



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
May 11, 2023
5:30 PM

A. AGENDA ITEMS

1. Roger Weinreich/Downtown Merchants Association - Requesting Financial Assistance to Facilitate a Visit from Urban Designer and Author Jeff Speck - Walkable City
2. Acceptance of 2023 Wellness Grant - Human Resources Director/ACM
3. Donation - Community Garden Tool Shed - Parks, Recreation and Facilities Director
4. Contract for Design Services - Concept Plan for Robin Hood Park - Parks, Recreation and Facilities Director
5. Winchester Street Reconstruction Project - Request to Reallocate Funds - City Engineer
6. Reallocation of Funds - 1.5MG Tank Repair Project - Assistant Public Works Director/Operations Manager
7. Councilor Madison - Recommending an Amendment to the City Code - Meeting Times for Public Bodies
8. Relating to an Appropriation of Funds and Use of Unassigned Fund Balance for the FY 2023 Fire Department Personnel Budget Resolution Resolution R-2023-27
9. Relating to the FY 2023-2024 Budget Resolution R-2023-13

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: May 11, 2023

To: Finance, Organization and Personnel Committee

From: Roger Weinreich

Through: Patricia Little, City Clerk

Subject: **Roger Weinreich/Downtown Merchants Association - Requesting Financial Assistance to Facilitate a Visit from Urban Designer and Author Jeff Speck - Walkable City**

Recommendation:

Attachments:

1. Communication_Weinreich

Background:

On behalf of the Downtown Merchants Association, Roger Weinreich requests the City provide financial support to facilitate a visit from Jeff Speck, urban designer and author of "Walkable City."

May 9, 2023

To Members of the Keene City Council:

The Keene Downtown Group (KDG) is planning to sponsor a visit and public presentation by Jeff Speck. Jeff is one of the most influential voices in the field of city planning today and has literally written the book on the subject. His classic, *Walkable City* has been the best-selling city planning title of the past decade.

Jeff is an author and urban designer who advocates internationally for more walkable cities. He has helped communities large and small understand how walkability supports common goals like increased tourism, economic activity, public health, safety and sustainability.

His wealth of experience, knowledge, and vision allows Jeff to serve as an invaluable resource for each community that he works with, whether the discussion focuses on big-picture change or targeted, incremental improvements.

As our city focuses on major decisions about public space and infrastructure, there could not be a better time to welcome Jeff to our community and benefit from his perspective. When making tough choices about our world-class city, we should have world-class ideas at our fingertips.

Towns and cities across the globe are seeking Jeff's services and his schedule fills up fast. His availability for the foreseeable future is limited to one day—June 12th. We are on a short timeline to raise funds towards Jeff's fee (\$12,000) and believe that his input will be a worthy investment for our city.

The Keene Downtown Group is requesting support from the City of Keene in the amount of \$5,000 to facilitate Jeff's visit. Businesses and individual members of the community are also making contributions to support this event.

Thank you very much for your consideration.

Sincerely,



Roger Weinreich
Board Member, KDG

The Keene Downtown Group
PO Box 80
Keene, NH 03431

NOTE: Jeff's time with us will include:

June 12, 2023

- Lunch Downtown with key individuals
- Walking Tour Downtown (for learning; not a media event)
- Reception (pre-lecture)
- Evening Public Lecture, Q&A and Book Signing at Heberton Hall
- Dinner Downtown with key individuals

June 13, 2023

- Breakfast Q&A with key individuals



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: May 11, 2023

To: Finance, Organization and Personnel Committee

From: Elizabeth Fox, ACM/Human Resources Director

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of 2023 Wellness Grant - Human Resources Director/ACM**

Recommendation:

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and expend the 2023 wellness grant from HealthTrust of \$2,100 to be used for employee wellness activities.

Attachments:

None

Background:

Our health insurance vendor, HealthTrust, rewards member groups that train employees to act as Wellness Coordinators. Each Coordinator, up to a maximum of four per organization, may be rewarded with \$500 each in wellness grant funds to be used as incentives for the group. Four Wellness Coordinators returned and were retrained at HealthTrust's Wellness Coordinator Academy this year, making us eligible for a \$2,000 grant, which was received by the City last month. Our continuing Wellness Coordinators for this calendar year are Maria Castellano of Finance, Chelsea North of Parking Services, and Megan Young and Vicki Flanders of Human Resources.

Because of the participation level of our group members and their eligible family members, our group garnered an additional \$100 in grant funds.

The Wellness Coordinators are involved in promoting HealthTrust wellness activities and education, blood drives, financial wellness efforts, monthly health observances, understanding aspects of the health plan, etc. The greatest expense from last year's funds was for fruit and vegetable platters delivered to each worksite for each shift in early January.

The coordinators have launched a challenge from March through December 2023 in conjunction with HealthTrust's *Small Changes for Big Impact* theme. The challenge is in the form of monthly riddles, puzzles, or other clues on a treasure hunt for local locations that can help them with their personal journeys related to an aspect of physical, mental, or other wellness. Those responding with the correct answer will have their names entered into a drawing for a prize related to that month's puzzle.

If the grant money is not fully expended during calendar year 2023, carryover into the next calendar year is supported by HealthTrust.

We are very appreciative of this grant opportunity for our employees, retirees, and their family members who are part of the HealthTrust group.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: May 11, 2023

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Donation - Community Garden Tool Shed - 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 a tool shed from Cheshire County Conservation District for the community gardens located behind the Monadnock View Cemetery.

Attachments:

None

Background:

Antioch University's Community Garden Connections program has partnered with the City for several years to revitalize the community gardens located in the rear of the Monadnock View Cemetery. Since their engagement, the gardens are fully operational and have been providing back to the community in various ways. In 2021, the program provided a donation for water lines to be extended to create the infrastructure to assist gardeners from bringing water to their lot without carrying or managing leaky hoses. An Eagle Scout project built a pergola providing shade and an area for gardeners to gather and share their crops.

Rowland Russell from Antioch University has been working with Amanda Littleton from the Cheshire Country Conservation District to acquire grants to further support the needs of the garden. They secured a grant to build a garden shed which is being made locally at Bensonwood who will also be donating their labor towards the project.

The City has 52 garden plots that are 19' x 25' which are rented for the season at \$25 per lot and financial assistance is available upon request. This will be the first year that the plots are 100% rented. Last year, through the efforts of Mr. Russell, over 500 pounds of fresh produce grown in the gardens were donated to the Community Kitchen.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: May 11, 2023

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Contract for Design Services - Concept Plan for Robin Hood 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 Conceptual Design of Robin Hood Park, for an amount not to exceed \$34,962.00 and with funding to come from Project Cost Center (65J0018A) "Robin Hood Park Improvement Project".

Attachments:

None

Background:

Through the Capital Improvement Program (CIP) the City has designated \$35,000 for the Conceptual Design of Robin Hood Park. In October 2019, the City Council accepted a report from the consulting firm of Weston & Sampson which outlined the current conditions of the Wheelock and Robin Hood pools. In the report, concerns were raised about the longevity of the pools, specifically the integrity of the Robin Hood pool. In the report to the City Council's Municipal Services, Facilities and Infrastructure Committee and during the Capital Improvement Planning process, the City moved forward with a holistic approach to the entire park. Natural topography and man-made infrastructure in Robin Hood create both challenges and opportunities for recreational facilities. This project will review the current conditions, feasibility of new pool or spray grounds, ADA compliance, and determine appropriate spaces for recreational uses, parking, and engage the public through design options to meet the needs of the community for generations to come.

In advance of the 2019 report, the Active and Passive Recreation Management Plan adopted in 2012 called out the need to identify and determine the most appropriate uses for each specific park and whether they should be repurposed or reconfigured to maximize their service to the community.

The City issued a Request for Proposals (RFP) for design services in March 2023. A staff team comprising of the Parks, Recreation and Facilities Director, Recreation Manager and Community Development Director, reviewed and ranked the four responses. Proposals were reviewed based on the following criteria and weighting:

Project Approach	35%
Project Team	20%
Past Project Experience & Client Reference	15%
Project Schedule	15%
Project Fee Structure & Cost Estimate	10%
Presentation of Proposal	5%

From the four (4) proposals, the team agreed to interview all four firms.

- DuBois & King
- Wright-Pierce
- SLR
- Weston & Sampson

Interviews were held on April 26 and 27, and the same review team evaluated the firms on the following criteria:

Understanding of Project	15%
Approach to Solving our Needs	15%
Presentation Skills of Project Manager	15%
Understanding the Project Budget	15%
Rapport between City and Team	10%
Quality of Presentation	10%
Proposed Schedule & Resources	10%
Deliverables	5%
Engagement Plan	5%

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

DuBois & King	13.7
SLR	12.9
Wright - Pierce	10.4
Weston & Sampson	10.2

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: May 11, 2023

To: Finance, Organization and Personnel Committee

From: Donald Lussier, City Engineer

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

Subject: **Winchester Street Reconstruction Project - Request to Reallocate Funds - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager is authorized to do all things necessary to reallocate the remaining unspent project balance of approximately \$14,429.55 from the Wetmore / Winchester Street Main Repair Project (Water Fund Proj. No. 34JI024A) to the State Bypass Utilities Project, also known as the Winchester Street Reconstruction Project (Water Fund Proj. No. 34JI016A).

Attachments:

None

Background:

The 2023 utility replacement work for the Winchester Street Reconstruction Project is currently underway. Work includes the installation of new water, sewer, and stormwater infrastructure for the proposed roundabout at the intersection of Winchester Street, Island Street, and Pearl Street. It also includes utility work across and north of the proposed Island Street Bridge. The City has negotiated a number of change orders with our construction contractor over the past year. These include costs to resolve unexpected conflicts with asbestos cement pipes and telecommunications ductbanks, and to avoid water service interruptions for commercial tenants. To date, the costs for these change orders have been accommodated within the project budget that was revised in March 2022.

With approximately 50 percent of the utility work completed, there is still potential for unforeseen conflicts, particularly with buried telecommunications duct banks. The record information from the private utility companies is vague to accurately locate them during the design phase. As such, it is common to adjust utilities during construction to address conflicts. As the utility work is completed this year, it is anticipated that additional conflicts will be encountered and will need to be resolved.

Although the remaining balances within the General and Sewer Fund budgets for this project are adequate, the remaining balance for the Water Fund is low. The following table provides a summary of the City budget, expenses to date and remaining balance for each of the three funds:

	City Budget	City Expenses	Remaining Balance
General Fund	\$ 2,167,400	\$ 2,058,792	\$ 108,608
Sewer Fund	\$ 360, 291	\$ 162,970	\$ 197,321
Water Fund	\$ 400,500	\$ 395,103	\$ 5,397

If a required change for water work exceeds the available budget, it could introduce a significant schedule delay to the project. Work would need to be suspended until funding was appropriated. As such, we seek to enhance the available Water Fund budget contingency to allow for the timely execution of change orders that may occur. The Wetmore Street Water Main Repair Project was successfully completed in 2022. There are no further requirement for the project funds and the project may be closed out. The unspent project balance is available to be transferred to the Winchester Street Reconstruction.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: May 11, 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: **Reallocation of Funds - 1.5MG Tank Repair Project - 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 reallocate \$139,109.12 in remaining project balance from the Drummer Hill Tank and Pump Station Replacement Project (Water Fund Project 34JI014A) and \$89,701.88 in funds from the Water Main Cleaning and Lining Project (Water Fund Project 34MI0400) and move these funds to the 1.5MG Storage Tank Repair Project (Water Fund Project 34JI002A).

Attachments:

None

Background:

The City of Keene owns and operates a 1.5 million gallon (MG) water storage tank that was constructed in 1924. This cast in place concrete tank is completely below grade and as the tank approaches 100 years of age, performing the recommended improvements will maintain this valuable piece of infrastructure for years to come.

In 2013, Tighe & Bond Engineers performed an exterior evaluation of the tank and listed several structural recommendations that included installation of an impermeable membrane roof cover and new tank vent. Tighe & Bond also developed cost estimates for the work that became the foundation for developing the project budget. The City currently has \$340,238.00 available for this work.

In November 2021, the City contracted with Weston & Sampson Engineers to provide engineering services for the project. The City advertised the project for bid and received one bid in August 2022. The bid was rejected because it was over budget.

- Northeast Earth Mechanics, Inc.

Base Bid	\$525,000
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With Bid Alternate 1. \$722,000

In an effort to bring the project within the available budget, the bid specifications were modified. The modifications included removing the bid alternate work, concrete repair (which if needed will be done on a time and materials basis through a Change Order) and rebidding the project in early spring versus late summer to give more time to complete the work. The City rebid the project and in April 2023 received two bids.

- Northeast Earth Mechanics, Inc. \$519,049
- Kingsbury Companies, LLC \$690,434

The bids are above the engineer's estimate (\$350,000) and the City's current budget allocation for the project. Potential reasons for continued increases in cost include that construction pricing remains hard to predict due to continued labor shortages and the resulting increased cost of labor. In addition, the construction market is active, taxing contractors, allowing them to be selective about what projects to bid. Costs are hard to predict and vary from project to project, making it more difficult for consultants to estimate project costs. This variation is evident by evaluating the two bids received for this project; the second bidder is 33% higher than the lower bidder. Lastly, Weston & Sampson have noticed an approximate 40% increase in project costs from early 2020 to the present day, which significantly affects appropriations developed a few years ago.

Therefore, staff is recommending reallocation of funds from the following two projects. If the requested reallocations are approved, it would bring the total project budget to \$569,049, which is enough to cover the base bid and allow \$50,000 for contingencies.

1. The Drummer Hill Tank and Pump Station Project is complete. It has a remaining project balance of \$139,109.12 that can be reallocated.
2. Elm Street was originally designated for the FY19/20 Water Main Cleaning and Lining Project. During the evaluation of the Drummer Hill Project the Elm Street Main was reviewed and it was determined that it was not a candidate for lining and should be replaced with a larger diameter pipe. This has made available \$89,701.88 from the FY19/20 Water Main Cleaning and Lining Project (available balance \$167,645.40) that can be reallocated.

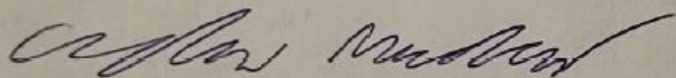
05/01/2023

To the Honorable Mayor and City Council,

I respectfully ask the city council discuss, and consider amending the Keene City Code to more clearly define meeting times for Boards, Committees, Ad-Hoc Committees, Public Workshops, or any other public meeting as defined under RSA 91-A.

The purpose of this shall be to limit start times for any public meeting as no earlier than 5:00pm, and no later than 7:00pm Monday-Friday, or 8:00am and 4:00pm Saturday and Sunday respectively. This is to encourage public attendance and participation by hosting meetings at times in which the majority of the public may be able to attend. It is understood that this measure may still not accommodate everyone, however it is my hope it will accommodate as many as possible, and foster greater participation and interest in the governance of our city.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Andrew M. Madison", written in a cursive style.

Andrew M Madison

Keene City Councilor, Ward 3



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Three

A RESOLUTION Relating to an Appropriation of Funds and Use of Unassigned Fund
Balance for the FY 2023 Fire Department Personnel Budget

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;

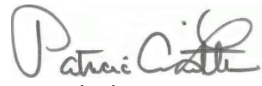
NOW, THEREFORE, BE IT RESOLVED by the City Council that funds from the general fund unassigned fund balance be appropriated to the fire suppression and ambulance general personnel budget lines and operating lines as shown below, totaling \$380,672.84. The \$380,672.84 appropriation is to be offset by a projected budgetary savings of \$405,341 in the Police Department FY 2023 personnel budget.

Personnel Overages				
		FY23 Budget	Additional Request	Revised Budget
Ambulance				
OT Training	40200000-515130	30,000.00	42,893.44	72,893.44
OT Sick Replacement	40200000-515210	20,500.00	47,914.35	68,414.35
Fire Suppression				-
OT Sick Replacement	40100000-515210	32,950.00	133,919.08	166,869.08
OT Multi Alarm	40100000-515250	40,000.00	105,000.68	145,000.68
Total Personnel Budget Adjustment		123,450.00	329,727.55	453,177.55

Operating Overages				
		FY23 Budget	Additional Request	Revised Budget
Ambulance				
Supplies-Disposable Equipment	40200000-527660	34,200.00	15,718.08	49,918.08
Administratration				
Supplies - Vehicles	40000000-527630	73,600.00	27,156.18	100,756.18
Fire Suppression				
Supplies - Protective Clothing	40100000-527560	37,500.00	8,071.03	45,571.03
Total Operating Budget Adjustment		145,300.00	50,945.29	196,245.29

George S. Hansel, Mayor

In City Council May 4, 2023.
 Referred to the Finance, Organization and
 Personnel Committee.


 City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Three

A RESOLUTION Relating to the 2023/2024 fiscal year budget

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

That the sum of \$27,808,122 be raised by taxation during the current year which together with \$40,073,236 for estimated operating revenues aggregating \$67,881,358 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$7,098,671 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2023, as attached hereto and made a part thereof.

George S. Hansel, Mayor

In City Council May 4, 2023.
Referred to the Finance, Organization and
Personnel Committee. Public Hearing set for
Thursday, June 1, 2023 at 7:10 PM.

City Clerk

2023/2024 Annual Operating Budget

R-2023-13

General Fund Revenue & Other Financing Sources:		<i>Adopted</i>	General Fund Appropriations:		<i>Adopted</i>
Property Tax Revenue		\$27,808,122	Elected & Appointed Officials		\$2,458,454
Use of Surplus		2,628,474	Capital Projects		5,545,793
Other Taxes		1,174,025	Administrative Services		5,809,211
Tax Increment Financing		1,005,842	Community Services		23,018,690
Licenses, Permits & Fees		4,183,392	Municipal Development Services		7,580,116
Intergovernmental		3,416,783	Debt Service		3,324,493
Charges for Services		2,415,896			
Fines & Forfeits		51,332			
Miscellaneous		1,657,871			
Other Financing Sources		3,395,020			
NET GENERAL FUND OPERATING REVENUES		\$47,736,757	NET GENERAL FUND OPERATING APPROPRIATIONS		\$47,736,757
TOTAL PARKING FUND REVENUES		\$1,072,087	TOTAL PARKING FUND APPROPRIATIONS		\$1,072,087
TOTAL PC REPLACEMENT FUND REVENUES		\$134,160	TOTAL PC REPLACEMENT FUND APPROPRIATIONS		\$134,160
TOTAL SOLID WASTE FUND REVENUES		\$5,500,094	TOTAL SOLID WASTE FUND APPROPRIATIONS		\$5,500,094
TOTAL SEWER FUND REVENUES		\$6,143,384	TOTAL SEWER FUND APPROPRIATIONS		\$6,143,384
TOTAL WATER FUND REVENUES		\$4,558,701	TOTAL WATER FUND APPROPRIATIONS		\$4,558,701
TOTAL EQUIPMENT FUND REVENUES		\$2,736,175	TOTAL EQUIPMENT FUND APPROPRIATIONS		\$2,736,175
TOTAL OPERATING REVENUES - ALL FUNDS		\$67,881,358	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS		\$67,881,358
CAPITAL:					
PARKING FUND CAPITAL FUNDING		\$247,400	PARKING FUND CAPITAL APPROPRIATIONS		\$247,400
SOLID WASTE FUND CAPITAL FUNDING		\$125,000	SOLID WASTE FUND CAPITAL APPROPRIATIONS		\$125,000
SEWER FUND CAPITAL FUNDING		\$3,173,906	SEWER FUND CAPITAL APPROPRIATIONS		\$3,173,906
WATER FUND CAPITAL FUNDING		\$2,728,400	WATER FUND CAPITAL APPROPRIATIONS		\$2,728,400
EQUIPMENT FUND CAPITAL FUNDING		\$823,965	EQUIPMENT FUND CAPITAL APPROPRIATIONS		\$823,965
TOTAL CAPITAL FUNDING - OTHER FUNDS		\$7,098,671	TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS		\$7,098,671