



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
May 23, 2019
6:30 PM**

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Bettina A. Chadbourne

1. Acceptance of Drug Forfeiture Distribution - Police Department
2. Acceptance of Donations - Parks, Recreation and Facilities
3. MOU with Keene/Brattleboro Chapter of New England Mountain Bike Association - Parks, Recreation and Facilities
4. Sponsorship Update - Parks, Recreation and Facilities
5. Library Campus Use Agreement - Library
6. Jim Phippard, Agent for Kingsbury Acquisition, LLC - Tax Deed for 80 Laurel Street
7. Councilors Greenwald, Manwaring and Richards - Tax Deeding - Kingsbury
8. Relating to Interdepartmental Responsibilities - Parking
Ordinance O-2019-06
9. Relating to Class Allocation & Salary Schedule
Ordinance O-2019-09
10. Councilor Filiault - NH Rooms and Meals Tax Revenue Sharing
11. Traffic Signal Replacement – Park and Arch Street - Police Department
12. Drummer Hill Water Tank and Pump Station Replacement
Resolution R-2019-06-A
Resolution R-2019-07-A

13. Change in the FY20 Operating Budget - FY20 Capital Improvement Program Water Project - Public Works Department
14. Relating to the FY 2019-2020 Operating Budget
Resolution R-2019-15
15. Relating to the Appropriation of Funds for the City Hall Rear Wall Project; Relating to the Appropriation of Funds for the Flood Management Project; Relating to the Appropriation of Funds for the Road Rehabilitation Project; Relating to the Appropriation of Funds for the Winchester Street By-Pass Project; Relating to the Appropriation of Funds for the Transfer Station Roof Project; Relating to the Appropriation of Funds for the Woodward Pond Dam Project
Resolution R-2019-16
Resolution R-2019-17
Resolution R-2019-18
Resolution R-2019-19
Resolution R-2019-20
Resolution R-2019-21

MORE TIME ITEMS:

- A. Ed and Kathleen (Kennedy) Burke - Beauregard Trust Property and 0 Chapman Road
- B. Toby Tousley - Request to Purchase City Property - Adjacent to Bicycle/Pedestrian Path - 160 Emerald Street

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

May 16, 2019

TO: Finance, Organization and Personnel Committee

FROM: Steve Stewart, Police Captain

THROUGH: Steve Russo, Police Chief, Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Acceptance of Drug Forfeiture Distribution - 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 a monetary State drug forfeiture in the amount of \$1,794.04.

BACKGROUND:

This distribution represents the City's portion of funds seized pursuant to a narcotics investigation that culminated on 6/27/18 (18-1187-OF).



City of Keene, N.H.
Transmittal Form

May 20, 2019

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donations - Parks, Recreation and Facilities

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$252.00 and that the money is used for the purchase of bat houses in Ashuelot River Park.

BACKGROUND:

The Ashuelot River Park Advisory Board has been working with Antioch University graduate student, Ingrid Evans, who responded to a project request submitted by Councilor Steve Hooper regarding placing bat houses within the park to help promote bat health and to reduce the insect population.

At the March 2019 meeting, Ms. Evans presented her project to the board and asked for financial assistance. At the May meeting, several board members volunteered to support the effort in purchasing 3 bat houses. The Advisory Board will be purchasing the posts, but all signs and houses were privately donated.

Each house has been carefully located within the park not to be concentrated in one area. In addition, Antioch University will provide educational opportunities to future students and to the general public.



City of Keene, N.H.
Transmittal Form

May 7, 2019

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: MOU with Keene/Brattleboro Chapter of New England Mountain Bike Association - Parks, Recreation and Facilities

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute an updated Memorandum of Understanding with the Keene/Brattleboro Chapter of the New England Mountain Bike Association for trail maintenance in Greater Goose Pond Forest, Ladies Wildwood Park, Robin Hood Park, Beech Hill Preserve, Stearns Hill and Wheelock Park.

BACKGROUND:

In 2011, the City entered into a Memorandum of Understanding with the Keene/Brattleboro Chapter of the New England Mountain Bike Association for the purposes of maintenance of trails in the Greater Goose Pond Forest and Drummer Hill. In 2018, a group of club riders were looking to expand the trail maintenance in Ladies Wildwood Park and Wheelock Park. The increase in trail riding has become quite popular in every demographic, it is exciting to see families riding together on the various trails that have been constructed.

Since the original MOU in 2011, several members have attended the Trail School hosted by the International Mountain Biking Association, and have brought that skill level back to the City to work with other club members. The Chapter has been and will continue to be held to a high standard of trail maintenance in understanding the Best Management Practices from the State of NH and from IMBA. In addition, this level of volunteerism in the park system could be a model program for future development of the extensive trail network within the City of Keene.

The success of this agreement and the completion of the Greater Goose Pond Stewardship Plan brought forward the need to expand this agreement to other City park lands. Therefore, it is recommended that additional trail networks located at Ladies Wildwood Park, Robin Hood Park, Beech Hill Preserve, Stearns Hill and Wheelock Park be placed into the MOU so that future improvements can be considered within the agreement.



City of Keene, N.H.
Transmittal Form

May 20, 2019

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Sponsorship Update - Parks, Recreation and Facilities

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee accept the sponsorship update for Wheelock Park and the Recreation Center as informational.

BACKGROUND:

Through the sponsorship policy adopted in April 2016, the department pushed the opportunities out to the community in March and April. As a result, several local businesses have connected to gain additional exposure through the Parks and Recreation Department.

Mascoma Savings Bank has sponsored the summer staff training day with professional speaker Steve Maguire. Mr. McGuire is a well know camp staff expert and provides a 3-hour summer camp warm up. This program as a result of the sponsorship provides other local recreation departments along with the YMCA to attend at a minimal fee. The financial value of the sponsorship is \$1,250.00.

Keene Orthodontist Specialist has renewed their banner placements at Wheelock Park and the Recreation Center for another one-year agreement beginning May 1, 2019. The financial value of the sponsorship is \$1800.00.

Fenton Family Dealerships has renewed their banner placements at Wheelock Park for another one-year agreement beginning May 1, 2019. The financial value of the sponsorship is \$250.00.

Financial Solutions has renewed their banner placements at Wheelock Park for another one-year agreement beginning May 1, 2019. The financial value of the sponsorship is \$250.00.

Pizza Pie has sponsored a banner for placements at the Recreation Center for a one-year agreement beginning May 1, 2019. The financial value of the sponsorship is \$250.00.

Additional sponsorship opportunities are still in progress. To learn more about opportunities through the department, organizations should contact the department online or by phone.



City of Keene, N.H.
Transmittal Form

May 13, 2019

TO: Finance, Organization and Personnel Committee

FROM: Nancy Vincent, Library Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Library Campus Use Agreement - Library

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommends the approval of the Library Campus Use Agreement *among the Trustees of the Keene Public Library, the Friends of the Keene Public library and the City of Keene, New Hampshire* and authorize the City Manager to sign the agreement.

ATTACHMENTS:

Description

Library Campus Use Agreement

Agreement between the Trustees, Friends and City

BACKGROUND:

An *Agreement Among the Trustees of the Keene Public Library, the Friends of the Keene Public library and the City of Keene, New Hampshire* signed January 28, 2003, and recorded with the Cheshire County of Deeds, stipulated the financial obligations of the Library Trustee and Friends' Boards for funding the City's purchase of the Masonic Building and for its initial necessary upgrades. The agreement further stipulated the following: (a) the building and land be used primarily for library purposes and (b) any revenue derived from the use of the land and building be used to defray repair and maintenance costs.

The City of Keene established a cost center to accept all revenues from use of the now designated Library Annex (formerly the Masonic Building). From that time, cost center revenues have covered additional building and equipment improvements as well as staff supervision of both library and community-initiated programming. As required, the 2003 agreement was terminated with the closing on New Market Tax Credits.

The attached draft entitled *The Library Campus Use Agreement Among the Trustees of the Keene Public Library, the Friends of the Keene Public library and the City of Keene, New Hampshire* is submitted to reinstate the conditions of the former agreement. It stipulates that the "any revenue which is derived from use of the Library Annex and the connector forming the NMTC Project shall be deposited in a City Cost Center and expended to defray costs and expenses related to Library Campus operations."

Both the Library Trustees and the Friends' Boards have approved the attached document and have authorized their Presidents to sign the agreement upon the City Council's acceptance. It should be noted that this agreement reestablishes the funding source for essential staff supervision of activities in the newly expanded spaces.

**LIBRARY CAMPUS USE AGREEMENT
AMONG THE TRUSTEES OF THE KEENE PUBLIC LIBRARY,
THE FRIENDS OF THE KEENE PUBLIC LIBRARY, AND
CITY OF KEENE, NEW HAMPSHIRE**

This Library Campus Use Agreement is made and entered into this _____ day of _____, 2019, between **THE TRUSTEES OF THE KEENE PUBLIC LIBRARY**, and entity operating under the auspices of the municipality of the City of Keene, New Hampshire, of 60 Winter Street, Keene, Cheshire County, New Hampshire (hereinafter “KPL Trustees”); **THE FRIENDS OF THE KEENE PUBLIC LIBRARY**, a duly formed and operating non-profit charitable organization of 60 Winter Street, Keene, Cheshire County, New Hampshire (hereinafter “The Friends”); and the **CITY OF KEENE**, New Hampshire, a municipal corporation organized and existing under the laws of the State of New Hampshire, of 3 Washington Street, Keene, Cheshire County, New Hampshire (hereinafter the “City”)(collectively “Parties”).

WHEREAS, in 2004, The Friends and the KPL Trustees collectively purchased the Library Annex (formerly known as the Masonic Building/Heberton Hall) and donated it to the City for future use as part of a library campus; and

WHEREAS, the Parties engaged in numerous joint efforts to fund the Library Annex renovations, and the improvements and connector to the Keene Public Library, to collectively form the Library Campus; and

WHEREAS, the financing for the Library Annex and connector to the Keene Public Library included the receipt of New Market Tax Credits (the “NMTC Project”); and

WHEREAS, in 2019, renovations to the Library Annex were completed, and the Library Annex connected to the Keene Public Library.

NOW THEREFORE, for good and adequate consideration, the receipt of which is hereby acknowledged, the parties covenant and agree as follows:

1. The Keene Public Library, Library Annex and connector together with the surrounding grounds (hereinafter collectively “Library Campus”) shall be used primarily for library purposes. “Primarily for Library Purposes” means uses including, but not limited to, a free public library, its programs and activities, reading rooms, lecture rooms, parking for the library office space for The Friends and their book sales, programs and activities, and use for other civic activities, including the use of the facilities located within the Library Campus for other City and community meetings and activities as long as those events do not interfere with library operations.
2. Any revenue which is derived from the use of the Library Annex and the connector forming the NMTC Project shall be deposited into a City cost center created for this purpose, and expended from time to time upon mutual agreement of the Parties and through such process as may be required by the City Finance department, to defray costs and expenses related to Library Campus operations, including but not limited to, furniture, fixtures, equipment, library materials, staffing, repair and maintenance.
3. The use of the Library Campus shall be governed by the KPL Trustees, who are appointed in accordance with the 1898 Agreement between Edward C. Thayer and the City of Keene; provided, however, that any action taken by the KPL Trustees shall not be in conflict with any financial or operational requirements of the NMTC Project which partially funded the Library Annex and connector

improvements, or with the Master Lease provisions between the City and Heberton Advancement, LLC.

4. Except as provided above by paragraph 2, the City will assume and pay all the expenses of owning, operating, maintaining, and repairing the Library Campus; provided, however, that no major modifications, alterations, demolitions, or repairs of the Library Campus shall be undertaken without the written approval of the KPL Trustees, which shall not be unreasonably withheld.

THE TRUSTEES OF
THE KEENE PUBLIC LIBRARY

By: _____
Print Name: _____
Its: _____
Duly authorized

THE FRIENDS OF
THE KEENE PUBLIC LIBRARY

By: _____
Print Name: _____
Its: _____
Duly authorized

CITY OF KEENE

By: _____
Elizabeth Dragon, City Manager
Duly authorized

AGREEMENT AMONG THE TRUSTEES OF THE KEENE PUBLIC LIBRARY,
THE FRIENDS OF THE KEENE PUBLIC LIBRARY AND THE CITY OF KEENE.

AGREEMENT AMONG THE TRUSTEES OF THE KEENE PUBLIC LIBRARY
THE FRIENDS OF THE KEENE PUBLIC LIBRARY, AND
THE CITY OF KEENE, NEW HAMPSHIRE

This Agreement is made and entered into this 28th day of January, 2003, by and between **The Trustees of the Keene Public Library**, an entity operating under the auspices of the municipality of the City of Keene, New Hampshire, of 60 Winter Street, Keene, Cheshire County, New Hampshire (hereinafter referred to as "KPL Trustees"); **The Friends of the Keene Public Library**, a duly formed and operating non-profit charitable organization of 60 Winter Street, Keene, Cheshire County, New Hampshire (hereinafter referred to as "The Friends"); and the **City of Keene, New Hampshire**, a municipal corporation organized and existing under the laws of the State of New Hampshire, of 3 Washington Street, Keene, Cheshire County, New Hampshire (hereinafter referred to as "the City").

This Agreement is conditioned upon the conveyance by warranty deed of certain land and buildings located at 91 West Street, Keene, Cheshire County, New Hampshire, as described in a deed recorded in Volume 1843, Page 902, of the Cheshire County Registry of Deeds (hereinafter referred to as "the Masonic Building"), by the Jerusalem Lodge No. 104 Masonic Association to the City. The Masonic Building is adjacent to the existing Keene Public Library and it is being acquired, in large part, to provide additional parking for the Keene Public Library and to provide The Friends of the Keene Public Library with space to conduct their charitable undertakings in support of the Keene Public Library.

This Agreement shall be recorded in the Cheshire County Registry of Deeds with the warranty deed from the Jerusalem Lodge No. 104 Masonic Association to the City. This Agreement is intended to run with the land in perpetuity. Any amendment of this Agreement must be made in writing by agreement of all the parties to this Agreement and recorded in the Cheshire County Registry of Deeds to be effective.

For good and adequate consideration paid, the receipt of which is hereby acknowledged, the parties covenant and agree as follows:

1. The KPL Trustees shall contribute and pay the sum of Two Hundred Thousand Dollars (\$200,000) towards the purchase price of the Masonic Building, said sum to be paid at the time of closing.
2. The Friends shall contribute and pay the sum of Fifty Thousand Dollars (\$50,000) towards the purchase price of the Masonic Building, said sum to be paid at the time of closing.
3. The Friends shall contribute and pay the sum of Two Hundred Thousand Dollars (\$200,000) towards the purchase price of the Masonic Building, said sum to be paid thirty (30) days prior to the first anniversary of the closing.

4. The Friends shall contribute and pay a sum of Ninety Three Thousand Dollars (\$93,000), to the City for the completion of that work which is described in the report of Medard Kopczynski dated October 31, 2002, attached hereto as Exhibit A, said sum to be paid at time of closing.
5. The Friends shall contribute and pay a sum of up to Ten Thousand Dollars (\$10,000) to the Masonic Building Association when the Masonic Building Association vacates the Masonic Building to defray its moving and relocation expenses, provided it is not in default of the provisions of its lease with the City.
6. The City, by vote of the Keene City Council dated October 3, 2002, voted to accept the conveyance of the Masonic Building on the terms set forth in the warranty deed and further agreed to the terms and conditions set forth in this Agreement.
7. The KPL Trustees, by vote of its Board of Directors on October 25, 2002, voted to accept the terms and conditions set forth in this Agreement.
8. The Friends, by vote of its Board of Directors on October 30, 2002, voted to accept the terms and conditions set forth in this Agreement.
9. The City will take title to the Masonic Building on the condition that the land and buildings shall be used primarily for library purposes. "Primarily for Library purposes" means uses including, but not limited to, a free public library, its programs and activities, reading rooms, lecture rooms, parking for the library office space for the Friends and their book sales, programs and activities, and use for other civic activities, including the use of the facilities at the Masonic Building for other City and community meetings and activities as long as those events do not interfere with library operations. Any revenue which is derived from the use of the land and buildings which are the subject of this Agreement shall be used to defray the cost of repair and maintenance of the said land and buildings.
10. The use of the Masonic Building and its grounds shall be governed by the KPL Trustees, who are appointed in accordance with the 1898 Agreement between Edward C. Thayer and the City of Keene.
11. Except for the expenditures set forth in paragraph 2, 3 and 4 in this Agreement, the City will assume and pay all the expenses of owning, maintaining, repairing, altering, modifying, or redesigning the Masonic Building. No major modification, alteration, demolition, or redesign of the Masonic Building shall be undertaken without the written approval of the KPL Trustees which shall not be unreasonably withheld.
12. The deed of conveyance from Jerusalem Lodge No. 104 Masonic Association to the City shall contain the following language:

The premises hereby conveyed are subject to the restriction that the premises shall be used for public library purposes in a manner that is

consistent with, or complementary to, the use of the adjacent property known as 60 Winter Street, Keene, New Hampshire, pursuant to RSA 202-A:11 V, and as provided in a certain agreement between The Trustees of the Keene Public Library, The Friends of the Keene Public Library, and the City of Keene to be recorded herewith. The foregoing restriction shall be subject to the retained leasehold interest of Jerusalem Lodge No. 104 Masonic Association, which is the successor in interest to the Keene Masonic Building Association, for a period of five (5) years.

See also Agreement Among The Trustees of the Keene Public Library, The Friends of the Keene Public Library, and the City of Keene, New Hampshire, to be recorded herewith at the Cheshire County Registry of Deeds.

See also Assignment of Rights to Enforce Restrictive Covenant from Jerusalem Lodge No. 104 Masonic Association to The Trustees of the Keene Public Library and to The Friends of the Keene Public Library, of even or nearly even date, to be recorded herewith.

The Trustees of the Keene Public Library and The Friends of the Keene Public Library shall have standing to enforce the terms of this covenant.

Except for the retained five (5) year non-renewable leasehold and mortgage of Jerusalem Lodge No. 104 Masonic Association, no portion of the premises conveyed herein will be sold or transferred without the written approval of the City of Keene, New Hampshire, The Trustees of the Keene Public Library, and The Friends of the Keene Public Library, which approval shall not be unreasonably withheld.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the date above stated.

The Trustees of the Keene Public Library

By: _____
Christine H. Weeks, President
Duly authorized

STATE OF NEW HAMPSHIRE
COUNTY OF CHESHIRE

On the 28th day of January, 2003, before me, personally appeared Christine H. Weeks, duly authorized President of The Trustees of the Keene Public Library, who executed this Agreement for the purposes therein contained, by signing the name of The Trustees of the Keene Public Library by herself as President.

Given under my hand this the 28th day of January, 2003.

Notary Public/Justice of the Peace
Print name: _____
My commission expires: _____

The Friends of the Keene Public Library

By: _____
Joyce Gallant, President
Duly authorized

STATE OF NEW HAMPSHIRE
COUNTY OF CHESHIRE

On the 28th day of January, 2003, before me, personally appeared Joyce Gallant, duly authorized President of The Friends of the Keene Public Library, who executed this Agreement for the purposes therein contained, by signing the name of The Friends of the Keene Public Library by herself as President.

Given under my hand this the 28th day of January, 2003.

Notary Public/Justice of the Peace
Print name: _____
My commission expires: _____
The City of Keene, New Hampshire

By: _____
John A. MacLean, City Manager
Duly authorized

STATE OF NEW HAMPSHIRE
COUNTY OF CHESHIRE

On the 28th day of January, 2003, before me, personally appeared John A. MacLean, duly authorized City Manager of the City of Keene, who executed this Agreement for the purposes therein contained, by signing the name of the City of Keene by himself as City Manager.

Given under my hand this the 28th day of January, 2003.

Notary Public/Justice of the Peace
Print name: _____
My commission expires: _____



External Communication
Transmittal Form

May 21, 2019

TO: Finance, Organization and Personnel Committee

FROM: Jim Phippard

THROUGH: Patricia A. Little, City Clerk

ITEM: 6.

SUBJECT: Jim Phippard, Agent for Kingsbury Acquisition, LLC - Tax Deed for 80 Laurel Street

ATTACHMENTS:

Description

Communication_Phippard

BACKGROUND:

Jim Phippard is requesting that the Committee postpone its discussion on this issue until their next meeting. Mr. Phippard is appearing before the Swanzey Planning Board for a legally noticed hearing and is unable to attend. He is requesting that the tax deed for 80 Laurel Street be placed on the Committee's June 13, 2019 agenda.



May 20, 2019

Mitch Greenwald, Chairman
Finance, Organization and Personnel Committee
City of Keene
3 Washington Street
Keene, NH 03431

Re: Tax Deed for 80 Laurel Street

Dear Chairman Greenwald,

I have been informed that the FOP Committee will be bringing forward the letter to start the tax deed process on the former Kingsbury property at 80 Laurel Street. I am writing to request the committee postpone any action on this request until the next FOP meeting. I am unable to attend this weeks' meeting due to a schedule conflict. I am already on the agenda at the Swanzey Planning Board for a public hearing which has been legally noticed and scheduled for the past month.

I understand the committee is anxious to resolve this matter and does not want any further delays, but due to circumstances beyond my control I cannot attend this meeting on May 23. In the meantime, I will continue providing updates to the City Manager and will plan on attending the next FOP meeting to continue the discussion.

Thank for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "James P. Phippard". The signature is fluid and cursive, with a long, sweeping underline.

James P. Phippard, agent

cc. Brian Thibeault, Kingsbury Acquisition, LLC



City of Keene, N.H.
Transmittal Form

April 10, 2019

TO: Mayor and Keene City Council

FROM: Medard Kopczynski, Director-Economic Development, Initiatives and Special Projects

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 8.

SUBJECT: Relating to Interdepartmental Responsibilities - Parking

COUNCIL ACTION:

In City Council May 16, 2019.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Ordinance O-2019-06 be referred to the Finance, Organization and Personnel Committee for their review and recommendation.

ATTACHMENTS:

Description

Ordinance O-2019-06

BACKGROUND:

These ordinance changes will relocate and align Parking Services management with our community redevelopment and economic development efforts. Parking Services have historically worked closely with all of our efforts for the maintenance of the Central Business District as well as parking that serves lower Main Street at Keene State College. Parking Services coordinates maintenance of downtown parking spaces, parking lots, downtown aesthetics with Public Works, and financial issues with the Finance Department. Parking Services is part of the special events staff review and assists in resolving potential parking issues that help to create successful events. Parking Service has a critical role in providing parking availability to help maintain and grow businesses. Parking spaces and lots are intended to provide reasonable access to businesses and properties. Without public parking, businesses with no ability to build their own parking would not be viable and downtown Keene would not be the regional economic engine that it is.

Parking Services is evolving away from a strict enforcement role and is a partner in our expanding efforts for economic development and redevelopment. Parking Services must be forward looking in determining customer needs and creating solid relationships. By changing the management alignment, Parking Service will be able to provide responsive customer services and be integrated with our on-going planning efforts. Current and future planning efforts include the Form Based Code, Downtown Public Works projects, the potential Arts and Culture Corridor. The Parking Operations Manager is working to determine parking markets, and possible change in operations to better serve the citizenry. Parking Services will have a close working relationship with

the MEDC Downtown Coordinator.



CITY OF KEENE

O-2019-06

Nineteen

In the Year of Our Lord Two Thousand and

Relating to Interdepartmental Responsibilities

AN ORDINANCE

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

That the Ordinances of the City of Keene, New Hampshire, as amended, are hereby further amended by inserting the bolded text in Chapter 2 "Administration," Article IV "Departments," Division 1 "Generally," Section 2-265 "Interdepartmental Responsibilities," and by deleting the stricken text in Division 13 "Police," Section 2-506 "Functions," and also amending Chapter 94, by inserting the bolded text into the title of Article III, inserting a new Section 94-66, and renumbering the subsequent sections in Division 1, as follows:

Sec. 2-265. - Interdepartmental responsibility.

- (a) In addition to the functions and responsibilities outlined for each department in this article, all departments shall cooperate, take responsibility for, and carry out interdepartmental functions delegated and assigned from time to time by the city manager. These interdepartmental functions and duties include but are not limited to the following:
 - (1) Administrative policies and functions.
 - (2) Community and economic development, **parking services, and downtown** functions.
 - (3) Community relations functions.
 - (4) Building maintenance and security functions.
 - (5) Community emergency preparedness.
 - (6) Information management.
 - (7) State and federal legislative activities.
 - (8) Personnel administration.
 - (9) Liability and risk management.
 - (10) Hazardous and other types of waste management issues.
- (b) Accordingly, in addition to their other duties, all departments and department heads shall do their utmost to approach their respective roles from a citywide perspective and responsibility, recognizing that they are city employees first and departmental employees second, and shall continuously endeavor to assist the city manager in seeing that these types of interdepartmental responsibilities are fully met.

DIVISION 13. - POLICE

Sec. 2-506. - Functions.

The major functions of the police department are to:

- (1) Enforce laws, investigate crimes and prosecute cases in court.
- (2) Be prepared to respond to all types of emergency situations ranging from hostage situations to major disasters.
- ~~(3) Oversee downtown public parking facilities and operations.~~
- (4) Provide animal control services.
- (5) Educate the community in the law, how to avoid crime, and how to reduce and prevent crime.

ARTICLE III – PARKING SERVICES

DIVISION 1. – GENERALLY

Sec. 94-66. – City Manager

Parking Services shall be under the authority of the City Manager, and administered in accordance with the requirements of Chapter 94, Article III.

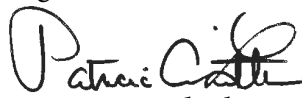
Sec. 94-67. – Prohibited areas.

Secs. 94-68-94-90. – Reserved.

Kendall W. Lane, Mayor

In City Council May 16, 2019.

Referred to the Finance, Organization and
Personnel Committee.


City Clerk



City of Keene, N.H.
Transmittal Form

May 13, 2019

TO: Mayor and Keene City Council

FROM: Elizabeth A. Fox, ACM/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 9.

SUBJECT: Relating to Class Allocation & Salary Schedule

COUNCIL ACTION:

In City Council May 16, 2019.
Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That the City Council refer Ordinance O-2019-09 to the Finance, Organization, and Personnel Committee.

ATTACHMENTS:

Description

Ordinance O-2019-09

BACKGROUND:

The ordinance relating to salary and wage schedules for the 2019/2020 fiscal year reflects an across-the-board increase of 2.5% for non-bargaining units. The effective date of this increase would be July 1, 2019. This provides an adjustment to these scales in alignment with negotiated cost-of-living adjustments provided by the City's collective bargaining agreements.



CITY OF KEENE

O-2019-09

Nineteen

In the Year of Our Lord Two Thousand and

Relating to Class Allocations and Salary Schedules

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, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" and Section 62-194, "Administrative and Clerical," effective July 1, 2019.

Kendall W. Lane, Mayor

In City Council May 16, 2019.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**
(effective July 1, 2019)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	88,031	108,974	130,817
<u>E</u>	91,992	113,878	136,704
<u>V</u>	96,132	119,003	142,856
<u>E</u>	100,458	124,358	149,285
<u>L</u>	104,979	129,954	156,003
	109,703	135,802	163,023

City Code Section 62-166

**PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE**

Non Union

(effective July 1, 2019)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>GRADE</u>				
H 2	14.09	14.73	15.39	16.08
H 3	14.73	15.39	16.08	16.81
H 4	15.39	16.08	16.80	17.56
H 5	16.08	16.81	17.56	18.35
H 6	16.80	17.56	18.35	19.17
H 7	17.55	18.34	19.16	20.03
H 8	18.35	19.17	20.04	20.94
H 9	19.17	20.03	20.93	21.87
H 10	20.02	20.92	21.86	22.84
H 11	20.93	21.87	22.86	23.89
H 12	21.87	22.86	23.89	24.96

CLASS ALLOCATION

<u>GRADE</u>	
H 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
H 4	Water & Sewer Service Aide I
H 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II
H 7	Mechanic I
H 8	Motor Equipment Operator II
H 9	Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator
H 10	Highway Foreman; Solid Waste Foreman; Maintenance Technician I
H 11	Water Meter Technician; Maintenance Electrician
H 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman

City Code Section 62-191

**PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
(effective July 1, 2019)**

<u>GRADE</u>		<u>STEP 1</u>
F 1	Level I/EMT B	\$19.75
F 2	Level II/A-EMT	\$20.92
F 3	Level II/Medic	\$22.25

-

City Code Section 62-192

**PROBATIONARY POLICE OFFICER
HOURLY WAGE SCHEDULE
(effective April 1, 2019)**

<u>GRADE</u>	<u>STEP</u>
P 1	\$23.84
P 2	\$24.92

**ADMINISTRATIVE AND CLERICAL
ANNUAL SALARY SCHEDULE
Non Union**

(effective July 1, 2019)

	<u>STEPS</u>					
<u>GRADE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 4	34,931	36,503	38,146	39,863	41,657	43,532
S 5	36,503	38,146	39,863	41,657	43,532	45,491
S 6	38,146	39,863	41,657	43,532	45,491	47,538
S 7	39,863	41,657	43,532	45,491	47,538	49,677
S 11	47,538	49,677	51,912	54,248	56,689	59,240
S 12	49,677	51,912	54,248	56,689	59,240	61,906
S 15	56,689	59,240	61,906	64,692	67,603	70,645
S 16	59,240	61,906	64,692	67,603	70,645	73,824
S 17	61,906	64,692	67,603	70,645	73,824	77,146
S 18	64,692	67,603	70,645	73,824	77,146	80,618
S 19	67,603	70,645	73,824	77,146	80,618	84,246
S 20	70,645	73,824	77,146	80,618	84,246	88,037
S 24	84,246	88,037	91,999	96,139	100,465	104,986
S 25	88,037	91,999	96,139	100,465	104,986	109,710
S 26	91,999	96,139	100,465	104,986	109,710	114,647
S 27	96,139	100,465	104,986	109,710	114,647	119,806
S 28	100,465	104,986	109,710	114,647	119,806	125,197
S 29	104,986	109,710	114,647	119,806	125,197	130,831
S 30	109,710	114,647	119,806	125,197	130,831	136,718

City Code Section 62-194

ADMINISTRATIVE AND CLERICAL

(effective July 1, 2019)

<u>GRADE</u>	<u>CLASS ALLOCATION</u>
S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	NO POSITIONS ASSIGNED
S 11	Fire Department Administrator; Office Manager; Parking Services Technician; Police Dispatch Supervisor
S 12	Librarian I; Planning Technician; Paralegal; Executive Secretary; Staff Accountant Police Dispatch Supervisor; Fire Department Administrator
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant; Librarian II; Senior Staff Accountant ; Payroll Administrator; Human Resource Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Technical Support Specialist; Assistant City Clerk; Parking Operations Manager
S 16	Planner; Laboratory Supervisor
S 17	Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; Treatment Plant Manager; Fleet Services Operations Manager; Senior Staff Accountant Airport Maintenance & Operations Manager,
S 18	Water & Sewer Superintendent; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager,
S 19	Highway Superintendent; Fleet Services Superintendent; Operations Manager; Senior Planner
S 20	Systems Administrator; Purchasing & Contract Services Manager
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	NO POSITIONS ASSIGNED
S 24	City Engineer; Assistant Public Works Director/Division Head; Assistant IT Director; Database Administrator; Airport Director; Building/Health Official
S 25	Human Resources Director; Library Director; Assistant Finance Director/Assistant Treasurer; Police Captain; Deputy Fire Chief
S 26	Community Development Director; City Assessor; Parks, Recreation & Facilities Director
S 27	Finance Director/Treasurer; IT Director
S 28	Police Chief; Fire Chief; Public Works Director
S 29	NO POSITIONS ASSIGNED
S 30	NO POSITIONS ASSIGNED



City of Keene, N.H.
Transmittal Form

May 13, 2019

TO: Mayor and Keene City Council

FROM: Councilor Randy L. Filiault

THROUGH: Patricia A. Little, City Clerk

ITEM: 10.

SUBJECT: Councilor Filiault - NH Rooms and Meals Tax Revenue Sharing

COUNCIL ACTION:

In City Council May 16, 2019.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Communication - Filiault

State Aid to Municipalities

BACKGROUND:

Councilor Filiault is requesting that the City Council draft a resolution requesting the restoration of the original Rooms and Meals tax revenue sharing formula and that cities and towns receive their fair share of collected revenues.

To: Mayor Kendall Lane and Keene City Council
From: Keene City Councilor Randy L. Filiault
Re: New Hampshire Rooms and Meals Tax Revenue Sharing
Date: May 13, 2019

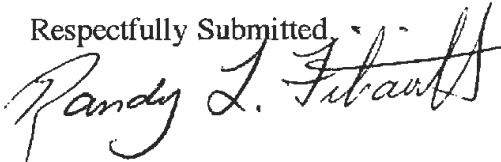
In 1967, the New Hampshire Legislature implemented the Rooms and Meals Tax. The agreed revenue sharing structure provided 60% of revenue to the State and 40% of revenue to cities and towns.

Since then, the State Government repeatedly reneged on that agreement by changing the formula to benefit itself. Those changes left cities and towns shortchanged. In fiscal year 2019, the State Government garnered 79% of the Rooms and Meals Tax revenue while municipalities took in only 21%.

Consequently, I respectfully request the Keene City Council draft and forward a resolution to our state legislative delegation and the Governor's office demanding:

- the State restore the original Rooms and Meals Tax revenue sharing formula of 60%/40%; and
- New Hampshire cities and towns receive their fair share of collected revenues

Respectfully Submitted,



Randy L. Filiault,
Keene City Councilor

Encl.: New Hampshire Municipal Association *State Aid to Municipalities: Histories and Trends*

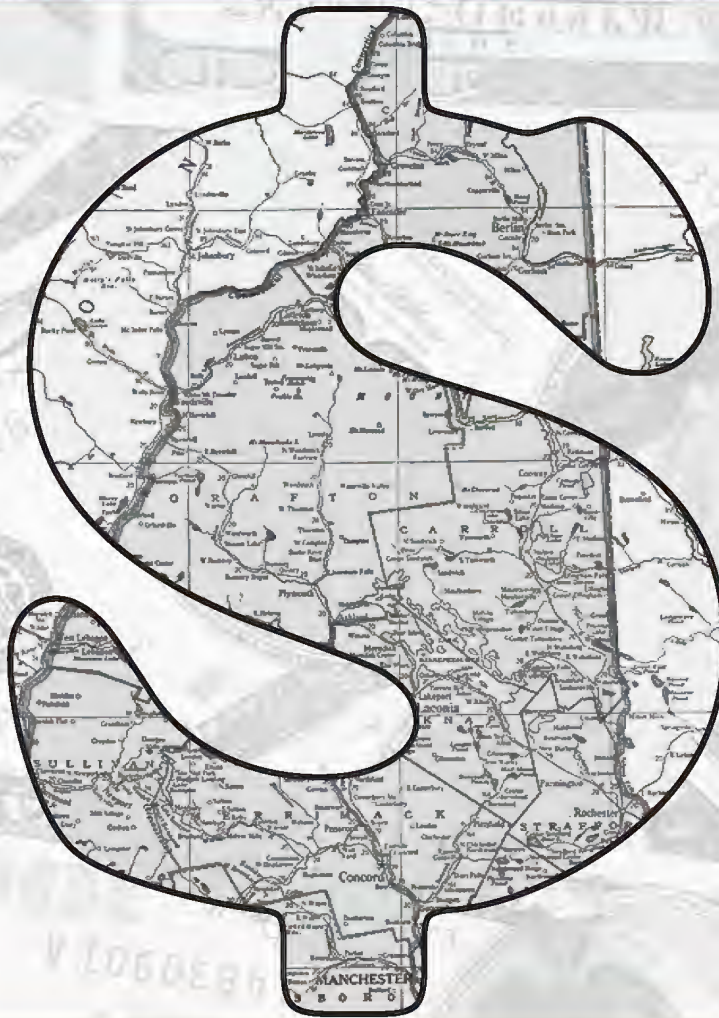
In City Council May 16, 2019.
Referred to the Finance, Organization
and Personnel Committee.



Patricia C. Smith
City Clerk

NEW HAMPSHIRE MUNICIPAL ASSOCIATION

State Aid to Municipalities

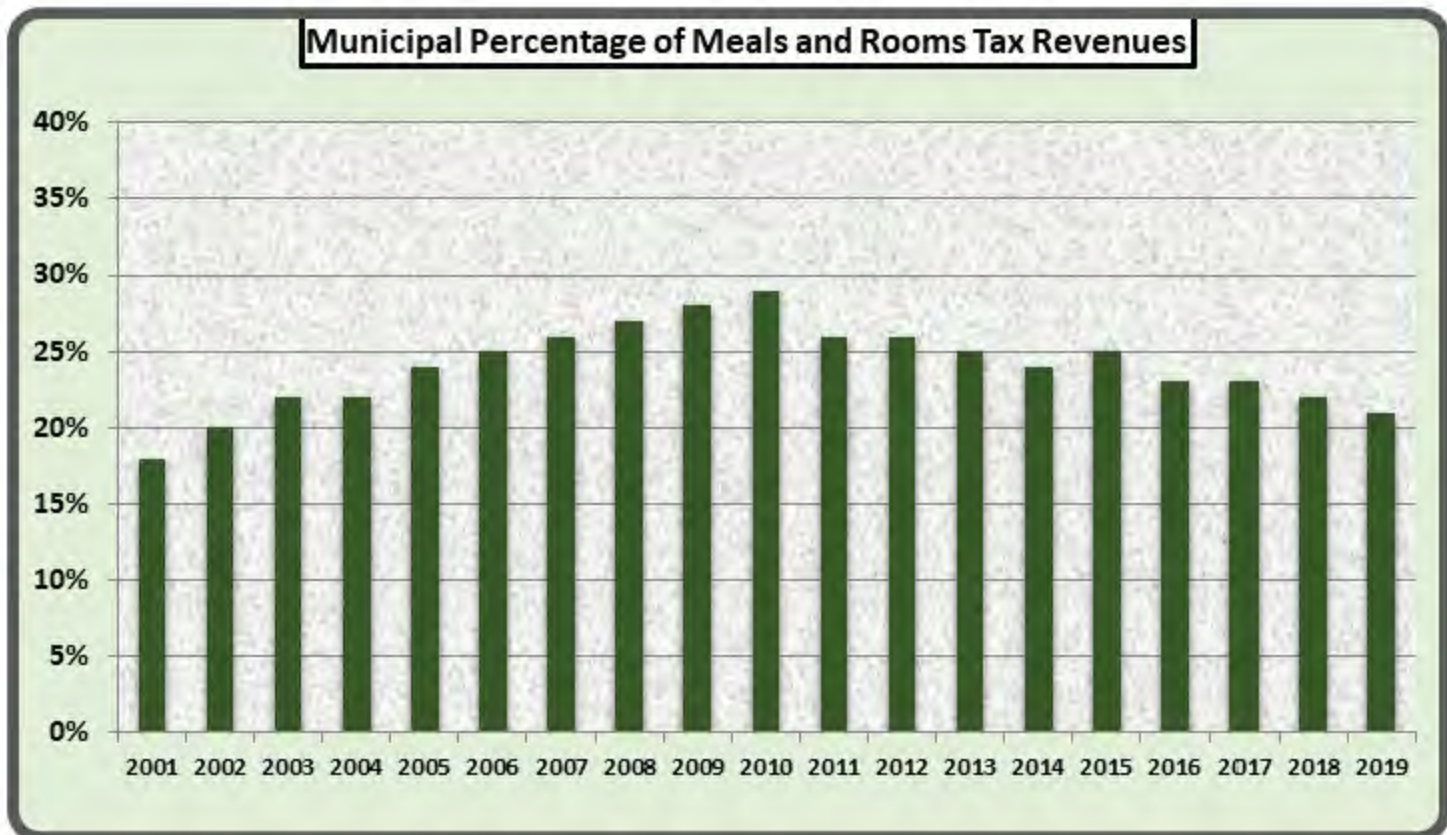


History & Trends

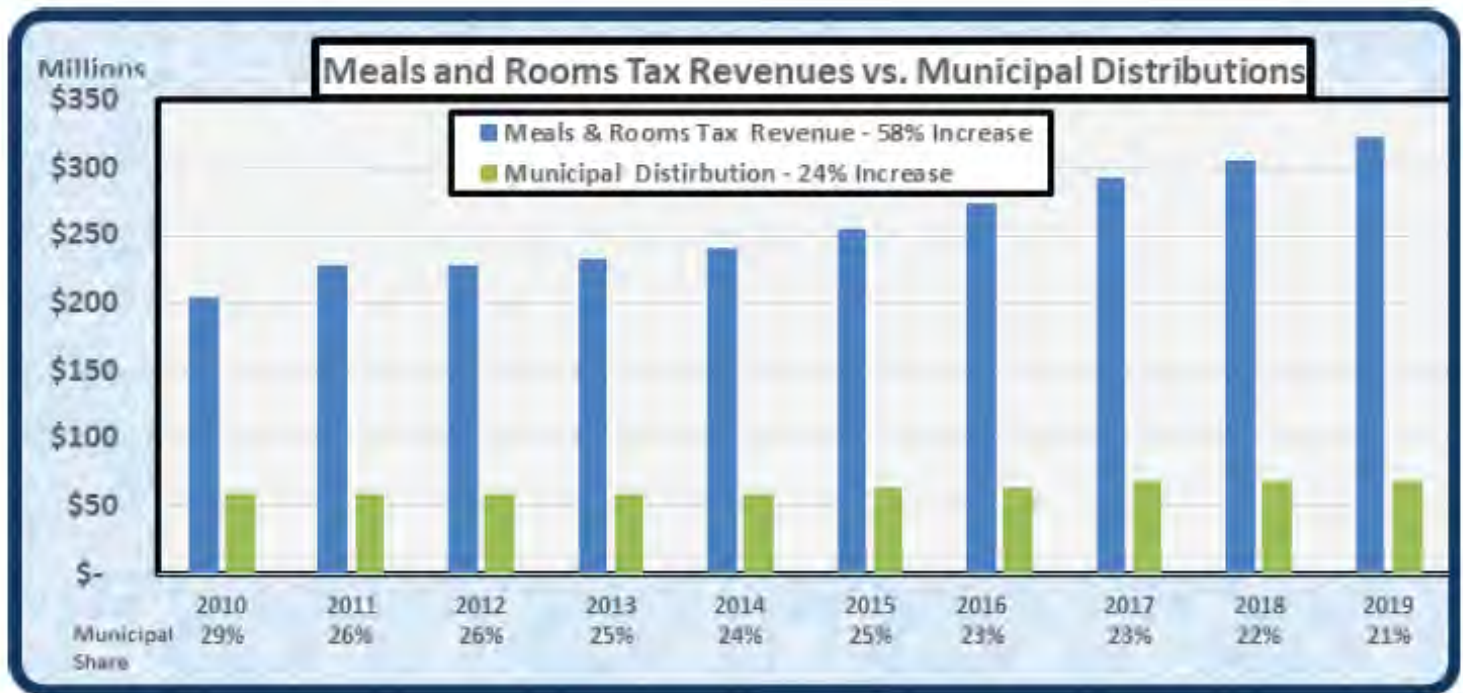
Meals and Rooms Tax Distribution

History. When the meals and rooms tax was first enacted in 1967, the intent was to share the revenue with municipalities, with the state retaining 60% of the revenues generated from the tax and municipalities receiving 40%. The legislature decreased the municipal share several times (in 1977 and 1981) virtually freezing the funding below the 1976 level. It was not until 1993 that the meals and rooms tax statute was amended to provide a catch-up formula to reach the statutorily intended 60/40 split. The formula provided that 75% of the year-over-year increase in revenue from the meals and rooms tax, but not more than \$5 million in any one year, would be added to the previous year's municipal distribution. The municipal share is distributed to cities and towns based on annual population estimates provided by the New Hampshire Office of Strategic Initiatives.

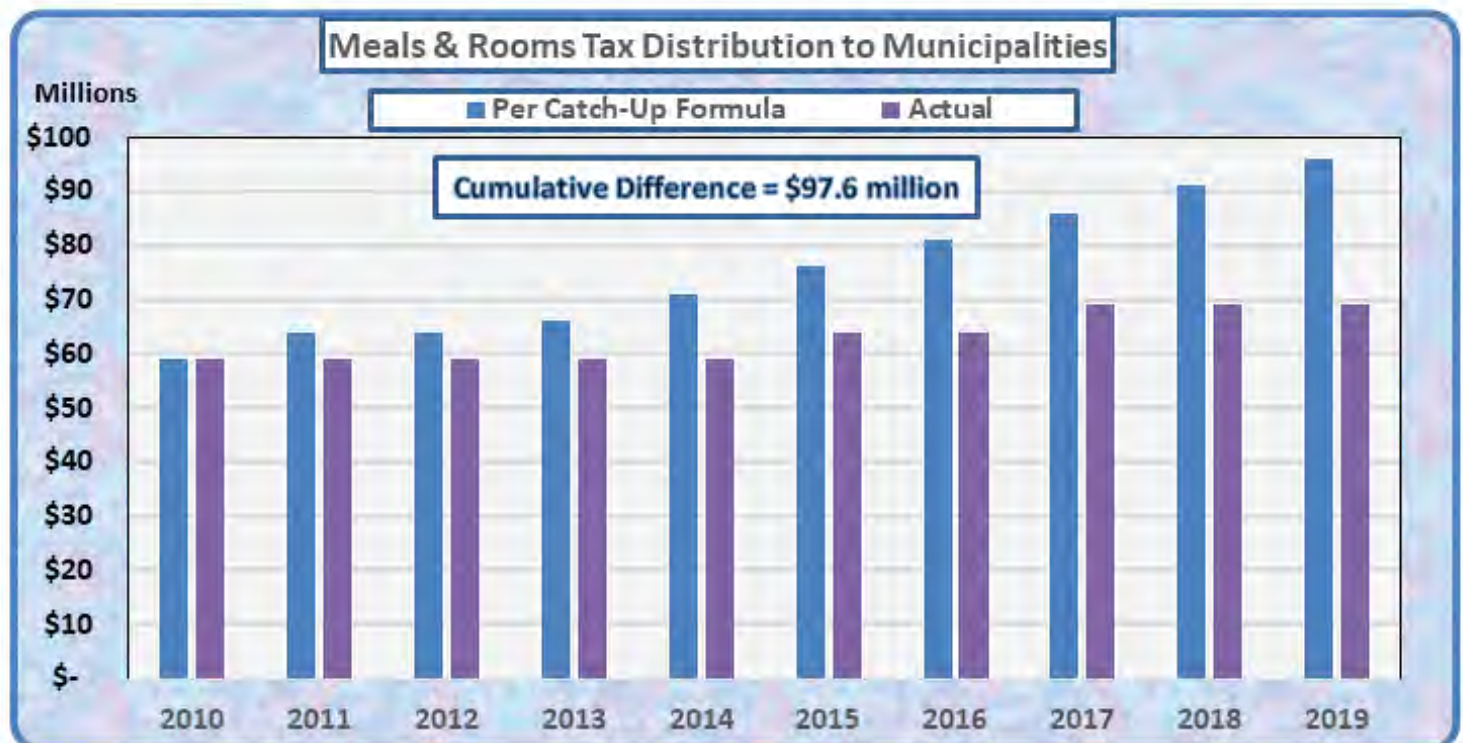
Trends. In 2001, the state/municipal share was 82%/18%. As the meals and rooms tax revenues gradually increased, so did the municipal share of those revenues due to the catch-up formula described above. In 2010 the state/municipal apportionment reached 71%/29%, which was based on the actual tax revenues received in the prior state fiscal year. However, the catch-up formula was suspended in fiscal years 2010 through 2014, 2016, 2018 and 2019 while revenue from the tax continued to increase, often well in excess of the prior year. As a result, the municipal share dropped from the high of 29% in fiscal year 2010 to 21% in fiscal year 2019.



As illustrated in the following graph, from 2010 to 2019, the meals and rooms tax revenues grew by 58% from approximately \$204 million to just over \$322 million (an unaudited figure at the time of this publication). During this same period, the municipal share increased by only 24%, from \$58.8 million to \$68.8 million due to the suspension of the catch-up formula for eight of the past ten years.



Had the catch-up formula continued rather than being suspended for eight years, the December 2018 (state fiscal year 2019) distribution to cities and towns would be approximately \$96 million, or 30% of the meals and rooms tax revenues received the prior year, rather than \$68.8 million (21%). Cumulatively, the suspension of the catch-up formula has resulted in a loss to municipalities of approximately \$98 million from state fiscal years 2010-2019.





City of Keene, N.H.
Transmittal Form

May 20, 2019

TO: Finance, Organization and Personnel Committee

FROM: Steve Russo, Police Chief

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 11.

SUBJECT: Traffic Signal Replacement – Park and Arch Street - Police Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Council approve Resolution R-2019-25, authorizing the transfer of \$85,000 in FY19 fund balance into the Cheshire Rail Trail - Phase III project (90057) to cover costs associated with the replacement of this traffic signal system.

ATTACHMENTS:

Description

Executive Summary

Images

Resolution R-2019-25

BACKGROUND:

It should be noted that this is the estimated total cost and that the cost may be lower. Public Works has requested that this work be included in the ongoing Cheshire Rail Trail / Ammi Brown Loop project. If approved by the NHDOT, a portion of the repairs may be covered under City's Transportation Alternatives Program (TAP) grant. If not approved by the NHDOT, the City will complete these repairs as part of the same construction project, but the costs will be "non-participating", and therefore the City will be responsible for the full cost. Since at this point we do not know if funding from that project will cover any of this project, we are asking for the entire cost of the replacement in the event other funding through the Rail Trail project is not available.

Traffic control lights are in the CIP but do not begin until 2024 and this specific intersection is not scheduled in the CIP until 2027 and at the cost of \$40,000, which will not be sufficient.

The flashing overhead traffic signal located at the intersection of Park and Arch Streets dates back to the era when Park Street was the main thoroughfare in and out of Keene, intersecting with Route 12 at what is now the dead end of Summit Road. It is believed that over the years, once the bypass was constructed, this signal was maintained due to the location of Symonds School and Keene High School in combination with the residential areas surrounding this intersection

This signal, at the very least, has been deteriorating for years both in its physical aspects as well as in its functional aspects. It began experiencing a series of unpredictable electronic failures and, at the beginning of

2018, these failures resulted in the controller reverting to its all direction flashing emergency mode. These electronic failures were initially sporadic, but then increased in frequency until the system defaulted into emergency mode, though it would occasionally and unpredictably revert to normal mode. Several attempts to diagnose where the fault was occurring were unsuccessful by our Traffic Light Technician and contracted electricians. In January of 2019, the electronics failed completely and, as a safety measure, the activation buttons were removed and covered over. It should also be noted the entire system is rusted and rotted to the point of being a hazard.

In September of 2018, the PWD contracted a study by Sebago Technics that, in short, showed the intersection was not appropriate for a conventional traffic signal based on national standards. The study did however recommend replacing the current system as follows (also refer to full report attached to this memo):

- Relocation of the crosswalks crossing Park Ave. to more visible midblock locations, eliminating conflict with traffic turning from Arch St. We would propose these locations to be in line with the pedestrian path at Symonds Elementary School, approximately 200 feet south of Arch St. and at the entrance to Wheelock Park, approximately 190 feet north of Arch St.
- The implementation of RRFBs (Rectangular Rapid Flashing Beacons) at the two Park Ave. crossings.
- Updating all pedestrian ramps to current ADA standards, notably a maximum transverse ramp slope of 8.3% and the addition of detectable warning fields.
- A construction cost estimate of the proposed improvements is attached and the overall cost is approximately \$85,000.

In conclusion, Sebago found the flashing beacon at this intersection is old and malfunctioning and needs replacement. Based on the vehicular and pedestrian volumes counted at this intersection our recommendation is to remove the flashing beacon at this intersection and relocate the two crosswalks on Park Ave. for better visibility supplemented by solar powered RRFB's. The crosswalk on Arch St. would remain as is except for ramp work to make the crossing ADA compliant. If the visibility of the stop condition on Arch St. is a concern a second stop sign could be installed within the island present today or LED flashing signs could be installed at additional cost.

There is and has been a school crossing guard located at this intersection during the appropriate school hours. No changes to the crossing guard staffing are proposed. The proposed crosswalk improvements are intended to improve pedestrian safety, but not replace the current crossing guard.

The Police Department personnel budget is estimated to have approximately \$240,000 in residual funds at the end of this FY.

Memorandum

18337

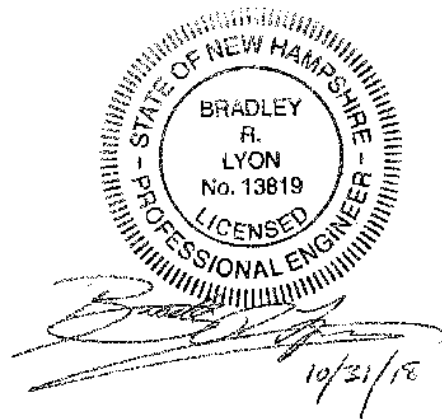
To: Donald Lussier, P.E.
City Engineer
City of Keene, NH

From: Curtis Thompson, E.I.
Transportation Engineer
Sebago Technics

Bradley Lyon, P.E., PTOE
Director of Transportation Services
Sebago Technics

Date: October 31st, 2018

Subject: Intersection Study
Park Avenue at Arch Street
Keene, NH



The following is a summary of our evaluation for the intersection of Park Ave. at Arch St. in Keene, New Hampshire. The existing intersection is a T-intersection with Arch St. being stop controlled. This intersection is also in close proximity to Keene High School, Trinity Christian School and Symonds Elementary School as well as Wheelock Park so pedestrian accessibility and safety is a major factor at this intersection. Crosswalks exist for all three approaches of the intersection and are controlled through the use of push button actuated pedestrian signals, with "Walk" / "Don't Walk" indications similar to what can be found at a traditional signalized intersection. A flashing beacon controls the intersection through the use of 2-section indications for the Arch St. approach which flash "red" and 3-section indications for the Park Ave. approaches which rest on "green" when the pedestrian phase isn't activated. Upon actuation of the pedestrian phase the beacon is intended to switch to a solid "red" for the Arch St. approach and switch to a solid "yellow" and then a solid "red" for the Park Ave. approaches. Signage for the Arch St. approach supplements this operation through the use of "No Turn on Solid Red" signs as shown below:



Arch Street Approach (Stop Controlled)

During our site visit on September 12th we found that all pedestrian indications were dark and the push buttons were not changing the operation of the flashing beacon. This results in the intersection operating as a standard flashing beacon with uncontrolled crosswalks. The beacon was also operating in a “fail mode” where the Arch St. approaches were flashing “yellow” rather than resting on “green”. This is especially dangerous with the signage that exists combined with driver / pedestrian expectation of a functioning intersection. It should also be noted that crosswalk ramps did not exist on the easterly side of the two crosswalks on Park Ave. along with all other ramps missing detectable warning fields.



Example of non-ADA compliant ramps across Park Ave.

Given our correspondence with the City, it's our understanding that this beacon has had on-going maintenance problems and is in very poor condition as evidenced by our site visit, therefore we have evaluated three different alternatives to replace / modify the intersection in order to effectively replace the flashing beacon. In order to evaluate this intersection, 12 hour vehicular and pedestrian turning movement counts were collected on September 5th (while school was in session) along with historical crash data obtained from the City.

Our first consideration was to determine the possibility of replacing the flashing beacon with a traditional traffic signal to control both pedestrian and vehicular movements. We evaluated the intersection using the Traffic Signal Warrant requirements detailed in the 2009 Manual on Uniform Traffic Control Devices (MUTCD).

The MUTCD lists the following nine signal warrants for consideration:

1. Eight-Hour Vehicular Volume
2. Four-Hour Vehicular Volume
3. Peak Hour
4. Pedestrian Volume
5. School Crossing
6. Coordinated Signal System
7. Crash Experience
8. Roadway Network
9. Intersection Near a Grade Crossing

The second alternative that we considered was replacing the flashing beacon with a pedestrian hybrid beacon with revised crosswalk locations. The hybrid beacon is similar to the existing flashing beacon, however it doesn't display a signal to vehicular traffic until it has been activated by a pedestrian and it not used at stop-controlled intersections (hence the need for relocating crosswalks). Similar to traffic signals, pedestrian hybrid beacons have guidelines that can be used to determine the feasibility of installing the beacon. This type of equipment has been adopted for use by the NHDOT with additional information available at the following web address:

<https://www.nh.gov/dot/programs/bikeped/pedestrian-beacons.htm>

The third and final alternative that was explored was the implementation of rectangular rapid flashing beacons (RRFB's) with revised crosswalk locations on Park Avenue for better visibility.

Signal Warrant Analysis Summary

As previously mentioned, turning movement counts at the intersection were taken on Wednesday September 5th, 2018 between the hours of 6:00 AM and 6:00 PM. These volumes were then seasonally adjusted to the annual average day based on the NHDOT Monthly Group Factors for 2017. The recorded volumes were adjusted by a factor of 0.95 based on Group 4, Urban Highways. This indicates the daily volumes are approximately 5% higher than the annual average daily traffic for the month that the volumes were collected. Additionally, the right turning traffic on the minor approach (Arch St.) was not included as there is a dedicated right turn lane available and it was estimated that the conflict between the major approaches and right turning traffic was negligible.

A detailed summary of the requirements and calculations required for each signal warrant is attached at the end of this memo.

The hourly volumes at each intersection were inputted into the eight-hour, four-hour, and peak hour vehicle volume warrants (Warrants 1, 2, and 3 respectively) to determine if the volumes were greater than the required minimums.

Warrant 1 has three conditions and only one needs to be met to satisfy the warrant. Condition A checks to see if the minor approach volume is large enough to meet the warrant without significant major approach volumes. To meet Condition A the minor approach is required to have greater than 150 vehicles in an hour. Condition B considers the volumes on the major street approaches to determine if there is opportunity for minor street traffic to enter the major street. This condition requires the major

approaches to have a combined volume of 750 vehicles. Condition C is a combination of the previous two with reduced requirements, 600 vehicles per hour on the major street and 120 vehicles per hour on the minor approach. None of the hours counted met the minimum requirements under any of the conditions, thus Warrant 1 was not met.

Warrant 2 checks to see if the traffic during 4 hours of the day are high enough to consider a signal. This warrant's requirement is based on a linear relationship between the major and minor approaches. The warrant requires four of the hourly volume points to be above the plotted line (this chart can be seen in the attached Warrant summary). Similar to Warrant 1, none of the counted hours were above the requirements, and thus Warrant 2 was not met.

Warrant 3 evaluates the peak hour and is typically applied to intersections near large office complexes, manufacturing plants, industrial complexes, or other high-occupancy vehicle facilities that attract or discharge large numbers over a short time. Warrant 3 utilizes a linear relationship between the major and minor approaches like Warrant 2. The intersection's peak hour did not meet the minimum volume requirements for Warrant 3.

All the remaining Warrants, except Warrant 5 School Crossing, were not applicable to either intersection and a brief summary of the results are shown in the Table 1 below:

Table 1: Warrant Summary

Warrant 4: Pedestrian Volume	< 100 Pedestrians/Hour
Warrant 6: Coordinated Signal	Not Within Coordinated System
Warrant 7: Crash Experience	< 5 Crashes in 12 Month Period
Warrant 8: Roadway Network	Not at Two Major Routes
Warrant 9: Railroad Crossing	Not Adjacent to Rail Crossing

The aforementioned Warrant 5 evaluates the vehicular volume on the roadway compared to the amount of school children crossing the roadway. There are two requirements for Warrant 5; a minimum of 20 school children crossing the major roadway in an hour and at least one adequate gap in traffic per minute for the school children to cross. From the count data collected it was determined that there were 21 pedestrians crossing Park Ave. between 8:00 AM and 8:30 AM, meeting the first requirement of the warrant. A gap analysis was completed and it was determined that there would be about 23 gaps in the 30-minute period which is less than the required 30 gaps, meeting the second requirement of the warrant. As both requirements are met, Warrant 5 is met.

Although Warrant 5 was met, a traffic signal is not recommended due to the low vehicle volumes and its effect on overall intersection delay. It is also worth noting that the requirements of Warrant 5 were barely met for only a single hour of the day that was counted.

Pedestrian Hybrid Beacon Analysis Summary

Similar to traffic signals, the Chapter 4F of the MUTCD provides guidance on the installation and standards for the design and operation of a pedestrian hybrid beacon. The recommended analysis for determining when a pedestrian hybrid beacon should be considered is similar to the analysis for the traffic signal Warrant 4: Pedestrian Volume, where the number of crossing pedestrians is compared to the vehicles per hour on the major street.

Attached at the end of this memo is a summary of the analysis comparing the pedestrian and vehicle volumes counted at the intersection to the requirements presented in the MUTCD. It was found that none of the hours counted had a high enough combination of pedestrian and vehicle volumes to meet the requirements, thus a hybrid beacon was not considered further.

In addition to this, there is guidance within the MUTCD which states *“the pedestrian hybrid beacon should be installed at least 100 feet from side streets or driveways that are controlled by STOP or YIELD signs”*. Due to this, the two crosswalks on Park Ave. would want to be consolidated into one and moved away from the intersection in lieu of providing two crossings 100 feet from the intersection with two pedestrian hybrid beacons at additional cost.



Rectangular Rapid Flashing Beacon Summary

Rectangular rapid flashing beacons (RRFB) have been shown to be a cost effective alternative for increasing the visibility of pedestrians crossing the street. Similar to pedestrian hybrid beacons, RRFBs are typically installed at midblock crossings however they can be at intersections on non-stop controlled approaches as well. When compared to pedestrian hybrid beacons, they are less expensive and less complex to install as they do not require an overhead mast arm and can be solar powered which results in not needing below ground conduit for power.

Per the Federal Highway Administration, studies have been done which show that yielding at crosswalks can be improved by as much as 70 percent over the baseline condition with the introduction of RRFBs.

Unlike traffic signals and pedestrian hybrid beacons, there is not specific guidance for when RRFBs should be considered. They have been historically used in situations similar to Park Ave. where the number of pedestrians is relatively low but pedestrian safety is still a concern and are common in school zones and neighborhoods where higher pedestrian visibility is desired.



Proposed Improvements

A concept plan at the end of this memo outlines the proposed improvements to the intersection which include the following:

- Relocation of the crosswalks crossing Park Ave. to more visible midblock locations, eliminating conflict with traffic turning from Arch St. We would propose these locations to be in line with the pedestrian path at Symonds Elementary School, approximately 200 feet south of Arch St. and at the entrance to Wheelock Park, approximately 190 feet north of Arch St.
- The implementation of RRFBs at the two Park Ave. crossings
- Updating all pedestrian ramps to current ADA standards, notably a maximum transverse ramp slope of 8.3% and the addition of detectable warning fields.

A construction cost estimate of the proposed improvements is attached and the overall cost is approximately \$85,000. This cost could be reduced if the ramps and/or beacon removal could be completed with City forces.

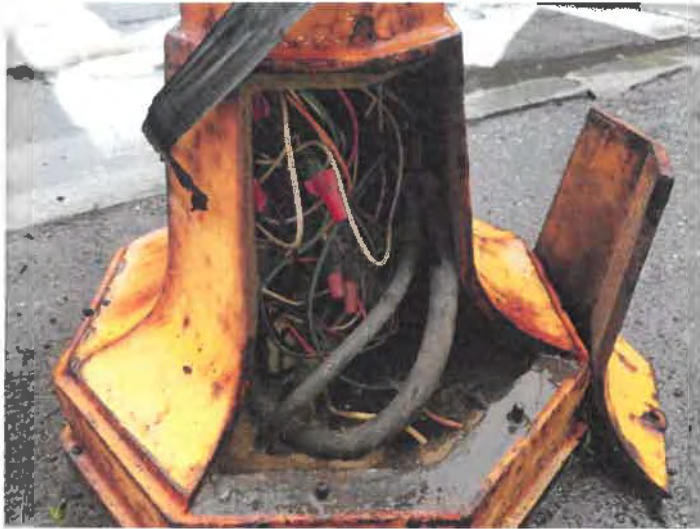
Conclusion

The flashing beacon at this intersection is old and malfunctioning and needs replacement. Based on the vehicular and pedestrian volumes counted at this intersection our recommendation is to remove the flashing beacon at this intersection and relocate the two crosswalks on Park Ave. for better visibility supplemented by solar powered RRFB's. The crosswalk on Arch St. would remain as is except for ramp work to make the crossing ADA compliant. If the visibility of the stop condition on Arch St. is concern a second stop sign could be installed within the island present today or LED flashing signs could be installed at additional cost.

Attachments:

Concept Plan of Preferred Alternative
MUTCD Signal Warrant Calculation Sheets
Pedestrian Hybrid Beacon Evaluation
Turning Movement Counts
Accident Frequency: 2000-2018
Construction Cost Estimate

The below photos taken May 2018



Base of Crosswalk pole, held mostly shut with electrical tape, filled with insect nests and debris, solid copper wiring which is cracking from age. The pole itself is steel, and is filled with wet sand and live electrical wires of questionable condition.



Overall Intersection (view NW)



One of two main signal support poles. Hollow steel, both are ancient and badly corroded. One is missing its protective top cap, resulting in exposure to rain, snow and wildlife

Typical fixture attached to steel pole. Severe corrosion all around, including the near amputation of the fixture's bottom connector



CITY OF KEENE

R-2019-25

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

A RESOLUTION Related to an appropriation for the Traffic Signal Replacement Park and Arch Street.....

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

That the sum of eighty- five thousand dollars (\$85,000) is hereby appropriated in the 2018-2019 fiscal year for the purpose of funding the replacement of the Traffic Signal system at Park Avenue and Arch Street.

Said appropriation to be funded by the General Fund unassigned fund balance (\$85,000).

Kendall W. Lane, Mayor

PASSED



City of Keene, N.H.
Transmittal Form

May 17, 2019

TO: Finance, Organization and Personnel Committee

FROM: Kurt D. Blomquist, Public Works Director/Emergency Management Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 12.

SUBJECT: Drummer Hill Water Tank and Pump Station Replacement

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend the remaining project balance of the Chlorine Injection Project Account (05083-A) be appropriated to the Drummer Hill Tank and Pump Station Replacement Project (05090-18).

Move that the Finance, Organization, and Personnel Committee recommend the adoption of Resolution R-2019-06A, Related to an appropriation for the Replacement of the Drummer Hill Water tank and Pump Station, and then

Move that the Finance, Organization, and Personnel Committee recommend the adoption of Resolution R-1019-07A, Relating to the Reallocation of funds from the Water Infrastructure Capital Reserve to replace the Drummer Hill Water Tank and Pump Station.

ATTACHMENTS:

Description

Resolution R-2019-06-A

Resolution R-2019-07-A

BACKGROUND:

The cost to implement the selected option to replace the failed Drummer Hill Water Tank is \$2.2M. The City had previously appropriated \$800K to go toward this option. To cover the entire cost of the project an additional \$1.4M is required. Initially it was thought that the additional funding could come fully from the Water Fund Unallocated Fund Balance and the necessary resolutions were prepared and submitted. Following the introduction of Resolution R-2019-06 and R-2019-07 the Finance and Public Works Departments reviewed again the funding profile for the Water Fund Unappropriated Fund Balance. In discussions, the Finance Department and the Public Works Department identified a concern that the amount of funds being moved from the Water Fund Unallocated Fund Balance would leave the overall fund in a challenging position. The Public Works Department requested that the two resolutions be placed on more time.

Working together, the Public Works and Finance Departments identified a completed capital project that could

be closed out, and that the Water Treatment Capital Reserve Account could provide funding to go toward the Drummer Hill Tank and Pump Station Replacement project. Five hundred and eighty-five thousand dollars (\$585,000) has been identified in the Water Treatment Facility Capital Reserve Account that can be reallocated to the Water Infrastructure Capital Reserve to assist in funding the Drummer Hill Tank project. The Water Treatment Facility Capital Reserve will be drawn down and the remaining balance will meet the identified capital needs. The balance within the Water Infrastructure Capital Reserve can support the proposed withdrawal of seven hundred ninety-nine thousand five hundred and ninety eight dollars (\$799,598) from this account. This strategy will keep the Water Fund Unappropriated Fund balance in position for any unplanned events.

To accomplish this strategy the Finance, Organization and Personnel (FOP) Committee will need to appropriate the remaining project balance, fourteen thousand four hundred and two dollars (\$14,402,) from the Chlorine Injection Project Account (05083-A) to be appropriated to the Drummer Hill Tank and Pump Station Replacement Project (05090-18) and recommend the adoption of Resolution R-2019-06-A and R-2019-07-A.



CITY OF KEENE

R-2019-06-A

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

A RESOLUTIONRelated to an appropriation for the Replacement of the Drummer Hill
Water Tank and Pump Station.....

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

That the sum of five hundred and eighty five thousand dollars (\$585,000) is hereby appropriated from the Water Treatment Facility Capital Reserve and allocated into the Water Infrastructure Capital Reserve for the purpose of Replacing the Drummer Hill Water Tank and Pumping Station

Kendall W. Lane, Mayor



CITY OF KEENE

R-2019-07-A

Nineteen

In the Year of Our Lord Two Thousand and
Relating to the Reallocation of funds from the Water Infrastructure Capital Reserve
A RESOLUTIONto replace the Drummer Hill water pump station.

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

That the sum of one million three hundred and eighty-four thousand and five hundred and ninety-eight dollars (\$1,384,598) be allocated from the Water Infrastructure Capital Reserve (05019) to the Drummer Hill Tank and Pump Station Replacement Project.

Kendall W. Lane, Mayor

PASSED



City of Keene, N.H.
Transmittal Form

May 17, 2019

TO: Finance, Organization and Personnel Committee

FROM: Donald R. Lussier, P.E., City Engineer

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 13.

SUBJECT: Change in the FY20 Operating Budget - FY20 Capital Improvement Program Water Project - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommends the FY20 Operating Budget be amended by reallocating \$435,000 in the FY20 Capital Water Main Cleaning and Lining Project to the FY20 Water Distribution Improvements Project to support the Marlboro Street Utility Rehabilitation, that the remaining project amount be retained in the Water Infrastructure Capital Reserve, and that the Elm street cleaning and lining be reviewed as part of the FY21 – FY26 Capital Improvement Program Development.

BACKGROUND:

The City bid the utility rehabilitation (drainage, sewer and water) for the Marlboro Street Reconstruction in March 2019. The City received only one bid which exceeded the available project budget. Upon review the cost overrun was due to the higher than expected cost for the water main rehabilitation. Since there was only one bidder City Staff met with the bidder and identified potential changes that could reduce the cost. The cost reductions were not enough to bring the project within the available budget. To complete the necessary work plus a contingency will require an additional \$435,000 of water funds. It is not advisable to proceed with the street reconstruction phase without completing the utility rehabilitation work.

Public Works and Finance staff worked together to determine a source for additional funding. In the FY20 Capital Improvement Program Water Main and Lining Project, page 99 of the FY20 – 25 Capital Improvement Program (CIP) Document, the Elm Street main, from Court Street to North Street, has been identified to be completed at an estimated cost of \$544,000. The cleaning and lining of this main is needed and was moved forward in the program as the result of the Drummer Hill tank failure. Recently the City Council chose to move forward with the replacement of the Drummer Hill water tank and pump station. This direction does not require the cleaning of the Elm Street water main for this work to go forward.

The Marlboro Street Reconstruction Project is considered a high priority project to support the City Councils rezoning and emphasis on the potential economic revitalization of the south east area of the City. To minimize impacts on the water rates it is recommended that \$435,000 of the FY20 \$544,000 appropriation from the Water Infrastructure Capital Reserve for the Water Main Cleaning and Lining Project be reallocated to the Water

Distribution Improvement Project, page 98 of the FY20 – 25 CIP document. Further, That Elm Street water main work will be considered for reprogramming during the FY21 – FY26 CIP development and the remaining \$109,000 stays in the Water Infrastructure Capital Reserve. While this change will delay work on the Elm Street water main it will keep the Marlboro Street Reconstruction Project moving forward and not have an impact on the water rates.



CITY OF KEENE

R-2019-15

Nineteen

In the Year of Our Lord Two Thousand and
Relating to the 2019/2020 fiscal year budget

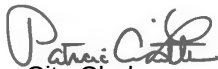
A RESOLUTION

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

That the sum of \$25,956,272 be raised by taxation during the current year which together with \$36,477,941 for estimated operating revenues aggregating \$62,434,213 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,503,119 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, 2019, as attached hereto and made a part thereof.

Kendall W. Lane, Mayor

In City Council May 2, 2019.
Referred to the Finance, Organization
and Personnel Committee. Public hearing
set for May 30, 2019 at 7:00 PM.


City Clerk

PASSED

2019/2020 Annual Operating Budget

R-2019-15

General Fund Revenue & Other Financing Sources:		<i>Adopted</i>	General Fund Appropriations:		<i>Adopted</i>
Property Tax Revenue		\$25,956,272	Elected & Appointed Officials		\$2,918,654
Use of Surplus		1,037,088	Capital Projects		4,258,467
Other Taxes		450,000	Administrative Services		4,687,876
Tax Increment Financing		723,132	Community Services		20,000,364
Licenses, Permits & Fecs		3,651,852	Municipal Development Services		6,814,603
Intergovernmental		2,692,995	Debt Service		4,898,455
Charges for Services		1,958,705			
Fines & Forfeits		76,291			
Miscellaneous		2,987,201			
Other Financing Sources		4,044,883			
NET GENERAL FUND OPERATING REVENUES		\$43,578,419	NET GENERAL FUND OPERATING APPROPRIATIONS		\$43,578,419
TOTAL PARKING METER FUND REVENUES		\$1,825,680	TOTAL PARKING METER FUND APPROPRIATION		\$1,825,680
TOTAL PC REPLACEMENT FUND REVENUES		\$210,035	TOTAL PC REPLACEMENT FUND APPROPRIATIONS		\$210,035
TOTAL SOLID WASTE FUND REVENUES		\$4,765,140	TOTAL SOLID WASTE FUND APPROPRIATIONS		\$4,765,140
TOTAL SEWER FUND REVENUES		\$5,639,844	TOTAL SEWER FUND APPROPRIATIONS		\$5,639,844
TOTAL WATER FUND REVENUES		\$4,028,292	TOTAL WATER FUND APPROPRIATIONS		\$4,028,292
TOTAL EQUIPMENT FUND REVENUES		\$2,386,803	TOTAL EQUIPMENT FUND APPROPRIATIONS		\$2,386,803
TOTAL OPERATING REVENUES - ALL FUNDS		\$62,434,213	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS		\$62,434,213
CAPITAL:					
PARKING FUND CAPITAL FUNDING		\$112,300	PARKING FUND CAPITAL APPROPRIATIONS		\$112,300
SOLID WASTE FUND CAPITAL FUNDING		\$365,000	SOLID WASTE FUND CAPITAL APPROPRIATIONS		\$365,000
SEWER FUND CAPITAL FUNDING		\$1,636,477	SEWER FUND CAPITAL APPROPRIATIONS		\$1,636,477
WATER FUND CAPITAL FUNDING		\$2,006,599	WATER FUND CAPITAL APPROPRIATIONS		\$2,006,599
EQUIPMENT FUND CAPITAL FUNDING		\$1,382,743	EQUIPMENT FUND CAPITAL APPROPRIATIONS		\$1,382,743
TOTAL CAPITAL FUNDING - OTHER FUNDS		\$5,503,119	TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS		\$5,503,119



City of Keene, N.H.
Transmittal Form

May 16, 2019

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 15.

SUBJECT: Relating to the Appropriation of Funds for the City Hall Rear Wall Project; Relating to the Appropriation of Funds for the Flood Management Project; Relating to the Appropriation of Funds for the Road Rehabilitation Project; Relating to the Appropriation of Funds for the Winchester Street By-Pass Project; Relating to the Appropriation of Funds for the Transfer Station Roof Project; Relating to the Appropriation of Funds for the Woodward Pond Dam Project

COUNCIL ACTION:

In City Council May 16, 2019.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That resolutions R-2019-16 through R-2019-21 relating to appropriation of funds for City Hall Rear Wall, Flood Management, Road Rehabilitation, Winchester Street By-Pass, Transfer Station Roof, and Woodward Pond Dam Projects be introduced and read at the May 16, 2019 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council.

ATTACHMENTS:

Description

Resolution R-2019-16

Resolution R-2019-17

Resolution R-2019-18

Resolution R-2019-19

Resolution R-2019-20

Resolution R-2019-21

BACKGROUND:

Included in the proposed 2019/2020 operating budget are several bond issues to fund projects advanced through the Capital Improvements Program (CIP) process, as follows:

				TERM
R-2019-16	General Fund	City Hall Rear Wall	\$176,000	7
R-2019-17	General Fund	Flood Management	\$505,000	15
R-2019-18	General Fund	Road Rehabilitation	\$1,264,000	10
R-2019-19	General Fund	Winchester Street Bypass	\$859,000	15
		SUBTOTAL - GENERAL FUND	\$2,804,000	
R-2019-20	Solid Waste Fund	Transfer Station Roof	\$168,000	15
		SUBTOTAL - SOLID WASTE FUND	\$168,000	
R-2019-21	Water Fund	Woodward Pond Dam	\$1,727,000	20
		SUBTOTAL - WATER FUND	\$1,727,000	
		TOTAL BONDS	\$4,699,000	

These resolutions require two readings before the City Council, the first of which will be May 16, 2019.



CITY OF KEENE

R-2019-16

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

A RESOLUTIONRelating to the Appropriation of Funds for the City Hall Rear Wall
Project.....

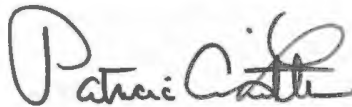
Resolved by the City Council of the City of Keene, as follows:

That the sum of one hundred and seventy-six thousand (\$176,000) is hereby appropriated for the City Hall Rear Wall Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one hundred and seventy-six thousand (\$176,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 16, 2019.
Referred to the Finance, Organization and
Personnel Committee.


City Clerk



CITY OF KEENE

R-2019-17

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

A RESOLUTIONRelating to the Appropriation of Funds for the Flood Management
Project.....

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

That the sum of five hundred and five thousand (\$505,000) is hereby appropriated for the Flood Management Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred and five thousand (\$505,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 16, 2019.
Referred to the Finance, Organization and
Personnel Committee.


City Clerk

PASSED



CITY OF KEENE

R-2019-18

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

A RESOLUTIONRelating to the Appropriation of Funds for the Road Rehabilitation
Project.....

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

That the sum of one million, two hundred and sixty-four thousand (\$1,264,000) is hereby appropriated for the Road Rehabilitation Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, two hundred and sixty-four thousand (\$1,264,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 16, 2019.
Referred to the Finance, Organization and
Personnel Committee.


City Clerk

PASSED



CITY OF KEENE

R-2019-19

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

A RESOLUTION Relating to the Appropriation of Funds for the Winchester Street
By-Pass Project

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

That the sum of eight hundred and fifty-nine thousand (\$859,000) is hereby appropriated for the Winchester Street By-Pass Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to eight hundred and fifty-nine thousand (\$859,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 16, 2019.
Referred to the Finance, Organization and
Personnel Committee.


City Clerk



CITY OF KEENE

R-2019-20

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

A RESOLUTIONRelating to the Appropriation of Funds for the Transfer Station
.....Roof Project.....

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

That the sum of one hundred and sixty-eight thousand (\$168,000) is hereby appropriated for the Transfer Station Roof Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one hundred and sixty-eight thousand (\$168,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 16, 2019.
Referred to the Finance, Organization and
Personnel Committee.

City Clerk



CITY OF KEENE

R-2019-21

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

A RESOLUTIONRelating to the Appropriation of Funds for the Woodward Pond
.....Dam Project.....

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

That the sum of one million, seven hundred and twenty-seven thousand (\$1,727,000) is hereby appropriated for the Woodward Pond Dam Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, seven hundred and twenty-seven thousand (\$1,727,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 16, 2019.
Referred to the Finance, Organization and
Personnel Committee.

City Clerk