



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
April 14, 2022
6:00 PM

A. AGENDA ITEMS

1. Redesign Wheelock Park Campground for Disc Golf and Dog Park -
Parks, Recreation and Facilities Director
2. Sole Source Imprinted Crosswalks Downtown - Transportation and Storm
Water Operations Manager
3. Relating to the Appropriation of Funds for the City Hall Parking Structure
Maintenance Project
Resolution R-2022-08

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: April 14, 2022

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Redesign Wheelock Park Campground for Disc Golf and Dog Park - Parks, Recreation and Facilities Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to negotiate and execute a professional service contract with Dubois & King for design services required for the redesign of Wheelock Park Campground into a Disc Golf course and Dog Park, for an amount not to exceed \$29,888 and with funding to come from Project Cost Center (90291).

Attachments:

None

Background:

Through the Capital Improvement Program (CIP) the City had designated \$40,000 for the repurposing of Wheelock Park Campground after the closure in 2018. Upon funding availability, the administration building was removed and the project to remove remaining infrastructure was put in a holding pattern to determine its best use. In October 2021, two groups petitioned the City Council to repurpose the campground for the purposes of a disc golf course and a dog park. The Council provided direction to hire a consultant for a conceptual design for the two uses within the old campground grounds. Upon completion of the conceptual plan, the City, the disc golf group and the dog park group will have determined the proper space utilization for safe recreational needs and an opinion of probable construction costs. Construction funds are expected to be fundraised for the respected amenities by the two groups.

The City issued a Request for Qualifications (RFQ) for design services in February 2022. As a result, the City received one proposal from Dubois & King. The project proposal was reviewed to meet the necessary scope of work and references were called.

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with Dubois & King.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: April 14, 2022

To: Finance, Organization and Personnel Committee

From: Harry McKelvey, Transportation and Storm Water Operations Manager

Through: Elizabeth Dragon, City Manager
Yves Gakunde, Purchasing and Contract Services Manager
Duncan Watson, Assistant Public Works Director
Kurt Blomquist, ACM/Public Works Director

Subject: **Sole Source Imprinted Crosswalks Downtown - Transportation and Storm Water Operations Manager**

Recommendation:

Move that the Finance, Organization and Personnel recommend the City Council authorize the City Manager to do all things necessary to waive bidding requirement under Section 2-1336 (Waiver of Requirements) for the repair of the downtown imprinted crosswalks.

Attachments:

None

Background:

The downtown imprinted crosswalks are in need of repair. Vehicular traffic creates uneven wearing of the imprinted crosswalk surface. To repair the damaged areas, a specialized technique (including the appropriate material and pattern template) is used to refurbish the worn areas. BDM Services is the only Northern New England provider of this specialized repair technique. The estimated cost of the necessary repairs is \$46,822 and will be funded from Highway Division operating funds. Therefore, the Public Works Department recommends a waiver of purchasing requirements to enable a sole source contract to perform the needed repairs. The enabling section of the City Code is included below:

"Sec. 2-1336. Waiver of requirements. The city council, on recommendation from the city manager, may waive any of the purchasing requirements in sections 2-1331 through 2-1335 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."



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: April 14, 2022

To: Mayor and Keene City Council

From: Donald Lussier, City Engineer

Through: Elizabeth Dragon, City Manager
Kurt Blomquist, ACM/Public Works Director

Subject: **Relating to the Appropriation of Funds for the City Hall Parking Structure
Maintenance Project
Resolution R-2022-08**

Council Action:

In City Council April 7, 2022.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

Recommend that Resolutions R-2022-08 be referred to the Finance, Organization and Personnel Committee for their consideration and recommendation.

Attachments:

1. Resolution R-2022-08_referral

Background:

The FY 2020 Capital Improvement Plan included funding of \$52,300 for a variety of structural repairs on the City Hall parking structure. Plans and contract documents for the repair were prepared by City staff and advertised for construction bids on February 14, 2022. On March 17, 2022, the City received one bid for the work. The bid price was \$16,200 above the current available funding. Staff believes the bid price is reasonable given recent volatility in the cost of fuel and materials and the availability of skilled labor.

Resolution R-2022-08 would appropriate an additional \$20,000 from the Parking Fund's unallocated Fund balance. This sum would provide sufficient funding to cover the current known costs and provide a small contingency (5.6%) to cover changes that may occur during construction.



CITY OF KEENE

R-2022-08

In the Year of Our Lord Two Thousand andTwenty-Two
Relating to the Appropriation of Funds for the City Hall Parking
A RESOLUTIONStructure Maintenance Project.....

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

That the sum of twenty thousand dollars (\$20,000.00) is hereby appropriated from the unallocated Parking Fund balance to the City Hall Parking Structure Maintenance Project.

George S. Hansel, Mayor

In City Council April 7, 2022.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk

PASSED