



## **Heritage Commission**

**Wednesday, March 10, 2021, 4:00 PM**

Zoom Meeting: <https://us02web.zoom.us/j/81211640566>

### **AGENDA**

- This meeting will be conducted remotely.\*
- The public may view/listen to the meeting by any of the following options:
  - Go to [www.zoom.us/join](http://www.zoom.us/join) and enter the Meeting ID: 812 1164 0566
  - (646) 558-8656 and enter the Meeting ID: 812 1164 0566
- *If you encounter any issues accessing this meeting, please call 603-209-4697 during the meeting.*

- I. **Call to Order – Roll Call**
- II. **Minutes of Previous Meeting – January 13, 2021**
- III. **NH Preservation Award Nominations**
- IV. **Urban Barn Inventory Project Discussion**
- V. **Letter of Support for Transportation Heritage Trail**
- VI. **Continued Discussion on Neighborhood Heritage Project / Website**
- VII. **Updates**
- VIII. **Next Meeting**
- IX. **Adjourn**

*\*In Emergency Order #12, issued by the Governor pursuant to Executive Order #2020-04, which declared a COVID-19 State of Emergency, the requirement that a quorum of a public body be physically present at the meeting location under RSA 91-A:2, III(b), and the requirement that each part of a meeting of a public body be audible or otherwise discernible to the public at the meeting location under RSA 91-A:2, III(c), have been waived. Public participation may be provided through telephonic and other electronic means.*

City of Keene  
New Hampshire

**HERITAGE COMMISSION**  
**MEETING MINUTES**

**Wednesday, January 13, 2021**

**4:00 PM**

**Remotely via Zoom**

**Members Present:**

Cauley Powell, Chair  
Susan DeGidio, Vice Chair  
Rose Carey  
Councilor Gladys Johnsen  
Louise Zerba, Alternate

**Staff Present:**

Tara Kessler, Senior Planner

**Members Not Present:**

Erin Benik  
Kelly Ballard

Tara Kessler read a prepared statement explaining how the Emergency Order #12, pursuant to Executive Order #2020-04 issued by the Governor of New Hampshire, waives certain provisions of RSA 91-A (which regulates the operation of public body meetings) during the declared COVID-19 State of Emergency.

**1) Call to Order**

Rose Carey called the meeting to order at 4:03 PM. Roll call was taken.

**2) Minutes of Previous Meeting - August 19, 2020, September 15, 2020, October 14, 2020 Meeting**

Louise Zerba made a motion to approve all three previous sets of minutes as presented (August 19, 2020, September 15, 2020 and October 14, 2020). The motion was seconded by Rose Carey and passed unanimously.

**3) Election of Chair & Vice Chair**

Rose Carey stated she would like to step down as Chair. She made a motion to nominate Cauley Powell as Chair. The motion was seconded by Louise Zerba and passed unanimously. Cauley Powell accepted the position of Chair.

Rose Carey stated she would like to see Susan DeGidio remain on as Vice Chair, Cauley Powell agreed. Louise Zerba made a motion to nominate Susan DeGidio as Vice Chair.

The motion was seconded by Rose Carey and passed unanimously. Susan DeGidio accepted the position.

#### **4) Discussion on Neighborhood Heritage Project/Website**

Tara Kessler provided an overview of the discussion from the previous meeting on Neighborhood Heritage planning. She stated the idea is to pick an area in the City of Keene and work to better understand the neighborhood's boundaries and history and celebrate its heritage, through a variety of mediums. There was general consensus that it makes the most sense to begin the project by inviting the public to share their stories and photos relating to their history in an area of their choosing in Keene. Followed by having the commission identify a neighborhood to focus on based on the community feedback they receive. Tara Kessler asked if everyone agreed with this assessment from the last meeting and all members nodded in agreement.

Tara Kessler stated the next step discussed was for staff to start work on a website for the commission, which she had started drafting. Tara Kessler showed the website to everyone and covered each section and feature she had built thus far. She mentioned the content creation was done using a free website platform and suggested it might be worth investigating how much it would cost to upgrade to a paid program, for better quality in features and tools. The overview of the website went as follows:

- Landing Page: Tara Kessler stated if they are going to be soliciting information from the public it would be a good idea to have that on the landing page and she created a space for that to happen. She noted that the commission will need to choose what pictures they'd like to see displayed on the landing page. Louise Zerba added that she liked how the page had scrolling pictures at the top.
- About Page: An overview of the Heritage Commission, which will eventually have links for signing up to become a member.
- Projects Page:
  - Workshops – A place for details on current or upcoming workshops.
  - Research – Research from the City of Keene can be turned into a digital format and linked to this research section.
  - Preservation – Tara Kessler stated that any preservation efforts, like the Stone Arch Bridge project, would go in this section.
  - Walking Tours – Tara Kessler showed four areas she included for walking tours: School Street Neighborhood, Downtown Historic District, Urban Barns and Carriage Houses, and Lower Main Street. She stated that no additional information would be needed to develop walking tours around these areas, it would be a matter of forming the tours online and digitalizing the paper walking tours. A demonstration ensued on the features of the walking tours using the School Street Neighborhood as an example. This included a photo of each area on the walking tour map with a description alongside. Tara Kessler noted the tours can be navigated on desktop and mobile phone.

- Your Stories and Photos - A place to collect data from the community in 3 different formats: photos, videos/audio, and documents. Tara Kessler explained that essentially anyone could upload a photo using this tool but a drawback is the inability to add a description to the photo. She stated the audio feature allows visitors of the site to record and post right on the page, but she will need to check on the maximum length allowed. Louise Zerba asked if someone submitted an inappropriate photo would there be a way to prevent that? Tara Kessler replied no, which was an example of why they should likely investigate paying for higher quality features, so that there could be an administrator who has to approve the photos before they post to the public.
- Upcoming Events - This links to Eventbrite, so any events posted in Eventbrite for the commission would automatically upload to this section on the website.
- Contact Page

The commission collectively stated they loved what Tara Kessler had done with the website so far and thanked her for her work. Rose Carey inquired on whether or not this would interfere with what the CLG (Certified Local Government) grant was going to do for them. Tara Kessler responded that is up for discussion.

Tara Kessler stated the website she showed was just a start and welcomed any feedback from the committee. Brief discussion ensued about before and after photos being included on the website. Tara Kessler mentioned a tool she found that allows for this to happen in a unique way, by dragging a slider horizontally over a photo to reveal a before or after photo behind it.

Councilor Gladys Johnsen asked where on the website the names of people on the commission would go and if she'd add their pictures and their stories. Tara Kessler replied that information could go on the About Page directly, or a link out to another member page. Louise Zerba suggested they only list names and terms of office, and not pictures or other information. No final decision was made.

Chair Powell commented that she liked how the website serves their specific project but also acts as a repository for the back catalog of work. Chair Powell suggested that the Keene Public School students could possibly do interviews or help with pictures. Rose Carey added that nursing home residents are another great way for a different generation to contribute. Chair Powell noted the website could be something they leave up for people to continue adding their stories for years to come, if they can maintain the domain.

Councilor Gladys Johnsen asked if Keene State College (KSC) would be included in this project and Louise Zerba responded that they would be included in the Lower Main Street part of the project because a lot of KSC buildings are located in that area.

Rose Carey stated in terms of narrative they don't actually have a lot on the Downtown Historic District but there are plenty of photos. Tara Kessler clarified that they have files for each downtown building but they've never really had a place to share the information.

This website would be a great way to share all the history that's been collected. Louise Zerba asked if these files are on paper or electronic. Tara Kessler responded each property has an electronic inventory, but there are additional files like hand-written notes from volunteers, that could be added to a narrative that aren't electronic. There are also digital photos but there are gaps in time.

Louise Zerba asked how everyone could help. Tara Kessler stated it would be helpful to know what the commission feels is the most important format to use for collecting data/information (photos, documents, audio recordings). She can then find the best tool and from there they can discuss how to get the word out and decide what to do with the data. Louise Zerba stated she loved the walking tour photos with the narratives. Chair Powell stated the visuals are great in a map setting but wondered if telling stories could be a better way as far as exploring the neighborhoods and how people existed within them. Rose Carey agreed and added they mostly want to know what the neighborhood was to the people who live there, was it working class, upper class, social groups, businesses, stores, schools, etc. Tara Kessler replied that it sounded like these suggestions all related back to having a map-based function where people could add/upload information to geography. Rose Carey stated, using the Carpenter Street neighborhood for example, they could go in and take photos and talk with residents and record their stories, or speak with people in nursing homes who say they used to live there. She stated the Neighborhood project is more about what it's like today and where it's going, with some of the history built into it. Louise Zerba mentioned she'd like to see something around the Italian neighborhood near Island Street. Chair Powell added it would be great if each person could pin photos from certain dates or neighborhoods and everyone could see and interact by posting their own photos related to the original post.

##### **5) Certified Local Government (CLG) Grant Application**

Tara Kessler revisited the conversation about the CLG grant application and stated they had submitted a Letter of Intent to develop walking tours on a web based platform; however, now that she had been able to create the walking tour on the new website with ease, she wondered if they should change the scope of the grant. She suggested they might change it to developing this website, with the walking tours included, and hiring a web developer for expertise in the areas of developing a map based, crowdsourcing/content management tool for pinning photos, adding narratives, etc. Chair Powell wondered what the odds are that they'd approve the scope change of the grant. Tara Kessler replied that she thinks they would be amenable to this because they appreciate the work that's being done and frequently reference the City of Keene's work.

Tara Kessler stated that she met with representatives from NH Division of Historical Resources to discuss the Letter of Intent that was submitted. They suggested that the Commission commit to one format for the walking tours, such as a mobile phone based tour or one for desktop computers. The other was to commit to sharing what ends up being produced and learned with others in the state. She stated she could call them to discuss possibilities because they recently gave an extension until February 18, 2021 to submit an application.

Tara Kessler explained there's a large match component to this grant, 40%. They take in-kind time so volunteer time can be counted. Rose Carey commented that she would be happy to dedicate a substantial amount of time to obtain the match for this project and that she has worked with websites before and is happy to learn more to be able to help. Tara Kessler stated for a \$10,000 grant the match requirement would be \$6,668. In other words, the total project cost would be \$16,668, the commission would provide 40% of that with in-kind match, which would be \$6,668, and then they'd get \$10,000 to spend without having to provide cash match. Louise Zerba asked if the \$6,668 in-kind match would be doable. Tara Kessler responded she felt it would be doable because this could include time consulting with a web developer and working on anything they'd require from the commission to carry out their work. She stated this commission's annual budget goes back into a fund every year and it accrues. They have about \$11,000 saved, which could act as back-up if a cash match is needed.

Councilor Gladys Johnsen asked if they have a photographer or do they take their own pictures. She also offered to write a letter to the editor and is willing to help interview folks. Chair Powell suggested that they lock in the website first before they start collecting materials and asked how long it might take for the grant to decide if they will accept the change in scope. Tara Kessler responded that the grant would typically begin July 1, 2021, which is when they could start using the funds, and they would need to expend the funds and completely close out the project by September of 2022. She mentioned they would also need to see if whomever they consult for web development can commit to that timeframe. Chair Powell stated that based on the grant timeline they won't actually start collecting any information until the summer, and thus suggested they get the website to where they want it to be as a first priority before launching in the summer.

Louise Zerba made a motion to authorize Tara Kessler to consult with the NH Division of Historical Resources about changing the scope of the proposed grant application to be the development of a web based tool for crowdsourcing. Cauley Powell seconded the motion and it passed unanimously.

Rose Carey wondered if they could create a plan for the time and duties needed for each member with regards to in-kind match. Tara Kessler stated she will do this by estimating her time and divide the remainder by volunteer hours. She will consult with Chair Powell about what's realistic for each member. Chair Powell stated if anyone thinks of feedback they can email Tara Kessler. Tara Kessler stated she will send out a link for the website to all members once she fixes the viewing issue on different screens.

#### **6) Membership Recruitment Video**

Tara Kessler stated the City of Keene is asking boards to do 5 minute interviews as to why they are on the committee/board. They plan to use those videos as a recruitment tool. She is going to touch base with Chair Powell on this in the future, since they were running short on time.

7) **Updates**

8) **Next Meeting**

Tara Kessler stated the next meeting is March 10, 2021. She stated the zoom meeting invites show the meetings taking place monthly, which was an error, and clarified that the meetings are held every other month.

9) **Adjourn**

Chair Powell adjourned the meeting at 4:58 PM

Respectfully submitted by,  
Nicole Cullinane, Minute Taker

Reviewed and edited by Tara Kessler, Senior Planner.



## New Hampshire Preservation Alliance 2021 Annual Preservation Achievement Awards

### *Criteria*

Each year the Preservation Alliance recognizes outstanding preservation work through its Achievement Awards program. Selection criteria include the quality of work, the project's innovativeness, the degree of challenge or accomplishment, and the level of community support. For construction projects, award reviewers also consider the importance of the historical resource and use of the Secretary of Interior's Standards for Rehabilitation. Please contact the New Hampshire Preservation Alliance office if you need a copy of these standards. Nominated projects must be located in New Hampshire. There are five awards categories:

**Restoration/Stewardship [please use Form A]:**

Recognizes exemplary work that returns a building or landscape to an earlier condition and appearance. Stewardship awards are presented to those who are ensuring the protection of historic properties through stabilization or long-term care and maintenance.

**Rehabilitation/Adaptive Use [please use Form A]:**

Recognizes exemplary work in preserving significant portions and features of an historic resource while preparing it for a new or contemporary use.

**Compatible New Construction/Additions [please use Form A]:**

Recognizes outstanding examples of compatible new construction or exemplary additions to existing historic buildings and landscapes.

**Education and Planning [please use Form B]:**

Recognizes initiatives such as master plans, school or youth projects, publications, exhibits or special programs that have substantially heightened public awareness or protection of the state's heritage.

**Advocacy and Public Policy [please use Form B]:**

Recognizes an individual, business or group that has made an outstanding recent contribution or caused a beneficial long-term impact upon the preservation movement in New Hampshire through leadership, education, technical services, public policy, or advocacy.

The Preservation Alliance advises that all projects which involve construction/rehabilitation work must adhere to applicable local, state and federal requirements including, but not limited to, building and safety codes, ADA and state accessibility requirements. Projects receiving federal or state funding or permits need to comply with Section 106 of the National Historic Preservation Act and/or RSA 227-C:9, as applicable.

The Preservation Alliance supports and encourages the revitalization and protection of historic buildings and places that strengthen communities and local economies.



## New Hampshire Preservation Alliance 2021 Annual Preservation Achievement Awards

### *Nomination Application* [Form B]

**Project, Person or Group Nominated:** \_\_\_\_\_

**Nominator's contact information** (for questions about this form)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Nominee's contact information** (person/group who would accept the award if granted)

Name: \_\_\_\_\_

Organization/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

#### **Project Details**

**1. Award Category**

Education/Planning

Advocacy/Public Policy

[For Restoration/Stewardship, Rehabilitation/Adaptive Use or Compatible New Construction, use Form A.]

**2. Dates related to accomplishment:** \_\_\_\_\_

**3. What is unique or remarkable about the nominated project/person/group?**

- 4. Project Summary:** Please describe, as appropriate, the scope and quality of the project or person or individual's work, the degree of challenge and accomplishment, innovation, level of community support, and overall benefit of the effort.

5. **Press:** If applicable, please include photocopies or scans of any significant press clippings that feature the nominated person/group.
6. **Photographs:** Please submit 10-20 high-resolution digital photographs of the project. Include photos of the person/group nominated, photos of sample projects they have contributed to, and shots of the nominated people at work on these projects or in the finished spaces. Photos should be in JPG or TIFF format, at least 300 dpi resolution. Provide a list of photographer credits. *Note: Submission of all materials constitutes a release agreement allowing the Preservation Alliance to use images for publication in newsletters, press, announcements, etc. Photos submitted are nonreturnable.*
7. **Signature**  
“I, the nominator, assert that the information included in this application is complete and accurate to the best of my knowledge.”

Nominator’s Name \_\_\_\_\_ Date \_\_\_\_\_

**We will accept nominations by mail (with images and a digital application form on CD or flash drive) or by email (with photos and files sent as attachments or through a file hosting service like Dropbox or Google Drive).**

**Send completed nomination form and graphic files to:**

New Hampshire Preservation Alliance  
PO Box 268  
7 Eagle Square  
Concord, NH 03302-0268

Or

[projects@nhpreservation.org](mailto:projects@nhpreservation.org)

If you have any questions, please contact us via telephone (603) 224-2281 or email [projects@nhpreservation.org](mailto:projects@nhpreservation.org)

**Applications are due on or before March 25, 2021**

Awards will be announced in May.



**Certified Local Government Grant Application**  
for Federal Fiscal Year 2021  
period of performance October 1, 2020-September 30, 2022

**Application Deadline:** On or before 12:00 PM, February 18, 2021.

**Application Format:** **\*NEW\*** Both email + hard-copy submissions are required for 2021  
1) Submitted in PDF format to [Tiffany.L.Provost@dncr.nh.gov](mailto:Tiffany.L.Provost@dncr.nh.gov) by the above-stated deadline  
2) A hard-copy of all materials must be received at the DHR by Tuesday, January 26, 2021

For questions, please contact Brandee Loughlin at [Brandee.R.Loughlin@dncr.nh.gov](mailto:Brandee.R.Loughlin@dncr.nh.gov)

**What to Submit:** All application materials must be submitted prior to the application deadline.  
A complete application consists of the following items:

- A fully completed Application Form signed by CLG Coordinator and the Chief Elected Local Official (or designee).
- A fully completed Proposed Budget Form signed by the Chief Elected Local Official (or designee).
- \*\*NEW\*\*** One or more quotes from a qualified consultant who may carry out the work proposed in the application. The quote submitted does not bind the community to working with a particular consultant.
- A copy of the Executive Summary from the most recent municipal financial report/single audit. The DHR may ask for a full copy of the entire report, if necessary.
- Any supporting materials, such as photographs, reports, assessments, etc. that support and inform the proposed project.

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**Name of CLG Community:** City of Keene, NH

**Name of Primary Contact:** Tara Kessler

**Telephone:** 352-5440

**Email:** tkessler@ci.keene.nh.us **Mailing Address:** 3 Washington St, Keene, NH 03431

**Project Name:** Neighborhood Heritage Mapping / Crowdsourcing

**Amount of Grant Request:** \$10,000

**Matching Share (if applicable):**

**Cash:** \$1,250

**In-Kind:** \$5,416

**Total Project Cost (Grant Request + Matching Share):** \$16,666

**Project Category:** Please check the appropriate category and describe the details of the proposed project in the Project Summary Section.

**Priority I Projects**

*Top priority in the selection of projects and award of grant funds is given to Priority I projects.*

- Survey & Inventory Project** (leading to National Register determination of eligibility or nomination)
- National Register Project** (listing a property or district to the National Register of Historic Places).
- Preservation Planning Project** (Municipal Master Plan chapter update, Design Guidelines, etc.)
- Information and Education Project**

**Priority II Projects**

*Awarded only if grant funds remain after all Priority I projects have been selected.*

- Pre-Development Project** (Historic Structures Reports, Building Assessments, Architect or engineering studies, etc.) purpose of the project;

**Priority III Projects**

*Awarded only if grant funds remain after all Priority I and Priority II projects have been selected.*

- Development Project** (Rehabilitation of municipally-owned, National Register-listed property, resulting in preservation covenant or term easement based on funding amount)

**Project Summary** (in the space below please describe the proposed project and what will be accomplished with the grant):

*How was this project identified? Briefly describe the property/area to be surveyed (attach a map and photos to illustrate). Estimate the number of properties and total acreage that will be surveyed. Describe the scope of work and products to be produced.*

*For **Priority II and III** projects, describe the property to be rehabilitated and provide proof of National Register-listing as an attachment. Describe the scope of work and how the project will meet the Secretary of the Interior's Standards for Rehabilitation. For **Priority III** projects, provide a copy of the building's Historic Structures Report or plans that demonstrate that the work proposed meets the Secretary of the Interior's Standards for Rehabilitation.*

**The City of Keene Heritage Commission is seeking grant funding to work with a qualified professional to develop a map-based crowdsourcing tool to embed in a website. This tool is intended to encourage members of the public to upload stories, documents, images, and potentially audio/video recordings for a specific address or place on a map. The goal of the project is to crowdsource the history of a neighborhood online, and, hopefully, uncover photos, anecdotes, and personal narratives that contribute to a richer understanding of an area's heritage and evolution. The Commission will use this tool to support its interest in documenting and sharing the history of certain neighborhoods, whose history is either lesser known or not as well documented as other areas of Keene. An important benefit of this type of tool is that it will create an interface for the public to more directly engage with the Commission as well as with the community around them.**

The heritage commission hopes that this tool can be modified into the future to allow it to focus on different areas of the community overtime. However, once the tool is developed, the Commission will focus on one area to promote and encourage submission of historical data and stories. This information will be used to help the Commission map the boundaries of this neighborhood from a historical perspective. For example, there is an area often referred to as the "Italian Neighborhood", however, there are no discrete boundaries for or inventories conducted for this place in Keene.

To ensure quality control, an important feature of this proposed tool is the ability of the website manager to review and approve materials before posting publicly. The Commission would work with City staff to review and approve posts before they become public. There will also be guidelines be established for use of the tool and a disclaimer for the public on how the Heritage Commission intends to use the information shared.

**Please Answer the Following Questions:**

1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of all CLG grant projects). Who will benefit and how will they benefit from this project?

*Once the tool is developed, the Commission will select a specific area of Keene to focus on, and will solicit public contributions through a variety of methods. At a minimum, the Commission will utilize the local newspapers, public access tv, City website, and social media (including neighborhood facebook groups) to promote the project and encourage people to share their documents and stories.*

*The City of Keene as a whole would benefit from this project as this tool will provide the opportunity for residents and others to share their history and knowledge of a particular building, parcel, park, etc. This shared history is what shapes and informs our City's sense of place and history. The data uploaded to the tool will be available to the public to see.*

2. Describe the timeline for how this project will be accomplished. Use the table provided below to assist with drafting the project schedule assuming a starting date of **June 2020** and completion date of **July 31, 2021**. List dates such as subcontracting with consultants, on-site meetings, delivery of draft products, and public meetings, as applicable.

- **July - September 2021:** Commission will develop and share Scope of Services with web designers and undertake a quotations based selection process. The Commission intends to have a consultant selected by October of 2021.
- **October – December 2021:** The Commission will work with the Consultant to develop and refine their concept / design for the web based tool.
- **January – February 2022:** The Consultant will develop the web-based tool/application with the assistance/input of City staff and Commission volunteers.
- **March – April 2022:** The Consultant will finalize the tool.
- **May – July 2022:** The Commission will incorporate the tool into a website, and publicize it in the community once it is completed. .

DATE	Task/Product Completed
February 2021	DHR notifies applicants of grant awards
March-May 2021	Execute Grant Agreement with NHDHR
Oct. 31, 2021	Project Update Report Due to NHDHR
Jan. 31, 2022	Project Update Report Due to NHDHR
April 30, 2022	Project Update Report Due to NHDHR
July 31, 2022	Project Completion Deadline; final product due
Sept. 30, 2022	Deadline to submit final project report and request reimbursement.

3. Describe how your project meets at least one goal, objective, or strategy from the New Hampshire 5-Year Preservation Plan (<https://www.nh.gov/nhdhr/programs/plan.htm>).

*This project meets a number of goals from the NH Preservation Plan. Specifically, the project meets Goal 1, Objective 2: "Recognize preservation's role in helping communities retain a sense of place."; Objective 3: "Prioritize a lifelong appreciation for NH's historic and special places."; and, Goal 2: Expand accessibility to existing information and guidance." This project will establish a tool for community members to play an active role in sharing and defining the history of their neighborhood and city. It will increase the availability of and awareness of historical resources and narratives, in a way that we currently do not have the capacity or capability for. This project is about celebrating our unique places.*

**Signatures:** After completing the application, print it out and have each of the two signatories sign and date this page. Then scan the complete application and supporting materials as PDFs and submit it by email to [Tiffany.L.Provost@dncr.nh.gov](mailto:Tiffany.L.Provost@dncr.nh.gov) BY 8 AM on TUESDAY, JANUARY 19, 2021. One hard-copy of all materials must be received at the DHR by Tuesday, January 26, 2021.

**Please be aware that you are not permitted to begin work on your project under any circumstances until your contract with the New Hampshire Division of Historical Resources (NHDHR) is fully executed.** The NHDHR's contract schedule is dependent on Congress and the National Park Service. The date that HPF funding is available to SHPOs for disbursement to CLGs changes annually.

I understand that I may not begin work on my project until my contract with the NHDHR is fully executed at a time subject to the schedule of the National Park Service.

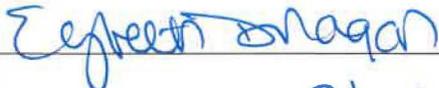
**All work must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.** Survey projects must also meet the standards established by the NHDHR and detailed in the manuals for Architectural Survey in New Hampshire. Work not meeting the Secretary of the Interior's Standards in the judgment of the NHDHR shall not be reimbursed.

I understand that all work must meet the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* and when applicable, survey standards established by the NHDHR.

**Projects must be fully completed by July 31, 2022.** Your timeline should reflect this deadline. Please check the box below to agree to this deadline. Failure to agree with this deadline will compromise your CLG's eligibility to receive grant funding.

I understand that my project must be completed by July 31, 2022, to comply with National Park Service requirements. I understand that failure to comply with this deadline could result in the NHDHR declaring all/part of the work ineligible for reimbursement.

**Certification:** This application is submitted to the NHDHR for funding consideration under the Certified Local Government provisions of the National Historic Preservation Act of 1966 as amended. I certify that KEENE, NH has an approved certification Agreement and is eligible for participation in this program. I understand and agree to sign a "Certification Regarding Debarment, Suspension and Other Responsibility Matter, Drug-Free Workplace Requirements and Lobbying" if awarded funds.

Signature of Chief Elected Official 

Title City manager Date 2/16/21

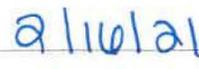
Signature of CLG Coordinator 

Title Senior Planner Date 2/16/21

Name of CLG Community: City of Keene, NH			
Name of CLG Project: Neighborhood Heritage Mapping / Crowdsourcing			
CLG Community's DUNS # (if grant request is \$25,000 or higher):			
Grant Request (Federal Amount) : <b>\$10,000</b>			
Matching Share (Nonfederal Amount): <b>Cash \$1,250</b>		<b>In-Kind \$5,416</b>	
Total Project Cost (Grant Request + Matching Share): <b>\$16,666</b>			
Paid Consultants (Vendor name and/or brief description of services):	Federal Amount	Nonfederal Amount (Matching Share)	Total
Consultant to Develop Tool	\$10,000	0	\$10,000
Paid Staff (Name, Title):	Federal Amount (Hourly Rate x # of Hours)	Nonfederal Amount (\$61 fully loaded hourly rate * 55 hours)	Total
Tara Kessler, Senior Planner	0	\$3,376	\$3,376
Volunteers (Name, Title):	Federal Amount (Hourly Rate x # of Hours)	Nonfederal Amount (utilized IndependentSector.org Volunteer rate of \$27.20 * 15 hours per volunteer)	Total
Cauley Powell, Chair of Heritage Commission	0	\$408	\$408
Susan D'Egidio, Vice Chair of Heritage Commission	0	\$408	\$408
Rose Carey, Member of Heritage Commission	0	\$408	\$408
Louise Zerba, Member of Heritage Commission	0	\$408	\$408
Councilor Gladys Johnsen, Member of Heritage Commission	0	\$408	\$408
Supplies (Brief Description):	Federal Amount	Nonfederal Amount	Total
Print materials for marketing webtool once complete	0	\$1000	\$1000
Cost for hosting website and domain	0	\$250	\$250
Travel (Brief Description; \$.058 per mile):	Federal Amount	Nonfederal Amount	Total
Other Expenses (Brief Description):	Federal Amount	Nonfederal Amount	Total
<b>Total:</b>			<b>\$6,666</b>

\*\* Please feel free to add lines as appropriate to the budget above.

  
 Elizabeth Dragon, City Manager

  
 Date

  
 Tara Kessler, CLG Liaison

  
 Date

Proposal For:  
**Crowdsourcing Application Development**  
Keene, NH



CGIS SOLUTIONS

**CGIS SOLUTIONS**

Prepared For:  
**City of Keene, NH**  
Tara Kessler, Senior Planner  
February 2021

## Project Overview

The City of Keene NH is in need of development and support services to aid in configuration of a customized crowdsourcing application for a public-facing mapping application.

As part of the ESRI Business Partner Program, CGIS Solutions specializes in database and web-mapping application development implementations and will support the City of Keene in the development of a map-based crowdsourcing application that can be used by the general public, as well as a back-end interface in the office.



## Project Approach

CGIS Solutions has extensive experience in custom ArcGIS Server-based web application development and specifically database driven mobile applications. In the development of this customized application, CGIS Solutions will utilize it's CGIS-WorX platform, which allows unlimited users, and multi-editing environment, allowing public users to create profiles and upload and edit content into a secure cloud-hosted database and file system.

### Task 1. CGIS-WorX Core Dashboard Deployment

CGIS Solutions secures the access point to all of a customer's applications through a single dashboard/portal. This dashboard/portal we call the CGIS-WorX platform. This platform will be used for the "back end" view and analysis into the public crowd-sourced data.

The CGIS-WorX platform has its own authentication, which is fully controllable by administrators. During deployment, we will work with the City and decide who should be administrators of the site. Administrators will have full control over adding/deleting and assigning permissions to other users within their organization. It should be noted CGIS Solutions does not limit the number of users the City can within their platform, as this is fully controlled by the City.

During this task we will set up and deploy the CGIS-WorX dashboard which will allow a blank "canvas" in which the subsequent tasks can deploy secure applications to, such as Task 2 below.

### Task 2. Application Development- Crowdsourcing

CGIS Solutions has a robust applications for collecting data into a database via desktop and mobile devices. For this specific application, the City desires

to collect specific information related to stories, documents, images, audio and video recording for specific locations at specific locations in the Greater Keene area.

Some of the specific fields will be required by users during data upload, some of which may be:

- Date
- Time
- Location
- Notes
- User

It is inevitable the above fields will be expanded upon as needed as specific content categories are uncovered.

As users submit data and content, the City will be able to manage and approve/disapprove content before it is loaded into the public-facing application in Task 3.

As an end result, the City will be able to utilize all of the captured data in various formats, such as charts, graphs, or tabular format automatically. This type of information will be available in the CGIS-WorX for download at any time.

### **Task 3. Application Development- Public Facing Map App**

The City would like to have an external map-based application for public consumption. For this task, CGIS Solutions will work with the City to create a public-facing web map that will functions similar to Esri ArcGIS Story Maps such as:

- Show the content locations
- Color code the locations by a decided upon values
- Show the users current location
- Allow different basemaps to be toggled on and off

It should also be noted this map can also utilize many of the City data layers hosted by the City servers, although the application itself will be hosted by CGIS Solutions. If the City prefers CGIS Solutions to host all data layers separately on our servers, we would be more than happy to do so.

Due to the fact the team has not completely outlined the scope of this task, we have provided a range in which we deem appropriate for this type of public

application development effort. This will allow the City some flexibility to utilize the funding for this project task as desired.

## **Disaster Recovery, Data Access, and Data Ownership**

At CGIS Solutions, we take great pride in our disaster recovery, and overall security practices. With our hundreds of web-hosted clients predominately being utility districts (water, sewer and electric), most of our cloud-based applications are password protected and not open to the public due to sensitive data. For that reason, we back up our clients sites and data in a minimum of three separate locations daily. In the rare occasion where a customer needs to restore a backup due to a personnel error on their part, we are typically able to restore previous versions within hours of the request.

CGIS Solutions understands that any and all GIS and data recorded into the database is solely the property of the City, and at no time will CGIS Solutions utilize the data for any other purpose not previously approved by the City. Furthermore, any access to the data outside of the application interface will not be provided to anyone unless the City specifically requests.

CGIS Solutions also offers a number of ways the City can easily access the data, either live or in the form of backups. We can provide daily SQL dumps of the entire database, CSV files of individual tables, file geodatabase exports of any GIS data, or any number of formats into a location, such as an FTP site, of the City's liking. Often if the City does not have an FTP location available, we will supply one.

CGIS Solutions can also offer a web-based API in which the City can utilize to connect 3<sup>rd</sup> party systems directly if so desired. If a web-based API is not feasible, we also offer custom scripting services to allow data pulls directly from our hosted database.

In all cases, the City can rest assured that all data is safe, secure, and exclusively owned by the City.

## **Price**

In an effort to keep projects cost low and allow flexibility to the City of Keene, CGIS Solutions will bill the City on an hourly basis. Any unused time associated with the total expected costs below will not be billed.

**Task 1- CGIS-WorX Core Development- \$800-\$1300**

**Task 2- Application Development- Crowdsourcing- \$3,500-5,000**

**Task 3- Application Development- Public Facing Map App- \$1,500-\$2,500**

**First year of hosting- \$1200**

**Total projected cost of the project including first year of hosting: \$10,000**

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**CGIS Solutions**

CITY OF KEENE NH  
CROWDSOURCING APPLICATION DEVELOPMENT  
February 2021



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Additional hosting costs past the first year will be \$100 per month. Hosting costs will not accrue until the beta version of Task 2 has been release for testing.

\*Project to be billed on a time and materials basis at a rate of \$80 per hour. All support including online or “virtual” support to be billed at ¼ hour increments. No major material costs are to be expected. Travel time and related travel expenses will not be billed unless travel is required by the City.

If the City decides to extend this contract, CGIS Solutions will honor the rate structure above for a period of two years from the date of acceptance.

### **Terms**

All payments to CGIS Solutions must be paid within 30 days of invoice.

### **Contact Information**

CGIS Solutions looks forward to working with the City of Keene on this important project. If there are any questions, please contact Ray Corson by email at [ray@cgis-solutions.com](mailto:ray@cgis-solutions.com), or by telephone at 207-956-0447 or 240-405-5542 (cell).

Accepted and agreed as of

February 14 ,2021

Accepted and agreed as of

\_\_\_\_\_,2021

CGIS Solutions

City of Keene

By: Ray Corson

Name: Ray Corson, President

By: \_\_\_\_\_

Name:

## INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and City Council  
City of Keene, New Hampshire

Additional Offices:  
Nashua, NH  
Andover, MA  
Greenfield, MA  
Ellsworth, ME

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Keene, New Hampshire, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the Table of Contents.

### **Management's Responsibility for the Financial Statements**

The City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies

used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Keene, New Hampshire, as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the general fund and solid waste fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, and certain Pension and OPEB, schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual fund financial statements and schedules, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund financial statements and schedules appearing on pages 94 through 102 are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the

basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections appearing on pages 3 through 10, and 106 through 122 have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 21, 2020 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City's internal control over financial reporting and compliance.

*Melanson Heath*

January 21, 2020

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the City of Keene, New Hampshire (the City), we offer readers this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2019.

### **A. OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements comprise three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets, liabilities, and deferred outflows/inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, public works, welfare and human services, airport, library, community development, parks and facilities, and debt service interest. The business-type activities include water and sewer activities.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements,

governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains nine individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, solid waste fund, and capital projects fund. Data from all other governmental funds are combined into a single aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

An annual appropriated budget is adopted for the general fund, solid waste fund, and parking fund. A budgetary comparison statement has been provided for the general fund and solid waste fund, while a budgetary comparison schedule is presented for the parking fund to demonstrate compliance with these budgets.

**Proprietary funds.** Proprietary fund reporting focuses on the determination of operating income, changes in net position, financial position, and cash flows. The proprietary fund category includes enterprise and internal service funds.

Enterprise funds are used to report activity for which a fee is charged to external users, and must be used when one of the following criteria are met: (1) activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges, (2) laws or regulations require the activity's costs of providing services be recovered with fees and charges, and (3) the pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs such as depreciation or debt service. The primary focus on these criteria is on fees charged to external users. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements, only in more detail. Specifically, enterprise funds are used to account for water and sewer operations, which are considered to be major funds.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. Specifically, internal service funds are used to account for the maintenance of certain City vehicles and equipment and replacement of personal computers (PCs). Because these services predominantly benefit governmental rather than business-type functions, they

have been included within governmental activities in the government-wide financial statements.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

## **B. FINANCIAL HIGHLIGHTS**

- As of the close of the current fiscal year, the total of assets and deferred outflows exceeded liabilities and deferred inflows by \$122,920,726 (i.e., net position), a change of \$4,469,877 in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$33,078,523, a change of \$5,682,784 in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$10,702,620, a change of \$1,778,046 in comparison to the prior year.

## **C. GOVERNMENT-WIDE FINANCIAL ANALYSIS**

The following is a summary of condensed government-wide financial data for the current and prior fiscal years:

	NET POSITION					
	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
Current and other assets	\$ 58,266,475	\$ 42,833,188	\$ 19,722,091	\$ 18,775,726	\$ 77,988,566	\$ 61,608,914
Capital assets	96,739,551	93,075,456	58,337,995	58,754,382	155,077,546	151,829,848
Total assets	155,006,026	135,908,644	78,060,086	77,530,118	233,066,112	213,438,762
Deferred outflows of resources	6,126,346	6,860,021	420,955	533,851	6,547,301	7,393,872
Current liabilities	13,682,364	9,574,298	2,218,983	2,380,540	15,901,347	11,954,838
Noncurrent liabilities	67,187,017	67,503,095	12,883,564	13,410,613	80,070,581	80,913,708
Total liabilities	80,869,381	77,077,393	15,102,547	15,791,153	95,971,928	92,868,546
Deferred inflows of resources	20,328,415	9,271,999	392,344	241,240	20,720,759	9,513,239
Net investment in capital assets	69,956,379	66,711,745	47,115,869	47,558,442	117,072,248	114,270,187
Restricted	11,404,883	9,833,924	-	-	11,404,883	9,833,924
Unrestricted	(21,426,686)	(20,126,396)	15,870,281	14,473,134	(5,556,405)	(5,653,262)
Total net position	\$ 59,934,576	\$ 56,419,273	\$ 62,986,150	\$ 62,031,576	\$ 122,920,726	\$ 118,450,849

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net position was \$122,920,726, a change of \$4,469,877 in comparison to the prior year.

The largest portion of net position, \$117,072,248, reflects our investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position, \$11,404,883, represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position reflects a deficit of \$(5,556,405) primarily resulting from unfunded pension and OPEB liabilities.

**CHANGES IN NET POSITION**

	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
<b>Revenues:</b>						
Program revenues:						
Charges for services	\$ 13,526,115	\$ 13,073,294	\$ 10,093,050	\$ 10,032,052	\$ 23,619,165	\$ 23,105,346
Operating grants and contributions	3,406,882	3,908,607	-	-	3,406,882	3,908,607
Capital grants and contributions	4,876,546	5,097,486	220,561	677,271	5,097,107	5,774,757
General revenues:						
Property taxes	22,974,005	26,437,388	-	136,746	22,974,005	26,574,134
Payment in lieu of taxes	443,461	444,471	-	-	443,461	444,471
Penalties and interest on taxes	337,501	490,641	-	-	337,501	490,641
Investment income	1,486,136	787,744	389,885	93,411	1,876,021	881,155
Miscellaneous	346,105	312,538	-	-	346,105	312,538
<b>Total revenues</b>	<b>47,396,751</b>	<b>50,552,169</b>	<b>10,703,496</b>	<b>10,939,480</b>	<b>58,100,247</b>	<b>61,491,649</b>
<b>Expenses:</b>						
General government	7,216,829	7,607,341	-	-	7,216,829	7,607,341
Public safety	16,193,749	15,588,700	-	-	16,193,749	15,588,700
Public works	11,239,823	10,207,597	-	-	11,239,823	10,207,597
Welfare and human services	801,566	823,115	-	-	801,566	823,115
Airport	1,298,840	1,313,506	-	-	1,298,840	1,313,506
Library	1,654,529	1,488,344	-	-	1,654,529	1,488,344
Community development	1,435,562	1,531,979	-	-	1,435,562	1,531,979
Parks and facilities	3,455,725	3,409,437	-	-	3,455,725	3,409,437
Interest	604,575	1,115,646	-	-	604,575	1,115,646
Water	-	-	3,909,379	3,978,790	3,909,379	3,978,790
Sewer	-	-	5,839,543	5,361,320	5,839,543	5,361,320
<b>Total expenses</b>	<b>43,901,198</b>	<b>43,085,665</b>	<b>9,748,922</b>	<b>9,340,110</b>	<b>53,650,120</b>	<b>52,425,775</b>
Change in net position before permanent fund contributions	3,495,553	7,466,504	954,574	1,599,370	4,450,127	9,065,874
Permanent fund contributions	19,750	23,550	-	-	19,750	23,550
Change in net position	3,515,303	7,490,054	954,574	1,599,370	4,469,877	9,089,424
Net position - beginning of year	56,419,273	48,929,219	62,031,576	60,432,206	118,450,849	109,361,425
Net position - end of year	\$ 59,934,576	\$ 56,419,273	\$ 62,986,150	\$ 62,031,576	\$ 122,920,726	\$ 118,450,849

**Governmental activities.** Governmental activities for the year resulted in a change in net position of \$3,515,303. Key elements of this change are as follows:

General fund operations (prior to transfers)	\$ 2,735,316
Main over Beaver bridge grant revenues	794,707
Library renovation trust contributions	378,881
Other	(393,601)
<b>Total</b>	<b>\$ 3,515,303</b>

**Business-type activities.** Business-type activities for the year resulted in a change in net position of \$954,574. Key elements of this change are as follows:

Water operations	\$ 314,036
Sewer operations	640,538
<b>Total</b>	<b>\$ 954,574</b>

Water operations change in net position resulted primarily from a budgeted surplus and actual expenses being less than budget.

Sewer operations change in net position resulted primarily from a budgeted surplus and an unbudgeted direct reimbursement from the Towns of Marlborough and Swanzey for upgrades to the wastewater treatment plant.

#### **D. FINANCIAL ANALYSIS OF THE CITY'S FUNDS**

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$33,078,523, a change of \$5,682,784 in comparison to the prior year. Key elements of this change are as follows:

General fund operations (prior to transfers)	\$ 2,735,316
Solid waste fund operations	110,936
Capital project revenues and bond proceeds in excess of expenditures	2,152,401
Library contributions and donations	838,250
Other	<u>(154,119)</u>
Total	<u>\$ 5,682,784</u>

The solid waste fund reports a small increase in fund balance from actual revenues exceeding estimates.

The capital project fund had a change in fund balance of \$2,152,401 which accounts for approximately 38% of the overall change in governmental funds. This change is primarily the result of timing differences between expending funds for capital projects and the funding source. In fiscal year 2018, over \$7 million in capital projects were authorized by City Council to be funded by long-term debt issuance and federal/state grant reimbursement. During fiscal year 2019, \$5.7 million was issued in long-term debt.

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was \$10,702,620, while total fund balance was \$16,648,667. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund tax levy. Refer to the following table:

<u>General Fund</u>	<u>6/30/19</u>	<u>6/30/18</u>	<u>Change</u>	<u>% of Total General Fund Tax Levy</u>
Unassigned fund balance	\$ 10,702,620	\$ 8,924,574	\$ 1,778,046	9.8%
Total fund balance	\$ 16,648,667	\$ 14,644,761	\$ 2,003,906	15.2%

The unassigned fund balance of the general fund changed by \$1,778,046 which was primarily driven by positive budgetary results and close out of the prior year nonspendable fund balance.

The total fund balance of the general fund changed by \$2,003,906 during the current fiscal year. Key factors in this change are as follows:

Use of fund balance as a funding source	\$ (967,403)
Revenues and transfers in excess of budget	1,232,655
Expenditures and transfers out less than budget	1,332,616
Change in capital reserves	237,995
Other	168,043
<b>Total</b>	<b>\$ 2,003,906</b>

The significant return of unused budgeted expenditures was a result of positions (related wages, health and dental insurance) that were not filled during the fiscal year, decrease in employee benefits, and debt service. Also, various capital project appropriations were funded by excess bond proceeds from similar projects or unanticipated grant proceeds.

The change in capital reserves is the net result of the City's practice of annually appropriating funds to be added to various capital reserves and subsequently voting to use the funds for projects/purchases. For example, the significant increase in the Fire Equipment capital reserve account is the result of the City electing to set aside funds annually to purchase a new ladder truck in 2020.

Included in the total general fund balance are the City's capital reserves with the following committed balances:

	<u>6/30/19</u>	<u>6/30/18</u>	<u>Change</u>
Downtown Infrastructure and Facility	\$ 1,285,272	\$ 1,209,715	\$ 75,557
Bridges	750,880	997,928	(247,048)
Fire Equipment	713,269	299,295	413,974
Transfer/Recycle Facility	371,978	297,034	74,944
Other Capital Reserves	661,429	740,861	(79,432)
<b>Total</b>	<b>\$ 3,782,828</b>	<b>\$ 3,544,833</b>	<b>\$ 237,995</b>

**Proprietary funds.** Proprietary funds provide the same type of information found in the business-type activities reported in the government-wide financial statements, but in more detail.

Unrestricted net position of the enterprise funds at the end of the year amounted to \$15,870,281, a change of \$1,397,147 in comparison to the prior year.

Other factors concerning the finances of proprietary funds have already been addressed in the entity-wide discussion of business-type activities.

#### **E. GENERAL FUND BUDGETARY HIGHLIGHTS**

Differences between the original budget and the final amended budget resulted in an overall change in appropriations of \$85,000 for the purpose of replacing a traffic signal system at Park Avenue and Arch Street. This appropriation was funded by unassigned fund balance.

#### **F. CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital assets.** Total investment in capital assets for governmental and business-type activities at year-end amounted to \$155,077,546 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, vehicles and equipment, and infrastructure.

Major capital asset events during the current fiscal year included the following:

- Purchase of Ambulance
- Various other vehicles for police, fire, and public works
- Airport runway 14/32 reconstruction
- Main over Beaver bridge improvements
- Library Campus Development project
- Babbidge Dam rehab
- Rotary screw press for dewatering operations
- Other wastewater treatment plant improvements
- Various other ongoing infrastructure improvements

Additional information on capital assets can be found in Note 11.

**Long-term debt** - At the end of the current fiscal year, total bonded debt outstanding was \$40,357,802 (inclusive of bond premiums), all of which was backed by the full faith and credit of the City.

Credit Rating – The City maintains an “AA” rating from Standard & Poor’s for general obligation debt.

Additional information on long-term debt can be found in Note 15.

## **G. ECONOMIC FACTORS AND NEXT YEAR’S BUDGETS AND RATES**

The local unemployment rate for June 2019 for Keene was at 2.5%, which is down 0.3% from the previous year. The rates for Cheshire County and the State of New Hampshire were at 2.5% and 2.4%, respectively, both down from the previous year by 0.3% and 0.2%, respectively. In comparison to the New England rate and National rate, 3.2% and 3.8%, respectively, Keene remained significantly lower. (Source: NH Employment Security and Economic and Labor Market Information Bureau).

Total taxable assessed values for property taxes that supported 2018 fiscal year operations budget increased by 1.72%, from \$1,796,036,300 to \$1,827,082,043.

The percentage of 2018 property taxes that remained unpaid and went to lien status was 2.05% of the total warrant(s), a slight increase over 2017. The total lien amount increased to \$1,386,997 for 2018 from \$1,318,773 for 2017. Analysis of the properties comprising the top ten lien amounts indicate an increase of \$20,292, or 6.16%, moving from \$329,484 for tax year 2017 to \$349,776 for tax year 2018. The total number of properties liened was 264, up 21 from 2017. Out of the top ten parcels liened, seven were commercial, which is up two from the previous year. By fiscal year end, 98.42% of the entire 2018 tax warrant had been collected; continuing a trend of high collection rates.

Based on current revenue trends, revenues for the City of Keene appear to be leveling off. Rooms and Meals Tax are projected to remain stable while the distribution of the highway funds derived from the Gas Tax are projected to increase slightly. Interest rates have declined over the past year with no expectations of rates rising again in the near future, creating lower interest earning projections. The City’s largest source of general fund revenue, besides property taxes, are motor vehicle registration fees. They continue to trend slightly higher, exceeding projections for fiscal year 2019 but are showing signs of leveling off.

In order to plan and prepare the next fiscal year budget, the City has developed budgetary controls through the adoption of its fiscal policy to ensure compliance with legal provisions. The fiscal policy is adopted annually by the City Council and it establishes and articulates the financial blueprint of the City. This policy mandates the budgets be presented balances, adopted annually, and lapse at the end of the fiscal year. It also specifies the budget document provide multi-year projections of revenues and expenditures, taking into consideration the City’s policies on unassigned fund balance at the end of the fiscal year, the general fund debt service, current revenue capital outlay appropriations, return

residual capital project funds to the originating fund, as well as limits property tax revenue increases.

The City continues to see the value in investing in its infrastructure, budgeting for road projects, water/sewer projects, and economic development projects while adhering to the guideline established in fiscal policies. By using the Comprehensive Master Plan as a guide, the City will remain focused on sustainability and core community values as it prepares for the future and next budget cycle.

### **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the City of Keene's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Office of the Finance Director  
City Hall  
3 Washington Street  
Keene, New Hampshire 03431