



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
March 28, 2024
6:00 PM

A. AGENDA ITEMS

1. Acceptance of 2024 Wellness Grant
2. Construction Services Contract - Dog Park

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: March 28, 2024
To: Finance, Organization and Personnel Committee
From: Megan Young, Human Resources Assistant
Through: Elizabeth Fox, ACM/Human Resources Director
Subject: **Acceptance of 2024 Wellness Grant**

Recommendation:

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the 2024 wellness grant from HealthTrust of \$2,000 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. 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 this month. Our continuing Wellness Coordinators for this calendar year are Maria Castellano of Finance, Chelsea North of Parking Services, Megan Young of Human Resources, Asah Cramer of Communications, and Brianne Rafford-Varley of Parks and Recreation.

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.

The coordinators have launched a challenge from January through December 2024 in conjunction with HealthTrust's Well-Being for a Well-Rounded You theme. The challenge will focus on one department each month and encourage employees to spend more time on self-care and hobbies. Those who complete this task will be entered into a drawing and the four winners will each receive a gift card to their hobby of choice.

If the grant money is not fully expended during calendar year 2024, 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.2.

Meeting Date: March 28, 2024
To: Finance, Organization and Personnel Committee
From: Andrew Bohannon, Parks, Recreation and Facilities Director
Through: Elizabeth Dragon, City Manager
Subject: **Construction Services Contract - Dog Park**

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 construction services contract with David O'Neil Construction for services required for the construction of a new dog park for an amount not to exceed \$74,707.00 with funding to come from Project Cost Center (65J0012A).

Attachments:

None

Background:

Since 2010, various groups of citizens have been raising money to establish a dog park within the city. In the fall of 2021, the Wheelock Park campground was established as the future location of a potential dog park and disc golf course. Through a conceptual design process in 2022, it was established that both could utilize the space and the dog park would have 1.5 acres of land to work with. Essentially the middle of the loop of the old campground layout. Since then, the dog park advocates have donated to the City \$75,161.43 for the purpose of constructing a dog park.

The City issued a Request for Proposals (RFP) for construction services in February 2024. As a result, the City received four proposals, including David O'Neil Construction that was within the project budget. The project proposal was reviewed to meet the necessary scope of work and references were called.

It is recommended that the City Manager be authorized to negotiate and execute a construction services contract with David O'Neil Construction.