



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
January 11, 2024
6:00 PM

A. AGENDA ITEMS

1. Request to City Property - Ice and Snow Festival - February 3, 2024
2. 2024 NH Department of Safety, State Homeland Security NHTOA Team Allocation Grant - Police Department
3. FFY24 New Hampshire Highway Safety Equipment Grant 24-095 - Police Department
4. InvestNH Municipal Per Unit Award #MPU22-123 Authority to Accept and Expend - Community Development
5. Recommended Actions to Address the Current and Future State of the City's Street Trees - Conservation Commission
6. Cemetery Master Plan - Parks, Recreation and Facilities Director

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT

December 18, 2023
Mayor George Hansel
Keene City Council
3 Washington Street
Keene, NH 03431

Dear Mayor Hansel and City Council,

On behalf of the Keene Downtown Group I ask the City of Keene to grant a license for the 21st annual Keene Ice & Snow Festival to be held on Saturday, February 3rd, 2024.

The Keene Downtown Group is a 501c6 all volunteer organization that has hosted the Keene Ice & Snow Festival as well as other community events such as the Keene Art Walk and The Keene Music Festival.

The Keene Ice & Snow Festival provides a free day of family fun in mid-winter. Scheduled activities include; a children's train ride, a snow slide, free hot chocolate at 12 participating downtown merchants, a scavenger hunt, campfire smores, character actors, face painting, a sugar on snow station and art from 12 ice carvers whose sculptures are illuminated to shine like christmas tree bulbs into the evening.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Rebillard', with a stylized, flowing script.

Mark Rebillard, Keene Downtown Group Chair
PO Box 80
Keene, NH 03431
603-439-0321



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: January 11, 2024

To: Finance, Organization and Personnel Committee

From: Steven Tenney, Police Captain

Through: Steve Stewart, Police Chief
Elizabeth Dragon, City Manager

Subject: **2024 NH Department of Safety, State Homeland Security NHTOA Team Allocation 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 apply for, accept and expend the 2024 NH Department of Safety, State Homeland Security NHTOA Team Allocation Grant in the amount of \$5,142.41

Attachments:

None

Background:

On November 30, 2023, the Keene Police Department was notified that it was being awarded \$5,142.41 for the purchase of Search and Rescue Equipment. These funds are issued to tactical teams who are current members of the New Hampshire Tactical Officers Association under the State Homeland Security portion of the 2024 Homeland Security Grant Program.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: January 11, 2024

To: Finance, Organization and Personnel Committee

From: Steven Tenney, Police Captain

Through: Steve Stewart, Police Chief
Elizabeth Dragon, City Manager

Subject: **FFY24 New Hampshire Highway Safety Equipment Grant 24-095 - 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 and expend the FFY24 New Hampshire Highway Safety Equipment Grant in the amount of \$64,673.50.

Attachments:

None

Background:

On December 26, 2023, the Keene Police Department was notified that it was being awarded up to \$64,673.50 for the purpose of purchasing new Mobile Data Terminals and E-crash equipment for its patrol fleet. This grant is a matching grant with the city responsible for 25 percent of the equipment costs.

Our current MDT's were already budgeted to be replaced prior to being awarded this grant. Our 25 percent commitment to satisfy the grant falls within this budgeted amount and will allow us to also replace our current docking stations, printers and mounting hardware in addition to the MDT's. We have several docks and mounts that are worn and near end of life that need to be replaced.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: January 11, 2024

To: Finance, Organization and Personnel Committee

From: Jesse Rounds, Community Development Director

Through: Elizabeth Dragon, City Manager

Subject: **InvestNH Municipal Per Unit Award #MPU22-123 Authority to Accept and Expend - Community Development**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and expend funds awarded to the City by the InvestNH program of the New Hampshire Department of Business and Economic Affairs as a result of the development of 15 affordable housing units located at the private housing development at 310 Marlboro Road.

Attachments:

1. Memo to FOP to Accept Grant Funds

Background:

Recommendation:

Accept grant funds in the amount of \$150,000 from the InvestNH Municipal Grant Program - Per Unit as funded by the New Hampshire Department of Business and Economic Affairs.

Background:

The Department of Business and Economic Affairs introduced the InvestNH program in 2022. The program had multiple funding opportunities including a program to award communities that worked with property owners willing to develop affordable and workforce housing as part of larger projects. The housing development at 310 Marlboro is an innovative plan to put housing above a former factory building, now in use as a mixed-use development.

The Per-unit program allows the city to apply for \$10,000 per affordable or workforce housing unit proposed for a site. The property owner has proposed and received building permits for 51 units of new housing on the property, 15 of which will be affordable or workforce housing. As a result, the city applied for a \$150,000 grant from the Per-unit program.

We have received word that the Governor and Executive Council will be reviewing and potentially approving our application for the funds. To finalize the award, we are requesting authority to accept the funds from the City Council.



January 9, 2024

TO: Finance, Organization, and Planning

THROUGH: Elizabeth Dragon, City Manager

FROM: Jesse Rounds, Community Development Director

RE: Per Unit Affordable Housing Grant

Recommendation:

Accept grant funds in the amount of \$150,000 from the InvestNH Municipal Grant Program - Per Unit as funded by the New Hampshire Department of Business and Economic Affairs.

Background:

The Department of Business and Economic Affairs introduced the InvestNH program in 2022. The program had multiple funding opportunities including a program to award communities that worked with property owners willing to develop affordable and workforce housing as part of larger projects. The housing development at 310 Marlboro is an innovative plan to put housing above a former factory building, now in use as a mixed-use development.

The Per Unit program allows the city to apply for \$10,000 per affordable or workforce housing unit proposed for a site. The property owner has proposed and received building permits for 51 units of new housing on the property, 15 of which will be affordable or workforce housing. As a result, the city applied for a \$150,000 grant from the Per Unit program.

We have received word that the Governor and Executive Council will be reviewing and potentially approving our application for the funds. In order to finalize the award, we are requesting authority to accept the funds from the City Council.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: January 11, 2024

To: Finance, Organization and Personnel Committee

From: Sparky Von Plinsky
Conservation Commission Chair

Through: Patricia Little, City Clerk

Subject: **Recommended Actions to Address the Current and Future State of the City's Street Trees - Conservation Commission**

Recommendation:

Attachments:

1. Communication_Consevation Commission

Background:

The Conservation Commission is recommending several measures that would ensure that street trees are cared for as vital parts of the City's natural infrastructure.

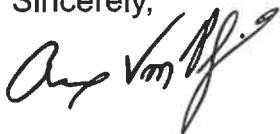
Dear Mayor Hansel and City Councilors,

As is our duty as Keene's Conservation Commission, we voted unanimously at our November meeting to urge you to take the following actions to address the current and future state of the city's street trees:

1. Conduct or commission an inventory and assessment of street trees within the public right of way.
2. Allocate additional funding to the city's existing street tree replacement program.
3. Establish a program for cost-sharing of new street trees with residential property owners, using a model similar to programs in Manchester or Nashua.
4. Develop a plan to manage the succession of aging stands of white and red pine planted throughout the city following the 1938 hurricane.
5. Fund and prioritize protecting and maintaining existing, high-risk, native street trees.

Keene's street trees create a cleaner, cooler, more beautiful city for all of its citizens and visitors and we urge you to care for and invest in these vital parts of the city's natural infrastructure. Should you require any further assistance in this matter, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Sparky Von Plinsky". The signature is stylized with a large, sweeping "S" and a long, horizontal stroke extending to the right.

Sparky Von Plinsky, Chair, Keene Conservation Commission



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 11, 2024
To: Finance, Organization and Personnel Committee
From: Andrew Bohannon, Parks, Recreation and Facilities Director
Through: Elizabeth Dragon, City Manager
Subject: Cemetery Master Plan - Parks, Recreation and Facilities Director

Recommendation:

Move that the Finance, Organizational and Personnel Committee authorize the expenditure of up to \$65,000 in the Cemetery Trust Fund B – Capital Reserves for a professional services contract to create a Master Plan for Monadnock View Cemetery.

Attachments:

None

Background:

The City of Keene has maximized the space allocation in our current cemeteries except for Monadnock View. The cemetery currently has seven (7) open acres in the front and an additional one and a half (1.5) acres in the rear portion of the lot. In order to efficiently create space for the future of Keene, a well laid out design for future expansion includes land needs for short- and long-term demand, various demographic and trends analysis, site analysis, Bylaw and Rules Review, and a cost estimate for the future implementation.

Funds for this project are being utilized by the Cemetery Trust Fund B – Capital Reserve. The purpose of this Trust shall be a capital reserve fund to be utilized by the Cemetery Trustees from time to time for capital improvements to and enlargements of the public cemeteries of the City.

As of December 31, 2023, the current principle is \$1,343,495.57 and income is \$200,872.24. The fund was created in 1986 through Ordinance O-85-11A which states that the funds derived from the sale of lots will be split 50/50 between Monadnock Cemetery Trust Fund A and B.

On March 15, 2023, the Trustees of Trust Funds approved the expenditure for the purpose of creating a master plan at Monadnock View Cemetery. Should the FOP Committee approve this opportunity, it begins the process towards the Request for Proposals. As a result of the needed approval process, the design firm will not be selected until later this spring, upon which time a final approval will be needed by the Council on the contract associated with the master plan.