



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

A. AGENDA ITEMS

1. FY23 DOJ Justice Assistance Grant - Police Captain
2. Donation - Dog Park - Parks, Recreation and Facilities Director
3. CDFA Grant Acceptance - Brian A. Mattson Recreation Center Project - Parks, Recreation and Facilities Director
4. Invest NH Grant Acceptance - Parks, Recreation and Facilities Director
5. Kevin Watterson/Keene Swampbats - Request to Use Previously Approved Community Funding
6. Pamela Russell Slack - Requesting an Amendment to the City Council's Rules of Order - Workshops
7. Councilor Filiault - Reimbursement for Speaking Fee - Jeff Speck Visit
8. Airport Land Leases for Hangar Development - Airport Director
9. Change Order: Wells Street Parking Structure - Assistant Public Works Director
10. Agreement for Contract Ambulance Service with the Town of Sullivan

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: July 13, 2023

To: Finance, Organization and Personnel Committee

From: Steven Tenney, Police Captain

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

Subject: **FY23 DOJ Justice Assistance Grant - Police Captain**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to co-apply with the County of Cheshire, and to accept and expend the U.S. Department of Justice FY23 JAG in the amount allocated to the city of \$5,525.

Attachments:

None

Background:

The County of Cheshire is the fiscal agent and the City of Keene, a sub-recipient of the proposed grant for the period of 10/1/23 to 9/30/24. These funds would be used for the continued deployment of cellular phones within the Bureau of Field Operations. By approving the recommendation, the City Council is approving the submission of the grant application and entering into a Memorandum of Understanding with the County of Cheshire for the allocation of these funds. The application is a public document and should be open to public comment and a public hearing upon a sufficient number of requests.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: July 13, 2023
To: Finance, Organization and Personnel Committee
From: Andrew Bohannon, Parks, Recreation and Facilities Director
Through: Elizabeth Dragon, City Manager
Subject: **Donation - Dog 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 \$40,000.00 for the purpose of building a dog park in Wheelock Park.

Attachments:

None

Background:

The Keene Dog Park has been successfully fund raising to meet their goals of building a new facility within Wheelock Park. In the spring, the City utilized remaining funds from the Campground Redevelopment project to demolition the old restrooms, and the \$10,000.00 that was held by the City from the original effort in 2011 was utilized to remove and stump grind some of the existing trees.

Working with City staff, the current fundraising efforts will provide the ability to bid for the necessary services to build the park. Additional funding is still being raised, but the initial fencing, water lines, and signage can be obtained for contractor services. Additional work such as removing electric boxes will be donated by local vendors to the dog park.

The Keene Dog Park group will continue to fundraise to make the location a destination for the local dog enthusiasts. A progress report will be provided to the Council related to the design build schedule of the project.

To donate towards the project, visit www.keenedogpark.org or contact either the Keene Dog Park or the Parks, Recreation and Facilities Director for more information.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: July 13, 2023

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **CDFA Grant Acceptance - Brian A. Mattson Recreation Center Project - Parks, Recreation and Facilities Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to accept, execute and expend a Community Development Finance Authority Grant award for \$801,250.00 for the Brain A. Mattson Recreation Center project.

Attachments:

None

Background:

The Community Development Finance Authority (CDFA) has awarded a Community Center Investment Program grant for the project related to the Brain A. Mattson Recreation Center for an award of \$801,250.00. This was a first-time program focused on community centers around the state. The City's application focused on improving the 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. This will be a forgivable loan at 0% interest. The City's was required for a 15% match of \$138,750, for a total project budget of \$940,000.

In the Capital Improvement Plan adopted for FY23-29, the renovation of the multipurpose room, bathrooms, and office space was scheduled for FY25 (\$1,181,250) with the design work to be completed in FY24 (\$285,000). 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, the City will be completing a Level 2 Energy Audit which may provide for additional work to be completed by the program match.

The City Council supported the grant application during the April 20, 2023, meeting. The grant award letter was received on June 26.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: July 13, 2023
To: Finance, Organization and Personnel Committee
From: Andrew Bohannon, Parks, Recreation and Facilities Director
Through: Elizabeth Dragon, City Manager
Subject: Invest NH Grant Acceptance - Parks, Recreation and Facilities Director

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to accept, execute and expend an Invest NH Municipal Demolition Grant award for \$130,000.00 for the property located at 160 Water Street.

Attachments:

None

Background:

The Invest NH Municipal Demolition program has awarded a grant to remove the old Findings building located at 160 Water Street. The property was purchased by the City for the purpose of expanding the Patricia T Russell Park and skate park area.

The grant is 100% funded and requires no matching funds from the City. This does allow for the LWCF application for the skate park to support additional site work and expand the skate park footprint.

The City Council supported the grant application during the April 6, 2023, meeting. The grant award letter was received on July 6.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: July 13, 2023

To: Finance, Organization and Personnel Committee

From: Kevin Watterson
Keene Swampbats
President

Through: Patricia Little, City Clerk

Subject: **Kevin Watterson/Keene Swampbats - Request to Use Previously Approved Community Funding**

Recommendation:

Attachments:

1. Keene Swampbats_Communication to Request Funding

Background:

The Keene Swampbats postponed their annual Independence Eve fireworks display on July 3rd. They request to reschedule the Independence Eve fireworks display to Friday, July 28, 2023. The fireworks would occur at approximately 9:45 PM. They are requesting the City of Keene to provide previously approved Community Funding from Fire and Police.



July 7, 2023

City of Keene
Keene City Council
3 Washington St.
Keene, NH 03431

City Council Members:

As you are aware, the Keene SwampBats postponed our annual Independence Eve fireworks display on July 3rd. The weather trends for that evening were such that we felt safety dictated we postpone Independence Eve. The subsequent rain that occurred between 9 – 10 pm convinced us we made the right decision.

Per this letter, we come to you with a request to reschedule Independence Eve on Friday, July 28th. Similarly to previous years, the fireworks would occur immediately following the regularly scheduled SwampBats game that evening. The fireworks would occur at approximately 9:45 pm. Additionally, we would ask the City of Keene to provide previously approved Community Funding (Fire & Police).

We believe our fans and the citizens of Keene are looking forward to their 2023 Fireworks display.

Thank you in advance for your consideration.

Sincerely,

Kevin D. Watterson, Pres
Keene SwampBats

Subject: Rules of Order of the City Council

To the Mayor and City Council:

My letter is in reference to the City Council Workshop meeting scheduled for 7/6 after the regular City Council meeting. As I was hoping to speak at the City Council Workshop, the Mayor is not allowing any public input to the important decision being made regarding the downtown infrastructure project. This will stifle public input to the final design. This is an important decision being made on a long-term project which must be made with public input. In order to have public support, and engage the community clear and transparent information to the public is necessary.

Historically, anything coming out of a City Committee, FOP, PLD, and MSFI goes to the full council for a vote. City Council Workshops are just that, a workshop. City Council workshops normally make recommendations to a City Council Committee for public input.

Technically the City can move to vote on a motion made from a City Council Workshop. However ethically any decision made at a City Council Workshop should be returned to a City Council Committee to allow public input. If the Mayor and City Council move to vote on the downtown infrastructure project this will set a precedent for years to come. This tells the public their opinion is not valued and allows the City Council to make important decisions like the Downtown Infrastructure Project without their input.

As a former City Councilor, former Chair of the MFSI committee and former Chair of the Planning Board, I am requesting the Mayor and City Council amend The Rules of Order of the City Council to include the procedures of City Council Workshops.

Please put this on the City Council agenda and with a copy placed on the City Councilors desk.

Pamela Russell Slack

Pamela Russell Slack

7/4/2023

July 3, 2023

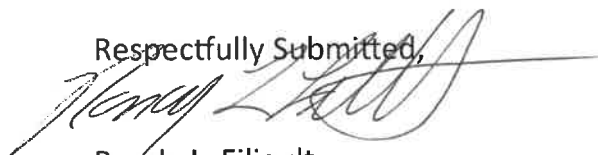
To: The Mayor and City Council
From: City Councilor Randy Filiault
RE: Jeff Speck Reimbursement

Whereas the City of Keene allotted \$2,500 of City tax dollars to Jeff Speck's visit to the City, via a "Keene Downtown Group".

And whereas Mr. Speck used the event for a "for profit" book sale and signing event.

I hereby request the City Council demand repayment of the \$2,500 he received, as no tax dollars should be spent on a "for profit" event.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Randy L. Filiault", with a long horizontal flourish extending to the right.

Randy L. Filiault
Keene City Councilor



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: July 13, 2023
To: Finance, Organization and Personnel Committee
From: David Hickling, Airport Director
Through: Elizabeth Dragon, City Manager
Subject: **Airport Land Leases for Hangar Development - Airport Director**

Recommendation:

That the City Council authorize the City Manager to do all things necessary to negotiate Keene Airport land leases with potential hangar developers consistent with the Airport Land Leasing Policy.

Attachments:

None

Background:

As hangar shortages continue at the Keene Dillant-Hopkins Airport potential developers continue to inquire about building private hangars at the airport. As inquiries lead to questions about lease terms which likely determine whether or not the potential developer is inclined to actually move forward with lease process, it would be advantageous for the City Manager to have authority to carry out this process for any potential developers. This would reduce City Council agenda items for inquiries that do not progress to probable leases, which has been the case for past Council actions regarding airport land lease requests.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.9.

Meeting Date: July 13, 2023

To: Finance, Organization and Personnel Committee

From: Duncan Watson, Assistant Public Works Director

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

Subject: **Change Order: Wells Street Parking Structure - Assistant Public Works 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 Change Order #1 with Pierce Property Services to add tee-joint sealant replacement to the Wells Street Parking Structure Repair Project for an amount not to exceed \$44,550, with a revised contract total of \$431,514.

Attachments:

None

Background:

The City issued a bid for Project 01-23-08 for repair and maintenance work at the Wells Street parking structure and Pierce Property Services was awarded the contract as the low responsive bidder with a \$387,014 bid. After removal of the membrane surface on the upper parking deck, it has been determined that it would be prudent to remove and replace the sealant joints between the precast concrete tees prior to the placement of the new membrane. The City's design engineer, Desman Associates, inspected the sealant and concurred that the sealant should be replaced to provide further protection from leaks degrading the structure. The total approved funding for the Wells Street Parking Structure is \$678,800, and the amount spent and encumbered to date is \$419,814 (including design services, construction administration and construction). Available remaining funding is currently \$258,986.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.10.

Meeting Date: July 13, 2023
To: Finance, Organization and Personnel Committee
From: Donald Farquhar, Fire Chief
Through: Elizabeth Dragon, City Manager
Subject: **Agreement for Contract Ambulance Service with the Town of Sullivan**

Recommendation:

That the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Manager to do all things necessary to execute an agreement for Contract Ambulance Service with the Town of Sullivan.

Attachments:

None

Background:

The Town of Sullivan has approached the City to establish an agreement for contract town ambulance service. The Fire Department currently provides contract ambulance services for Chesterfield/Spofford, Nelson, Surry and Roxbury. Previously, the City was contracted with the Town of Westmoreland, which has chosen to sign with another provider for contract ambulance service. With the loss of Westmoreland, the Fire Department has the capacity to provide ambulance services to the Town of Sullivan.