



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
September 28, 2023
6:00 PM

A. AGENDA ITEMS

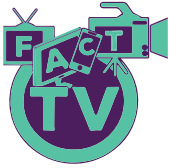
1. Alex Stradling/FACT TV - Annual Report
2. FY2023 Audit Engagement - Waiver of Bid - Finance Director
3. Acceptance of FAA AIP Grant for Airport – Airport Taxiway ‘A’ Reconstruction Project - Airport Director
4. Engineering agreement – Taxiway ‘A’ Reconstruction Project - Airport Director
5. Keene Roadway Safety Action Plan Project Grant Acceptance & Consultant Selection - City Engineer

B. MORE TIME ITEMS

1. Jared Goodell - Place of Assembly Permits - Recent Charge by Fire Department - Bender's Bar & Grill

NON PUBLIC SESSION

ADJOURNMENT



Falls Area Community Television Keene Annual Report 2022-2023

**Falls Area Community Television, INC.
(D.B.A.) FACT TV**

Non-Profit 501(c)(3) Corporation
Incorporated July 10th, 1998

1 Hospital Court Ste. 1
Bellows Falls, VT 05101

802-463-1613

- I.** Letter from the Executive Director
- II.** Board of Directors and Staff
- III.** Station programming numbers, utilizations, training, outreach
- IV.** Letter from Treasurer & Report for FY 2022-2023
- V.** Proposed Budget for 2023-2024
- VI.** Letter from the Keene Station Manager
- VII.** Spectrum cable request

Letter from the Executive Director

Hello cherished Keene community!

It's with immense pride and anticipation that I present to you our annual report, detailing the vibrant journey of Falls Area Community Television (FACT TV). Since taking the helm in 2015, guiding the resurgence of public access TV one of the most rewarding chapters of my life was bringing back public access to Keene residents in 2022.

Remember the fresh buzz in the air when we flung our doors open in February? That energy hasn't dimmed. We've been delighted to witness many of you walk through our doors, eager to create content and document the heartbeat of Keene's local events.

The warmth and enthusiasm you've shown have been nothing short of inspiring. Your belief in our mission propels us forward. It's clear to see: Keene's spirit thrives when we come together.

As we gaze ahead to 2023-2024, our dreams for FACT TV are expansive:

- A revamped website is in the works, showcasing a modern design and enhanced functionality.
- Get ready for our brand-new VOD platform, where uninterrupted viewing of local content will be a click away.
- We're eager to collaborate more closely with our schools, offering internships and work-study opportunities to budding film and broadcasting enthusiasts.
- Let's bring the thrill of local sporting events right into our living rooms. We're on it!
- For those keen to dive into the world of TV production, we're amplifying our training programs. And if you've been considering a freelance stint with FACT TV, now's your time!

A glance at our budget might raise eyebrows over a projected deficit. But rest assured, this is a strategic investment primarily for our website overhaul. Though we'll be tapping into our reserves, exciting news is on the horizon! The state of Vermont has generously granted FACT TV an additional \$25,000. This delightful surprise arrived post our budget approval, so wasn't factored in initially.

In conclusion, Keene, your belief in us is our strength. We're thrilled about the shared journey ahead. Thank you for being the heart and soul of FACT TV. Here's to the stories we'll tell together!

Warmly, Alex Stradling

Executive Director

Falls Area Community Television.

FALLS AREA COMMUNITY TV BOARD OF DIRECTORS

2021-2022

Gallagher, Marty, President 2021-2023

Westminster, VT 05101

(802) 376-7407

greater.rock@gmail.com

Fowler, Alan, Treasurer 2022-2024

Bellows Falls, VT 05101

(802)463-0690

afowler.fowler@gmail.com

Farkas, Brenda 2023-2024

Walpole, NH 03451

labyrinth@myfairpoint.net

Sherwin, Cheryl Gay 2021-2023

North Walpole, NH 03609

(802)-376-5644

3Csherwin@comcast.net

Katie Dearborn, Vice President 2021-2023

Westminster, VT

Katie.dearborn@mascomabank.com

Rick Holloway 2022-2024

Saxtons River, VT

richard.lee.holloway@gmail.com

Don Tretler 2022-2024

Bellows Falls, VT

mr.met.vt@gmail.com

Joey Powers 2021-2023

Bellows Falls, VT

powersgeorge96@yahoo.com

Suzanne Groenewold -Emeritus

39 Griswold Drive

Bellows Falls, VT 05101

Ph: 802-222-8998

Jarras, Charlie - Emeritus

PO Box 53

Bellows Falls, VT 05101

(802) 463-1595

charlie@fact8.com

FALLS AREA COMMUNITY TELEVISION STAFF 2021-2022

BELLOWS FALLS

Stradling, Alex, Executive Director (Full-time)

Bellows Falls, VT 05101

(802) 463-1613

alex@fact8.com

Kimball, Collin, Programming Coordinator (Full-time)

Bellows Falls, VT 05101

(802)-463-1613

collin@fact8.com

Bingham, Amon, Assistant Programming Coordinator (Part-time)

KEENE

Morelli, Josh, Station Manager (Full-time)

Keene, NH

802-903-0036

factkeene@gmail.com

Garrett Ranney, Josh, Technical Assistant (Part-time)

Westminster, VT

802-903-0036

factkeen@gmail.com

Service Territories/Communities Served

COMCAST - Westminster, Grafton, Saxtons River, Athens, Rockingham, Bellows Falls, Brookline

VTEL - Grafton, Athens, Rockingham, Saxtons River

SPECTRUM CABLE - Keene, NH

Current Cable Operators and Channels

COMCAST

CH: 1076/ FACTP/Public Channel/ Video quality is Standard Definition

CH: 1086 /FACTG/Government Channel/ Video quality is Standard Definition

VTEL

Ch: 172/FACT/Public/ Video quality is HD

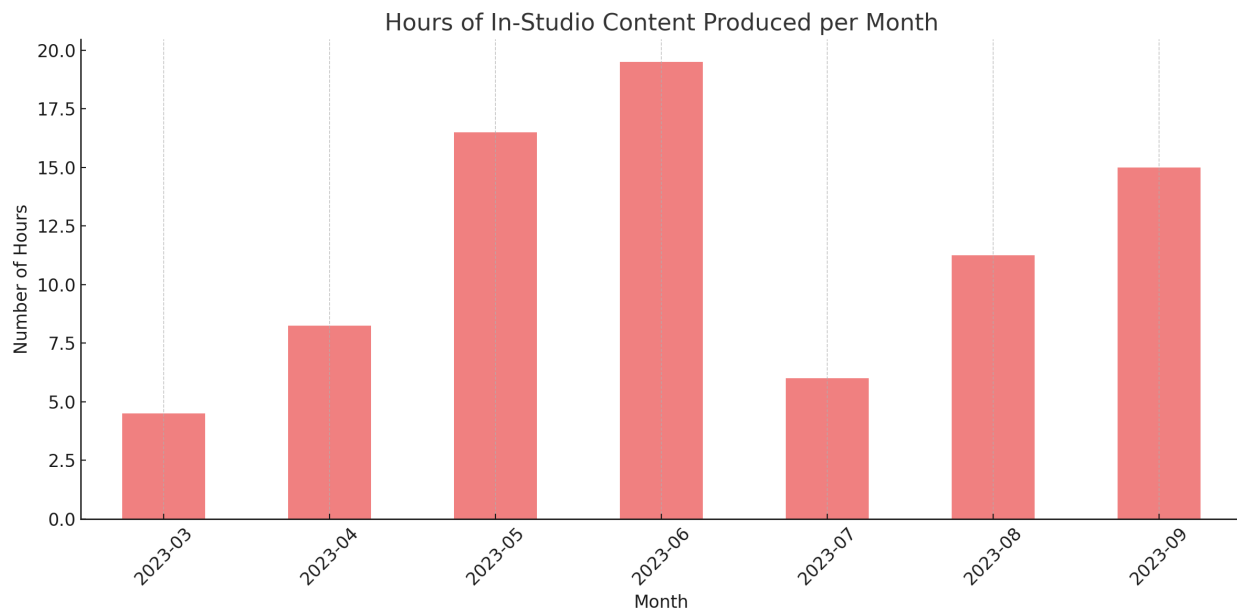
Ch: 173/FACT/Government/ Video quality is HD

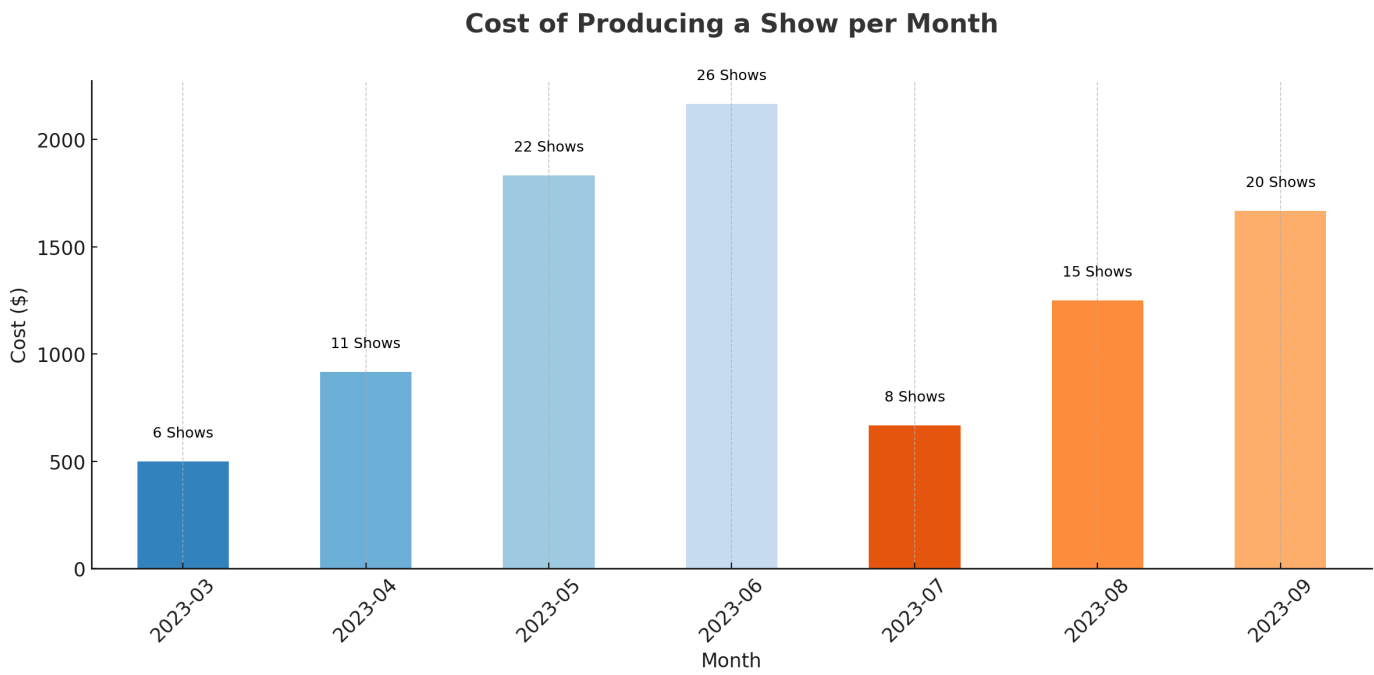
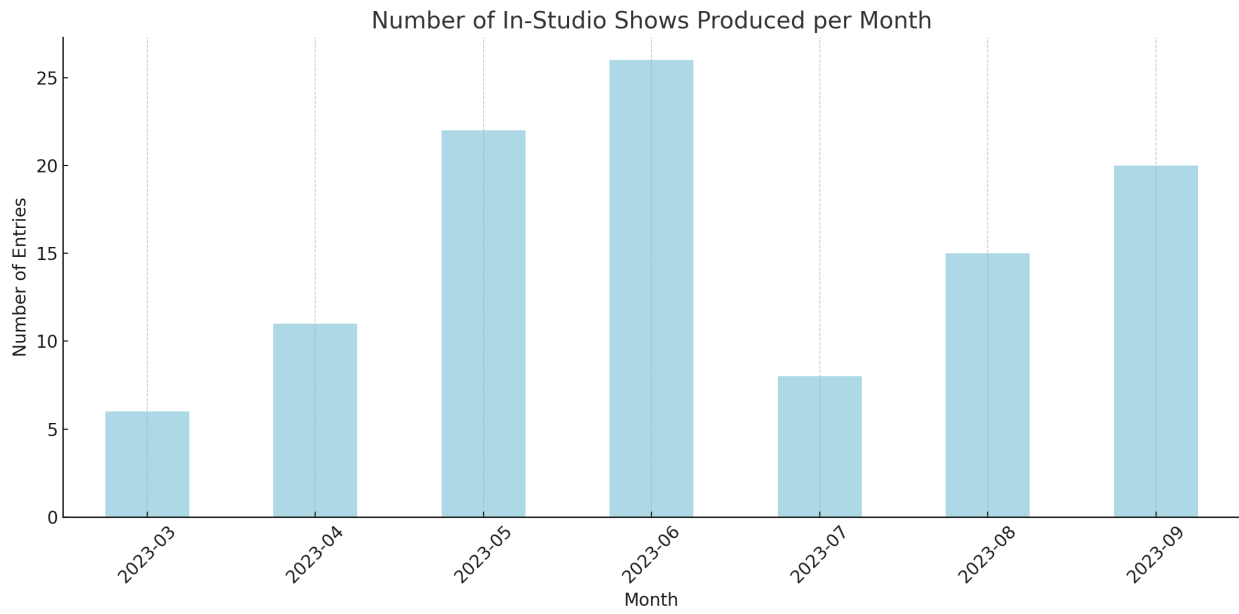
Spectrum Cable

Ch: 1301/FACT/Public/ Video quality is Standard Definition

KEENE STATION PROGRAMING DATA

TYPE OF PROGRAMING	# of Programs	# of Hours
Locally Produced, First-Run Programs (<i>for FACT TV</i>)	100	81
AMO-Produced PSAs, Bumpers, ect.	5	0.2
Coverage of Local Community Events	8	8
TOTALS	113	89





Total Hours: 270.0 hours | Total Cost: \$9,000.00 for 108 entries
Average Cost per Entry: \$83.33

TRAINING AND USE OF FACILITIES

Number of People Associated with FACT TV Keene

30

List Organization that worked with FACT TV Keene

Keene Chamber of Commerce
Keene High school
Keene Pride
South West Region Planning Committee
City of Keene
New Hampshire Humanities
Walpole International Affairs Group
New Hampshire School Funding Fairness Project
Wild Goose Players

STRUCTURED TRAINING PROVIDED

Falls Area Community Television has an active community of folks and organization that utilize our staff and facility. Our structured classes have not been implemented fully at the Keene Station.

Producing Television and Web Videos/ Getting Started

6 people

Basic Camera and Sound Operation and Video Editing

7 people

Unstructured Training

Organizations and individuals who have an idea for a project we provide 1 hour consultation in which we go over the steps that they need to take in order to execute their idea.

Community Use of Keene facilities

Field Equipment and Editing Bays

This year we are in the building phase of establish ourselves in the city of Keene one of our major goals is to increase the use of equipment check out and editing bay use.

Field Equipment Check Outs

8

Editing bays

2

Studio Production Usage

This year we've kept track of usage by having producers fill out a form every time they do a show a show that utilize our studio and staff for production. Here are the numbers.

Total Number of Usages: = 100/Per Year

Outreach Strategies/Marketing and Numbers

We employ various methods in our outreach and marketing. We have a bi-weekly newsletter, Facebook page, and website in which we use to heavily promote Falls Area Community Television and the services we provide to the community. Listed below are numbers of reach and examples of community events that we have sponsored. This year we did a FACT TV short film with community member as a way to learn filmmaking. The film will be premiered at the Bellows Falls Opera House and and at a venue in Keene.

NEWSLETTER/WEBSITE/SOCIAL MEDIA DATA

Reporting

Emails Contacts Ecommerce

Past 12 Months

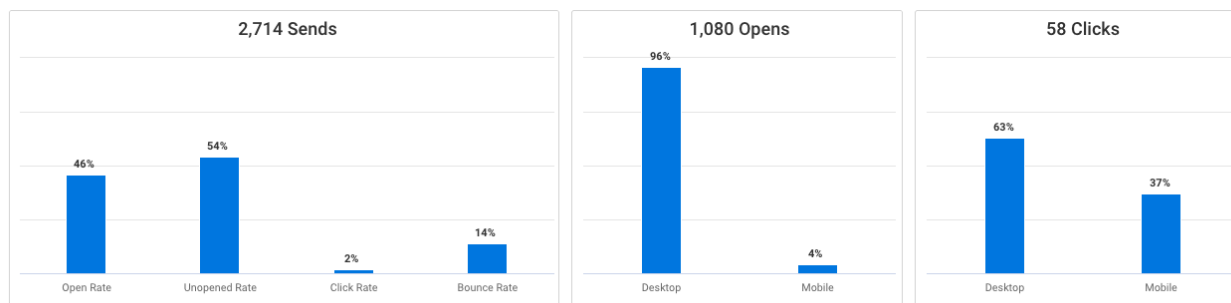
Click rate



Overview

A look at some of your top emailing stats during the selected time range.

Download As



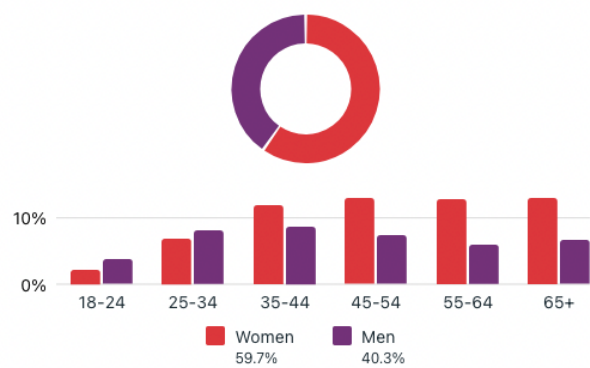
City	Users	Users
	1,131 % of Total: 7.29% (15,521)	1,131 % of Total: 7.29% (15,521)
1.  Keene	258	21.99%
2.  Rochester	141	12.02%
3.  Manchester	107	9.12%
4.  Claremont	83	7.08%
5.  Lebanon	41	3.50%
6.  Walpole	36	3.07%
7.  Dover	35	2.98%
8.  Rindge	29	2.47%
9.  Hinsdale	22	1.88%
10.  Charlestown	20	1.71%
11.  Nashua	18	1.53%
12.  Derry	18	1.53%
13.  Concord	17	1.45%
14.  Hudson	17	1.45%
15.  (not set)	14	1.19%
16.  Swanzey	13	1.11%
17.  Milford	13	1.11%
18.  Salem	11	0.94%
19.  Londonderry	11	0.94%
20.  Bedford	10	0.85%
21.  Chesterfield	10	0.85%
22.  Hopkinton	10	0.85%
23.  Amherst	9	0.77%
24.  Conway	9	0.77%
25.  Winchester	9	0.77%

Region	Users ▼ ↓	Users	
		12,304 % of Total: 79.27% (15,521)	12,304 % of Total: 79.27% (15,521)
1. ■ Vermont		2,837	21.75%
2. ■ New Hampshire		1,131	8.67%
3. ■ Texas		1,123	8.61%
4. ■ Massachusetts		1,044	8.00%
5. ■ Washington		721	5.53%
6. ■ Virginia		574	4.40%
7. ■ New York		552	4.23%
8. ■ North Carolina		493	3.78%
9. ■ Connecticut		416	3.19%
10. ■ Florida		403	3.09%

Facebook followers ⓘ

3,177

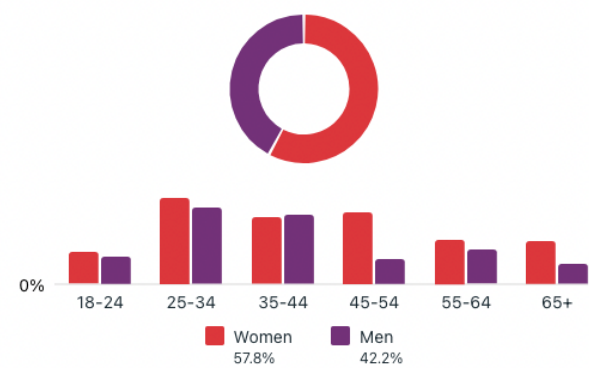
Age & gender ⓘ



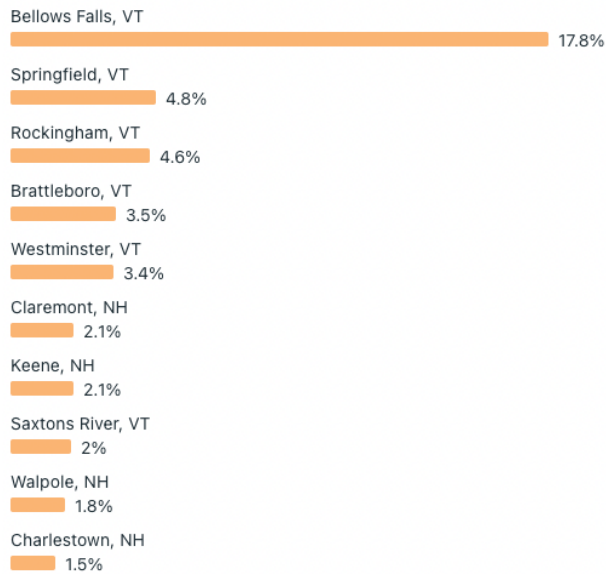
Instagram followers ⓘ

684

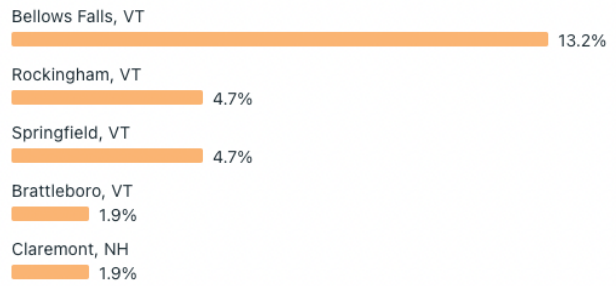
Age & gender ⓘ



Top cities



Top cities



Reach ⓘ

Compare your reach from this period to the previous one.

See more about your content performance

Facebook reach ⓘ

35,471 ↑ 23.5%

Instagram reach ⓘ

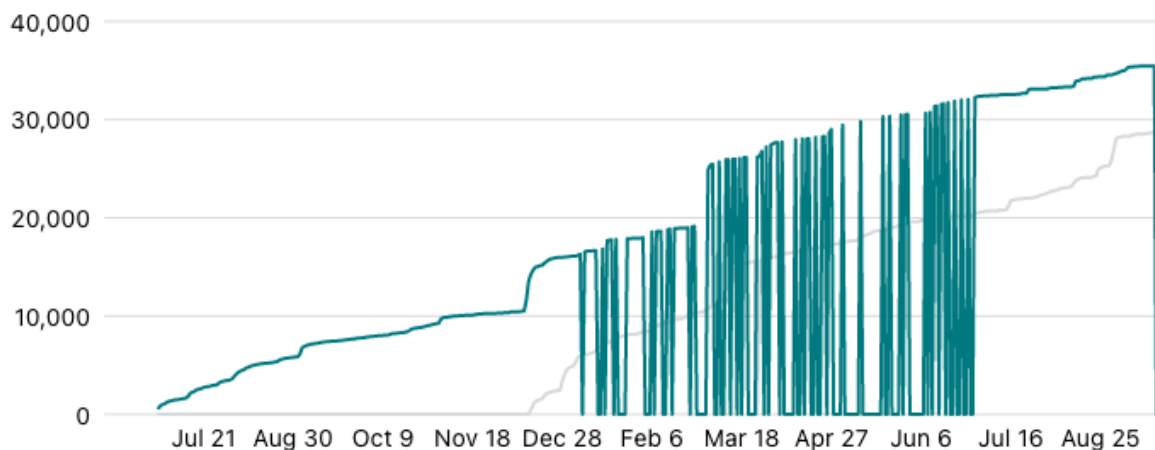
13 ↑ 18.2%

Paid reach ⓘ

0 ↓ 100%

Daily

Cumulative



Ways to help grow your reach

To: Falls Area Community Television

Re: Annual Treasurer's Report - FY2022-23

Station operations were held well under control this past year with Comcast income, our main source of revenue, and V-Tel contribution holding steady.

We completed the process of changing our bank from the credit union to Mascoma.

Our branching out to set up operations in Keene have been going along smoothly with no affect on our finances.

We continue to monitor the cable company changes in monetary support and will adjust our operations accordingly.

Sincerely,

Alan Fowler
Treasurer
Falls Area Community Television

2:56 PM

09/21/23

Accrual Basis

Falls Area Community Television

Balance Sheet

As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Mascoma-Strategic Reserve-1	30,000.00
Mascoma Bank - Checking	97,969.21
PayPal	227.38
RVCU-Checking - S8	-1.00
Total Checking/Savings	128,195.59
Accounts Receivable	
Accounts Receivable	4,268.00
Total Accounts Receivable	4,268.00
Other Current Assets	
Undeposited Funds	50.00
Total Other Current Assets	50.00
Total Current Assets	132,513.59
Fixed Assets	
Leasehold improvements	13,775.77
New Equipment	
Accumulated Depreciation	-281,442.90
New Equipment - Other	243,881.22
Total New Equipment	-37,561.68
Station Renovation	32,219.20
Total Fixed Assets	8,433.29
TOTAL ASSETS	140,946.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Clearing	-1,388.80
Payroll Tax Withholding	4,452.90
Payroll Taxes Paid	481.59
Total Other Current Liabilities	3,545.69
Total Current Liabilities	3,545.69
Total Liabilities	3,545.69

Falls Area Community Television
Balance Sheet
As of June 30, 2023

	Jun 30, 23
Equity	
Fund Balance	123,272.67
Net Income	14,128.52
Total Equity	137,401.19
TOTAL LIABILITIES & EQUITY	140,946.88

Falls Area Community Television
Balance Sheet
As of June 30, 2023

Filters applied on this Report:

Date: Last Fiscal Year

2:53 PM

09/21/23

Accrual Basis

Falls Area Community Television

Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Cable Income				
Comcast				
Capital	4,085.56	5,000.00	-914.44	81.7%
Comcast Channel Rebranding	2,500.00	2,500.00	0.00	100.0%
Operating	110,665.97	109,000.00	1,665.97	101.5%
Total Comcast	117,251.53	116,500.00	751.53	100.6%
V-Tel	20,269.99	22,000.00	-1,730.01	92.1%
Total Cable Income	137,521.52	138,500.00	-978.48	99.3%
City of Keene				
Keene Operating Income	64,845.00	64,845.00	0.00	100.0%
Keene Startup	10,030.15	10,000.00	30.15	100.3%
Total City of Keene	74,875.15	74,845.00	30.15	100.0%
Contributions				
General Membership	0.00	0.00	0.00	0.0%
Private contributions	569.00	5,040.00	-4,471.00	11.3%
Professional Membership	600.00	1,500.00	-900.00	40.0%
Sponsorship				
General Meeting Sponsorship	0.00	0.00	0.00	0.0%
Municipal Meeting Sponsorship	800.00	2,200.00	-1,400.00	36.4%
Sponsorships Billed	950.00	2,200.00	-1,250.00	43.2%
Sponsorship - Other	0.00	0.00	0.00	0.0%
Total Sponsorship	1,750.00	4,400.00	-2,650.00	39.8%
Town of Swanzey	5,075.00			
Contributions - Other	0.00	0.00	0.00	0.0%
Total Contributions	7,994.00	10,940.00	-2,946.00	73.1%
DVD Duplication				
Assorted DVD duplication	603.00	300.00	303.00	201.0%
Digital Video Rental	343.48			
Total DVD Duplication	946.48	300.00	646.48	315.5%
General Fund Raising				
Asset Sale	100.00	0.00	100.00	100.0%
Equipment Rental	607.00	500.00	107.00	121.4%
Production Services	2,475.00	1,000.00	1,475.00	247.5%
Special Events	0.00	90.00	-90.00	0.0%

2:53 PM

09/21/23

Accrual Basis

Falls Area Community Television
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
General Fund Raising - Other	0.00	0.00	0.00	0.0%
Total General Fund Raising	3,182.00	1,590.00	1,592.00	200.1%
Grants				
PPP Grant	0.00	0.00	0.00	0.0%
Public Service Department Grant	25,000.00			
Vermont Covid Fund	0.00	0.00	0.00	0.0%
Total Grants	25,000.00	0.00	25,000.00	100.0%
Interest Income	3.01	30.02	-27.01	10.0%
Total Income	249,522.16	226,205.02	23,317.14	110.3%
Gross Profit	249,522.16	226,205.02	23,317.14	110.3%
Expense				
Accounting	550.00	900.00	-350.00	61.1%
Annual Awards Dinner	0.00	300.00	-300.00	0.0%
Bank Service Charges				
Bank Charges	139.28	72.00	67.28	193.4%
Total Bank Service Charges	139.28	72.00	67.28	193.4%
Comcast Remote Origination				
Software and Services	1,643.38	1,403.65	239.73	117.1%
Total Comcast Remote Origination	1,643.38	1,403.65	239.73	117.1%
Dues & Subscriptions				
GFRCofC	140.00	140.00	0.00	100.0%
Software	6,347.94	4,137.69	2,210.25	153.4%
VAN	939.42			
Total Dues & Subscriptions	7,427.36	4,277.69	3,149.67	173.6%
Education				
Training-Staff	0.00	200.00	-200.00	0.0%
Total Education	0.00	200.00	-200.00	0.0%
Equipment				
Equipment Repairs	0.00	500.00	-500.00	0.0%
Equipment replacement	637.81	2,000.00	-1,362.19	31.9%
Equipment/New	18,224.68	3,500.00	14,724.68	520.7%
Software	1,917.18	150.00	1,767.18	1,278.1%
Total Equipment	20,779.67	6,150.00	14,629.67	337.9%
FACT TV Special Events	0.00	700.00	-700.00	0.0%

2:53 PM

09/21/23

Accrual Basis

Falls Area Community Television
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Fund Raising				
General Fund Raising	0.00	500.00	-500.00	0.0%
Total Fund Raising	0.00	500.00	-500.00	0.0%
Furniture & Fixtures	3,791.25	300.00	3,491.25	1,263.8%
Gasoline Expenses	189.18			
Insurance				
Error and Omission & Liability	3,885.25			
General Insurance	1,577.00	1,600.00	-23.00	98.6%
Worker's Comp.	665.00	1,000.00	-335.00	66.5%
Total Insurance	6,127.25	2,600.00	3,527.25	235.7%
Keene Expenses				
Keene Administration	2,036.25	3,942.00	-1,905.75	51.7%
Keene Advertising	82.41	1,872.00	-1,789.59	4.4%
Keene Cable and Phone	770.34			
Keene Chamber Membership	225.00			
Keene Furniture/Fixtures	7,080.01	225.00	6,855.01	3,146.7%
Keene Insurance/Workers Comp.	2,255.00	1,278.00	977.00	176.4%
Keene Mileage	461.85	225.00	236.85	205.3%
Keene Operation Setup	8,245.84	6,000.00	2,245.84	137.4%
Keene Payroll	33,203.50	49,248.00	-16,044.50	67.4%
Keene Subcontract Services	0.00	3,006.00	-3,006.00	0.0%
Keene Supplies	2,077.42	750.00	1,327.42	277.0%
Keene Website/Arch./Online	1,155.54	4,500.00	-3,344.46	25.7%
Total Keene Expenses	57,593.16	71,046.00	-13,452.84	81.1%
Legal	0.00	500.00	-500.00	0.0%
License & Fees				
Basketball Cam	5,000.00			
Castus Support	0.00	1,200.00	-1,200.00	0.0%
Gracenote	2,739.80	2,472.00	267.80	110.8%
Internet Carrier	989.00	1,319.83	-330.83	74.9%
Software Licenses	919.17	0.00	919.17	100.0%
VAN - Legal	0.00	0.00	0.00	0.0%
VT Non-profit	0.00	70.00	-70.00	0.0%
VTEL High Speed Internet	3,120.00	3,120.00	0.00	100.0%
Web site domain	1,459.80	1,444.98	14.82	101.0%
Total License & Fees	14,227.77	9,626.81	4,600.96	147.8%
Mileage Reimbursement	79.24	300.00	-220.76	26.4%
New Website	0.00	10,000.00	-10,000.00	0.0%

2:53 PM

09/21/23

Accrual Basis

Falls Area Community Television
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Non-PEG Related				
Advertising				
Marketing Supplies	280.08			
Media Advertising	2,393.00	3,200.00	-807.00	74.8%
Advertising - Other	0.00	0.00	0.00	0.0%
Total Advertising	2,673.08	3,200.00	-526.92	83.5%
Donations	2,000.00	1,000.00	1,000.00	200.0%
Total Non-PEG Related	4,673.08	4,200.00	473.08	111.3%
Payroll	94,764.53	90,000.00	4,764.53	105.3%
Payroll Taxes				
Vermont	0.00	49.53	-49.53	0.0%
Payroll Taxes - Other	0.00	9,000.00	-9,000.00	0.0%
Total Payroll Taxes	0.00	9,049.53	-9,049.53	0.0%
Production Rental and Services				
Equipment Rental	600.00			
Total Production Rental and Services	600.00			
Renovations/Remodeling	0.00	340.46	-340.46	0.0%
Rent	6,500.00	6,000.00	500.00	108.3%
Shipping-Postage				
General Postage	68.01	100.00	-31.99	68.0%
Total Shipping-Postage	68.01	100.00	-31.99	68.0%
Subcontract Services				
Athens School Board	100.00	0.00	100.00	100.0%
Athens Selectboard	175.00	1,200.00	-1,025.00	14.6%
BFUHS	0.00	100.00	-100.00	0.0%
Brookline Selectboard	475.00	1,200.00	-725.00	39.6%
Grafton School Board	150.00			
Private Non-Municipal	2,750.00	1,000.00	1,750.00	275.0%
PSA Filming	0.00	300.00	-300.00	0.0%
Rockingham School Board	0.00	0.00	0.00	0.0%
Saxtons River Trustees	0.00	0.00	0.00	0.0%
Special Meeting	1,050.00	1,000.00	50.00	105.0%
Technical Work	1,501.00	1,000.00	501.00	150.1%
Town of Rockingham	0.00	100.00	-100.00	0.0%
Town of Swanzey	5,175.00			
Village of Bellows Falls	0.00	0.00	0.00	0.0%
Westminster School Board	0.00	0.00	0.00	0.0%
Westminster Select Board	300.00	100.00	200.00	300.0%

2:53 PM

09/21/23

Accrual Basis

Falls Area Community Television
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
WNESU	0.00	0.00	0.00	0.0%
Subcontract Services - Other	0.00	400.00	-400.00	0.0%
Total Subcontract Services	11,676.00	6,400.00	5,276.00	182.4%
Supplies				
Food	216.72			
Office	920.83	200.00	720.83	460.4%
Outside Production Supplies	305.68	300.00	5.68	101.9%
Production Studio Supplies	1,416.05	500.00	916.05	283.2%
Recording Media	522.58	1,000.00	-477.42	52.3%
Total Supplies	3,381.86	2,000.00	1,381.86	169.1%
Telephone				
Station Phone	1,182.62	1,008.00	174.62	117.3%
Total Telephone	1,182.62	1,008.00	174.62	117.3%
Total Expense	235,393.64	227,974.14	7,419.50	103.3%
Net Ordinary Income	14,128.52	-1,769.12	15,897.64	-798.6%
Net Income	14,128.52	-1,769.12	15,897.64	-798.6%

Falls Area Community Television
Profit & Loss Budget vs. Actual
July 2022 through June 2023

Filters applied on this Report:

Account: All income/expense accounts

Date: Custom

FACT/ Bellows Falls Station	FY 2022-2023 Actuals	FY 2023-2024 Budget
Income		
Comcast	114,751.53	114,000
VTel	20,269.99	20,000
City of Keene Admin Services	0	3,980
Keene Web Services		6,000.00
Sponsorships/Memberships	1,750.00	3,000.00
Private Contributions	569.00	500.00
Training Fees	0	0
Asset Sale	100.00	0
Special Events	0	0
DVD/Digital Rental Income	946.00	800.00
Interest Income	3.01	0
Rentals/Production Services	2,525.00	2,000.00
Town of Swanzey	5,075.00	6,000
Vermont Public Service Grant	25,000.00	7,000.00
Comcast Channel re-assignment Fund	2,500.00	0
TOTAL INCOME	173489.53	163,280
Expenses		
Accounting	550.00	900
Advertising	2673.08	500.00
Award Dinner	0	1000.00
Bank Charges	139.00	300
Comcast Remote Orgination	1,493.48	3,500
Donations	2,000.00	500.00

FACT/ Bellows Falls Station	FY 2022-2023 Actuals	FY 2023-2024 Budget
BFDDA	0	0
GFRCofC	140	140
Software	5,409.56	6,000.00
VAN	939.00	1,000
Education-Staff	0	300
Equipment	19,315.86	2,000
FACT TV Special Events	0	700.00
Fund Raising	0	500.00
Furniture/Fixtures	0	300.00
Gasoline Expenses	143.31	300.00
General Insurance	1,577.00	1,600.00
Workers Comp	665.00	700.00
Error and Omissions Insurance	3,885.25	1942.62
Legal	0	500
License & Fees	9,227.77	11,000.00
BFUHS Basketball Cam	5,000.00	0
Milage Reimbursement	79.24	0
Payroll + Tax	93,994.64	100,900.00
Production Rental and Services	600	2,000.00
Rent	6,500	6,000
Shipping and Postage	68.01	100.00
Subcontact Services	10,175.00	12,500
New Website Services	0	18,600
Production and Office Supplies	3,231.95	1,200.00
Telephone Services	1,182.62	1,200.00
TOTAL EXPENSES	168,989.77	176,182.62

FACT/ Bellows Falls Station	FY 2022-2023 Actuals	FY 2023-2024 Budget
INCOME/LOSS	4,493.53	-12,902.62

FACT/ KEENE STATION	FY 2022-2023 Actuals	FY 2023-2024 Budget
Income		
City of Keene	74,875.15	86,460.00
Sponsorships/Memberships	600.00	0
Private Contributions		0
Rentals/Production Services	557.00	0
TOTAL INCOME	76032.15	86460
Expenses		
Keene Adminstration	2036.25	3,980
Advertising	82.00	250.00
Cable and Phone	770.34	1000.00
Keene Chamber Membership	225.00	300
Keene Furniture and Fixtures	10,871.00	500.00
FACT TV Keene Equipment purchase	2061.81	500.00
Keene Insurance/Worker Comp	2,255.00	4,197
Keene Milage	503.87	600.00
Keene Operation Set Up	8,245.84	0
Keene Software Subscriptions and Services	938.38	1,200
Keene Payroll and Tax	36,009.14	68,920
Keene Subcontract Services	0	4,000.00
Keene Office Supplies	2,077.42	1000.00

FACT/ KEENE STATION	FY 2022-2023 Actuals	FY 2023-2024 Budget
Keene Production Supplies	149.91	1000.00
Keene website/Arch/Online	1,155.54	6,000
TOTAL EXPENSES	67,381.5	93,447
INCOME/LOSS	8,650.65	-6,987

August 20th, 2023

Keene Station Report

Progress overview and updates on current projects and initiatives for the Keene location in the past year.

Presented By
Josh Morelli
Station Manager

New Content:

Since our opening, the Keene location has aided in the creation of nearly a dozen new shows.

- **Ryan Bourke: On FACT TV**
- **This Movie Sucks**
- **The Long Road**
- **Welcome Keene**
- **The Immigrant Show**
- **County Conversations with Chris Coates**
- **Still Taking**
- **The Chatroom**
- **The New Commons**
- **Voices of Monadnock**
- **The Loading Screen**

Local Events:

We have worked to help ingratiate the Keene location into the local community over the past year by participating in, and filming, over half-a-dozen events.

- **Pride Panels**
- **Pride Prom**
- **Keene Music Festival**
- **Walkable Keene**
- **Education Commission's Presentation**
- **SWRPC Energy Forum**

Our Impact:

As station manager, I have worked diligently towards furthering the mission of FACT TV. To this end, I have fostered friendships with influential members of the community who wish nothing more than to see us thrive.

- **Keene Chamber of Commerce**
- **KHS Athletics Department**
- **City Council Member Kris Robert**
- **Cheshire County Administrator Chris Coates**
- **Keene Pride**

Chris Coates, along with our mutual friend Luca Paris. Has offered to purchase several new PTZ Optics-Move 4K cameras, to replace the out-dated equipment from the previous administration.

Volunteers:

Since the moment we first opened our doors, we have worked hard to foster an amazing relationship with the local community here in Keene. Because of our effort, we have had several people offer their aid as invaluable volunteers. People such as:

- **Aaron Potter**
- **Ryan Bourke**
- **Kim & Kurt Braunsroth**

Municipal Meetings & Outside Events

Over the past year, we have worked to foster a positive relationships with Swanzey, and have diligently filmed their town meetings and other events- including:

- **Halloween Trunk r' Treat**
- **A Very Swanzey Christmas**
- **Memorial Day Ceremony**

Accomplishments:

At the Keene location, we have consistently fought to find new ways to further the mission of FACT TV. Some of these ideas include:

- **Designing and Ordering Custom Merchandise**
- **Trained as Stand Ins For City Hall AV Technicians**
- **Trained to Compile and Run a Second Server**
- **Worked Towards Themed Genre Defined Schedules**
- **Re-compiled Then Self-Taught the Rental Software "Facile"**

The opening of FACT TV's second location has opened the doors for new and exciting opportunities. Opportunities like new sponsorship relationships and FACT TV fans donating time and money to our upcoming film workshops- such as:

- **Mighty Maple - Silver Sponsorship Tier**
- **Mascoma Bank - Event Angel Tier**
- **GreenWald Realtors - Fundraising for Workshops**

Goals For Next Year

Looking to the horizon, the future looks bright for FACT TV's Keene location. For the calendar year of 2024, we have our sights set on gathering new content, more shows, and especially fostering a positive relationship with KHS and KSC. Our aim for the new year is to:

- **Host Open Houses For the Community**
- **Find New Ways to Reach Our Audience**
- **Develop Intern Specific Jobs For KHS & KSC**
- **Create Exciting Events For Our Newsletter**
- **Design the First FACT TV Feature Film Workshop**

The new year holds many exciting opportunities for our FACT TV family, and as manager of our Keene location; I will ensure, to the best of my abilities, that the communities we serve know about our resources. It is my personal mission to spread the message of free speech through public access, and I will continue to work towards spreading the word.

FACT TV Request to the City of Keene and Spectrum Cable

We are writing this request to both the City of Keene and Spectrum Cable. Currently, Falls Area Community Television (FACT TV) has a contract with the City of Keene (the Franchisee) to provide public access services to city residents. With that said, we we present the following requests concerning the City's Public Access channels:

1. We would like to inquire if Spectrum Cable can offer HD channels for the City's Government and Public Channel.
2. The program guide for the City's Public channel 1301 is currently displaying outdated information. We suggest either updating the guide to reflect local programming or establishing a new program guide through Gracenote. Please note that the annual cost for such a programming guide is \$2,500.00.

Thank you for your attention to these matters.

Alex Stradling,
Executive Director,
Falls Area Community Television
1 Hospital CT.
Bellows Falls, VT
alex@fact8.com
802-463-1613



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: September 28, 2023

To: Municipal Services, Facilities and Infrastructure Committee

From: Merri Howe, Finance Director/Treasurer

Through: Elizabeth Dragon, City Manager

Subject: **FY2023 Audit Engagement - Waiver of Bid - Finance Director**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend the City Council authorize the City Manager to do all things necessary to waive bidding requirements under Section 2-1336 (Waiver of Requirements) for the FY2023 City of Keene annual audit engagement and authorize the City Manager to sign the engagement letter with Marcum LLP.

Attachments:

None

Background:

Each fall the financial records for the City of Keene are audited by an independent auditing firm that specializes in municipal audits. In the past, the City has contracted with and used the professional services of Marcum LLP, formerly Melanson, who have been working with the city since the FY2009 audit and developed a deep understanding of the City's financial operations, systems, and processes. This familiarity leads to a more efficient and effective audit.

With the expiration of the contract with Marcum LLP and transition to a new financial software package during FY2023, a one-year engagement with Marcum LLP is in the best interest of the City. Marcum LLP is well versed in the local laws and regulations that govern the city's financial reporting requirements. This knowledge can help ensure compliance with all relevant regulations and minimize the risk of errors and omissions as they are familiar with the City's financial history, previous audit findings, practices, and procedures, and provide continuity and stability in the audit process.

With timing of the audit completion being critical for filing of the Rule 15c2-12 Disclosure for bond rating purposes and for financial certification, going out to bid for new auditors can be a time-consuming and costly process. By continuing with the current auditors, the city increases the likelihood of meeting its filing requirement deadlines. It also provides the finance department with sufficient time to work with purchasing to properly prepare a request for qualifications and post accordingly.

The current auditors have consistently provided high-quality work in previous years, preparing the financial statements that have received the Certificate of Achievement of Excellence in Financial

Reporting for the last 4 years consecutively with the 5th year still under review with the Government Finance Officers Association.

The City Attorney has reviewed the one-year engagement letter with Marcum LLP and has no objections to the contract. The one-year engagement fee for the FY2023 financial audit and federal required Single Audit is \$50,000.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: September 28, 2023

To: Finance, Organization and Personnel Committee

From: David Hickling, Airport Director

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of FAA AIP Grant for Airport – Airport Taxiway ‘A’
Reconstruction Project - Airport Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept, execute, and expend grant funding for up to the amount \$3,102,257 from the Federal Aviation Administration Airport Improvement Program for the Taxiway A reconstruction project.

Attachments:

None

Background:

The Airport CIP includes a project that will address deteriorating pavement on Taxiway A that has exceeded its useful life. This project will involve milling of existing pavement and laying of new base and surface material as well as pavement marking and drainage improvements.

This project is eligible for funding from the FAA Airport Improvement Program. This project was bid, and an associated grant was awarded by the FAA in 2022. However, due to project cost escalations, the contractor withdrew their bid. The project was rebid and a new grant application for the new project bid was submitted. The associated grant offer for this re-bid is now forthcoming.

Supplemental Discretionary AIP Grant:	\$1,611,100 (100%)
FAA AIP Grant:	\$1,491,147 (90%)
NHDOT:	\$74,557.35 (5%)
Airport:	\$74,557.35 (5%)



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: September 28, 2023

To: Finance, Organization and Personnel Committee

From: David Hickling, Airport Director

Through: Elizabeth Dragon, City Manager

Subject: **Engineering agreement – Taxiway ‘A’ Reconstruction Project - Airport Director**

Recommendation:

Move that the City Manager be authorized to all things necessary to execute a Professional Engineering Services contract with McFarland Johnson for the construction administration of the Taxiway ‘A’ Reconstruction project.

Attachments:

None

Background:

The Airport CIP includes a project that will address a portion of Taxiway A that has deteriorating pavement and has exceeded its useful life. This project will involve milling of existing pavement and laying of new base and surface material, as well as pavement marking, lighting and drainage improvements.

As we now look forward to beginning this project, we will need to work with a qualified engineering firm to manage the project to ensure work is performed per specifications and that we meet FAA requirements.

McFarland Johnson is our engineer of record. They are qualified and highly respected for performing these services.

The cost of this agreement will be \$285,200 and will be funded as follows:

FAA AIP Grants: 90%

NHDOT Grants: 5%

Airport funds: 5%



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: September 28, 2023

To: Finance, Organization and Personnel Committee

From: Donald Lussier, City Engineer

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

Subject: **Keene Roadway Safety Action Plan Project Grant Acceptance & Consultant Selection - City Engineer**

Recommendation:

Move that the Finance, Organization & Personnel Committee recommend that the City Council adopt a resolution at its earliest opportunity to appropriate \$87,500 from unallocated fund balance to fund the City's local matching funds for a United States Department of Transportation Safe Streets and Roads for All planning grant.

Move that the Finance Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and execute a Safe Streets and Roads for All planning grant from the US Department of Transportation in the amount of \$350,000 (federal share).

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a Professional Services Agreement with Vanasse Hangen Brustlin (VHB), Inc. for the Keene Roadway Safety Action Plan Project, for an amount not to exceed \$437,500, and; if an agreement cannot be reached with VHB, that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with the next highest ranked firm.

Attachments:

None

Background:

In the fall of 2022, the City applied for and received a Safe Streets and Roads for All (SS4A) planning grant from the United States Department of Transportation (USDOT). This is a new grant program created by the Infrastructure Investment & Jobs Act (IIJA). The goal of the program is to significantly reduce roadway-related deaths and injuries. The SS4A program includes two separate funding opportunities: action plan grants allow communities to develop comprehensive safety action plans, while implementation grants provide funding to construct the prioritized improvements identified in the action plan. Applicants are required to have an adopted safety action plan meeting the USDOT requirements prior to applying for implementation funding.

The City of Keene is one of four applicants in New Hampshire to receive funding during the first

round of the program. Keene's grant award was for \$350,000 in federal funds. As with most federal grants, an additional \$87,500 (20%) is required in local matching funds. Because this grant was not anticipated, no matching funds are currently appropriated. City staff will introduce a resolution at the next City Council Meeting to appropriate funds from the unallocated fund balance. Since the FOP Committee's next regularly scheduled meeting on October 12 has been cancelled, the first recommended motion is intended to signal this committee's position on the proposed appropriation in advance of the resolution being introduced.

Due to the use of federal funding, the City is required to follow federal procurement policies, including the use of qualifications-based selection (QBS) for professional services. This requirement is outlined in subpart 36.6 of the Federal Acquisition Regulations. In August, the City issued a Request for Qualifications (RFQ) for engineering firms capable of completing all stages of the action plan development. The City received four (4) qualification packages. A selection team including the Community Development Director, Public Works Director, the City Engineer, and a Public Works Department Civil Engineer reviewed and ranked the three responses. Proposals were reviewed based on the following criteria:

<u>Criteria</u>	<u>Weight</u>
Firm's experience performing similar projects	25%
Experience of staff assigned to the project	25%
Project Approach	25%
Proposed schedule	10%
Quality of proposal	10%
Client references	5%

The team invited three of the four firms for interviews:

- Fitzgerald & Haliday, Inc.
- Kittleson & Associates
- Vanasse Hangen Brustlin (VHB)

Interviews were held on September 20, 2023. The same review team evaluated the firms on the following criteria:

<u>Criteria</u>	<u>Weight</u>
Firm's experience preparing Safety Action Plans	20%
Approach to Solving our Needs	20%
Presentation Skill of Project Manager	15%
Stakeholder Engagement Plan	15%
Overall Quality of Presentation	10%
Proposed Schedule and Resources	10%
Innovation and Creativity	10%

Below is a table of the composite scores of the review team:

<u>Firm</u>	<u>Score</u>
Fitzgerald & Halliday	12.6
Kittelson & Associates	12.3
VHB	13.2

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with VHB for an amount not to exceed \$437,500.