



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

A. AGENDA ITEMS

1. Acceptance of Federal Forfeiture Monies - Police Department
2. FY22 DOJ Justice Assistance Grant - Police Department
3. Primex Contribution Assurance Program (CAP) - Workers Compensation - Human Resources
4. Lease agreement with Thomas Transportation - Airport Director
5. Engineering Agreement with McFarland Johnson for the Airport Fencing Project - Airport Director
6. Design-Build Services for the Creation of a New Skatepark - Parks, Recreation and Facilities Director
7. Lower Winchester Reconstruction Project - Consultant Selection - City Engineer
8. Thompson Road Repair - Consultant Selection - City Engineer

B. MORE TIME ITEMS

1. Councilor Filiault - Charter Amendment Related to Municipal Primary

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: July 14, 2022

To: Finance, Organization and Personnel Committee

From: Steven Stewart, Police Captain

Through: Steven Stewart, Police Captain
Elizabeth Dragon, City Manager

Subject: **Acceptance of Federal Forfeiture Monies - Police Department**

Recommendation:

That the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept Federal forfeiture monies in the amount of \$22,404.45.

Attachments:

None

Background:

The forfeited money in question was seized in conjunction with a drug investigation conducted jointly by the Keene PD and U.S. Homeland Security Investigations. The associated investigation commenced in October of 2019 and culminated in June of 2020.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: July 14, 2022

To: Finance, Organization and Personnel Committee

From: Steven Stewart, Police Captain

Through: Steven Russo, Police Chief
Elizabeth Dragon, City Manager

Subject: **FY22 DOJ Justice Assistance Grant - Police Department**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to co-apply with the County of Cheshire, and to accept the U.S. Department of Justice FY22 JAG in the amount allocated to the city of \$5,554.

Attachments:

None

Background:

The County of Cheshire is the fiscal agent and the City of Keene, a sub-recipient of the proposed grant for the period of 10/1/21 to 9/30/23. These funds would be used for the continued deployment of cellular phones within the Bureau of Field Operations. By approving the recommendation, the City Council is approving the submission of the grant application and entering into a Memorandum of Understanding with the County of Cheshire for the allocation of these funds. The application is a public document and should be open to public comment and a public hearing upon a sufficient number of requests.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: July 14, 2022

To: Finance, Organization and Personnel Committee

From: Elizabeth Fox, ACM/Human Resources Director

Through: Elizabeth Dragon, City Manager

Subject: **Primex Contribution Assurance Program (CAP) - Workers Compensation - Human Resources**

Recommendation:

Move that the Finance, Organization and Personnel Committee authorize the City Manager to do all things necessary to enter into and execute an agreement extending participation with Primex³ in a multi-year Contribution Assurance Program (CAP) through calendar year 2025 providing for mitigation in the event of adverse experience, and assurance of predictable contributions for future workers' compensation insurance.

Attachments:

None

Background:

The City of Keene has been a participant in Primex³ (NH Public Risk Management Exchange) securing worker's compensation insurance and benefiting from risk management programs since 1979. The City enrolled in CAP for this line of coverage in 2012 and this program has provided contribution predictability.

Primex³ services support loss prevention, the activities of the City's Joint Loss Management Committee and provides training advancing employee safety, general employee and supervisor development. It provides the organization with tools and expertise to manage claims and proactively identify and address loss trends, producing benefits for the City. With a proactive safety effort and an active Joint Loss Management Committee, the frequency of claims has remained stable over time and the majority of workplace injuries documented do not require medical treatment. More recently, several significant losses have negatively impacted the city loss ratio and continued CAP participation provides the City with protection from higher contribution increases when future period claims performance may warrant an adjustment exceeding 6%, as they did in CY18 and CY19, and continues the benefits of predictability and rate stability through 2025.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: July 14, 2022

To: Finance, Organization and Personnel Committee

From: David Hickling, Airport Director

Through: Elizabeth Dragon, City Manager

Subject: Lease agreement with Thomas Transportation - Airport Director

Recommendation:

Move that the Finance, Organizational and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate a lease with Thomas Transportation for a portion of the Airport terminal parking lot for parking of their customer's vehicles.

Attachments:

None

Background:

Thomas Transportation provides ground transportation for regional clients to various transportation hubs such as commercial service airports, rail and bus terminals . They have requested use of a portion of the airport terminal parking lot for parking of their client's vehicles who are utilizing their transportation services.

The City had a similar agreement with Thomas Transportation which they terminated in 2020 due to the impact of the COVID pandemic on their business.

There is adequate parking available to support this agreement without impacting airport and airport tenant activities.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: July 14, 2022

To: Finance, Organization and Personnel Committee

From: David Hickling, Airport Director

Through: Elizabeth Dragon, City Manager

Subject: **Engineering Agreement with McFarland Johnson for the Airport Fencing Project - Airport Director**

Recommendation:

Move that the City Manager be authorized to all things necessary to execute a professional engineering services contract with McFarland Johnson for the Preliminary Design and Environmental Assessment for the airport wildlife perimeter fence project.

Attachments:

None

Background:

The airport CIP includes a project which will provide for a perimeter fence to protect the airport runways and taxiways from wildlife that can create hazards to aviation activities.

McFarland Johnson, the airport engineer of record, has provided a scope and fee to begin this project. This phase of the project will include preliminary design focused on the environmental assessment and permitting requirements necessary to complete the design and apply for funding for the construction of this project.

The cost of this project is \$ 185,900, of which \$167,310 will be funded through Federal and State grants, leaving a local obligation of \$9,295. The local share will be paid with airport generated revenues.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: July 14, 2022

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Design-Build Services for the Creation of a New Skatepark - 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 Spohn Ranch, Inc. for design-build services required for the creation of a new skate park for an amount not to exceed \$225,000.00 with funding to come from Project Cost Center (90317).

Attachments:

None

Background:

Through the Capital Improvement Program (CIP) the City had designated \$25,000 for the construction of a new skate park. The local skate and bike community created a fundraising campaign to raise \$300,000, upon which the \$25,000 from the City was included. The group presented \$200,000 to the City in the fall of 2021 in an effort to start the design process. The group continues to fundraise and hopes to reach their goal, and achieve that a well-designed new park of about 9,000 – 12,000 square feet can be built. Upon completion of the design, Spohn Ranch will enter into the build phase in the spring of 2023.

The City issued a Request for Proposals (RFP) for design-build services in February 2022. As a result, the City received a proposal from Spohn Ranch. 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 Spohn Ranch.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: July 14, 2022

To: Finance, Organization and Personnel Committee

From: Donald Lussier, City Engineer

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

Subject: **Lower Winchester Reconstruction Project - Consultant Selection - City Engineer**

Recommendation:

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute an Engineering and Technical Services Agreement with McFarland Johnson, Inc. for the Lower Winchester Street Reconstruction Project for an amount not to exceed \$480,000.00.

Attachments:

None

Background:

The Lower Winchester Street Reconstruction Project is included in the New Hampshire Department of Transportation's (NHDOT) current Ten Year Transportation Improvement Plan (NHDOT Project No. 40666). The project will receive Federal Aid Program funding under the "Fixing America's Surface Transportation System Act" (FAST-ACT). This program covers 80% of all eligible project costs and requires the local project sponsor to provide 20% matching funds. The City Council approved local matching funds for the design and property acquisition phase of this project through the FY21 and FY22 Capital Improvement Plan. Additional funding for the project is planned in fiscal years 23 through 26.

The scope of this project will include reconstruction of Winchester Street from the Rt. 101 roundabout to the Swanzey town line. The project will improve traffic flow along the corridor by addressing poor roadway geometry and optimizing the lane configuration. Pedestrian and bicycle facilities will also be added. The Winchester Street bridge over Ash Swamp Brook will also be replaced. The Town of Swanzey and the Southwest Regional Planning Agency have requested that the project limits be extended south to provide consistent roadway and pedestrian treatments across the municipal boundary. Therefore, the scope of the project will also include roadwork and sidewalks extending approximately 800 feet into Swanzey.

Previously, the City Council authorized the City Manager to execute agreements with NHDOT and the Town of Swanzey related to this project. The action recommended above will authorize the Manager to negotiate an engineering contract for the initial “Engineering Study” phase of the project. This includes survey, environmental investigations, alternatives analysis, and public engagement. It should be noted that the current contract is for the study phase only, even though our consultant selection process assumed that the selected firm would complete all phases of the design. Once the City and Town have more clearly defined the scope of the project through this study phase, a second contract will be negotiated for preliminary and final design.

Due to the use of federal funding on the project, the City is required to follow federal procurement policies, including the use of “qualifications-based” selection for professional services. In February, the City issued a Request for Qualifications (RFQ) for engineering firms capable of completing all phases of the project design. A selection team including the Airport Director, the Transportation and Stormwater Operations Manager, the Senior Planner, the City Engineer and a Civil Engineer reviewed and ranked the four responses that were received. Proposals were reviewed based on the following criteria and weighting:

Experience of assigned project staff	20%
Experience of supervisory personnel	20%
Experience and capabilities of the firm	15%
Experience with LPA funded projects	15%
Successful completion of similar scope of work	15%
Schedule and time to perform work	10%
References	5%

From the four proposals, the team selected the following two firms for interviews:

- CHA
- McFarland Johnson

Interviews were held on March 17TH. The same review team evaluated the firms on the following criteria:

Understanding of the City's Needs	20%
Approach to Solving our Needs	20%
Public Engagement Plan	15%
Presentation Skill of Project Manager	15%
Rapport between City and Team	10%
Overall Quality of Presentation	10%
Proposed Schedule and Resources	10%

Below is a table of the composite scores of the team and the ranking of the two firms.

Firm	Score
CHA	11.9
McFarland Johnson	13.4

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with McFarland-Johnson for an amount not to exceed \$480,000.00 with funding to come from Project No. 75J0026B (Formerly 90266-B).



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: July 14, 2022

To: Finance, Organization and Personnel Committee

From: Donald Lussier, City Engineer

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

Subject: Thompson Road Repair - Consultant Selection - City Engineer

Recommendation:

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute an Engineering and Technical Services Agreement with John Turner Consulting, Inc. for the Thompson Road Repair & Stabilization Project for an amount not to exceed \$60,000.00.

Attachments:

None

Background:

Thompson Road is a dead-end street in the southeastern corner of the city. The road serves 5 single-family homes and a number of undeveloped parcels. In the fall of 2019, Public Works staff observed pavement cracking and settling along the steep embankment adjacent to Thompson Road. To prevent further deterioration, a row of concrete barriers were installed along the edge of the roadway while more extensive investigations were undertaken.

In the spring of 2020, the City hired a geotechnical engineer to perform test borings and evaluate the stability of the embankment that supports the road. That evaluation was completed in June of 2020 and found that the slope was "marginally stable" but did not have the minimum recommended factor of safety for geotechnical stability. The Consultant was asked to develop conceptual level alternatives for stabilizing the slope, along with associated cost estimates. These alternatives were submitted to the City in October 2020. City staff also developed alternatives for discontinuing the existing roadway and providing access to this neighborhood via an alternative route.

The two options (i.e., reconstruct in the current location or relocate the road) were presented to the Municipal Services, Facilities and Infrastructure Committee on January 27, 2021. The advantages and disadvantages of each option along with the range of expected costs were discussed. The table below provides a summary:

Option #1 – Reconstruct in PlaceAdvantages:

- Less property impacts
- Potential to widen the road
- Existing water main remains in Right-of-Way

Disadvantages:

- Road remains steep
- Difficult winter maintenance
- Cost

Estimated Cost:

\$850K - \$1.3M

Option #2 – Relocate RoadAdvantages:

- Long-term maintenance is simpler.

Disadvantages:

- Substantial property impacts
- Water main will be difficult to access
- Cost

Estimated Cost:

\$1.3M

Relocating the roadway was expected to have a cost similar to reconstructing in the current location and would present significant property impacts. Therefore, City staff recommended that the City develop plans to reconstruct the roadway in place. Since this is the only access available for the property owners, the cost estimate includes temporary construction in order to provide access to the neighborhood during the work. Staff also recommended that this temporary widening be made permanent to provide a finished roadway with two 9-foot travel lanes (increased from the current total width of about 12.5 feet). This accounts for the range of pricing listed for Option 1 above.

On March 17, 2022, the City Council passed Resolution R-2022-05, appropriating \$210,000 from the unallocated fund balance to complete survey, engineering design and property acquisition. Additional funds will be requested for the construction phase once a final project budget is determined.

In May 2022, the City issued a Request for Proposals (RFP) for engineering firms capable of completing all phases of the project design. A selection team including a Highway Division Foreman, the City Engineer and a Civil Engineer reviewed and ranked the two responses that were received. Proposals were reviewed based on the following criteria and weighting:

Criteria	Weight
Experience and capabilities of the firm	20%
Experience of assigned project staff	20%
Understanding of the Project	20%
Total Project Cost	15%
Proposed Schedule	10%
Quality of Proposal	10%

References	5%
------------	----

Both responding firms were clearly well qualified to complete the work. However, there was a significant disparity between the proposed fees. Given the cost differential, and the fact that John Turner Consulting had successfully completed the initial investigation and alternatives analysis, the selection team determined that it was not necessary to interview the firms.

Firm	Score
John Turner Consulting	12.7
GM2	11.2

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with John Turner Consulting for an amount not to exceed \$60,000.00 with funding to come from Project No. 75J0036A (Formerly 90356).