



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
January 12, 2023
6:00 PM

A. AGENDA ITEMS

1. Spectrum Service Issues Update
2. Mission Statement, Coalition Priorities and Funding Sources -
Monadnock Diversity, Equity, Inclusion & Belonging Coalition - Dr. Pierre Morton
3. Bulletproof Vest Partnership Grant Program- 2022 - Police Chief
4. Grant Acceptance - CLG Grant Award 2022 - Recovering Black History -
City Planner
5. Acceptance of Lead Service Line Inventory, Sampling Plan and
Replacement Plan Grant - Water/Sewer Operations Manager
6. Reallocation of Funds - Wastewater Treatment Plant Roof Project -
Utilities Maintenance Manager
7. Change Order #1 - Engineering Services for Wastewater Treatment Plant
Roof Project - Utilities Maintenance Manager
8. Relating to an Appropriation of Funds for the Solid Waste Fund
Resolution R-2023-06

B. MORE TIME ITEMS

1. Councilor Filiault - Charter Amendment Related to Municipal Primary

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: January 12, 2023
To: Mayor and Keene City Council
From: Dr. Pierre Morton
Through: Patricia Little, City Clerk
Subject: **Mission Statement, Coalition Priorities and Funding Sources - Monadnock Diversity, Equity, Inclusion & Belonging Coalition - Dr. Pierre Morton**

Recommendation:

Attachments:

1. MDEIB Coalition Director 8.24.22
2. MDEIB Commission passed 11.4.21
3. MDEIB Financials 11.23.22

Background:

Dr. Pierre Morton submitted several documents that relate to the mission and priorities of the Monadnock Diversity, Equity, Inclusion, and Belonging Coalition as well as information related to funding received from various sources and a job description of the new position of Coalition Director. This information was requested as part of their FY 22-23 operating budget request.



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KEENE FAMILY YMCA

Job Title: MDEIB Coalition Director
FLSA Status: Full Time – Exempt
Reports to: CEO

Job Grade: \$50,000 - \$55,000
Revision Date: 8/24/22

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Monadnock Diversity, Equity, Inclusion and Belonging (MDEIB) Coalition Director at the Keene Family YMCA oversees the implementation of the MDEIB Coalition Mission of “The Monadnock Area DEIB Coalition will partner with area community stakeholders to adopt and implement the RJCS 2020-21 recommendations on racial equity to make the Monadnock region a safe community for all of its residents. Additionally, the DEIB coalition will partner with community members, other institutions and businesses to promote diversity, create meaningful community engagement, and to build a foundation for a racial, sexuality, and gender diversity and inclusivity.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you. We believe in youth as full partners in developing and leading youth programs.

ESSENTIAL FUNCTIONS:

1. Overseeing regional collaborations and partnerships and the development and growth of new partnerships in key sectors.
2. Strengthening MDEIB capacity, infrastructure and policy at the City, Regional, Community and Corporate levels.
3. Sharing outcomes and progress with a wide variety of community stakeholders and the community at large to build awareness, support an involvement in DEIB and the Coalition
4. Identifying and leveraging other funding streams and resources for DEIB and to ensure sustainability of the coalition.
5. Ensuring that a comprehensive DEIB approach is being used and based upon best practices.
6. Identifying culturally aware training needs and the development of responsive activities.
7. Facilitate the development and implementation of the Coalition’s annual action plans in relation to community DEIB assessments.
8. Ensuring that a comprehensive evaluation plan is in place and is used to determine progress toward addressing Coalition objectives and priorities.
9. Support the sector representatives and key partners to lead the sector level actions and achieve the coalition’s outcomes and actions.
10. Sharing and utilization of effective resources with other partners in the region.
11. The MDEIB Coalition Director shall collaborate with the elected leadership of the MDEIB Coalition to achieve the MDEIB Coalition goals and objectives.
12. Other tasks as assigned by the Keene Family YMCA CEO or the MDEIB Coalition.



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LEADERSHIP COMPETENCIES:

- Fiscal Management
- Innovation
- Program/Project Management

QUALIFICATIONS:

- Bachelor's degree in a related field
- Community organizing and leadership, especially in coalitions or complex, cross-sector partnerships.
- Ability to establish and maintain collaborations and partnerships with community organizations.
- Strong assets in capacity building, mentoring and training.
- Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and the implementation of best practices, assessments and evaluations, and fundraising.
- Experience working with Diverse populations and on DEIB concepts.
- Proven track record of developing authentic and deepened relationships with others.
- Grant reporting and compliance
- Valid driver's license with a reliable vehicle.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____



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Monadnock Diversity, Equity, Inclusion and Belonging Coalition Commission

Commission: The Monadnock Diversity, Equity, Inclusion and Belonging Coalition (MDEIB Coalition) is commissioned by the Keene Family YMCA (KFYMCA) Board of Directors and responsible for developing partnerships with community stakeholders to implement recommendations from the City of Keene's Racial Justice and Community Safety Committee's 2020-21 report on racial equity to make the Monadnock region a safe community for all people. Additionally, the MDEIB Coalition will partner with community members, other institutions, and businesses to promote diversity, create meaningful community engagement, and to build a foundation for racial, sexuality, and gender diversity and inclusivity.

The region served by the MDEIB Coalition includes all the Monadnock region including Alstead, Antrim, Bennington, Chesterfield, Dublin, Fitzwilliam, Frankestown, Gilsum, Greenfield, Greenville, Harrisville, Hancock, Hinsdale, Jaffrey, Keene, Marlborough, Marlow, Nelson, New Ipswich, Peterborough, Richmond, Rindge, Roxbury, Sharon, Stoddard, Sullivan, Surry, Swanzey, Temple, Troy, Walpole, Westmoreland, Winchester.

Purpose: The purpose of the MDEIB Coalition is to bring together a multiagency and multidisciplinary group of individuals and entities working together to promote and develop the Monadnock Region as a welcoming and inclusive place for all including Black, Indigenous and People of Color (BIPOC) individuals that live, work and visit our community.

MDEIB Coalition Priorities:

The following priorities are derived from public input sessions, the RJCS recommendations, and from subsequent meetings of the MDEIB Coalition:

1. **Public Safety Advocacy** - Advocate and audit for proven practices by local law enforcement agencies, ensuring the health and safety of the agencies have the best possible outcome for all residents (especially for our BIPOC residents).
2. **Community Leadership** - Ensure community leaders are actively engaged in combating racism.
3. **Community Education and Awareness** - Create safe community spaces to have candid anti-racism conversations, build awareness around racism and celebrate diversity. This can be accomplished by encouraging and hosting diverse celebration events that promote Black, Indigenous and People of Color (BIPOC) cultures.
4. **Corporate and Institutional Engagement** - Incorporate diversity in workplace and institutional culture to positively impact the attraction and retention of a diverse workforce.
5. **K-12 Education Advocacy** - Advocate and audit for specific anti-racism policies in the school system to consider fair and equitable disciplinary practices, curriculum, and student anti-racist education.

6. Fund the work of the MDEIB Coalition – Find the resources necessary for the work of the Coalition so that it does not impede on the resources or fundraising efforts of the Keene Family YMCA.

Composition: The KFYMCA Board President will appoint a MDEIB Coalition Chair in consultation with the MDEIB Coalition, the MDEIB Coalition Director and the KFYMCA CEO. The MDEIB Coalition shall be composed of the YMCA CEO, and enough community members recommended by the MDEIB Coalition and appointed by the KFYMCA Board of Directors to successfully represent the Monadnock region. These coalition members must also agree to work collaboratively on Diversity, Equity, Inclusion and Belonging activities to influence a culture of antiracism in the region. A minimum of 25% of the MDEIB Coalition membership will be BIPOC. The MDEIB Coalition will strive to balance its representation according to the following parameters:

1. Representation from the Eastern part of the Monadnock Region and located in Hillsborough County and representing a government entity in those areas.
2. Representation from Cheshire County
3. Representation from the Eastern part of the Monadnock Region and located in Hillsborough County
4. Representation of the town Government of Peterborough
5. Representation of the City of Keene
6. At least one large employer having more than 100 FTEs
7. At least on small employer having less than 100 FTEs
8. At least one representative from one of the three school districts of SAU1, 29, or 93.
9. At least one representative from one of the three universities, Keene State, Franklin Pierce and Antioch University.
10. At least one faith leader from the Monadnock Inter-Faith Coalition
11. The Keene Family YMCA Representative
12. Chair of the Law Enforcement Committee
13. Chair of the Regional Engagement Committee
14. Chair of the Business Advisory Committee
15. Chair of the Education Committee
16. Chair of the Fundraising Committee
17. Chair of the People of Color Committee
18. Chairs of other committees as needed and commissioned by the Steering Committee
19. Additional at large members may be added if needed to achieve the 25% BIPOC representation.

The KFYMCA CEO and the MDEIB Coalition Director will be non-voting members

Membership responsibilities/expectations: Organization or Institution Members of the MDEIB Coalition will designate a representative and an alternate to ensure ongoing participation in the MDEIB Coalition. Individual members will strive to achieve ongoing participation on their own. Representatives should:

- Be individuals with decision-making authority.
- Individuals living or working in the Monadnock Region.
- Attend at least 80% of regularly scheduled meetings.
- Participate in establishing priorities for the MDEIB Coalition
- Educate and inform member organizations on MDEIB Coalition activities.
- Participate in MDEIB Coalition sponsored training and events.

MDEIB Coalition Leadership Roles

MDEIB Coalition Director: The MDEIB Coalition Director is responsible for planning, implementing, and evaluating MDEIB Coalition activities and will report to the KFYMCA CEO. Tasks of the MDEIB Coalition Director include:

1. Oversees regional collaborations and partnerships and the development and growth of new partnerships in key sectors.
2. Strengthening DEIB capacity, infrastructure and policy at the City, Community and Corporate levels.
3. Sharing outcomes and progress with a wide variety of community stakeholders and the community at large to build awareness, support an involvement in DEIB and the Coalition
4. Identifying and leveraging other funding streams and resources for DEIB and to ensure sustainability of the coalition.
5. Ensuring that a comprehensive DEIB approach is being used and based upon best practices.
6. Identifying culturally aware training needs and the development of responsive activities.
7. Facilitate the development and implementation of the Coalition's annual action plans in relation to community DEIB assessments.
8. Ensuring that a comprehensive evaluation plan is in place and is used to determine progress toward addressing Coalition objectives and priorities.
9. Support the sector representatives and key partners to lead the sector level actions and achieve the coalition's outcomes and actions.
10. Sharing and utilization of effective resources with other partners in the region.
11. Other tasks as assigned by the Keene Family YMCA CEO or the MDEIB Coalition.

The MDEIB Coalition Director shall collaborate with the elected leadership of the MDEIB Coalition to achieve MDEIB Coalition goals and objectives.

MDEIB Chair: The Chair shall represent the MDEIB Coalition and shall collaborate with the MDEIB Coalition Director in conducting the business of the MDEIB Coalition. The Chair shall work with MDEIB Coalition members to promote collaboration. The Chair shall represent the MDEIB Coalition on state committees. The term of office for the Chair shall be two years and a maximum of 2 consecutive terms.

MDEIB Vice-Chair: The MDEIB Vice-Chair shall perform the duties of the MDEIB Chairperson in their absence. The term of office for the MDEIB Vice-Chair shall be two years and a maximum of 2 consecutive terms.

MDEIB Treasurer: The MDEIB Treasurer will present the Y's MDEIB Coalition financials and fundraising to the MDEIB Coalition at each meeting as part of the best practices for ensuring fiscal integrity of the Y's MDEIB Coalition funds. The term of office for the MDEIB Treasurer shall be two years and a maximum of 2 consecutive terms.

MDEIB Secretary: The MDEIB Secretary shall record and distribute the minutes of the meeting to the full MDEIB Coalition and to the KFYMCA Board of Directors no later than 3 days following each meeting. The term of office for the MDEIB Secretary shall be two years and a maximum of 2 consecutive terms.

Election of MDEIB Position Holders: Election of MDEIB Position Holders other than the MDEIB Chair shall take place every two years by the MDEIB Coalition Committee, or as necessary to fill a vacancy. The KFYMCA Board President will appoint a MDEIB Coalition Chair in consultation with the MDEIB Coalition, the MDEIB Coalition Director and the KFYMCA CEO.

Elections shall be held in January. MDEIB Position Holders' terms shall take effect on April 1 and end on March 31.

Other Position Holders and Committees: The MDEIB Coalition Membership may create such other Position Holders and such committees as it deems necessary to conduct the business of the MDEIB Coalition.

Frequency: The MDEIB Coalition shall at a minimum hold a quarterly meeting. More frequent meetings may be scheduled as deemed appropriate by vote of the MDEIB Committee. Special meetings may be convened at the request of the MDEIB Coalition Director, the MDEIB Coalition Chair, the KFYMCA CEO or the KFYMCA Board President.

Staff Liaison: YMCA CEO and MDEIB Coalition Director.

Subcommittees of the MDEIB Coalition: Subcommittees will be formed by appointment of the MDEIB Coalition. The scope of their work will be defined in the first meetings of each subcommittee and brought back to the MDEIB Coalition for approval. Minimally these subcommittees will include the following:

Law Enforcement: This committee will meet to specifically address the recommendations for safety and law enforcement.

Regional Engagement: This committee will have one representative from the City of Keene and all one from each of the 32 towns in the Monadnock Region preferably as officially appointed by that town or City.

Business Advisory: This committee will identify and address the needs of the business community.

Education: This committee will meet to specifically address the needs of the education community.

Fundraising Committee: This committee will find the resources required to fund the work of the MDEIB Coalition without impeding on the resources or fundraising efforts of the Keene Family YMCA.

People of Color Committee: The People of Color Committee was born of a desire to address the specific needs of the African American, Africans in America and other members of color of the Monadnock area and under the umbrella of the area's MDEIB Coalition. Clearly the greatest concern among members is the fostering of a culture of belonging among its BIPOC community members, students, employees and visitors to the area. One of the primary goals of the People of Color Committee is to establish an authentic and productive social support network for the area's people of color. With that in mind the Committee will comprise of members identifying as BIPOC, will meet on a regular basis (6 – 8 times per year), have quarterly and yearly goals, plan events throughout the year to celebrate their unique diversity and cultural pride as well as plan forums and develop solutions to proactively address issues and concerns that are specific to the needs of its members.

The People of Color Committee members can expect a social network support for:

- Persons of color new to the area and looking to get acclimated to the area (i.e., where do I go to get a haircut, help me understand the driver's license law, help me navigate the schools, housing, etc.)

- Persons of colors at the intersection of other marginalized communities such as those identifying as LATINX, LGBTQ+ or differently abled.
- Fundraising support as needed to help with small life emergencies
- Students of colors in the area schools
- Job seeking networking opportunities (i.e., help me find a job, help me fill out this job application, etc.)
- Recreational social networking for sport gatherings, etc. (i.e., basketball pickup games, soccer tournaments, cricket match, etc.)
- Monthly/Quarterly social gatherings / networking receptions (i.e., potlucks, soul food Sundays, BBQ in the park, etc.)
- Other support as needed.

The chairs/leadership for the People of Color Committee will be represented on the Monadnock Area DEIB Coalition and will strive to increase participation of people of color and to provide a productive line of communication and representation for its members of color.

Other Committees: As required by the MDEIB Coalition.

Date	Transactions	
Donation made in 2021		\$10,000.00
Donations		
3/13/2022	MDEIB Coalition Member	\$100.00
3/14/2022	MDEIB Coalition Member	\$50.00
3/22/2022	YMCA Board Members	\$100.00
4/7/2022	Anonymous from Equity Matters event	\$80.00
4/10/2022	MDEIB Coalition Member	\$1,000.00
6/19/2022	MDEIB Coalition Member	\$100.00
6/20/2022	MDEIB Coalition Member	\$200.00
6/30/2022	MDEIB Coalition Member	\$100.00
7/7/2022	MDEIB Coalition Member	\$100.00
7/18/2022	MDEIB Coalition Member	\$146.84
7/19/2022	MDEIB Coalition Member	\$100.00
7/18/2022	MDEIB Coalition Member	\$25.00
7/24/2022	Monadnock Food Co-op	\$100.00
8/14/2022	MDEIB Coalition Member	\$50.00
8/15/2022	MDEIB Coalition Member	\$25.00
8/28/2022	MDEIB Coalition Member	\$30.00
Grant Funds 9/2022	NH Endowment for Health Fund	\$16,524.00
Admin Alloc Thur 8/22		(\$1,230.00)
Admin Alloc Thur 9/22		(\$1,652.00)
Balance 9.30.2022		\$25,948.84

Statement Of Activities Report

Keene Family YMCA

11/01/2022 - 11/30/2022

Period 11 November 2022

Department Social Responsibility - Monadnock DEIB Coalition 16

Fund: MDEIB Fund 80

Branch: All

Department: Social Responsibility - Monadnock DEIB Coalition 16

Major Account: All

		Period 11 November 2022				Year to Date 2022			
Account Number	Account Name	Actual	Budget	\$ Variance	Last Year	\$ Variance	Budget	\$ Variance	Last Year
Revenue									
0100	Contributions	0.00	10,000.00	-10,000.00	0.00	0.00	110,000.00	-110,000.00	0.00
0110	Fund Raising	0.00	0.00	0.00	0.00	0.00	0.00	18,830.84	0.00
	Total Unrestricted Revenue	0.00	10,000.00	-10,000.00	0.00	0.00	110,000.00	-91,169.16	0.00
	Total Restricted Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Revenue	0.00	10,000.00	-10,000.00	0.00	0.00	110,000.00	-91,169.16	0.00
Expenses									
2116	MDEIB Director Salaries	0.00	4,230.76	4,230.76	0.00	0.00	48,653.86	48,653.86	0.00
2210	Health/Dental Insurance	0.00	492.50	492.50	0.00	0.00	5,417.50	5,417.50	0.00
2220	Retirement Expense	0.00	320.83	320.83	0.00	0.00	3,529.17	3,529.17	0.00
2310	FICA	0.00	323.65	323.65	0.00	0.00	3,721.98	3,721.98	0.00
2330	Worker's Compensation	0.00	4.12	4.12	0.00	0.00	45.38	45.38	0.00
2400	Contractual Services	0.00	800.00	800.00	0.00	0.00	6,500.00	6,500.00	0.00
2525	Equip & Furnishings	0.00	1,000.00	1,000.00	0.00	0.00	4,000.00	4,000.00	0.00
2540	Program Supplies	0.00	1,200.00	1,200.00	0.00	0.00	8,400.00	8,400.00	0.00
2600	Telephone	0.00	50.00	50.00	0.00	0.00	550.00	550.00	0.00
3150	MDEIB Printing & Promotional Supplies	0.00	800.00	800.00	0.00	0.00	6,600.00	6,600.00	0.00
3235	Mileage	0.00	100.00	100.00	0.00	0.00	500.00	500.00	0.00
3351	MDEIB Training & Conferences	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00
5902	MDEIB Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Unrestricted Expenses	0.00	9,321.86	9,321.86	0.00	0.00	2,882.00	-2,882.00	0.00
	Total Restricted Expenses	0.00	0.00	0.00	0.00	0.00	2,882.00	2,882.00	0.00
	Total Expenses	0.00	9,321.86	9,321.86	0.00	0.00	5,764.00	5,764.00	0.00
	Change in Net Assets	0.00	678.14	-678.14	0.00	0.00	15,948.84	-3,133.27	0.00

Statement Of Financial Position Report

Keene Family YMCA

11/30/2022

Fund: MDEIB Fund 80
Branch: All
Department: All
Major Account: All

Account Number	Account Name	Nov 30 2022	Oct 31 2022	Nov 30 2021
		Account Balance	Account Balance	Account Balance
6080	MDEIB Cash Account	25,948.84	25,948.84	0.00
	Total Assets	25,948.84	25,948.84	0.00
	Total Liabilities	0.00	0.00	0.00
8003	Temp Restricted Net Asset	10,000.00	10,000.00	0.00
	Total Net Assets	10,000.00	10,000.00	0.00
	Total Net Assets without Donor Restrictions	10,000.00	10,000.00	0.00
	Total Net Assets with Donor Restrictions	0.00	0.00	0.00
	Total Net Assets	10,000.00	10,000.00	0.00
	2021 Income Over Expenses	0.00	0.00	
	2022 Income Over Expenses	15,948.84	15,948.84	0.00
	Adjusted Net Assets	25,948.84	25,948.84	0.00
	Total Liabilities and Net Assets	25,948.84	25,948.84	0.00



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: January 12, 2023
To: Finance, Organization and Personnel Committee
From: Steve Stewart, Police Chief
Through: Elizabeth Dragon, City Manager
Subject: **Bulletproof Vest Partnership Grant Program- 2022 - Police Chief**

Recommendation:

Move the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept \$6,750 from the Bulletproof Vest Partnership Grant Program funds of the US Department of Justice, Bureau of Justice Programs.

Attachments:

None

Background:

Consistent with the provisions of the collective bargaining agreements and sound safety practices, the Keene Police Department provides all police officers with body armor for on-duty wear. The body armor or "bulletproof vest" has a warranted life of five years and then is replaced.

The Police Department has budgeted \$3,950.00 for the purchase of new vests. However the Police Department may spend up to \$6,750.00 per conditions of the grant, since it is a 50/50 match grant. It is anticipated that we may expend a total \$13,500.00 for replacement vests. The program will reimburse the City 50% of the actual cost, or up to a total of \$6,750.00.

These vests will be issued to new officers and will replace vests currently in service that are over five years old.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: January 12, 2023

To: Finance, Organization and Personnel Committee

From: Evan Clements - Planner

Through: Elizabeth Dragon, City Manager
Jesse Rounds, Community Development Director

Subject: **Grant Acceptance - CLG Grant Award 2022 - Recovering Black History - City Planner**

Recommendation:

Recommend that the City Council authorize the City Manager to do all things necessary to accept and execute the attached grant agreement forms for a NH Division of Historical Resources (NHDHR) Certified Local Government Grant in the amount of \$16,000 for the Heritage Commission to work with the Historical Society of Cheshire County (HSCC,) as a part of the existing "Recovering Black History" project underway at in partnership with the Monadnock Center for History and Culture and the Black Heritage Trail of New Hampshire.

Attachments:

None

Background:

In September, 2022, the Heritage Commission was informed that it was awarded a \$16,000 grant from the Certified Local Government (CLG) Program of the NH Division of Historical Resources. The Commission will utilize these grant funds to hire an expert to review and interpret the information uncovered by volunteers, and assist the Commission with developing presentation and outreach materials. A future phase of this project will include collaboration with the Historical Society of Cheshire County (HSCC) and their partners to include this information on their project website and create a walking tour of important historical sites in Keene that have been identified through this research. Staff had a conversation with a representative from the NH Division of Historical Resources and were informed that NHDHR intends to bring the grant application before the Governor and the Executive Council in January for approval and our acceptance packet is required as part of this process.

The goal of the project is to work with a qualified consultant on the interpretation, contextualization, and presentation of volunteer-compiled historical data on Keene's early Black residents as a part of the existing "Recovering Black History" project underway at the HSCC, in partnership with the Monadnock Center for History and Culture and the Black Heritage Trail of New Hampshire.

The CLG Grant provides 60% of federal funding for this type of project. There is a required minimum of 40% match per the program. The Heritage Commission proposes a combined local match of

\$11,000 (\$6,000 cash from the Heritage Commission Budget/\$5,000 in kind staff and commission member volunteer labor). The cash match would come out of the Heritage Commission project fund, account 80129-A, which currently has a balance of \$17,165.41.

The CLG program is designed to provide an opportunity for local governments to become more involved in identifying, evaluating, protecting, promoting and enhancing the educational and economic value of local properties of historic, architectural and archeological significance. Created by the 1980 amendments to the National Historic Preservation Act, the CLG program requires that the Division of Historical Resources designate at least 10% of its annual Historic Preservation Fund allocation from the Department of the Interior to local governments that have become CLGs. Keene is one of 21 CLG communities in the State.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: January 12, 2023

To: Finance, Organization and Personnel Committee

From: Christopher Pelletier, Water/Sewer Operations Manager

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

Subject: **Acceptance of Lead Service Line Inventory, Sampling Plan and Replacement Plan Grant - Water/Sewer Operations Manager**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept and execute a grant from the New Hampshire Department of Environmental Services (NHDES) in the amount of \$50,000 for the Lead Service Line Inventory, Sampling Plan and Replacement Plan Grant.

Attachments:

None

Background:

The U.S. Environmental Protection Agency (EPA) has revised rules to the current Lead and Copper regulations that require all Community Water Systems to develop and submit an inventory of service lines within their water systems by October 16, 2024.

The City of Keene will use grant funds to complete this inventory by the required deadline. The project will include a review of the City's existing asset management and water service inventory practices, review of existing sampling sites, and preparation of a lead service line replacement plan. Educational outreach will be an additional component of the grant agreement.

Staff's time will be necessary for this project and funding is also available for outside consulting services. This grant does not require any matching funds and staff time is eligible for reimbursement. Project costs will not exceed \$50,000 and it is expected the project will be completed by the end of 2023.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: January 12, 2023

To: Finance, Organization and Personnel Committee

From: Christian Tarr, Utilities Maintenance Manager

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

Subject: **Reallocation of Funds - Wastewater Treatment Plant Roof Project - Utilities Maintenance Manager**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to reallocate \$18,000 of remaining fund balance from the Wastewater Treatment Plant Aeration Line Project (32JW002A) to the Wastewater Treatment Plant Roof Project (32JW010A).

Attachments:

None

Background:

This project (32JW010A) replaces the roof at the Wastewater Treatment Plant (WWTP) which was scheduled for replacement through the City's CIP program.

On November 14, 2022, the roofing crew mobilized and construction began on the WWTP's roof project. The project is near completion with final warranty inspection scheduled for January 13, 2023. The additional funds requested would be used for engineering services for the State Aid Grant application and construction services for fall safety equipment to be installed.

The Wastewater Treatment Aeration Line Project (32JW002A) abandoned the use of an old ductile iron pipe and installed a new High-density polyethylene (HDPE) pipe for aeration at the Wastewater Treatment Plant. The project has a remaining fund balance of \$215,635.28.

Staff is recommending the reallocation of funds from the Wastewater Treatment Plant Aeration Line Project (32W002A) to Wastewater Treatment Plant Roof Project (32JW010A) for additional engineering and construction services for the completion of the Wastewater Treatment Plant Roof project.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: January 12, 2023

To: Finance, Organization and Personnel Committee

From: Christian Tarr, Utilities Maintenance Manager

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

Subject: **Change Order #1 - Engineering Services for Wastewater Treatment Plant Roof Project - Utilities Maintenance 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 Brown and Caldwell Engineers to perform additional engineering services for an amount not to exceed \$4,880 for Contract 04-22-05.

Attachments:

None

Background:

This project replaces the roof at the Wastewater Treatment Plant (WWTP), which was scheduled for replacement through the City's CIP program.

The City elected to pursue State Aid Grant (SAG) funding for the construction project components of the WWTP's roof replacement, which was not part of the original contract. Brown and Caldwell provided the following additional services to meet New Hampshire Department of Environmental Services requirements for SAG funding eligibility:

- Additional contract modifications to engineering agreement
- Additional contract and document development for submission to NHDES to receive "Approval to Award"
- Additional engineering services for NHDES' required warranty period
- Additional meetings to facilitate modifications with NHDES and City Staff

In total, 16 additional hours for the project manager and 20 additional hours for the project engineer are required for these scope changes. Brown and Caldwell is requesting an additional \$4,880 for these modifications in scope.

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 Brown and Caldwell for an amount not to exceed \$4,880.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: January 12, 2023

To: Mayor and Keene City Council

From: Duncan Watson, Assistant Public Works Director

Through: Elizabeth Dragon, City Manager
Kurt Blomquist, ACM/Public Works Director
Merri Howe, Finance Director/Treasurer

Subject: **Relating to an Appropriation of Funds for the Solid Waste Fund
Resolution R-2023-06**

Council Action:

In City Council January 5, 2023.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

The City Council refer Resolution R-2023-06 relating to the appropriation of funds for the Solid Waste Fund for FY 21/22 to the Finance Organization and Personnel Committee for consideration.

Attachments:

1. Resolution R-2023-06_referral

Background:

The City of Keene Transfer Station received greater volume than expected in FY 21/22. The forecast for the amount of material anticipated to be received at the transfer station and recycling center is developed 18 months prior to the end of the fiscal year and is based on previous volumes received as well as economic forecasts. Economic activity, including greater than anticipated solid waste and construction and demolition disposal as well as more robust recycling markets has resulted in both higher revenues and expenses than budgeted. Resolution R-2023-06 adjusts the authorized budget to reflect the increase in revenue and expenses at the recycling center/transfer station.

The amount of the budget adjustment is not known until the audit preparation and fieldwork is completed. In order for the city auditors to complete the FY 21/22 audit and prepare the City's FY 21/22 financial statements, an adopted budget adjustment resolution for the Solid Waste Fund is needed.

It should be noted, that the Solid Waste Fund is completely separate from the General Fund in that no tax dollars support the Solid Waste Fund. Revenues are primarily derived from the tipping fees from disposal of solid waste and the revenue received from the sale of recyclable commodities. The net revenue in the Solid Waste Fund for FY 21/22 exceeds expenses and the excess revenue is placed in the Solid Waste Fund for future needs.

Since budget authorization is necessary to expend the additional funds, a resolution is needed to increase the appropriations as follows:

FY 21/22 Solid Waste Expenditure Appropriation

Account#	Description	FY21/22 Budget	Additional Request	Revised Budget
21200000-524480	Disposal-Operations	\$2,021,867	\$300,000	\$2,321,867
21242200-524480	Disposal-Demolition	105,251	6,000	111,251

FY 21/22 Solid Waste Revenue Appropriation

Account#	Description	FY21/22 Budget	Additional Request	Revised Budget
212023503-441190	Tipping Fees	\$4,119,291	\$300,000	\$4,419,291
212023503-441200	Recycling Fees	430,000	6,000	436,000



CITY OF KEENE

Twenty-three

In the Year of Our Lord Two Thousand and

Relating to the Appropriation of Funds for the Solid Waste Fund

A RESOLUTION

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

That, pursuant to Section 32 of the Rules of Order, the sum of five million three hundred twenty five thousand six hundred sixty seven dollars (\$5,325,667) is hereby appropriated in the 2021/2022 fiscal year Solid Waste Fund. The revenue and expenditure appropriation increase of \$306,000 is reflected as follows:

FY 21/22 Solid Waste Expenditure Appropriation

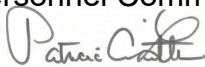
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212023503-441200	Recycling Fees	430,000	6,000	436,000

George S. Hansel, Mayor

In City Council January 5, 2023.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

PASSED