



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
October 26, 2023
6:00 PM

A. AGENDA ITEMS

1. Acceptance of Donations - Holiday Family Sponsorship - Human Services Manager
2. 2021 Homeland Security Grant Program - Hazmat Frisker Equipment - Fire Chief
3. 2023 Homeland Security Grant Program - Hazmat Equipment - Fire Chief
4. 2023 Homeland Security Grant Program - CBRNE Equipment - Fire Chief
5. Jared Goodell - Place of Assembly Permits - Recent Charge by Fire Department - Bender's Bar & Grill
6. Downtown Infrastructure Improvement and Reconstruction Project - Professional Services Agreement Preliminary Design
7. LWCF Grant Round 33 Acceptance - Skatepark - Parks, Recreation and Facilities Director
8. LWCF Grant Round 33 Acceptance - Russell Park - Parks, Recreation and Facilities Director
9. LWCF Grant Round 34 Notice of Intent - Robin Hood Park - Parks, Recreation and Facilities Director

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: October 26, 2023

To: Finance, Organization and Personnel Committee

From: Natalie Darcy, Human Services Manager

Through: Merri Howe, Finance Director/Treasurer
Elizabeth Dragon, City Manager

Subject: **Acceptance of Donations - Holiday Family Sponsorship - Human Services Manager**

Recommendation:

Move that the Finance Organization and Personnel Committee recommend the City Manager be authorized to accept donations associated with the City's 2023 Holiday Sponsorship Program.

Attachments:

None

Background:

Annually, the Division of Human Services contacts sponsors who will provide gifts and holiday items for families or older adults. The sponsored families and older adults are clients who have received assistance from Human Services within the past year. Families who have children with special needs and persons who have been struggling to make ends meet are considered for sponsorship. The goal of the program is to provide holiday gifts and gift cards for those in need who will then use their own resources to maintain housing, utilities and essentials of daily living.

Human Services staff appreciates the support of the Council for this annual project that provides happy holidays for those we serve. Families are so appreciative and humbled by the generosity of the community.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: October 26, 2023
To: Finance, Organization and Personnel Committee
From: Donald Farquhar, Fire Chief
Through: Elizabeth Dragon, City Manager
Subject: **2021 Homeland Security Grant Program - Hazmat Frisker Equipment - Fire Chief**

Recommendation:

Move to recommend that the City Manager be authorized to do all things necessary to apply, accept and expend the 2021 Homeland Security Grant Program - Hazmat Frisker Equipment grant in the amount of \$2,000.00

Attachments:

1. RAD Equipment

Background:

Through an agreement with the New Hampshire Hazmat Collaborative and HSEM, via the 2021 grant, the Keene Fire Department HazMat Team will be awarded \$2,000.00 for the purchase of RAD Frisker Detection Equipment.

Section 1

1. This investment will support terrorism preparedness by providing the Haz Mat Teams with up-to-date equipment to be able to detect radiation during a suspected or actual act of terrorism.
2. This investment will replace the State issued radiation detection equipment that was developed in the early 1990's and is no longer supported. This equipment will sustain the team's radiation detection capability. Previously the State had issued radiation detection equipment to all local Fire Departments, this equipment has been recalled by the State. The only first responders in the State with radiation detection equipment are the Regional Hazardous Materials Teams.
3. This investment will support the logistical and technological issues that are the result of the present equipment no-longer being supported or able to be repaired. Hazardous Materials Response Teams are utilized across the State as one of the primary organizations responding to unknown or suspicious substances or packages incidents.
4. The State-wide Unknown Substance Response Protocol requires that all substances be screened for radioactive material prior to any further screening for chemical or biological substances. The Regional Hazardous Materials Response Team is the agency primarily responsible to conduct this screening. As outlined in the protocol the Team works in conjunction with the local police and fire departments, as well as State and Federal agencies to determine the terrorism threat credibility of the incident and determine the required mitigation.
5. This equipment will provide the Regional Hazards Materials Response Team the equipment required to assess a potential terrorism incident for a radiological hazard.
6. While the equipment is used to detect a radiological hazard, these hazards can be part of a multitude of incidents, such as a motor vehicle crash of a vehicle carrying medical isotopes, to a lost or stolen industrial radiation source. Any incident involving a radiation source could potentially be an act of terrorism.
7. This investment will be utilized in numerous ways to protect the residents and visitors to the State. There are multiple radiation sources within New Hampshire every day, including medical isotopes, industrial x-ray, as well as the Nuclear Power Plant; any of these could become a hazard to people or the environment if missed used either intentionally or accidentally. The only way to detect the presence of a radioactive source is with detection equipment, as it is invisible and odor free.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: October 26, 2023
To: Finance, Organization and Personnel Committee
From: Donald Farquhar, Fire Chief
Through: Elizabeth Dragon, City Manager
Subject: **2023 Homeland Security Grant Program - Hazmat Equipment - Fire Chief**

Recommendation:

Move to recommend that the City Manager be authorized to do all things necessary to accept and expend the 2023 Homeland Security Grant Program - Hazmat Equipment grant in the amount of \$60,715.00

Attachments:

None

Background:

On October 19, 2023, the city was notified that the fire department's application for the 2023 Homeland Security Grant Program – Hazmat Equipment had been approved. The next step in the review process is to execute the grant agreement. Once completed and returned, the application will move forward to the Department of Safety's Business Office for Governor and Executive Council Approval. All funds and equipment awarded by this grant are 100% funded by the program with no local contribution.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: October 26, 2023
To: Finance, Organization and Personnel Committee
From: Donald Farquhar, Fire Chief
Through: Elizabeth Dragon, City Manager
Subject: **2023 Homeland Security Grant Program - CBRNE Equipment - Fire Chief**

Recommendation:

Move to recommend that the City Manager be authorized to do all things necessary to accept and expend the 2023 Homeland Security Grant Program - CBRNE Equipment grant in the amount of \$157,920.00

Attachments:

None

Background:

On October 19, 2023, the city was notified that the fire department's application for the 2023 Homeland Security Grant Program – CBRNE Equipment had been approved. The next step in the review process is to execute the grant agreement. Once completed and returned, the application will move forward to the Department of Safety's Business Office for Governor and Executive Council Approval. All funds and equipment awarded by this grant are 100% funded by the program with no local contribution.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: October 26, 2023

To: Finance, Organization and Personnel Committee

From: Donald Lussier, City Engineer

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

Subject: **Downtown Infrastructure Improvement and Reconstruction Project - Professional Services Agreement Preliminary Design**

Recommendation:

Move that the Finance, Organization and Personnel committee recommend that the City Council per Section 2-1336. - Waiver of requirements, award a sole-source professional services contract to Stantec Consulting Services, Inc. for an amount not to exceed \$995,000 and that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Stantec Consulting Services, Inc. for the next phase of the Downtown Infrastructure Improvement and Reconstruction Project.

Attachments:

None

Background:

On July 20, 2023, The City Council selected "Concept C", the multilane hybrid option, as the proposed direction for the Downtown Infrastructure Improvement and Reconstruction Project. The purpose of this action was to select, in broad terms, the major elements of the project. Those major elements include:

- Replacement and upgrade to stormwater, wastewater, and water infrastructure,
- Retain the existing vehicle circulation pattern around Central Square,
- Traffic signal system on Central Square
- Two travel lanes each direction on Main Street,
- Elimination of the parking in the median of Main Street,
- Inclusion of multi-modal facilities within the project limits from approximately Water Street through Central Square,
- A raised intersection treatment at Main Street/Gilbo Avenue/Railroad Street connecting Rail Road Square area to Gilbo Avenue, and
- Maintaining two-way traffic on Gilbo Avenue.

With the selection of the general concept, City staff and the City's Engineering consultants can develop the more detailed plans and specifications necessary to construct the project. To complete the project design will

require an iterative process. This will allow the community to participate in developing the various components. The next phase, Preliminary Design, will have but not limited to, the following components:

- Environmental data collection and preparation of the necessary documents for the National Environmental Policy Act (NEPA) review,
- Geotechnical work,
- Refinement of vertical and horizontal layouts of travel lanes, curb lines, etc.,
- Preliminary design for lighting design, landscaping, sidewalk configurations, streetscape areas, etc.,
- Refinement of on-street parking layout,
- Refinement of multi-modal facilities including the locations and selection of pedestrian crossings,
- Preliminary design of utility infrastructure including video inspection of stormwater and wastewater systems, final sizing, determination of final locations of utilities, selection of green infrastructure elements, etc.,
- Construction phasing planning,
- Preliminary construction estimates,
- Construction Communication and Engagement Plan development. This will involve a working group with four (4) meetings to create a plan on how communication and support will occur with business, downtown residents, and property owners during the construction phase,
- Public engagement including two (2) design review workshops, three (3) interactions with City Council Committees, and two (2) interactions with City Council, and
- Assistant in Federal Grant Writing.

Stantec had been previously selected through a Request for Qualification (RFQ) process for the entire project. Contracts for the different phases of work are being negotiated separately. The preliminary design phase is an extension of the work already completed. Since this is a separate professional services contract that exceeds the City Manager's authority, and the City is not performing a separate selection process for this phase because Stantec has been selected for the entire project, the City Council will need to approve a waiver in accordance with City Code of Ordinance Section 2-1336. - Waiver of requirements. Final design and permit application services and construction support services will be completed under separate contracts that will be developed and negotiated after the completion of the preliminary design phase work.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: October 26, 2023
To: Finance, Organization and Personnel Committee
From: Andrew Bohannon, Parks, Recreation and Facilities Director
Through: Elizabeth Dragon, City Manager
Subject: **LWCF Grant Round 33 Acceptance - Skatepark - 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 Land and Water Conservation Fund Grant Round 33 award for \$225,000.00 for the Skate Park Project.

Attachments:

None

Background:

The National Park Service has accepted the recommendation of the State of NH Department of Natural and Cultural Resources Division of Parks and Recreation's Grant Round 33 for an award of \$225,000.00. The City has been working with Spohn Ranch, LLC related to the final design and the project will be completed in the spring 2024.

The City received \$217,000.00 in donations from the community, and the City allocated \$25,000.00 in the Capital Improvement Planning program. Together, this provided the match required for the LWCF program.

The City Council supported the grant application at the November 3, 2022, meeting.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: October 26, 2023

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **LWCF Grant Round 33 Acceptance - Russell Park - 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 Land and Water Conservation Fund Grant Round 33 award for \$500,000.00 for the Russell Park Renovation Project.

Attachments:

None

Background:

The National Park Service has accepted the recommendation of the State of NH Department of Natural and Cultural Resources Division of Parks and Recreation's Grant Round 33 for a full project award of \$500,000.00. The City has recently completed the construction phase of Russell Park, although as a result of increased construction budgets, the bocce court was removed from the project and will be added back in as a result of the additional funding, and the remaining grant funds will be utilized to offset the project costs.

The final design included the following grant funded elements: two ADA compliant play structure areas on each side of the park, a walking path, public restrooms, and additional parking. Other features of the project include additional street parking, lighting, and stream bank restoration, rain gardens, and playfield renovations.

The City Council supported the grant application at the November 3, 2022, meeting.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.9.

Meeting Date: October 26, 2023

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **LWCF Grant Round 34 Notice of Intent - Robin Hood Park - 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 LWCF Grant Round 34 for the Robin Hood Park renovation project.

Attachments:

None

Background:

The State of NH is offering Grant Round 34 through the Land Water Conservation Fund (LWCF) which is a federally funded program through the National Park Service. The program provides 50/50 matching grants to state and local governments for the purpose acquiring and/or developing public recreational areas and facilities.

This application will be to support the City towards submitting a full grant proposal on December 15, 2023, for the maximum amount of \$500,000.

Robin Hood Park – REQUEST \$500,000.

Through the Capital Improvement Program, the Robin Hood Park project is scheduled for design in FY27 and construction to follow. The project will focus on the pool infrastructure, recreational play structures, and public restrooms. Should the grant application be accepted by the State, the City has 3 years to complete the project.