



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
November 10, 2022
6:00 PM

A. AGENDA ITEMS

1. Donation - Trees at Patricia T. Russell Park - Parks, Recreation and Facilities Director
2. Donation - to Build the Keene Skatepark - Parks, Recreation and Facilities Director
3. 12 Gilbo Ave - Lease - Keene Barber - Parks, Recreation and Facilities Director
4. Engineering Services for Sludge Pump Replacement Project - Change Order 1 - Assistant Public Works Director/Operations Manager

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: November 10, 2022

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Donation - Trees at Patricia T. Russell Park - Parks, Recreation and Facilities Director**

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 trees for the Patricia T. Russell Park project.

Attachments:

None

Background:

Gentle Dental will be opening a new practice at 333 Winchester Street in November. As a way of creating roots within the community, funds from every new patient exam (\$57) will directly go to the purchase of new trees for Patricia T. Russell Park. This promotion will run through the end of the 2022 calendar year. The practice is anticipating their final donation to be around \$5000.00.

As part of the scope reduction measures for the park construction, the design reduced the planting budget by 13 trees. This donation will allow additional trees to be added to the project and help with the newly acquired property at 160 Water Street.

In January, a roll up of the total donation will be provided during the City Manager's comments about accepted donations.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: November 10, 2022

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Donation - to Build the Keene Skatepark - Parks, Recreation and Facilities Director**

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 \$17,566.16 for the purpose of building a new skate park.

Attachments:

None

Background:

In November 2022, the Keene Skatepark group donated \$200,000.00 through their fiscal agent, Pathways for Keene. As a result of the project launch, Pathways for Keene has recently closed the account for the skate park advocates to shift their focus on large scale donors and grants for the Transportation Heritage Trail project.

Pathways for Keene has been a strong supporter of the project from its inception, knowing the project would be connected to the Cheshire Rail Trail. In closing as the fiscal agent, the remaining funds of \$17,566.16 has been given to the City to deposit in the Skatepark project account.

The current project total, including this donation, is \$242,566.16. The fundraising goal was \$300,000.00. With the current design efforts in progress, the group is hoping to secure future donations when the final design is revealed later this year. The City is currently contracted with Spohn Ranch for \$225,000.00 for the design build project.

The Keene Skatepark group will continue to fundraise to make the location a destination for the local skate enthusiast. To donate towards the project, visit www.keeneparks.com or contact the Parks, Recreation and Facilities Director for more information.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: November 10, 2022

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **12 Gilbo Ave - Lease - Keene Barber - Parks, Recreation and Facilities Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a lease with John Brown and John Destromp for the space located at the 12 Gilbo Avenue.

Attachments:

None

Background:

John Brown has successfully operated the Keene Barber since 2020, opening during the COVID-19 pandemic. With a strong client base and constant demand, Mr. Brown expressed expanding his business with John Destromp, and together they would own the Keene Barber. As a result of this action, the current lease which expires in April 2023 would not provide for this alteration of the contract for an additional owner. Therefore, a new contract for a new two-year term with a one-year option with the new owner could provide this continuation of services without waiting until the end of the contracted term.

The contract terms and fees were recently negotiated in 2020, and the new contract will retain the current structure.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: November 10, 2022

To: Finance, Organization and Personnel Committee

From: Aaron Costa, Asst. Public Works Directors/ Operations Mgr.
Kurt Blomquist, ACM/Public Works Director

Through: Elizabeth Dragon, City Manager

Subject: **Engineering Services for Sludge Pump Replacement Project - Change Order 1 - Assistant Public Works Director/Operations Manager**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute Change Order 1 with Underwood Engineers to perform additional services for an amount not to exceed \$7,500 for Contract 02-21-11.

Attachments:

None

Background:

The City of Keene owns and operates a wastewater treatment plant (WWTP) that was constructed in the mid 1980's. As the facility approaches 40 years of age, many original components are at the end of their useful life. This project replaces six (6) original sludge pumps. These pumps have served the City well and have been scheduled for replacement through the City's CIP program.

In July 2021, the City advertised a Request for Proposals (RFP) looking for a consultant to assist the City with selecting a new style of pump, as well as develop construction bid documents and perform construction oversight services. The City received three responses and Underwood Engineers was judged to be the best qualified for the project.

In November 2021, the City executed a professional services contract with Underwood Engineers for \$58,200. At the time the contract was executed, the scope did not include services to comply with the New Hampshire Department of Environmental Services (NHDES) State Aid Grant (SAG) program requirements. The engineer's construction estimate for this project is \$380,000. The SAG will potentially fund up to 20% or approximately \$76,000 of the construction cost of the project, but to remain eligible the City must comply with all NHDES requirements.

In addition, during the design process, a potential cost savings was identified by replacing six (6) pumps with five (5) and having one pump perform both scum and sludge pumping. However, this

pump should be equipped with a variable frequency drive that was not included in the original design.

The scope of the additional services includes the following:

- Provide electrical design plan and specifications to replace the electrical starter with a Variable Frequency Drive
- Compliance and coordination with NHDES on numerous requirements for the project to be eligible for SAG funding

The cost of the change order exceeds the City Manager's 10% authority. Therefore, staff recommends the City Manager be authorized to do all things necessary to execute Change Order 1 with Underwood Engineers for an amount not to exceed \$7,500. Funding for this work is available in the Sludge Pump Replacement Capital Improvement Project 32JW016a-541020.