlife habitat and land management plan. The proposed Stewardship Plan would serve as this management plan for the forest area.

The Conservation Commission discussion on this topic at the March 20, 2017 meeting is included below.

“Ms. Kessler reminded the Commission that she had shared the draft RFQ with a local consultant to help determine a cost estimate for the proposed Forest Stewardship Plan for the Greater Goose Pond Forest area. She stated that the Commission has not yet passed an official motion requesting funding from the Land Use Change Tax Fund to support this project. She said the estimate from the consultant for the proposed work is \$27,000-\$30,000, which is similar to what the Planning Department had estimated. The Commission determined

it would be best to request the upper limit of that price range from City Council.

Ms. Kessler noted that there is a balance of \$97,504 in the Conservation Land Use Tax Fund (Cost Center 90203).

Councilor Manwaring made a motion to recommend that the City Council authorize the Conservation Commission to use up to \$30,000 of the Land Use Change Tax Fund for the purpose of hiring a consultant to prepare a forest stewardship plan for the Greater Goose Pond Forest. The motion was seconded by Ms. Burchsted and carried unanimously.

Ms. Kessler said she will present this request at the April 6th City Council meeting. The recommendation will likely be forwarded to the Finance, Organization, and Personnel (FOP) Committee on April 13th at 6:30 PM; Commission members are encouraged to attend to show support. FOP will make a recommendation to Council, which will be voted on at the April 20th City Council meeting. Ms. Kessler added that Steve Roberge is still reviewing the RFQ and will provide comments.”

The Land Use Change Tax Fund (LUCT) is funded through revenues from the Land Use Change Tax, a financial penalty that a property owner pays when taking their property out of the “Current Use” tax assessment bracket. Half of the proceeds from each fiscal year are deposited into the general fund, and half are deposited into the LUCT Fund.



City of Keene, N.H.  
Transmittal Form

April 7, 2017

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

**FROM:** Daniel J. Langille, City Assessor

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 10.

**SUBJECT:** Property Tax Exemptions - Blind - Assessing Department

---

**RECOMMENDATION:**

The Finance, Organization and Personnel Committee recommends the City Council make no change to the amount of the Blind Exemption.

**BACKGROUND:**

The City’s fiscal policies require a review of property tax exemptions on a three year cycle or more frequently if legislative changes occur. The purpose of the review is an opportunity for the City Council to revisit the exemptions and implement change if necessary. The last review of exemptions occurred in 2013 and there was no change to the exemption amount.

Property tax exemptions are applied as a reduction to an individual’s total property value. The City offers the Blind Exemption for any legally blind resident. It is not linked to income or assets. Applicants may also apply for other exemptions and credits.

The exemption amount of \$16,500 was last changed in 2007. In 2013, the number was 16, for a total of 264,000 in assessment reduction. In 2016, the number decreased to 12 for a total of 198,000 in assessment reduction.

The table below lists the revenue impact in tax years 2013 and 2016 of the Blind Exemption:

Tax Year	# of Blind Exemptions	2016 Exemption Amount	Total Assessment Reduction	Tax Rate	Tax Revenue
2013	16	16,500	264,000	\$32.75	\$8,646
2016	12	16,500	198,000	\$36.39	\$7,205

Blind Exemptions (Tax Year 2015) offered in Cheshire County for comparison:

**Alstead:** 15,000 **Chesterfield:** 15,000 **Dublin:** 15,000 **Fitzwilliam:** 15,000 **Harrisville:** 15,000 **Hinsdale:** 15,000 **Jaffrey:** 30,000 **Marlborough:** 15,000 **Marlow:** 15,000 **Richmond:** 15,000 **Rindge:** 15,000 **Stoddard:** 15,000 **Swanzy:** 15,000 **Troy:** 15,000 **Walpole:** 15,000 **Westmoreland:** 15,000 and **Winchester:** 15,000.

Towns that do not offer the Blind Exemption: **Gilsum, Nelson, Roxbury, Sullivan and Surry.**

There are two applications pending for tax year 2017.



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

April 7, 2017

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

**FROM:** Daniel J. Langille, City Assessor

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 11.

**SUBJECT:** Property Tax Exemption - Solar Energy System - Assessing Department

---

**RECOMMENDATION:**

The Finance, Organization and Personnel Committee recommends the City Council amend the Solar Exemption from, the cost including installation up to 10,000, to, up to 30,000 of the assessed value, and revise R-2007-11 to reflect this change.

**BACKGROUND:**

The City's fiscal policies require a review of property tax exemptions on a three year cycle or more frequently if legislative changes occur. The purpose of the review is an opportunity for the City Council to revisit the exemptions and implement change if necessary.

Property tax exemptions are applied as a reduction to an individual's total property value.

The solar exemption exempts the assessed value of the solar improvements up to a certain amount. In 2013 the City had 8 applications, in 2016 the City had a total of 11 applications and for 2017 five more applications are pending.

To date, in Keene, solar energy systems have not been assessed which is also true for most communities in the State. In NH the market data for solar energy systems, especially residential units, has been quite limited until more recently. For example, the City has averaged 3 permits per year from 2009 through 2015. In 2016 the number of permits jumped to 25 and for 2017 we already have 5 more permits. The City now has 49 properties with solar energy systems. In recent years market research has been done and reliable methods of valuing solar energy systems have been developed. With more systems in the market and with a reliable way to value these systems we must begin to value solar energy systems as required by State law. Communities throughout the State of NH are also now valuing solar energy systems.

Keene adopted the solar energy system exemption as a way to encourage the use and development of alternative energy in the City. To date an exemption of up to 10,000 of the cost and installation was offered and approved applicants were given this reduction off the assessed value of their property, without any added value for the system itself. The new proposed amount will attempt to maintain the spirit of the original intent. Solar Energy systems will now be assessed, however an exemption of up to 30,000 will be offered to offset the assessed value of the system. An analysis of the current systems in the City indicate that this would exempt all current residential systems should the owners apply, negating any added assessed value on the property. Larger systems on



commercial properties would still be eligible for the exemption however the amount of the exemption is capped at 30,000 in assessed value.

**Solar Energy Systems RSA 72:62** A system which utilizes solar energy to heat or cool the interior of a building or to heat water for use in a building and which includes one or more collectors and a storage container. The definition also includes a system that provides electricity for a building by the use of photovoltaic panels.

	2013	2016
Solar Energy		
COUNT	8	11
EXEMPTION AMOUNT	71,100	100,325



April 7, 2017

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

**FROM:** Daniel J. Langille, City Assessor

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 12.

**SUBJECT:** Property Tax Exemptions - Elderly, Deaf and Disabled - Assessing Department

**RECOMMENDATION:**

The Finance, Organization and Personnel Committee recommends the City Council make no change to the income or asset criteria or the exemption amount for the Elderly, Deaf and Disabled exemptions effective April 1, 2017.

**BACKGROUND:**

The City's fiscal policies require a review of property tax exemptions on a three year cycle or more frequently if legislative changes occur. The purpose of the review is an opportunity for the City Council to revisit the exemptions and implement changes if necessary. The last review of exemptions occurred in 2013 and resulted in an increase to the asset amount and the income limit used for eligibility for the Elderly, Deaf and Disabled exemptions.

Property tax exemptions are applied as a reduction to an owner(s)' total property value. The Elderly, Deaf and Disabled exemptions are linked to income, assets, ownership and residency.

*Note: Hinsdale is the only other town in Cheshire County offering the Disabled Exemption which is 15,000. The Income limit is \$24,000 (single person) and \$28,000 (married couple) and the Asset limit is \$50,000 (for both single and married).*

The exemptions, along with their current benefit, estimated savings and eligibility requirements, are summarized below:

Exemption Type	Exemption Amount	Estimated Savings to Property Owner (2016 tax rate)
Elderly 65-74 (age by Apr 1)	29,700	\$1,080.78
Elderly 75-79 (age by Apr 1)	37,400	\$1,360.99
Elderly 80 + (age by Apr 1)	44,900	\$1,633.91
Deaf/Hearing Impaired	29,700	\$1,080.78
Disabled	29,700	\$1,080.78

Elderly, Deaf and Disabled Income & Asset Criteria
Income Limit Single: \$27,700
Income Limit Married: \$37,400
Asset Limit Single: \$55,000
Asset Limit Married: \$78,650

In 2016, there were a total of 94 elderly (27/17/50), 1 deaf/hearing impaired and 22 disabled exemptions. The total value of these exemptions is 4,207,900, which equates to a savings of \$153,125.

The governing body has the ability to change the income limit, the asset limit, the benefit amount, or a combination of the three, or leave them as they are.

For purposes of beginning a discussion, staff is recommending No Changes in the asset and income criteria or in the benefit amounts for the Elderly, Disabled and Deaf exemptions:

Exemption Type	Exemption Amount	Proposed Change
Elderly 65-74	29,700	No Change
Elderly 75-79	37,400	No Change
Elderly 80 +	44,900	No Change
Deaf/Hearing Impaired	29,700	No Change
Disabled	29,700	No Change

Income & Asset Criteria	Proposed Change
Income Limit Single:\$27,700	No Change
Income Limit Married: \$37,400	No Change
Asset Limit Single: \$55,000	No Change
Asset Limit Married: \$78,650	No Change

**Income/Assets qualifications** per NH RSA 72:39-a: Elderly; NH RSA 72:38-b: Deaf/Hearing Impaired and NH RSA 72:37-b: Disabled Exemption.

**Income:**

**Under no circumstance shall the amount determined by the city or town be less than \$13,400 for a single person or \$20,400 for married persons.**

**Assets:**

The amount determined by a city or town shall not be less than \$35,000 (excluding the value of the person’s actual residence and the land upon which it is located up to the greater of 2 acres, or the minimum single family residential lot size specified in the local zoning ordinance).

Staff is not able to predict how many more property owners might be eligible for the Elderly, Deaf or Disabled exemption, but based on a review of the last 2 year’s applications the following did not meet the qualifications:

2016 ELDERLY APPLICANTS	Exceeds Income Limit By:	Exceeds Assets Limit By:	Notes
8 APPLICANTS DENIED			
1	\$9,000	\$24,900	Value of 2 <sup>nd</sup> Unit
2	-	\$10,900	Value of 2 <sup>nd</sup> Unit
3	-	\$33,000	Annuities
4	\$27,000	-	
5	\$15,700	-	One-time settlement
6	\$7,000	-	IRA dist
7	\$140	-	

8	-	-	Lack of supporting docs
<b>2015 ELDERLY APPLICANTS</b> 5 APPLICANTS DENIED	<b>Exceeds Income Limit By:</b>	<b>Exceeds Assets Limit By:</b>	<b>Notes</b>
1	-	-	Did not meet residency requirement
2	-	-	Acreage Value (19+ acres)
3	\$450	-	
4	-	\$33,900	Savings/Money Mkt
5	-	\$10,900	Value of 2 <sup>nd</sup> Unit

From MS-1:		Tax Year 2013	Tax Year 2014	Tax Year 2015	Tax Year 2016
Elderly (E1) Age 65-74	Count	26	29	32	29
	Exemption Amount	692,200	779,700	860,000	788,100
Elderly (E2) Age 75-79	Count	20	26	17	20
	Exemption Amount	629,300	494,900	515,300	625,100
Elderly (E3) Age 80 +	Count	60	60	61	54
	Exemption Amount	2,435,900	2,458,200	2,551,300	2,228,600
Deaf/Hearing Impaired	Count	2	2	2	2
	Exemption Amount	59,400	59,400	59,400	59,400
Disabled	Count	31	26	24	23
	Exemption Amount	750,700	601,800	547,500	506,700



April 7, 2017

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

**FROM:** Daniel J. Langille, City Assessor

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 13.

**SUBJECT:** Property Tax Exemptions - Wood and Wind Energy Systems - Assessing Department

---

**RECOMMENDATION:**

The Finance, Organization and Personnel Committee recommends no change to the Wind and Wood Energy System exemptions.

**BACKGROUND:**

The City’s fiscal policies require a review of property tax exemptions on a three year cycle or more frequently if legislative changes occur. The purpose of the review is an opportunity for the City Council to revisit the exemptions and implement change if necessary.

Property tax exemptions are applied as a reduction to an individual’s total property value. The amount of the wood and wind energy system exemptions are for the cost, including installation, of the wind powered or wood heating system, up to 10,000 in value.

1. **Woodheating Energy Systems RSA 72:70** Woodheating energy systems means a wood burning appliance designed to operate as a central heating system to heat the interior of the building. The appliance may burn wood solely or burn wood in combination with another fuel. A central heating system shall include a central appliance to distribute heat by a series of pipes, ducts or similar distribution system throughout a single building or group buildings. A wood burning appliance shall not include a fireplace, meaning a hearth, fire chamber or similarly prepared place with a chimney intended to be usable in an open configuration whether or not it may also be closed and operated closed; or a wood stove meaning a wood burning appliance designed for space heating purpose which does not operate as a central heating system or as a sole source of heat.

2. **Wind Powered Energy Systems RSA 72:66** Wind powered devices which supplement or replace electrical power supplied to households or businesses at the immediate site.

<u>Woodheating</u>	<u>2012</u>	<u>2016</u>
Count	2	7
Total Exempt Amount	19,100	67,100

Average cost of system including installation for properties receiving exemption: **\$19,806**

To date there have been no Wind Energy exemption applications submitted.



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

April 7, 2017

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

**FROM:** Daniel J. Langille, City Assessor

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 14.

**SUBJECT:** Property Tax Credit - Veteran, Veteran Surviving Spouse, Veteran Service Connected Disability and All Veterans' Tax Credit - Assessing Department

---

**RECOMMENDATION:**

The Finance, Organization and Personnel Committee recommends no change in the amount of the optional Veteran Credit at \$225.

*Note: Since both the Veteran Surviving Spouse and Service Connected Disability Credits are already at the maximum allowed by State statute, no change is necessary.*

**BACKGROUND:**

The City's fiscal policies require a review of property tax credits on a three year cycle. The purpose of the review is an opportunity for the City Council to revisit the credits and implement change if necessary. The last time credits were changed was in 2010, resulting in a credit change from \$200 to \$225.

Property tax credits are an actual amount credited against a tax bill. The dollars to fund the credits occur as a function of the tax rate setting, not as a budget appropriation. There are no income or assets requirements for the credits. Statute allows for four standard or four optional Veteran credits. The City currently offers three Veteran credits as follows:

1. **Veteran RSA 72:28** The optional Veteran credit ranges between \$51 and \$500. The City offers the optional Veteran credit in the amount of \$225. Currently there are **719** credits at \$225 each, for a total of \$161,775. The maximum allowed is \$500. There are 22 pending applications for 2017.
2. **Veteran Surviving Spouse RSA 72:29-a** The optional Veteran Surviving Spouse credit ranges between \$701 and \$2,000. The City offers the optional Veteran Surviving Spouse credit in the amount of \$2,000 which is the maximum allowed. Currently there are **8** credits for a total of \$16,000.
3. **Veteran Service Connected Disability RSA 72:35** The optional Veteran Service Connected Disability ranges between \$701 and \$2,000. The City offers the optional Veteran Service Connected Disability credit in the amount of \$2,000 which is the maximum allowed. Currently there are **26** credits at \$2,000 each, for a total of \$52,000. There are 5 pending applications for 2017.

**All Veterans' Tax Credit (not currently offered by the City):**

4. **All Veterans' Tax Credit RSA 72:28-b** The All Veterans' Tax Credit shall be the same as the amount of the standard or optional veterans' tax credit in effect in the town or city under RSA 72:28. The All Veterans' Tax credit shall be subtracted each year from the property tax on the veteran's residential property. A person shall qualify for the All Veterans' Tax credit if the person is a resident of this state who served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from service; or the spouse or surviving spouse of such resident, provided that Title 10 training for active duty by a member of a national guard or reserve shall be included as service under this paragraph; provided however that the person is not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35.

There is no way to know for certain how many Veterans would apply/be eligible for the All Veterans' Tax Credit. However, the 2015 US Census estimates there are 1,288 Veterans residing in Keene. Currently, there are 719 eligible Veterans receiving Veterans Credits offered by the City. This leaves 569 Veterans who might submit applications for the All Veterans' Tax Credit of \$225, for a potential additional tax impact of \$128,025.

From MS-1:

<b>Tax Year</b>	<b># of Veteran Credits</b>	<b>Amount</b>	<b>Tax Impact</b>
2013	786	\$225	\$176,850
2016	719	\$225	\$161,775

Veteran Credits (Tax Year 2015) offered in Cheshire County for comparison:

**Alstead: \$50 Chesterfield: \$300 Dublin: \$500 Fitzwilliam: \$500 Gilsum: \$100 Harrisville: \$200 Hinsdale: \$250 Jaffrey: \$400 Marlborough: \$500 Marlow: \$200 Nelson: \$500 Richmond: \$100 Rindge: \$500 Roxbury: \$100 Stoddard: \$250 Sullivan: \$100 Surry: \$400 Swanzey: \$250 Troy: \$250 Walpole: \$500 Westmoreland: \$100 and Winchester: \$500.**





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

April 10, 2017

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

**FROM:** Jack Wozmak, Airport Manager

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 15.

**SUBJECT:** Renewal of C.E. Bradley Land Lease - Airport Department

---

**RECOMMENDATION:**

Move that the Finance, Organizational and Personnel Committee recommend that the City Manager be authorized to do all things necessary to renew the land lease of C. E. Bradley.

**BACKGROUND:**

The Airport holds many land leases and periodically they come up for renewal.

C.E. Bradley has been leasing at the airport for more than a decade. The Bradley hangar is located along Route 32 next to taxiway Lima and is a relatively small piece of land (8,000 square feet). This renewal rate would produce revenue of \$1,912.21 annually. The renewal rate has been adjusted by the usual and customary CPI adjuster. This is not in conflict with the existing Master Plan and I recommend authorization of this renewal.



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

April 10, 2017

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

**FROM:** Jack Wozmak, Airport Manager

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 16.

**SUBJECT:** Renewal of Ian Boyd Land Lease - Airport Department

---

**RECOMMENDATION:**

Move that the Finance, Organizational and Personnel Committee recommend that the City Manager be authorized to do all things necessary to renew the land lease of Ian Boyd.

**BACKGROUND:**

The Airport holds many land leases and periodically they come up for renewal.

Ian Boyd owns and operates a private hangar on City-Owned land (Lot #17) at the airport. Boyd purchased the hangar from Wayne LeClair in 2012 and Mr. Boyd assumed the then-lease of Mr. LeClair and has been making the requisite rent payments under the LeClair lease. That lease having now expired, it is time to renew the lease with Mr. Boyd. Mr. Boyd is currently paying 1862.76 annually which has been updated by the usual and customary CPI adjuster. I recommend renewing this land lease.



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

April 10, 2017

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

**FROM:** Jack Wozmak, Airport Manager

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 17.

**SUBJECT:** Renewal of Thomas Transportation Land Lease - Airport Department

---

**RECOMMENDATION:**

Move that the Finance, Organizational and Personnel Committee recommend that the City Manager be authorized to do all things necessary to renew the parking space land lease of Thomas Transportation.

**BACKGROUND:**

The Airport holds many land leases and periodically they come up for renewal.

Thomas Transportation leases 80 parking spaces at the terminal building. Thomas uses these spaces for its customer parking for trips to various locations. It includes both day and overnight parking. The existing lot has 158 total spaces. Thomas currently pays \$91.25 annually for each space. They have agreed to a 2% increase in rental fees which would bring each space to \$93.00 annually. Total revenue annually is \$7,440.



External Communication  
*Transmittal Form*

April 7, 2017

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

**FROM:** Councilor Carl B. Jacobs and Councilor Bettina A. Chadbourne

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

**ITEM:** 18.

**SUBJECT:** Councilors Jacobs and Chadbourne - Gender Identity

---

**ATTACHMENTS:**

Description

Communication - Jacobs and Chadbourne

**BACKGROUND:**

Councilors Jacobs and Chadbourne are requesting that the City Council consider adopting a resolution reaffirming the City's existing Employment Non-Discrimination policy prohibiting discrimination based on protected classifications and to add gender identity or expression to the list of protected classifications. The communication further requested that the City Council resolve to support State legislation to include gender identity or expression as a protected classification under State Law.

February 8, 2017

To: The Mayor and City Council, Keene, NH

From: Councilor Carl B. Jacobs

Councilor Bettina Chadbourne

We request that the City Council consider adopting a resolution re-affirming the City's existing *Employment Non-Discrimination* policy as outlined in the Employee Handbook prohibiting discrimination based on protected classifications and add gender identity or expression to the list of protected classifications.

We further request that the City Council resolve to support state legislation to also include gender identity or expression as a protected classification under state law.



B. Chadbourne



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

April 7, 2017

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

**FROM:** Mayor Kendall W. Lane

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

**ITEM:** 19.

**SUBJECT:** Mayor Lane - Testimony in Support of HB 478

---

**COUNCIL ACTION:**

In City Council April 6, 2017.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Communication - Lane

**BACKGROUND:**

The Rules of Order was submitted at the April 6, 2017 City Council meeting to allow consideration of a communication from Mayor Lane addressed to Representatives Shawn Jasper and Steve Shurtleff relative to HB 478 an act prohibiting discrimination based on gender identity. The Mayor's communication along with the original communication from Councilors Jacobs and Chadbourne, which requested City Council support the legislation, was referred to the Finance, Organization and Personnel Committee.



City of Keene  
New Hampshire

Kendall W. Lane  
Mayor

In City Council April 6, 2017  
Voted to refer the communication to the Finance,  
Organization and Personnel Committee along with  
the original letter from Councilors Chadbourne and  
Jacobs, which requested that the City Council support  
State legislation regarding gender identity.

March 7, 2017

City Clerk

The Honorable Shawn N. Jasper  
New Hampshire House of Representatives  
107 N. Main Street  
Concord, NH 03301  
[Shawn.jasper@leg.state.nh.us](mailto:Shawn.jasper@leg.state.nh.us)

The Honorable Steve Shurtleff  
11 Vinton Drive  
Penacook, NH 03303-1583  
[Steve.shurtleff@leg.state.nh.us](mailto:Steve.shurtleff@leg.state.nh.us)

**Re: HB478: An Act Prohibiting Discrimination Based on Gender Identity**

Dear Mr. Speaker and Representative Shurtleff:

On February 16, 2017, the City of Keene City Council voted to support legislation that would include gender identity or expression as a protected classification under State Law. The enactment of House Bill 478, in defining gender identity, would prohibit discrimination against individuals because of gender identity in employment, housing, and places of public accommodation. Ensuring equality for all is the right thing to do. Accordingly, the City of Keene supports HB478, and transgender rights, and we request that you support the legislation.

Sincerely,

Kendall W. Lane, Mayor

Cc: Keene Legislative Delegation  
City Council  
Patty Little, City Clerk



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

March 13, 2017

**TO:** Mayor and Keene City Council

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

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 20.

**SUBJECT:** Relating to Fees for Engineering Inspections and Public Works Permits

---

**COUNCIL ACTION:**

In City Council April 6, 2017.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That Ordinance O-2017-04 be referred to the Finance, Organization and Personnel Committee for review, consideration and recommendation.

**ATTACHMENTS:**

Description

Ordinance O-2017-04

**BACKGROUND:**

Sec. 70-26 of the Keene City Code authorizes the Public Works Department to perform engineering inspections related to the construction of subdivisions, roadways, drainage features, water and wastewater utilities, or other infrastructure that will become the property of the City or be located within the public right of way. The costs of these inspections are billed to the responsible entity at rates prescribed by Code. The current billing rate of \$30.00 per hour was established by the Council in April of 1991. The rate no longer covers the actual cost to the City of performing these inspections.

In accordance with the Council's Fiscal Policies (R-2016-02-A), fees that are regulatory in nature should be "set at, or above, full cost recovery." The full FY17 cost to complete these inspections is \$50.24 per hour (assuming inspections are performed by an Engineering Technician, S-15/Step 6). The Public Works Department recommends setting the inspection fee rate at \$55.00 per hour.

Sec. 82.33 (a) and (b) of the Keene City Code authorizes the Public Works Department to collect fees for excavations within or obstruction of the public right of way or on City owned property. The current permit fees of \$25 for excavations and \$15 for encumbrances are no longer sufficient to recover the cost to the City of administering these permits.

In accordance with the requirements of Sec. 70-26 (Engineering inspections), the initial inspection for work performed under an Excavation permit is performed at no charge. Most excavation permits are closed out with



only one inspection, which typically takes approximately ½ hour to perform. Therefore, to achieve full cost recovery, it is appropriate for the Excavation Permit fee to be higher than the encumbrance permit fee. The Public Works Department recommends setting the permit fees at \$75.00 for excavation permits and \$50 for encumbrance permits.



# CITY OF KEENE

O-2017-04

## Seventeen

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

### Relating to Fees for Engineering Inspections and Public Works Permits

AN ORDINANCE .....

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in Appendix B – Fee Schedule:

Chapter 70. Public Improvement Standards

§ 70-27. Engineering inspection fees, per hour... ~~\$30.00~~ **\$55.00**

Chapter 82. Streets, Sidewalks and Certain Other Public Places

§ 82.33(a). Fees for excavation permits and encumbrance permits:

Excavation Permit fee... ~~\$25.00~~ **\$75.00**

Encumbrance Permit fee... ~~\$15.00~~ **\$50.00**

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

In City Council April 6, 2017.

Referred to the Finance, Organization and Personnel Committee.

  
City Clerk