



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
July 22, 2021  
6:30 PM

**A. AGENDA ITEMS**

1. Acceptance of Donation - Jonathan Daniels Trail Improvements
2. Acceptance of Donation - Fire Department
3. Acceptance of Donation - Art in City Hall - Human Resources Department
4. Relating to the Appropriation of Funds from the Capital Reserve - Pump Station Martel Court (08022) for Martel Court Pumping Station Emergency Generator Replacement Project (08099-18)  
Resolution R-2021-35
5. Reallocation of Funds - Martel Court Pumping Station Emergency Generator Replacement Project
6. Relating to the Appropriation of Funds from the Water Fund Unassigned Fund Balance for Wetmore Street and Winchester Street Emergency Water Main Repair  
Resolution R-2021-36
7. Waiver of Purchasing Requirements – Wetmore Street and Winchester Street Emergency Water Main Repair

**B. MORE TIME ITEMS**

1. Councilors Remy, Bosley and Giacomo - Continued Remote Participation
2. Evaluation Process for Charter Employees

**NON PUBLIC SESSION**

**ADJOURNMENT**



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

**Meeting Date:** July 22, 2021

**To:** Finance, Organization and Personnel Committee

**From:** Andrew Bohannon, Parks, Recreation and Facilities Director

**Through:** Elizabeth Dragon, City Manager

**Subject:** **Acceptance of Donation - Jonathan Daniels Trail Improvements**

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**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 \$18,100.00 from Pathways for Keene, Inc for trail improvements to the Jonathan Daniels Trail.

**Attachments:**

None

**Background:**

Pathways for Keene, Inc. (PFK) is a loyal supporter of trails within the City of Keene. One of the original trails, and first to be improved, was the now Jonathan Daniels Trail which runs along the Ashuelot River, extending from Ashuelot River Park arboretum to Appel Way (connection between Court Street and Wheelock Park). In the late 1980's, several Board members widened the trail and laid down hard pack to make it more accessible for the public to enjoy.

During the 2020 COVID-19 pandemic, PFK received GOPHER funding through the State of NH. In order to fulfill the grant they need to spend the money before the end of August, 2021; however, it cannot be directly donated to the City. The PFK Board took direction on necessary trail projects and hired Pat Rawson Construction to complete the work needed on the Jonathan Daniels Trail for \$18,100.00.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

**Meeting Date:** July 22, 2021  
**To:** Finance, Organization and Personnel Committee  
**From:** Mark Howard, Fire Chief  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Acceptance of Donation - Fire Department**

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**Recommendation:**

The City Council authorizes the City Manager to do all things necessary to accept donations totaling \$175.00.

**Attachments:**

None

**Background:**

The Keene Fire Department has received three donations in memory of Larry Lanata from Laurie & Scott Nystrom (\$25.00), Robert & Avery Morgan (\$50.00) and Steven & Susan Heline (\$100.00).



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

**Meeting Date:** July 22, 2021

**To:** Finance, Organization and Personnel Committee

**From:** Elizabeth Fox, ACM/Human Resources Director

**Through:** Elizabeth Dragon, City Manager

**Subject:** **Acceptance of Donation - Art in City Hall - Human Resources Department**

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**Recommendation:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of framed art work for placement in City Hall.

**Attachments:**

None

**Background:**

Recently, Human Resources moved into new space on the second floor. While much of the furnishing supporting department operations were relocated the new space, the department's public facing area needs some visual enhancements to make it more welcoming to employees, potential employees, retirees and the general public. An anonymous donor has provided a 36" x 30" piece of art work professionally framed that will be placed in this public facing area. The department is appreciative of this donation.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

**Meeting Date:** July 22, 2021

**To:** Mayor and Keene City Council

**From:** Kurt Blomquist, Public Works Director

**Through:** Elizabeth Dragon, City Manager

**Subject:** **Relating to the Appropriation of Funds from the Capital Reserve - Pump Station Martel Court (08022) for Martel Court Pumping Station Emergency Generator Replacement Project (08099-18) Resolution R-2021-35**

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**Council Action:**

**In City Council July 15, 2021.**

**Referred to the Finance, Organization and Personnel Committee.**

**Recommendation:**

First reading of Resolution R-2021-35 Relating to the Appropriation of funds from the Water Fund Unassigned Fund Balance for Wetmore Street and Winchester Street Emergency Water Main Repair and referring to the Finance, Organization and Personnel Committee.

**Attachments:**

1. Resolution R-2021-35\_referral

**Background:**

On June 2, 2021, the six (6) inch water main feeding Wetmore Street just west of the connection to the twelve (12) inch water main failed. This resulted in the loss of water to fifteen residential and business customers. The Water/Sewer Division responded isolating the area of the failure.

The failure is in an area that also has a twelve (12) inch sewer main, twenty-four (24) stormwater main and a telecommunication/electrical duct bank making the repair very difficult. The area is also within Winchester Street that has an average daily count of vehicle trips of approximately 20,000. To accomplish the repair over two nights it will be a combination of contract assistance and in-house staff.

A temporary feed line has served residents and the business from Fairbanks Street since the failure of the six (6) inch main.

This is an unplanned and unbudgeted event. The City Engineer estimates the repair cost at \$65,000. It is recommended that the funds for this emergency repair come from the Unassigned Fund Balance in the Water Fund.



# CITY OF KEENE

R-2021-35

Twenty-one

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

A RESOLUTION ..... Relating to the Appropriation of funds from the Capital Reserve- Pump Station Martel  
Court (08022) for Martel Court Pumping Station Emergency Generator Replacement .....  
Project (08099-18).

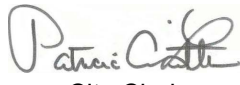
***Resolved by the City Council of the City of Keene, as follows:***

That up to the sum of fifteen thousand seven hundred dollars (\$15,700) be appropriated from  
Capital Reserve - Pump Station Martel Court for the Martell Court Pumping Station Emergency  
Generator Replacement Project (08099-18).

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George S. Hansel, Mayor

In City Council July 15, 2021.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

PASSED



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

**Meeting Date:** July 22, 2021

**To:** Finance, Organization and Personnel Committee

**From:** Christian Tarr, Utilities Maintenance Manager

**Through:** Elizabeth Dragon, City Manager

**Subject:** **Reallocation of Funds - Martel Court Pumping Station Emergency Generator Replacement Project**

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**Recommendation:**

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to reallocate \$18,224.85 of remaining fund balance from the Wastewater Treatment Plant Lighting Project (08104-21) to the Martel Court Pumping Station Emergency Generator Replacement Project (08099-18).

**Attachments:**

None

**Background:**

Move that the Finance, Organization, and Personnel committee recommend that the City Manager be authorized to do all things necessary to reallocate \$18,224.85 of remaining fund balance from the Wastewater Treatment Plant Lighting Project (08104-21) to the Martel Court Pumping Station Emergency Generator Replacement Project (08099-18).



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

**Meeting Date:** July 22, 2021

**To:** Mayor and Keene City Council

**From:** Kurt Blomquist, Public Works Director

**Through:** Elizabeth Dragon, City Manager

**Subject:** **Relating to the Appropriation of Funds from the Water Fund Unassigned Fund Balance for Wetmore Street and Winchester Street Emergency Water Main Repair  
Resolution R-2021-36**

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**Council Action:**

**In City Council July 15, 2021.**

**Referred to the Finance, Organization and Personnel Committee.**

**Recommendation:**

First reading of Resolution R-2021-36 Relating to the Appropriation of funds from the Capital Reserve- Pump Station Martel Court (08022) for Martel Court Pumping Station Emergency Generator Replacement Project (08099-18) and referring it to the Finance, Organization and Personnel Committee.

**Attachments:**

1. Resolution R-2021-36\_referral

**Background:**

The City's Martell Court Pump Station is the main pumping facility that transports wastewater from Keene and parts of Swanzey to the City's Waste Water Treatment Plant. The Martell Court Pump station generator is original equipment and has been in service since 1985. The unit has reached the end of its serviceable life expectancy and is due for replacement. The generator serves as a redundant electrical power source for critical operations and is a requirement of the City's National Pollutant Discharge Elimination System (NPDES) permit for the Wastewater Treatment Plant.

The City thru the Capital Improvement Program (CIP) program funded a project to replace the generator at \$318,592. The Utilities Maintenance Division has received final estimates for the project in the amount of \$352,490 including contingency. This has created a shortfall of \$33,898. To fund the short fall it is proposed to reallocate \$18,225 in project balance from a recently completed project, Wastewater Treatment Plant Lighting Energy Efficiency Project (08104) with the remaining balance, \$15,673, to come from the Capital Reserve for the Martel Court Pumping Station. Attached is Resolution R-2021-XX that would appropriate up to \$15,700.



# CITY OF KEENE

R-2021-36

Twenty-one

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

A RESOLUTION ..... Relating to the Appropriation of funds from the Water Fund Unassigned Fund Balance  
.....for Wetmore Street and Winchester Street Emergency Water Main Repair.....

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

That up to the sum of sixty-five thousand (\$65,000) be appropriated from the Water Fund Unassigned Fund Balance to perform an emergency Water Main Repair at Wetmore and Winchester Streets.

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George S. Hansel, Mayor

In City Council July 15, 2021.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

PASSED



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** July 22, 2021

**To:** Finance, Organization and Personnel Committee

**From:** Kurt Blomquist, Public Works Director

**Through:** Elizabeth Dragon, City Manager

**Subject:** **Waiver of Purchasing Requirements – Wetmore Street and Winchester Street Emergency Water Main Repair**

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**Recommendation:**

Finance, Organization and Personnel Committee recommends the City Council waive the sealed bidding process requirements for the Wetmore Street and Winchester Street Emergency Water Main Repair and authorizes the City Manager to do all things necessary to negotiation and execute a contract for these repairs.

**Attachments:**

None

**Background:**

On June 2, 2021, the six (6) inch water main feeding Wetmore Street just west of the connection to the twelve (12) inch water main in Winchester Street failed. This resulted in the loss of water to fifteen residential and business customers. The failure is in an area that also has a twelve (12) inch sewer main, twenty-four (24) stormwater main and a telecommunication/electrical duct bank making the repair very difficult. The area is also within the travel lanes of Winchester Street that has average daily vehicle trips of approximately 20,000. A temporary two (2) inch feed line from Fairbanks Street has installed to serve the residents and the business from since the failure of the six (6) inch main.

The City Engineer has estimated the total repair cost could be up to \$65,000. Due to the high volume of traffic and the business that will be impacted when the twelve (12) inch main is shut down the work will be done at night over several days. In addition, the area will be difficult to excavate due to the high number of other utilities within the proximity of the failure.

The City of Keene Purchasing regulation requires that purchases over \$20,000 be publicly advertised with the receipt of sealed bids. This process typically takes a minimum of between thirty (30) to forty-five (45) calendar days for bid receipt, award of the contract and notice to proceed. Being this late in the summer, the work would not start to the middle or late September. The Department would like to remove these customers from the temporary service as soon as possible. To do this the Department would like meet with and negotiate a price with available contractors.

Per Section 2 – 1337 of the City Code of Ordinance the City may waive any purchasing requirements

when it is deemed inadvisable to solicit bids because of a single source of supply or because of the need of standardization of the materials, supplies, equipment or services or for other stated reasons. The City has several contractors that maybe available to perform this work and the Department would like to go directly to them increasing the chances of accomplishing the work prior to early fall.