



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
April 13, 2023
6:00 PM

A. AGENDA ITEMS

1. 2022 Homeland Security Grant Program - Search and Rescue Equipment - Police Captain
2. Vested Interest in K9's, Inc. grant award for the Keene Police Canine Program - Police Captain
3. Acceptance of State of New Hampshire Grant Funding for Youth Services' Juvenile Court Diversion Programming - Youth Services
4. Lease Agreement - 11 Central Square - Parks, Recreation and Facilities Director
5. Community Development Finance Authority - Community Center Investment Program - Parks, Recreation and Facilities Director
6. City Hall Structural Repairs Project – Request to Reallocate Funds - Parks, Recreation and Facilities Director
7. Change Order 1 - Water Supply Master Plan and Well Facilities Evaluation - Asst. Public Works Director/Operations Manager
8. Relating to Class Allocation & Salary Schedule
Ordinance O-2023-09
9. Relating to Personnel Systems & Procedures
Ordinance O-2023-10
10. Relating to the Appropriation of Funds from the General Fund Unassigned Fund Balance (Fire Department Staffing)
Resolution R-2023-18

B. MORE TIME ITEMS

1. 79E Community Revitalization Tax Relief Application for 310 Marlboro Street

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: April 13, 2023

To: Finance, Organization and Personnel Committee

From: Steven Tenney, Police Captain

Through: Steve Stewart, Police Chief
Elizabeth Dragon, City Manager

Subject: **2022 Homeland Security Grant Program - Search and Rescue Equipment - Police Captain**

Recommendation:

That the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to apply for, accept and expend the 2022 Homeland Security Grant Program - Search and Rescue Equipment grant in the amount of \$14,773.43.

Attachments:

None

Background:

On March 27, 2023, the Keene Police Department was awarded \$14,773.43 for the purchase of Search and Rescue Equipment. These funds were issued to tactical teams who are current members of the New Hampshire Tactical Officers Association under the State Homeland Security Program portion of the 2022 Homeland Security Grant Program.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: April 13, 2023

To: Finance, Organization and Personnel Committee

From: Steven Tenney, Police Captain

Through: Steve Stewart, Police Chief
Elizabeth Dragon, City Manager

Subject: **Vested Interest in K9's, Inc. grant award for the Keene Police Canine Program - Police Captain**

Recommendation:

Move to recommend that the City Manager be authorized to do all things necessary to accept and expend a bulletproof vest grant that was awarded to the Keene Police Canine program through a grant application.

Attachments:

None

Background:

On April 4, 2023, the Keene Police Department was notified that it was awarded a bulletproof/stab resistant vest after applying for a grant through Vested Interest in K9's, Inc. The monetary value of this award is approximately \$1800.00



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: April 13, 2023

To: Finance, Organization and Personnel Committee

From: Alyssa Bender, Youth Services Manager/JCC Coordinator

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of State of New Hampshire Grant Funding for Youth Services' Juvenile Court Diversion Programming - Youth Services**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and administer funds provided by the State of New Hampshire for Juvenile Court Diversion programming.

Attachments:

None

Background:

Youth Services has been granted a funding opportunity from the State of New Hampshire totaling \$16,405.

The grant is specifically designated for Juvenile Court Diversion programming. It will serve several purposes. First, it will provide assistance with restitution, provided the youth meaningfully participate in community service activities to “payback” the assistance. This will relieve a portion of the financial burden many families face when their youth commit offenses.

This funding will also be used to provide community engagement opportunities such as documentary screenings, panel discussions, workshops, and guest speakers who can educate the community on the current needs of our youth. Furthermore, it will be used to offset partial costs related to hiring a part-time Caseworker for Youth Services. Funding will also be used to update office equipment, purchase office supplies, and increase both the travel reimbursement and training budgets.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: April 13, 2023

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Lease Agreement - 11 Central Square - 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 Steel Curtain, LLC for the use of space at 11 Central Square.

Attachments:

None

Background:

Luca Paris of Culinary Journey Management Corp. currently leases the space at 10 Central Square, and previously to 2018, had rented 11 Central Square for Luca's Café for 15 years. In 2018, the City entered into a five-year lease agreement with the now Phonky Noodle, LLC. Due to the untimely passing of the owner, the management team decided to end the lease at the end of the term on March 31, 2023. During this five-year window, during conversations, Luca indicated that should the space become available, he would like to be notified, and about one year ago, the interest resurfaced, knowing that the lease terms could be expiring in March of 2023, based on the current contract for 10 Central Square.

Upon learning that the space would not be renewed through a third party, the owners of the Phonky Noodle were trying to determine what direction they would take in relation to it being opened or closed. They had reached out to local restaurants to see if there was interest in purchasing the equipment or working together to operate the restaurant. The terms of the lease do not provide for subleasing the space, so the owners shifted to selling the equipment. The Steel Curtain, LLC, who is a managing partner with Culinary Journey Management Corp., provided an offer to Phonky Noodle to purchase all the equipment.

During this time, four local restaurants, including Luca's, were asked to provide a letter of interest to be a potential tenant. One did not respond to the request. After reviewing the letters, knowing for 15 years we had a good and responsible tenant, who also had familiarity with the space, and has connected utilities between the two spaces, and would be able to open the space to expand operations. The selection to move forward with Steel Curtain, LLC, provided the best direction for the City.

The terms of the lease will be five years and an option for an additional five. These lease terms will coincide with the current contract for 10 Central Square.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: April 13, 2023

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Community Development Finance Authority - Community Center Investment Program - Parks, Recreation and Facilities Director**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to execute the submission of the application for Community Development Finance Authority Community Center Investment Program for the purposes of renovating the Brian A. Mattson Recreation Center.

Attachments:

None

Background:

The City of Keene will be submitting a loan application through the Community Development Finance Authority (CDFA) Community Center Investment Program for renovation projects located at the Brian A. Mattson Recreation Center. This is a first-time community center funded program that focuses on improving heating and cooling, air quality and/or ventilation systems (HVAC), improvements to energy efficiency of the building space, and the overall improvements to the health, safety, and comfort of the facility. The program provides an option for a forgivable loan with 0% interest.

In the Capital Improvement Plan adopted for FY23-29, the renovation of the multipurpose room, bathrooms, office space was scheduled for FY25 with the design work to be completed in FY24. Additionally, in previous CIP's, the boilers were scheduled for FY23. In review of the program application, the direction to include the boilers replacement as the City match of 15%, gives the opportunity to move forward at the HVAC, include replacement of the building windows and add an accessible ramp from the entrance of the building to the war memorial area. Additionally, this will reduce the scope of the original CIP project, which will be updated during the next capital development process. As a result of the application, the City will be completing a Level 2 Energy Audit which may provide for additional work to be completed by the program match.

The grant application is due on Friday, April 21, with awards announced in late May, with work scheduled to start if awarded in November. Should the City be awarded the loan, the City Council will need to provide acceptance of the award at that time.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: April 13, 2023

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **City Hall Structural Repairs Project – Request to Reallocate Funds - Parks, Recreation and Facilities Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Council reallocate \$60,000 from the West Keene Fire Station Project (65J0010) to the City Hall Structural Repairs Project (65J0002).

Attachments:

None

Background:

The City's FY 2020 Capital Improvement Program appropriated funds to investigate and complete the preliminary design for structural repairs to City Hall. The City's FY 2023-2029 CIP includes \$1,375,000 in FY25 to complete the final design and construction of the repairs. The City hired Dubois & King, Inc. in 2021 to complete the investigative work. Early in 2023, we received their completed design deliverables. One of the recommendations of the design report is to perform immediate stabilization of the rear wall. This is intended to stabilize the wall from further movement until more extensive work and soil improvements can be completed in FY25.

In February 2023, we advertised an immediate repair contract for the rear wall of City Hall. This work includes the installation of steel rods to connect the exterior brick wall to the interior wood framing for the building. We intended to complete the repairs using the approximate \$66,000 remaining in the project budget from the FY 2020 appropriation. In March we received one bid for the work. The cost to complete the base bid, plus an alternate item to repair the cracking in the rear wall is approximately \$50,000 over the current budget. Reallocating \$60,000 to the project budget will allow completion of the recommended work plus provide an approximate 10% contingency for potential change orders during construction.

Upon review of potential funding sources, the West Keene Fire Station was identified as the best project for budget reallocation. The City Council authorized \$175,000 in FY23 for this project, none of which has been expended. The planned construction for this project in FY27 is contingent upon grant funding, which the City has not yet been successful in obtaining. The requested budget reallocation is more a matter of project timing than project cost increases. The immediate repair contract will accelerate a portion of the work planned for and budgeted in FY25. The intent is to

restore the \$60,000 back to the West Keene Fire Station project from the City Hall Structural Repairs project during the FY2025-2031 CIP development process.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: April 13, 2023

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: **Change Order 1 - Water Supply Master Plan and Well Facilities Evaluation - Asst. 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 execute Change Order 1 with Emery & Garret Groundwater Investigations/GZA for additional engineering services for the Water Supply Master Plan and Well Facilities Evaluation for an amount not to exceed \$30,000.00 for Contract 02-20-11.

Attachments:

None

Background:

The residents, businesses, and industries in Keene use approximately 2.25 million gallons of water per day (MGD). To meet this demand, the City has three separate water supplies, none of which can meet the City's daily needs alone. Two surface water reservoirs, located in Roxbury, NH, store a total of 850 million gallons of water, however not all of this is available for use. The calculated safe yield for these sources is approximately 2 MGD.

The City's surface water supply is supplemented by four groundwater wells located on West Street and Court Street. The West Street and Court Street well facilities include four well buildings that were constructed between 1965 and 1977, and two corrosion control buildings, constructed in 1988, that house chemical feed equipment. The 2013 Tighe & Bond Water Facilities Evaluation cited deficiencies with the well facilities and substantial upgrades are required to ensure continued reliable operation.

The City's previous water supply master plan was completed in 1992 and changes in infrastructure, climate, and drinking water regulations indicated it was time to update the plan. In February 2021, the City contracted with Emery & Garret Groundwater Investigations/GZA, to complete a water supply master plan and well facilities evaluation for \$110,024.00.

The water supply plan evaluated additional groundwater and surface water supplies, potential capacities and water quality. The evaluation also considered the City's current and future water demands. The plan includes recommendations that will improve future reliability and flexibility as the

City responds to water quality regulations and plans for the likelihood of frequent periods of regional drought as a result of climate change.

This project also includes an in-depth, detailed evaluation of the four wells and two corrosion control facilities. It also provides recommendations and cost estimates for upgrades to the City's well facilities.

The scope of the additional services includes the following:

- More thorough review of historical documentation needed to determine safe yield
- Additional effort needed for groundwater exploration program
- Additional effort needed to review groundwater monitoring data
- More detailed evaluation of climate change impacts on surface water quality
- Evaluation of timber management options for the watershed property
- Additional administrative efforts in regards to meetings, presentations and preparation of the final report

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 for an amount not to exceed \$30,000.00. The City budgeted \$175,000 for this project and funding is available in capital project 34MI008A-541020.



CITY OF KEENE

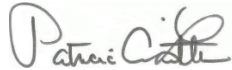
In the Year of Our Lord Two Thousand and Twenty Three

AN ORDINANCE Class Allocation & Salary Schedule

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting the stricken text and inserting the bolded text in Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," effective April 23, 2023.

In City Council April 6, 2023.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

George S. Hansel, Mayor

City Code Section 62-194

ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT

(effective April 23, 2023)

<u>GRADE</u>	<u>CLASS ALLOCATION</u>
S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	Audio Video Production Specialist
S 11	Office Manager; Parking Services Technician
S 12	Librarian I; Planning Technician; Executive Secretary; Staff Accountant; Fire Department Administrator; Purchasing Specialist
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Assistant City Clerk; Parking Operations Manager; Senior Paralegal; Police Dispatch Supervisor
S 16	Planner; Laboratory Supervisor
S 17	Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; Senior Staff Accountant ; Airport Maintenance & Operations Manager; IT Systems Specialist
S 18	Water/Sewer Operations Manager; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager; Treatment Plant Manager
S 19	Transportation/Stormwater Operations Manager; Utilities Treatment Operations/Plant Manager; Senior Planner; Recreation Manager; Fleet Services Manager, Accounting & Fund Manager
S 20	Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	NO POSITIONS ASSIGNED
S 24	City Engineer; Assistant Public Works Director/Division Head; Database Administrator; Airport Director; Building/Health Official
S 25	Human Resources Director; Library Director; Assistant Finance Director/Assistant Treasurer; Police Captain; Deputy Fire Chief
S 26	Community Development Director; City Assessor; Parks, Recreation & Facilities Director
S 27	Finance Director/Treasurer; IT Director; Communications & Marketing Director
S 28	Police Chief; Fire Chief; Public Works Director
S 29	NO POSITIONS ASSIGNED
S 30	Deputy City Manager



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Three

AN ORDINANCE Relating to Personnel Systems & Procedures

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, are hereby further amended by inserting the bold text in Article V, "Policies, Procedures and Conditions of Employment", Division 3 "Leaves" Subdivision II "Vacation" of Chapter 62 entitled "Personnel" as follows:

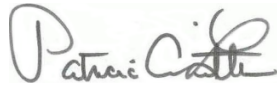
Subdivision II. Vacation

Section 62-396. Authorized.

- (a) Commencing with the first month of employment a regular full-time employee holding a position recognized in chapter 2, section 231 (city council appointments), **chapter 62, section 166 (probationary public works)** or chapter 62, section 194 (administrative, office, technical and management) will begin to accrue vacation leave at a rate of five-sixths regular working days or working shifts per month of continued employment. On the seventh anniversary date, the accrual rate for the basic workweek will increase to $1\frac{1}{4}$ days per month. On the fifteenth anniversary date, the rate will increase to $1\frac{3}{4}$ days per month. Vacation leave may be accrued, based on the employee's average normal workweek, to a maximum of 30 workdays. With the exception of city council appointments under chapter 2 section 231, where the city manager determines it to be in the city's interest to do so, he may authorize other specific vacation leave provisions for a regular full-time employee at the time of employment of such employee. Any such other specific vacation leave provisions authorized by the city manager shall be in writing and will not exceed $1\frac{3}{4}$ days per month accrual.
- (b) Vacation schedules shall be determined by department heads in accordance with department requirements. In no case may payment be made in lieu of taking vacation leave, except on employment termination.

Effective date March 31, 2023

In City Council April 6, 2023.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

George S. Hansel, Mayor



City of Keene

New Hampshire

Meeting Date: April 6, 2023

To: City Council

From: Elizabeth Dragon, City Manager

Subject: Fire Department Staffing resolution R-2023-18

Recommendation:

That the resolution regarding hiring of four fighters be referred to the Finance, Organization and Personnel Committee.

Background:

Retired Chief Howard had requested hiring additional firefighters over the past several years. In January 2022, Chief Howard put forward a memo explaining ongoing staffing issues at the fire department and the need to continue the minimum staffing level of 10. Minimum staffing of 10 began back in December of 2021. The persistent staffing needs prompted the creation of the staffing committee to take a more in depth look at the issues and make recommendations. The staffing committee began their work on February 4, 2022.

The committee made several recommendations. One recommendation was the hiring of four firefighters (one per shift). This recommendation was put on hold until the fire department knew the outcome of an AFG grant submitted to assist with the funding of these positions. The department has been notified that they did not receive the grant. In the meantime, the fire department labor contracts expired. As part of our negotiations, work rule changes recommended in the staffing report were discussed. One such rule related to payment of overtime. We successfully negotiated a change to the calculation of overtime to exclude sick time in the number of hours worked. The Council approved the union contract on 3/16/23.

I am requesting the Council support the hiring of four additional firefighters. This would increase the authorized staffing level to 11 firefighters per shift. This change would support the minimum staffing level of 10 per shift. I propose that the initial funding would come from the City's general fund balance (R-2023-18) and future funding be included as part of the operating budget. In addition, I am proposing the initial funding request for the first full year in the FY24 be excluded from the budgetary fiscal policy calculation in section I(k).

Most recently, the City applied for and received a \$100,000 reimbursement from FEMA related to overtime in the department related to Covid. These funds were a partial reimbursement from overtime expended in FY22. These funds went to the City's fund balance. In addition, the City of Keene received \$189,813.04 (for Police & Fire retirement expense) as a one-time reimbursement for 7½% of police and fire retirement costs. These funds and other prior year Covid reimbursements related to salary, have all been added to the fund balance. I propose

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allocating these funds and the remaining amount necessary to fund the first year. This would allow us to begin the recruitment process immediately.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Three

A RESOLUTION Relating to the Appropriation of Funds from the General Fund Unassigned Fund Balance

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

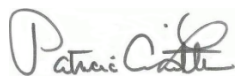
WHEREAS: Resolution R-2022-33 Relating to Fiscal Policies states all departments are authorized to vary actual departmental spending from line item estimates provided the total departmental budget is not exceeded within each fund; provided however, that any item specifically eliminated by the City Council during budget approval cannot be purchased from another line item without City Council approval; and

WHEREAS: Any unexpended funds in a personnel line related to a vacancy cannot be expended without prior approval from the City Manager and the City Council unless funds are being expended to fill a vacancy, recruiting, or to employ temporary help including professional and contract services;

NOW, THEREFORE, BE IT RESOLVED by the City Council that the use of General Fund Unassigned Fund Balance in the amount of one hundred two thousand four hundred sixteen dollars and fifty-four cents (\$102,416.54) be used to fund the appropriation for four new firefighters in the Fire Department departmental budget as follows:

Personnel and related personnel expenses	\$ 61,188.54
Operating related expenses	<u>41,228.00</u>
	<u>\$ 102,416.54</u>

In City Council April 6, 2023.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

George S. Hansel, Mayor