



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
May 8, 2025
5:30 PM

A. AGENDA ITEMS

1. Pamela Beaman/MCVP - Donation of Real Property - Lot 45 - Damon Court
2. Relating to Water & Sewer Utility Charges
Ordinance O-2025-16
3. Relating to the 2025-2026 Operating Budget
Resolution R-2025-12
4. Proposed Fiscal Year 2025-2026 Budget Review

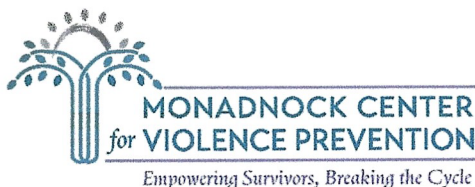
Community Development	Pages 152 - 159
Information Technology	Pages 96 - 100
PC Replacement Fund	Pages 190 - 195
City Attorney	Pages 60 - 63
Assessment	Pages 74 - 78
Parking Fund	Pages 176 - 188
Human Resources	Pages 91 - 95
Employee Benefits	

B. MORE TIME ITEMS

1. 79E Community Revitalization Tax Relief Application for 34 Court LLC

NON PUBLIC SESSION

ADJOURNMENT



April 22, 2025

City of Keene

Attn: Mayor and City Council
3 Washington Street
Keene, NH 03431

Subject: Donation of Property – Damon Court Lot 45, Keene, NH (Tax Map #553 045 000 000 000)

Dear City of Keene Officials,

On behalf of Monadnock Center for Violence Prevention (MCVP), I am writing to formally express our intent to donate our organization's interest in the property located on Damon Court, identified as Lot 45 on Tax Map Number 553 045 000 000 000, to the City of Keene via a Quitclaim Deed.

As a nonprofit organization dedicated to providing critical services and support to members of our community, it is important that our resources be directed where they can do the most good. Unfortunately, the above-referenced property is of no practical use to our organization. Due to city ordinances, we are unable to use the parcel for parking or other functional purposes.

Additionally, the property includes a retaining wall in need of significant repairs, the cost of which is prohibitive for our organization. We also understand the city may have future infrastructure plans in the area, including potential bridge-related improvements, and the property may be of greater value to the municipality in that context.

It is with these considerations in mind that we respectfully offer to transfer ownership of the parcel to the City of Keene through a Quitclaim Deed. We hope this donation will benefit the city and its future development plans more than it ever could our organization.

Please feel free to contact us if there are any forms, meetings, or other requirements needed to facilitate the transfer.

Sincerely,

A handwritten signature in blue ink that reads "Pamela J. Beaman". The signature is fluid and cursive, with the first name "Pamela" being the most prominent.

Pamela Beaman, MCVP Chairperson, Board of Directors



Monadnock Center for Violence Prevention (MCVP), 12 Court St, Keene, NH 03431



CITY OF KEENE

In the Year of Our Lord Two Thousand and _____ Twenty Five

AN ORDINANCE Relating to Water & Sewer Utility Charges

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

That Appendix B Fee Schedule of the Ordinances of the City of Keene, as amended, are hereby further amended, effective as of July 1, 2025, by deleting the stricken text and inserting the bolded text in Chapter 98 "Utilities" and Chapter 100 "Land Development Code", as follows:

§ 98-165. Backflow operating permit fees:

Original backflow preventer operating permit\$ 25.00

Permit renewal~~\$5.00~~ **\$10.00**

§ 98-216. Private wastewater disposal permit and inspection fee~~\$15.00~~ **\$50.00**

~~§ 98-297. Building sewer permit and inspection fees:~~

~~Residential, institutional or commercial building sewer permit15.00~~

~~Industrial building sewer permit30.00~~

§ 98-359. Fee for industrial users to defray the administrative costs of the industrial discharge permits (IDP) program:

Significant industrial users, flat fee per year~~\$1,500.00~~ **\$2,000.00**

Additional fee per gallon based on one day's average flow~~\$0.01~~ **\$0.02**

Minor industrial users, flat fee per year~~\$100.00~~ **\$200.00**

§ 98-511(a). Water meter rates:

Volumetric Rate for water passing through the meter	5.35 \$5.62 per hcf
Volumetric Rate for water dispensed into a tanker truck or other bulk container from a City dispenser	\$22.44 per hcf
	\$0.03 per gallon
Fixed Quarterly Charge (meter size in inches)	
5/8"	24.33 \$25.55
3/4"	36.50 \$38.33
1"	60.83 \$63.87
1 1/2"	121.65 \$127.73
2"	194.64 \$204.37
3"	364.96 \$383.21
4"	608.26 \$638.67

6"	1216.52 \$1,277.35
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§ 98-511(c). Flat Rates:

Unmetered 5/8" service; flat fee per quarter... \$78.71

§ 98-511(g). Public and private fire protection service charges:

Private Fire Protection (per connection, per year)	
Private Fireline 1 ½"	29.42 \$30.89
Private Fireline 2"	62.70 \$65.84
Private Fireline 4"	388.14 \$407.55
Private Fireline 6"	1127.46 \$1183.83
Private Fireline 8"	2402.66 \$2,522.79
Private Fireline 10"	4320.91 \$4,536.85
Private Fireline 12"	6979.30 \$7,328.27
Private Hydrant (per hydrant, per year)	1127.46 \$1,183.83

§ 98-512(a). Sewer rates:

Volumetric Rate (\$ per hcf)	6.29 \$6.60
Fixed Quarterly Charge (meter size in inches)	
5/8"	50.93 \$53.48
¾"	76.39 \$80.21
1"	127.32 \$133.69
1 ½"	254.63 \$267.36
2"	407.41 \$427.78
3"	763.89 \$802.08
4"	1,273.15 \$1,336.81
6"	2,546.31 \$2,673.63

§ 98-512(b) Septage and holding tank charges:

Septage, per gallon~~0.085~~ **\$0.095**

Minimum fee for each load of septic waste~~8.50~~ **\$10.00**

Holding tank waste, per gallon~~0.045~~ **\$0.065**

Minimum fee for each load of holding tank waste~~4.50~~ **\$10.00**

§ 98-513(b) Letting-on and letting-off charges:

The minimum charge for any service requiring staff to visit a customer's premises shall be \$75, or shall be billed based on the basis of actual labor, equipment and materials.

§ 98-514(a) Meter testing charges:

Flat rate charge for meter testing, regardless of size... \$150

5/8"	\$102.00
¾"	102.00

1"	102.00
1 1/2"	130.00
2"	130.00
3"	158.00
4"	158.00
6"	214.00

Chapter 100; § 22.4 Service connection permit

Engineering inspection fees, per hour~~\$55.00~~ **\$58.00**

Connection Type	Fee
Water, ≤ 2"	\$100.00 \$200.00
Water, > 2"	\$200.00 \$400.00
Sewer, design flow ≤ 5,000 GPD	\$100.00 \$200.00
Sewer, design flow > 5,000 GPD	\$200.00 \$400.00
Storm drain, ≤ 6"	\$100.00 \$200.00
Storm drain > 6"	As determined by the public works director

Jay V. Kahn, Mayor

In City Council May 1, 2025.
Referred to the Finance,
Organization and Personnel
Committee.



City Clerk

R-2025-12 2025/2026 Annual Operating Budget

General Fund Revenue & Other Financing Sources:		Proposed	General Fund Appropriations:		Proposed
Property Tax Revenue		\$30,291,365	Elected & Appointed Officials		\$2,750,811
Use of Surplus		2,340,946	Capital Projects		6,951,263
Other Taxes		1,698,000	Administrative Services		7,079,557
Tax Increment Financing		639,073	Community Services		24,764,023
Licenses, Permits & Fees		4,471,819	Municipal Development Services		8,098,837
Intergovernmental		3,767,264	Debt Service		3,537,620
Charges for Services		2,819,219			
Fines & Forfeits		64,910			
Miscellaneous		2,253,525			
Other Financing Sources		4,835,990			
NET GENERAL FUND OPERATING REVENUES		\$53,182,111	NET GENERAL FUND OPERATING APPROPRIATIONS		\$53,182,111
TOTAL PARKING FUND REVENUES		\$1,616,048	TOTAL PARKING FUND APPROPRIATIONS		\$1,616,048
TOTAL PC REPLACEMENT FUND REVENUES		\$151,387	TOTAL PC REPLACEMENT FUND APPROPRIATIONS		\$151,387
TOTAL SOLID WASTE FUND REVENUES		\$6,198,221	TOTAL SOLID WASTE FUND APPROPRIATIONS		\$6,198,221
TOTAL SEWER FUND REVENUES		\$8,590,185	TOTAL SEWER FUND APPROPRIATIONS		\$8,590,185
TOTAL WATER FUND REVENUES		\$6,428,989	TOTAL WATER FUND APPROPRIATIONS		\$6,428,989
TOTAL EQUIPMENT FUND REVENUES		\$4,245,448	TOTAL EQUIPMENT FUND APPROPRIATIONS		\$4,245,448
TOTAL OPERATING REVENUES - ALL FUNDS		\$80,412,389	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS		\$80,412,389
CAPITAL:					
PARKING FUND CAPITAL FUNDING		\$458,000	PARKING FUND CAPITAL APPROPRIATIONS		\$458,000
SOLID WASTE FUND CAPITAL FUNDING		\$288,980	SOLID WASTE FUND CAPITAL APPROPRIATIONS		\$288,980
SEWER FUND CAPITAL FUNDING		\$2,202,200	SEWER FUND CAPITAL APPROPRIATIONS		\$2,202,200
WATER FUND CAPITAL FUNDING		\$1,351,183	WATER FUND CAPITAL APPROPRIATIONS		\$1,351,183
EQUIPMENT FUND CAPITAL FUNDING		\$1,265,892	EQUIPMENT FUND CAPITAL APPROPRIATIONS		\$1,265,892
TOTAL CAPITAL FUNDING - OTHER FUNDS		\$5,566,255	TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS		\$5,566,255



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

A RESOLUTION Relating to the 2025/2026 fiscal year budget

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

That the sum of \$30,291,365 be raised by taxation during the current year, which together with \$22,890,746 for estimated operating revenues aggregating \$80,412,389 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,566,255 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2025, as attached hereto and made a part thereof.

Jay V. Kahn, Mayor

In City Council May 1, 2025.
Referred to the Finance, Organization
and Personnel Committee.
Public Hearing set for June 5, 2025 at 7:10 PM.

Geri M. Wood

City Clerk