



**FINANCE, ORGANIZATION AND
PERSONNEL COMMITTEE
AGENDA**

Council Chambers A
April 28, 2016
6:30 PM

City of Keene
New Hampshire

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Jay V. Kahn

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- | | |
|------------------|---|
| 1. COMMUNICATION | Michael Kapiloff – Donation of Property – Off Pearl Street |
| 2. MEMORANDUM | Police Chief – NH Department of Justice Case #20155117214 |
| 3. MEMORANDUM | Parks, Recreation and Facilities Director – SCA Trails Crew |
| 4. RESOLUTION | R-2016-16: City Council Policy – Oaths of Office |

MORE TIME ITEMS:

- A. Relinquishment of Easement to Parking Spaces on Railroad Property on Behalf of Monadnock Food Co-op

Possible Non-Public Session

2E

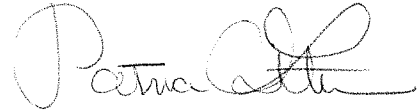
April 5, 2016

Medard Kopczynski, City Manager
City of Keene
3 Washington Street
Keene, NH 03431

In City Council April 22, 2016.

Referred to the Finance, Organization and Personnel Committee, which will meet Thursday, April 28, 2016 at 6:30 PM in Council Chambers, Keene City Hall. You are hereby notified of the meeting and requested to be present.

Re: 0 Off Pearl Street, Keene NH



City Clerk

Dear Med,

Attached is a property tax bill for a piece of property that is in my mother's trust. I am also enclosing the front and last page of her trust as well as an amendment to the trust naming me as trustee and finally her death certificate.

Having no use for this property I would like to donate it to the City of Keene. I was advised the way to do that was to send you a letter. I hope it that is correct. I would like to get a receipt for this donation with the value shown for our tax records.

If you have any questions, please do not hesitate to call me at 603-283-2216 ,

Sincerely,



Michael Kapiloff – trustee
Charlotte R. Kapiloff Trust

PROPERTY ID	089010040000	TAX YEAR	2015	BILL DATE	10/29/2015
ASSESSMENTS AND EXEMPTIONS		TAX RATES PER THOUSAND		TAX AMOUNT	
LAND VALUE	11,700	CITY TAX	13.420		
		COUNTY TAX	3.360		
		SCHOOL TAX	15.280		
		EDUCATION TAX	2.350		
NET VALUE	11,700	TOTAL RATE	\$ 34.410	\$	402.60

CREDITS					
TOTALS		DATE DUE		\$428	
PRELIMINARY BILL		07/02/2015			197.03
ANNUAL BILL		12/08/2015			205.57
PAID TO DATE					197.03
TAX DUE (USD)				\$	205.57

Property Location: 00FF PEARL ST.

IF THERE IS A BALANCE DUE ON THE PRELIMINARY BILL PLEASE CALL 357-9801 FOR TOTAL WITH INTEREST AMOUNT DUE.
 IF YOU ARE ELDERLY, DISABLED, BLIND, DEAF/SEVERELY HEARING IMPAIRED, A VETERAN OR VETERAN'S SPOUSE, OR ARE
 UNABLE TO PAY TAXES DUE TO POVERTY OR OTHER GOOD CAUSE, YOU MAY BE ELIGIBLE FOR A TAX EXEMPTION, CREDIT,
 ABATEMENT OR DEFERRAL. FOR DETAILS AND APPLICATION INFORMATION, CONTACT THE DEPARTMENT OF ASSESSMENT,
 CITY OF KEENE, CITY HALL, 3 WASHINGTON STREET, KEENE, NH 03431 TELEPHONE 603-352-2125

THE TAXPAYER HAS THE RIGHT TO APPLY IN WRITING, TO THE BOARD OF ASSESSORS, BY MARCH 1, FOLLOWING THE MAILING
 OF THE FINAL TAX BILL, FOR AN ABATEMENT OR DEFERRAL AS PROVIDED UNDER RSA 76:16.

KAPILOFF CHARLOTTE R. TRUST
 612 WEST ST.
 KEENE NH 03431

City of Keene Property Tax Bill
 ? ? QUESTIONS ABOUT TAX PAYMENT ? ?
 CALL REVENUE COLLECTOR'S OFFICE
 603-357-9801
 ? ? QUESTIONS ABOUT ASSESSMENT ? ?
 CALL DEPARTMENT OF ASSESSMENT
 603-352-2125

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Police Department
City of Keene, New Hampshire

Date: April 5, 2016

To: Finance, Organization, and Personnel Committee

Through: Med Kopczynski, City Manager

From: Brian Costa, Police Chief *Bec #11*

Subject: New Hampshire Department of Justice Case Number 20155117214

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept forfeiture funds awarded to the Keene Police Department by the State of New Hampshire Department of Justice.

Background:

In October 2015, the Keene Police Department culminated an investigation into the sale of controlled drugs in our City in which U.S. currency was seized. The U.S. Department of Justice initiated forfeiture proceedings of the currency seized, \$1,085.00 in total cash. The Police Department received approximately 40% of seized funds, with the remaining amount awarded to the State. Consequently, the Keene Police Department will be awarded \$488.25.

The case of reference is State of New Hampshire v. Eddie Johnson, a resident of Springfield, Massachusetts.

City of Keene
New Hampshire

DATE: April 26, 2016

TO: Finance, Organization and Personnel Committee

THROUGH: Medard Kopczynski, City Manager

FROM: Andy Bohannon, Parks, Recreation & Facilities Director 

SUBJECT: SCA Trails Crew

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute an agreement between the City of Keene and the Student Conservation Association for \$33,097.18 funded through the Rachel Marshal Trust Fund and the Recreational Trails Grant program.

Background:

The Robin Hood trails system was mostly established in the late 1930's by the Work Progress Administration program. These trails interconnect and lead through the forested land within the park. Many of the trails lead to giant boulders that were named by George Wheelock. During the process of the Active and Passive Recreation Management Plan, it was suggested to highlight Robin Hood and bring back the unique features to the passive area. As part of the survey conducted in the plan, the number two priority was to enhance and maintain what we have.

In 2014, Robin Hood Park had trail work completed through the Student Conservation Association (SCA). The project was fully funded (\$32,059) through the Rachel Marshal Trust Fund and approved by the Trustees of Trust Funds. The crew completed various projects that included improving drainage, installing water bars and cutting back the trail clearance. The sections of trail have been greatly improved for many years to come.

In 2015, a Recreational Trails Grant from the State of NH had been awarded to the City for an 80% reimbursable match (\$26,477.74) for the City to hire and bring back a SCA crew for the summer. The remaining 20% (\$6,619.44) had been funded again by the Rachel Marshal Trust Fund.

However, the Recreational Trails Grant program funding cycle did not get approved through the Governor and Council process until November of 2015, thus extending the grant cycle through October 2016. This contract will bring a SCA work crew to Keene starting June 13, 2016, completing the grant before the extension deadline.

In the City Ordinance for Purchasing Section 2-1339 Exceptions: The competitive purchasing requirements contained in this article shall not apply to maintenance contracts... where the city decides to contract with nonprofit organizations for the provision of health, welfare, social or recreational services for the city...



CITY OF KEENE

R-2016-16

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

A RESOLUTIONCOUNCIL POLICY: RELATING TO OATHS OF OFFICE.....

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

WHEREAS: Oaths of Office shall be administered by those so authorized by State Statute; and

WHEREAS: Oaths of Office for the Mayor and City Council members shall be administered by an official chosen by the Mayor-elect and duly authorized by Statute to administer such an oath. Officials taking an oath to serve on the governing body shall do so at the Inauguration ceremony held on the first secular day of the year these officials take office, and shall subscribe to the oath in writing; and

WHEREAS: The Office of the Keene City Clerk is authorized to administer and record oaths of office to elected or appointed officials required to take such oath pursuant to State statute; and

WHEREAS: The Keene City Council has determined that service on certain other public bodies shall be subject to an oath of office:

NOW THEREFORE BE IT RESOLVED, that the Keene City Council stipulates that members serving on the following public bodies, with the exception of sitting members of the Keene City Council already having taken such oath, shall be required to take an oath of office and subscribe to said oath in writing before a duly authorized employee of the Office of the City Clerk prior to commencing their service on the body or upon reappointment:

1. Statutory Boards including: Planning Board, Zoning Board of Adjustment, Building Board of Appeals, Housing Standards Board of Appeals, Conservation Commission, Heritage Commission, Historic District Commission, Trustees of Trust Funds and Cemetery Trustees, Board of Assessors.

Kendall W. Lane, MayorIn City Council April 21, 2016.

Referred to the Finance, Organization and
Personnel Committee.

City Clerk