



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
November 14, 2024
6:00 PM

A. AGENDA ITEMS

1. Acceptance of Donations - Holiday Family Sponsorship
2. Jaida Carland - Concern over the Impact of Parking Ticket Rates on Small Businesses and their Employees
3. Cable Franchise Agreement - Deputy City Manager
4. Release of Non-Public Minutes - Council Policy - City Attorney and City Clerk
5. Keene Transfer Station Contract for Transportation and Disposal - Assistant Public Works Director
6. 2025 Flyover and City Base Map Update Project - Bid Award Recommendation - GIS Coordinator
7. Relating to the Appropriation of Funds from the Solid Waste Fund to the FY 25 Operating Budget
Resolution R-2024-37
8. Tax Deeds for Unpaid 2021 Property Taxes

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: November 14, 2024

To: Finance, Organization and Personnel Committee

From: Natalie Darcy, Human Services Manager

Through: Elizabeth Dragon, City Manager
Merri Howe, Finance Director/Treasurer

Subject: **Acceptance of Donations - Holiday Family Sponsorship**

Recommendation:

Move that the Finance Organization and Personnel Committee recommend the City Manager be authorized to accept donations associated with the City's 2024 Holiday Sponsorship Program.

Attachments:

None

Background:

Annually the Division of Human Services contacts sponsors who will provide gifts and holiday items for families or older adults. The sponsored families and older adults are clients who have received assistance from Human Services within the past year. Families who have children with special needs and persons who have been struggling to make ends meet are considered for sponsorship. The goal of the program is to provide holiday gifts, and gift cards for those in need who will then use their own resources to maintain housing, utilities and essentials of daily living.

Human Service staff appreciates the support of the Council for this annual project that provides happy holidays for those we serve. Families are so appreciative and humbled by the generosity of the community.

FROM THE DESK OF
Jaida Carland

October 10, 2024

Keene City Council
3 Washington Street
Keene NH 03431

Dear City Council members,

I am a small business owner and resident of Keene and I'd like to have a discussion about ticket rates and how they are harming small businesses. I and many others have been disheartened by the city's ticketing department and policies they are upholding. I started a petition this past month to bring light to Keene citizens concern. Since starting the petition, it has gotten almost 300 signatures in less than 4 weeks.

The rate of parking tickets do not take in account the minimum wage of \$7.25 in New Hampshire. Not to mention the amount of restaurants located downtown with the minimum wage of servers at \$3.75. The amount of employees and visitors that have openly discussed frustration since I started this petition is astounding. There has to be reform with the frequency and/or a reduction of ticketing prices.

I am asking to have a discussion at a future city council meeting. For a small business trying to make ends meet, the overly high prices of tickets are detrimental to our income and lessens our want to be in Keenes' center square/ Main Street. The frequency and price of tickets act like a tax on small business due to most repeat ticket recipients are owners and employees of businesses downtown. I believe this topic deserves serious attention and a group conversation to make things fair for everyone.

Sincerely yours,

Jaida Carland

A handwritten signature in cursive script, reading "Jaida Carland". The signature is written in dark ink and is positioned below the printed name.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: November 14, 2024
To: Finance, Organization and Personnel Committee
From: Rebecca Landry, Deputy City Manager
Through: Elizabeth Dragon, City Manager
Subject: **Cable Franchise Agreement - Deputy City Manager**

Recommendation:

Move to recommend that the City Manager be authorized to negotiate and execute a renewal Cable Television Franchise Agreement with Spectrum Northeast, LLC.

Attachments:

None

Background:

The current Cable Television Franchise Agreement with Spectrum Northeast, LLC, is due for renewal, and a public hearing was held Thursday, November 7, 2024 for this process.

In general, cable television providers are required by federal law to have Franchise Agreements in the communities they serve. The City's Franchise Agreement was executed in 2003, has expired, and a renewal is required. Conversations with Spectrum began last year and City staff researched common issues such as installation requirements, PEG Access channels, and performance bond requirements, for example. This included conversations with legal counsel about what is and is not currently enforceable with a Franchise Agreement.

Cable Franchise Agreements are regulated by federal law to ensure public access to the Cable TV system with reasonable expectations of the providers. Although the City and Spectrum generally make a reasonable effort to negotiate locally specific provisions, providers have little responsibility or accountability to meet municipal requests beyond what is required by Federal law. The following list highlights some of the conditions and the changes expected in the new Agreement.

- The pending renewal Franchise Agreement with Spectrum would increase the standard installation requirement from 150 feet to residences within 200 feet of the existing cable TV system.
- The cable TV system would be extended to areas where there are 20 dwelling units or more per mile of the cable system, which is an increase from the previous density requirement of 15 units per mile.
- The term would be 20 years from the date of execution.

- The maximum franchise fee would continue to be 5% which is the maximum allowed by law, and, with the current fee at 3.5%, would be limited to no more than a total 1% increase in any calendar year.
- The City would have 12 months to request an audit of Spectrum's cable TV revenue relative to what the franchise fee can be applied to.
- The agreement would continue to require that basic cable service be available to all subscribers, which is required by law.
- An HD format channel would be available to replace a current SD channel subject to a commercial services agreement.
- The performance bond would increase from \$10,000 to \$50,000.

City staff recommends that a renewal agreement be negotiated and executed.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: November 14, 2024

To: Finance, Organization and Personnel Committee

From: Patricia Little, City Clerk
Thomas Mullins, City Attorney

Through:

Subject: Release of Non-Public Minutes - Council Policy - City Attorney and City Clerk

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommends that the City Council amend its previously adopted policy on the release of non-public minutes to satisfy the statutory obligation under RSA 91-A to review previously adopted non-public minutes for a determination as to whether the circumstances for sealing the non-public minutes no longer apply, and that such review and determination of the release occur annually in January of the tenth year from the year in which the non-public minutes were sealed.

Attachments:

None

Background:

In November 2023, the City Council voted to endorse a process that would have it review non-public meeting minutes withheld from public disclosure to determine whether they should continue to be withheld. This systematic review was required with the passage of HB 321, effective October 3, 2023. The legislation provided that the public body may adopt a policy as to their review and release of their nonpublic minutes. Without a policy, the public body must review and release its nonpublic minutes at least every ten years.

The City Clerk and City Attorney recommended a proposed review process. That process identified that the timeframe of non-public minutes that were impacted by the legislation extended back to the year 2013. The process provided that starting in 2023, the Council would review the non-public minutes for 2013. This would continue with the 2014 minutes being reviewed in 2024 and the 2015 minutes examined in 2025, etc.

At the same time, it was recommended that the Council also consider releasing more current non-public minutes. This review would occur in January and July of each year. Specifically, the previous year's minutes between July and December would be reviewed in July. The minutes of last year's minutes between January and July will be reviewed in January of each year. This timeframe would allow no more than six months between the minutes being sealed and reviewed for potential release.

Over the course of the past year, the City Council has on two occasions considered whether specific non-public minutes should be released because the circumstances that warranted their sealing no longer existed. The first set contained minutes from 2013 and except for those relating to personnel, the Council's consideration was quick and uneventful.

In July, the City Council received another set of minutes for potential release. These minutes were dated from August 17, 2023, through December 7, 2023. This set of minutes presented some challenges because the minutes were recent enough that the background in the minutes necessary to the proposal by the City Manager warranted that the minutes continue to be sealed. Accordingly, it is recommended that for the City Council to meet its statutory obligations under RSA 91-A, non-public minutes be reviewed for a determination of release in the January following the tenth anniversary of the date of the sealing of the minutes.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: November 14, 2024

To: Finance, Organization and Personnel Committee

From: Duncan Watson, Assistant Public Works Director

Through: Elizabeth Dragon, City Manager

Subject: **Keene Transfer Station Contract for Transportation and Disposal - Assistant Public Works Director**

Recommendation:

The Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute a contract with Waste Management New Hampshire (WMNH) to provide transportation and disposal services for refuse received at the Keene Transfer Station for a period of five (5) years with options to renew for additional years beginning January 1, 2025.

Attachments:

None

Background:

In September 2024 the City issued RFP 02-25-05 for provision of transportation and disposal services for refuse received at the Keene Transfer Station for a period of five (5) years with options to renew for additional years

Waste Management of New Hampshire (WMNH) was the sole bidder to the RFP. Under terms of a proposed contract WMNH would transport and dispose of all municipal solid waste brought to the Keene Transfer Station, and be required to bring ten thousand (10,000) tons from outside Keene to the Keene Transfer Station in year one, and slightly smaller amounts in subsequent years concluding with eight thousand (8,000) tons in year five. City Staff believes negotiating a contract with WMNH is in the best interest of the City and the Solid Waste Fund by likely allowing the City's current business model of all expenses incurred by the Solid Waste Division to be funded outside of the City's property tax rate.

WMNH has been providing transportation and disposal services for the City of Keene since 2007 and the City has enjoyed a productive public/private partnership with WMNH for the seventeen (17) years.

The City Attorney's office will review the contents of the contract and any items of concern or corrections will be addressed.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: November 14, 2024

To: Finance, Organization and Personnel Committee

From: Will Schoefmann, GIS Coordinator

Through: Yves Gakunde, Purchasing and Contract Services Manager
Elizabeth Dragon, City Manager

Subject: **2025 Flyover and City Base Map Update Project - Bid Award
Recommendation - GIS Coordinator**

Recommendation:

Move to recommend that the City Manager be authorized to do all things necessary to negotiate and execute a contract with the selected firm, Kucera International Inc. for their professional services; and should negotiations fail, allow for negotiations with the next highest ranked firms in order.

Attachments:

1. BaseAndAltBidTotals
2. Scoring RFP 02-25-01

Background:

The City received three bids for Photogrammetric Services associated with the Ten Year Digital Base Map Update project (CIP Project 02-25-01). This coming year's project will take place sometime early to mid-April 2025. Outside of the city boundaries, additional city property and facilities at the Airport and Wastewater Treatment Plant as well as Roxbury Watershed are proposed for collection. These additional areas were unable to be collected in 2020 as proposed due to final budget constraints. This project will update topography, ground feature layers, imagery and deliver classified LiDAR to help enhance the City's 3D GIS capabilities. An RFP review team analyzed the bid proposals in early October and after having their questions answered by the firms, the group arrived at an informed decision. The ranking sheets and cost proposal summary are attached for reference.

Project 02-25-01 : Digital Base Map Update Project
cost proposal summary

Company	NV5		Fugro		Kucera	
Base Bids						
1. Project Initiation	\$ 18,000.00		\$ 40,200.00		\$ 12,000.00	
2. Lidar	\$ 62,500.00		\$ 7,100.00		\$ 13,000.00	
3. Topo	\$ 30,750.00		\$ 7,700.00		\$ 12,000.00	
4. Imagery	\$ 7,900.00		\$ 3,100.00		\$ 5,000.00	
5. Planimetrics	\$ 22,800.00		\$ 33,600.00		\$ 28,000.00	
Base Bid Total	\$ 141,950.00		\$ 91,700.00		\$ 70,000.00	
Base Bid Discount	\$ 119,150.00					
Bid Alts						
1. Three Inch (50 Scale Mapping)	\$ 90,300.00	*total upgraded base	\$ 22,000.00	^total upgrade per alt	\$ 83,000.00	*total upgraded base
2. Wetlands/Infrared	\$ 2,500.00		\$ 4,100.00		\$ 5,000.00	
3. Lidar Slope/Hillshade	\$ 1,000.00		\$ 5,000.00		\$ 1,000.00	
4. 3D Model Downtown/Airport	\$ 13,600.00		\$ 38,600.00		\$ 1,000.00	
Total of Bid Alts	\$ 107,400.00		\$ 69,700.00		\$ 20,000.00	
Total of Base upgrade with Bid Alts	\$185,650.00		\$ 161,400.00		\$ 90,000.00	
Other bid alt derivations			\$ 130,300.00	color 3d model/hosting and 3in/25ppsm lidar		
<i>Total Project Budget</i>	\$ 150,000.00					

KUCERA

	Lee			Dave			Dan			Will		
	Score	Weight	Weighted Score	Score	Weight	Weighted Score	Score	Weight	Weighted Score	Score	Weight	Weighted Score
Project Approach	8	0.3	2.4	10	0.3	3	10	0.3	3	9	0.3	2.7
Schedule	8	0.2	1.6	10	0.2	2	10	0.2	2	9	0.2	1.8
Cost Proposal	8	0.2	1.6	10	0.2	2	10	0.2	2	8	0.2	1.6
Project Team	8	0.1	0.8	7	0.1	0.7	10	0.1	1	9	0.1	0.9
References	8	0.1	0.8	5	0.1	0.5	10	0.1	1	10	0.1	1
Proposal Quality	8	0.1	0.8	10	0.1	1	8	0.1	0.8	8	0.1	0.8
Total	48	1	8	52	1	9.2	58	1	9.8	53	1	8.8
Final Weighted	60		80	60		92	60		98	60		88

NV5

	Lee			Dave			Dan			Will		
	Score	Weight	Weighted Score	Score	Weight	Weighted Score	Score	Weight	Weighted Score	Score	Weight	Weighted Score
Project Approach	8	0.3	2.4	7	0.3	2.1	8	0.3	2.4	8	0.3	2.4
Schedule	7	0.2	1.4	6	0.2	1.2	10	0.2	2	8	0.2	1.6
Cost Proposal	6	0.2	1.2	1	0.2	0.2	5	0.2	1	7	0.2	1.4
Project Team	9	0.1	0.9	10	0.1	1	10	0.1	1	9	0.1	0.9
References	8	0.1	0.8	8	0.1	0.8	10	0.1	1	10	0.1	1
Proposal Quality	8	0.1	0.8	7	0.1	0.7	8	0.1	0.8	8	0.1	0.8
Total	46	1	7.5	39	1	6	51	1	8.2	50	1	8.1
Final Weighted	60		75	60		60	60		82	60		81

FUGRO

	Lee			Dave			Dan			Will		
	Score	Weight	Weighted Score	Score	Weight	Weighted Score	Score	Weight	Weighted Score	Score	Weight	Weighted Score
Project Approach	8	0.3	2.4	5	0.3	1.5	8	0.3	2.4	8	0.3	2.4
Schedule	5	0.2	1	4	0.2	0.8	10	0.2	2	7	0.2	1.4
Cost Proposal	5	0.2	1	6	0.2	1.2	5	0.2	1	8	0.2	1.6
Project Team	7	0.1	0.7	8	0.1	0.8	7	0.1	0.7	9	0.1	0.9
References	8	0.1	0.8	7	0.1	0.7	8	0.1	0.8	9	0.1	0.9
Proposal Quality	7	0.1	0.7	7	0.1	0.7	6	0.1	0.6	9	0.1	0.9
Total	40	1	6.6	37	1	5.7	44	1	7.5	50	1	8.1
Final Weighted	60		66	60		57	60		75	60		81



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds from the Solid Waste Fund Balance to the FY 25 Operating Budget

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

That the sum of thirty-nine thousand, six hundred, forty-three dollars (\$39,643) is hereby appropriated from the Solid Waste Fund Balance to the FY25 Operating Budget as follows:

Account #	Description	Amount
21242000-513040	Wages, Full Time (12/2/24-6/30/25)	\$ 19,539
21242000-517010	Health Insurance (Emp +2)	\$ 14,346
21242000-517020	Dental Insurance	\$ 550
21242000-517030	Retirement Contributions	\$ 3,395
21242000-517040	FICA	\$ 1,495
20242000-517050	Workers Compensation	\$ 318
Total		\$ 39,643

In City Council November 7, 2024.
Referred to the Finance, Organization and
Personnel Committee.


City Clerk

Jay V. Kahn, Mayor



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: November 14, 2024
To: Finance, Organization and Personnel Committee
From: Karen Bell, Revenue Collector
Through: Merri Howe, Finance Director/Treasurer
Elizabeth Dragon, City Manager
Subject: Tax Deeds for Unpaid 2021 Property Taxes

Recommendation:

The Finance, Organization and Personal Committee refer the following recommendations, for the properties listed below which are eligible for Tax Deed for unpaid 2021 property taxes, to the City Council.

It is recommended that tax deed waivers be granted for the following properties with additional recommendations to follow upon final review of the status of each account.

Owner	Address	Map & Lot
BALDWIN JUSTIN W	796 COURT ST C	219002000009073
BEMIS VIRGINIA E ESTATE OF AND HEI	23 MINERVA LN	240008000000000
BERGERON DONALD J REV TRUST	229 CHURCH ST	573065000000000
BERMUDEZ BRENDA L	39 SCHULT ST	242008000239000
COLBY RICHARD L	18 BLUE JAY CT	219001000117000
DAHOOB DOUGLAS M	3 SPARROW ST	219001000105000
FISH NINA	139 CARROLL ST	536045000000000
HANNON LISA	53 STARLING ST	219001000366000
HARPER RICHARD A	27 MINERVA LN	240007000000000
HARPER RICHARD A	38 KELLEHER ST	594020000000000
KARANKO LAWRENCE E	26 STARLING ST	219001000327000
KRAUSS ROBERT R	244 BASE HILL RD	247004000000000

LACLAIR MICHAEL	50 HILLTOP DR	5030250000000000
D		
LATHERS JOEL M	305 ROXBURY ST	5700390000000000
LORTIE LEONARD	163 ISLAND ST	5920250000000000
M		
LORTIE LEONARD	163 ISLAND ST	5920250000000000
M		
MALONEY	26 ORIOLE AVE	219001000016000
EDWARD J		
MORAN MARYANN	21 SPARROW ST	219001000094000
E		
NELSON JAMES A	34 BLUE JAY CT	219001000131000
OLLIKKALA	14 SCHULT ST	242008000214000
GLENDA M		
PATNAUDE DENA	115 WOODBURN ST	5370140000000000
R		
ROSE AMY	19 BRANCH RD	2400220000000000
WILLIAMS DEBRA	17 CHICKADEE CT	219001000249000
J		
WINSLOW DAWN	20 WINCHESTER CT	5920060000000000
C		

The execution of tax deed is recommended for the following properties:

CHAFFEE WILLIAM	703 MARLBORO RD	2480230000000000
MOLA GINO CHARLES	1 SCHULT ST	242008000201000
PATNAUDE MICHAEL S	717 MARLBORO RD	2480050000000000
WILLIS DANIEL	31 ORIOLE AVE	219001000019000
SWEENEY EDWARD C III	0 APOLLO AVE	5090200000000000

There are two additional properties which are currently in bankruptcy status, therefore, tax deeds cannot be executed.

SILVER ROBERT E	7 CARDINAL CIR	219001000027000
WALLACE DAVID J	25 RULE ST	5330050000000000

Attachments:

None

Background:

The tax collector must execute the deed unless the City Council directs the collector to waive that process. A waiver is appropriate in certain circumstances which include:

- taking deed to the property would subject the City to potential liability that might result from an environmental impairment of the property in question.
- taking deed to the property would expose the City to undesirable obligations or liability risks including obligations under real estate covenants or obligations to tenants; or
- taking deed to the property would, for any other reason, be contrary to the public interest.

The Deed Waiver will authorize the City Manager to sign deed waivers for the properties which are

listed, providing additional time for payment of the taxes, interest and costs outstanding. This action would extend the deadline for payment of the outstanding taxes. Following this deadline, the Revenue Collector will review the status of any accounts with outstanding 2021 property taxes and advance additional recommendations.

The recommendation for deeding will authorize the Revenue Collector to deed the five (5) listed properties. These property owners do not have agreed-upon payment plans. Additionally, they have not responded to multiple mailed notices, phone calls, emails and a front door notice/hanger. These property owners have not made any attempt to pay their past due property taxes.