



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
August 25, 2016
6:30 PM**

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

-
1. Request for Short-term, Free Parking - Monadnock Center for Violence Prevention
 2. Acceptance of Vehicle Forfeiture - Police Department
 3. Acceptance of Drug Forfeiture - Police Department
 4. Disposition of City Owned Property
 5. Placement of a Lien on 344 West Street for Recovery of Abatement Costs - Health Department
 6. Relating to the Partner City Committee
 - Memorandum - City Attorney
 - Ordinance O-2016-16
 7. Relating to Environmental Preferred Purchasing and Collaboration
 - Memorandum - City Attorney
 - Ordinance O-2016-17
 8. Relating to Approving a CDBG Application for Mamasezz
 - Communication - CDBG Administrator
 - Resolution R-2016-30

MORE TIME ITEMS:

- A. MORE TIME: Relinquishment of Easement to Parking Spaces on Railroad Property on Behalf of Monadnock Food Co-op
- B. Charter Employee Evaluation Process - FOP COM

Non Public Session
Adjournment



External Communication *Transmittal Form*

August 20, 2016

TO: Finance, Organization and Personnel Committee

FROM: Patricia A. Little, City Clerk

ITEM: 1.

SUBJECT: Request for Short-term, Free Parking - Monadnock Center for Violence Prevention

ATTACHMENTS:

Description

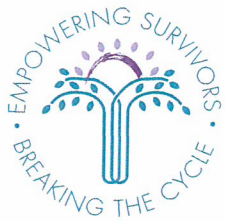
Communication - Christopherson

BACKGROUND:

Robin Christopherson, the Executive Director of Monadnock Center for Violence Prevention is requesting free parking for approximately 30 attendees who will be participating in a "train-the trainer" exercise for an initiative that seeks to reduce power-based personal violence. The training sessions will be held at the Greek Orthodox Church on September 13 - 16, 2016. As this communication is time sensitive, the communication is being directly referred to the Finance, Organization and Personnel Committee.

Petitioner Contact Information

Robin Christopherson, Executive Director
MCVP
Suite 103, 12 Court Street
352-3844



MCVP
CRISIS & PREVENTION CENTER
www.MCVPrevention.org

Business Office:

12 Court Street
Suite 103
Keene, NH 03431
603-352-3844
Fax: 603-357-5227

Advocacy Services:

24-hour crisis line:
603-352-3782
1-888-511-MCVP
(6287)

Old Cheshire County
Courthouse
12 Court Street
Suite 103
Keene, NH 03431

The River Center
9 Vose Street
Peterborough, NH 03458

August 19, 2016

Dear Mayor Lane and Keene City Council,

I am writing this letter to request 30 parking vouchers for spaces near St. George Greek Orthodox Church Hellenic Hall, 70 West Street, for September 13-16, 2016. The spaces will allow participants in the Green Dot, Etc. project (see additional enclosed information sheet) to park for free as they will be donating their time to become instructors in this initiative that will significantly decrease domestic and sexual violence in the City of Keene.

Additionally, I encourage members of City Council to attend the over view of Green Dot that will be delivered on September 13th from 9AM-12PM. Please refer to info sheet for details. It would also be a boon to the imitative to have at least one or two city employees trained as Green Dot Instructors.

As a result of the building of the new court house and the renovations of the old court house to allow more Cheshire County employees to be housed there, MCVP: Crisis & Prevention Center has lost all its parking spaces as a tenant of the county. MCVP now purchases nine parking permits from the City of Keene at an annual cost of \$4,680. We have not asked for any concessions from the city even though our annual budget is under \$500K per year. We also no longer receive any outside agency funding from the city and have not for some time.

I am available to speak to this request at the September 1st City Council Meeting.

Respectfully submitted,

Robin P. Christopherson, Executive Director



is coming to Keene!

What is GreenDot?

GreenDot, Etc. is an organization that provides training and resources necessary to support individuals, institutions and communities in reducing power-based personal violence. The Community Strategy focuses on mobilizing individuals and organizations and equipping them with the motivation, knowledge and skills necessary to play an active role in building a safer community. The focus of the program expands beyond individual bystander intervention, and works within broader systems to bring about lasting change. Go to www.livethegreendot.com to learn more.

Why Keene?

Researchers at the Prevention Innovations Research Center at the University of New Hampshire will study how people in Keene (and Claremont) work together to address violence thanks to a \$1.6 million grant from the Centers for Disease Control and Prevention. The researchers will evaluate prevention strategies developed by GreenDot, Etc. There are also two control communities in NH participating. MCVP: Crisis & Prevention Center signed on to this project as a collaborative partner to bring this invaluable opportunity to Keene! In other communities where GreenDot, etc. has been implemented, there has been a marked reduction in domestic and sexual violence – up to 35%!!!

Why work to end power-based personal violence?

- Nearly one in four women and one in twenty men in New Hampshire have been sexually assaulted. The number of women and men combined who have been the victim of a sexual assault could fill Fenway Park almost three and a half times.
- At least a third of New Hampshire women have been the victim of a physical assault by an intimate partner. The number of female victims of intimate partner violence in NH is greater than the population of Manchester and Concord combined by almost 14,000.

Do you want to be part of the GreenDot Team that changes this in Keene?

Join us on September 13th from 9AM-12PM at Hellenic Hall, 70 West Street, Keene and find out what GreenDot is all about. Registration is required. Contact Robin at director@mcvprevention.org or 352-3844 for details.



City of Keene, N.H.
Transmittal Form

August 8, 2016

TO: Finance, Organization and Personnel Committee

FROM: Brian Costa, Police Chief

THROUGH: Medard Kopczynski, City Manager

ITEM: 2.

SUBJECT: Acceptance of Vehicle Forfeiture - Police Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee authorize the City Manager to do all things necessary to accept a Vehicle Forfeiture awarded by the New Hampshire Attorney General's Office.

BACKGROUND:

Concluding an investigation into the sale and distribution of heroin into our community, the Keene Police Department assisted the New Hampshire Attorney General's Drug Task Force in executing a search warrant on a vehicle in which the owner and operator had been arrested for the distribution of heroin. The investigation resulted in the seizure of a 2006 Lexus ES330 automobile which contained six (6) large bags of heroin, totaling approximately one half kilogram and \$6,779.00 in cash which was found alongside of the drugs.

The NH Attorney General's Office has awarded full ownership of the vehicle, valued at approximately \$7,000.00, to the Keene Police Department.



City of Keene, N.H.
Transmittal Form

August 8, 2016

TO: Finance, Organization and Personnel Committee

FROM: Brian Costa, Police Chief

THROUGH: Medard Kopczynski, City Manager

ITEM: 3.

SUBJECT: Acceptance of Drug Forfeiture - 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 forfeiture funds in the amount of \$2,181.47, that has been awarded to the Keene Police Department from the United States Department of Justice.

BACKGROUND:

In October 2013, the United States Attorney's Office, New Hampshire Attorney General's Drug Task Force and Homeland Security Investigations, working in conjunction with the Keene Police Department, New Hampshire State Police, Salem Police Department, and Massachusetts State Police began investigating heroin distribution in the greater Keene, New Hampshire area, along with the source(s) of supply. As a result of this investigation, law enforcement has arrested fourteen individuals involved in a conspiracy to traffic multi-kilograms of heroin from Lawrence, Massachusetts to the greater Keene, New Hampshire area.

With the fourteen arrests that were made, investigators believe they were able to dismantle a major heroin and cocaine distribution network which had been operating for a number of years out of Lawrence, Massachusetts, in addition to dismantling two greater Keene area-based drug distribution cells. In total, law enforcement seized over 5.5 kilograms of heroin, 14 ounces of cocaine, approximately 90 Oxycodone tablets, approximately \$11,000.00 cash, and fourteen firearms.



City of Keene, N.H.
Transmittal Form

8/22/2016

TO: Finance, Organization and Personnel Committee

FROM: Dan Langille, City Assessor

THROUGH: Medard Kopczynski, City Manager

ITEM: 4.

SUBJECT: Disposition of City Owned Property

RECOMMENDATION:

Move that the Finance, Organization & Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to dispose of three properties acquired through a tax deed on March 23, 2016, including, if necessary, structural demolition, and sale by advertised sealed bids: 21 Allen Court, 270 Beaver Street, and 9 Martin Street.

BACKGROUND:

On March 23, 2016 the City executed a tax deed on property located at 21 Allen Court, 270 Beaver Street, and 9 Martin Street for non-payment of 2012 property taxes. This action was authorized by the City Council.

In accordance with RSA 80:77 and 80:77-a, a Notice of Tax Deed was sent to the owners of the property. The tax deed amount which includes taxes and interest, as of 8/19/2016, for 21 Allen Court is \$18,649; for 270 Beaver Street the amount is \$22,687; and for 9 Martin Street the amount is \$26,783.

Per RSA 80:90 the City may collect for back taxes, interest, legal costs, incidental costs incurred by the city and a 10 percent penalty of the assessed value of the property as of the date of the tax deed.

In accordance with RSA 80:89 the owners must be notified of the opportunity to repurchase the property 90 days prior to offering the property for sale. This notice was sent to the owners on March 31, 2016 and they have expressed no interest in repurchasing the property.

The City Council can now either dispose of the properties, or retain them for a public purpose.

21 Allen Court is a single family home situated on .46 acres. The lot is considered to be a double lot with the potential to subdivide. The building is a 1927 Craftsman style 3 bedroom home. The structure appears to be solid although the maintenance on the property has been neglected over the years. The owner was relocated as a result of the tax deeding. It is worth noting that numerous City staff have made great efforts and have taken a considerable amount of time to ensure the safety and well-being of the occupant as well as transition the occupant into a living situation that is believed by many to be positive for both the health and the well-being of the occupant.

270 Beaver Steet is a vacant single family building situated on 1 acre at the end of Beaver Street. This is a hilly, sloping lot. This building is 560 square feet and is below average construction with a low clearance partial

basement. There are a number of outbuildings on the property in very poor condition and of no value.

9 Martin Street is a two family building located on .11 acres. There is a two bedroom unit on the 2nd level and a studio or 1 bedroom unit on the 1st floor. Maintenance on the building has been neglected over the years. As a result of the tax deeding process occupants of the 2nd level apartment have relocated. The first floor apartment was already vacant.



City of Keene, N.H.
Transmittal Form

August 19, 2016

TO: Finance, Organization and Personnel Committee

FROM: John Rogers, Acting Health Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 5.

SUBJECT: Placement of a Lien on 344 West Street for Recovery of Abatement Costs - Health Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the City Council approve the placement of a lien on property located at 344 West St Keene, New Hampshire for cost recovery incurred by the City for corrective action taken to abate a public health nuisance.

BACKGROUND:

344 West Street is a two unit building in which the property owner resides in one unit and rents the other unit. Housing Inspectors from the Health and Code Department have been dealing with the property owner since September 2015 about garbage accumulating on the property which is a violation of City Ordinance, Section 18-241(8). During this time period, the inspectors have worked with the property owner to remove the garbage several times with each subsequent period requiring additional steps in order to so.

The last incident started on June 3, 2016 with one of the inspectors noting the garbage accumulating outside once again. The inspector was told by the tenants that the owner was having it removed, but upon re-inspection on June 9 the garbage was still there and it was noted that the two car garage was full of garbage as well. At this time the inspector issued a warning ticket to the owner and gave her a week to have it removed.

By June 17 the pile of garbage had gotten bigger and was being spread across the yard by animals. A second ticket with a fine attached was issued with a corrective action date of July 1. On July 1, the inspector noted no action had been taken by the property owner and there was no indication that the property owner had a plan to correct the conditions. A third ticket was issued with a July 9 date for compliance to occur.

The re-inspection on July 9 showed once again that no action had been taken by the property owner and the amount of garbage was increasing. The inspector was told by a tenant that the garbage was going to be removed over the upcoming weekend. The inspector issued a fourth ticket with a fine attached and scheduled a re-inspection for July 14.

After the July 14 inspection, noting nothing had been done and that the tickets were not having the desired effect, the property owner was issued a summons to appear in District Court on August 9.

On July 19 the Health Officer issued a Notice of Violation under RSA 147:17 to the property owner informing her that the condition of the property was a nuisance and considered injurious to the public health. A compliance date of July 25 was given for the property to be cleaned. The Notice also indicated that if the garbage was not removed then the City would take immediate corrective actions and that any municipal cost incurred shall constitute a lien against the property.

The property was inspected on July 25 by the Health Officer who noted there was no corrective action had been taken by the property owner. The owner was notified during the inspection that the City would be taking

corrective action the following day.

On July 26 personnel from the Public Works Department, Police Department and Health and Code Department were on site to remove garbage from the property. Personnel spent up to 5 hours dealing with the cleanup, disposal of the garbage and completing paper work. The cost of personnel was \$1,150.97, cost for equipment was \$1,650 and disposal cost for the 2.19 tons of garbage came to \$438.00.

Summary

Under RSA 147:7-b a municipality may recover costs incurred for the removal of a public health nuisance. With the City Council's approval, the Health Officer will start the recovery process. The total cost of recovery is \$3,238.97.



Transmittal Form

August 1, 2016

TO: Mayor and Keene City Council

FROM: Thomas P. Mullins, City Attorney

ITEM: 6.

SUBJECT: Relating to the Partner City Committee

COUNCIL ACTION:

In City Council August 4, 2016.
Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That the City Council refer the attached Ordinance O-2016-16, Relating to the Partner City Committee to the Finance, Organization and Personnel Committee for consideration and recommendation back to the City Council.

ATTACHMENTS:

Description

Ordinance O-2016-16

BACKGROUND:

In an effort to streamline fiscal policies, it was unanimously voted at the July 28, 2016, meeting of the Finance, Organization and Personnel Committee to remove the section pertaining to the Partner City Committee from the fiscal policies resolution and to place it in the appropriate section of the City Code. Attached is the required Ordinance, which will facilitate this change.



CITY OF KEENE

O-2016-16

Sixteen

In the Year of Our Lord Two Thousand and

RELATING TO THE PARTNER CITY COMMITTEE

AN ORDINANCE

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting Section 2-1097, in its entirety, and inserting the following new Section 2-1097, Functions and guidelines, to Chapter 2, Administration, Article V, Boards and Commissions, Division 20, Partner City Committee, as follows:

Sec. 2-1097 – Functions and guidelines

The functions and guidelines in this section are established for the conduct of the Partner City Committee.

- (1) The committee is authorized to conduct fundraising events to further its purpose;
- (2) The committee shall receive gifts and donations in the name of the City with prior approval of the City Council;
- (3) General Fund appropriations shall be accounted for and expended separately from donations and proceeds from fundraising activities;
- (4) Each year, if the City Council approves a General Fund appropriation, that amount shall be transferred into a distinct non-lapsing account. The Partner City Committee is authorized to spend this appropriation, as well as the donations and proceeds from fundraising activities, for activities associated with its purpose, as defined in the City Code. At year end, the balance remaining in the non-lapsing account funded by General Fund appropriations shall be reviewed by City staff. To the extent that any balance remaining exceeds the total of the two most recent appropriations, the excess shall be returned to the General Fund as surplus.
- (5) The committee shall perform such other related functions as required by the City Council or as requested by the City Manager.

In City Council August 4, 2016.
Referred to the Finance,
Organization and Personnel
Committee.

City Clerk



Transmittal Form

August 1, 2016

TO: Mayor and Keene City Council

FROM: Thomas P. Mullins, City Attorney

ITEM: 7.

SUBJECT: Relating to Environmental Preferred Purchasing and Collaboration

COUNCIL ACTION:

In City Council August 4, 2016.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That the City Council refer the attached Ordinance O-2016-17, Relating to Environmental Preferred Purchasing and Collaboration, to the Finance, Organization and Personnel Committee for consideration and referral back to City Council.

ATTACHMENTS:

Description

Ordinance O-2016-17

BACKGROUND:

A fiscal policies workshop was held on July 14, 2016. It was decided to remove the section pertaining to Environmental Preferred Purchasing and Collaboration from the fiscal policies resolution and to place it in the appropriate section of the City Code. The attached Ordinance will accomplish this change.



CITY OF KEENE

O-2016-17

In the Year of Our Lord Two Thousand and Sixteen

AN ORDINANCE RELATING TO ENVIRONMENTAL PREFERRED PURCHASING
AND COLLABORATION*Be it ordained by the City Council of the City of Keene, as follows:*

That the Ordinances of the City of Keene, as amended, are hereby further amended by inserting the following new Section 2-1341, Environmental Preferred Purchasing and Collaboration, to Chapter 2, Administration, Article IX, Purchasing, as follows:

Sec. 2-1341 - Environmental Preferred Purchasing and Collaboration

- (a) Environmental Preferred Purchasing. To the greatest extent possible and within budgetary constraints, the City of Keene will consider life-time costs and environmental impacts when purchasing goods and services.
 - (1) Practices will be developed, implemented, and adhered to that will reduce waste by increasing product efficiency and effectiveness.
 - (2) Products that minimize environmental impacts, toxins, pollution, and hazards to worker and community safety will be given preference to the greatest extent practicable.
 - (3) To the greatest extent possible and within budgetary constraints, the City of Keene will purchase products that:
 - a. include recycled content,
 - b. are durable and long-lasting,
 - c. conserve energy and water,
 - d. use agricultural fibers and residues,
 - e. reduce greenhouse gas emissions.
 - (4) To the greatest extent possible and within budgetary constraints, the City of Keene will incorporate green building principles and practices into the planning, design, construction, management, renovation, operation, and demolition of all City facilities.
- (b) Collaboration. The City will seek collaboration with other interested governmental entities or agencies to consolidate when possible and practicable employees, services, and the purchase of materials, supplies, and other consumables, when doing so:
 - (1) reduces duplication of effort,
 - (2) provide for the efficient and effective use of public resources, and
 - (3) conforms to budgetary parameters and remain cost competitive.

Kendall W. Lane, Mayor

PASSED

In City Council August 4, 2016.

Referred to the Finance, Organization and Personnel Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

August 2, 2016

TO: Mayor and Keene City Council

FROM: Patricia A. Little, City Clerk

ITEM: 8.

SUBJECT: Relating to Approving a CDBG Application for Mamasezz

COUNCIL ACTION:

In City Council August 4, 2016.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Mangones Communication

Resolution R-2016-30

BACKGROUND:

Attached is a communication and Resolution from Keene Housing requesting approval of a CDBG application for Mamasezz Foods, Inc., a company that prepares and delivers raw organic meals to home.



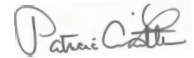
831 Court Street, Keene, NH 03431

PHONE & TTD - 603.352.6161

FAX - 603.352.6845

TO: The Honorable Mayor and Members of the City Council
FROM: Linda Mangones, CDBG Administrator
THROUGH: Medard Kopczynski, City Manager
RE: Proposed application for CDBG funds
DATE: August 2, 2016

In City Council August 4, 2016.
Referred to the Finance,
Organization and Personnel
Committee.


City Clerk

Recommendation: That the City Council adopt the attached resolution approving an application for Community Development Block Grant (CDBG) funds to the NH Community Development Finance Authority for the State of New Hampshire; and, further, to reaffirm the Housing and Community Development Plan as updated and adopt the Anti-Displacement and Relocation Assistance Plan.

Monadnock Economic Development Corporation (MEDC): Loan to MamaSezz. This application for Economic Development funds would allow MEDC to help MamaSezz lease a facility in the railroad yard and develop a business to prepare and deliver plant-based ready-to-eat foods. The amount of the application is expected to be \$300,000.

Public hearing: A public hearing will be held on this proposal on **Tuesday, August 16 at 4:00** in the Small Committee Room on the second floor of City Hall.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Sixteen

A RESOLUTION Approving a CDBG Application for Mamasezz

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

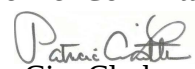
- WHEREAS, the City of Keene has stated as one of its Community Goals that the economic base of the City be diversified; and
- WHEREAS, the present national economic climate suggests there is a need for development that would provide jobs; and
- WHEREAS, The Monadnock Economic Development Corporation has been incorporated for the purpose of working to expand the economic base of the Monadnock region; and
- WHEREAS, the U. S. Department of Housing and Urban Development has established a Community Development Block Grant Program which is administered within the State of New Hampshire by the Community Development Finance Authority; and
- WHEREAS, the Community Development proposal would provide up to \$300,000 to be subgranted to Monadnock Economic Development Corporation and loaned to MamaSezz for costs needed to expand the business;

NOW, THEREFORE, BE IT RESOLVED that the City Council approve and support the City's grant application to the Community Development Finance Authority of the State of New Hampshire for an amount up to \$300,000 in Community Development Block Grant funds to be used by Monadnock Economic Development Corporation for a loan to MamaSezz for costs needed to expand the business; that the Council re-adopt the Housing and Community Development Plan and Displacement and Relocation Plan previously adopted; that the City will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and, further, that the City Manager is authorized to execute any documents which may be necessary for the contract.

Kendall W. Lane, Mayor

In City Council August 4, 2016.

Referred to the Finance, Organization and Personnel Committee.


City Clerk