



**FINANCE, ORGANIZATION AND
PERSONNEL COMMITTEE
AGENDA**

Council Chambers A
April 14, 2016
6:30 PM

City of Keene
New Hampshire

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Jay V. Kahn

-
1. MEMORANDUM Planner – Acceptance of Donation – Northeast
Regional Employment and Training Association

 2. MEMORANDA Parks, Recreation and Cemeteries Department –
Acceptance of Donations
 - Monadnock View Cemetery - Cemetery Lots
 - Cheshire Kennel Club - Equipment
 - Fossball Table – Recreation Center
 - Sumner Knight Chapel

 3. MEMORANDUM Public Works Director and Planning Director –
Acceptance of Travel Grant – Eastern Regional
Climate Preparedness Conference

 4. COMMUNICATION Councilor Hansel – Legislative Process

 5. MEMORANDUM Revenue Collector - Refund Partial Payment of
Deeded Property

 6. MEMORANDUM Planner – Land Use Code Update Phase 1 –
Consultant Selection

 7. MEMORANDUM Mapping Technician – Qualifications Based
Selection – Cheshire Rail Trail III Loop Project
Design

 8. MEMORANDUM City Engineer – 2014 Infrastructure Project –
Change Order No. 4

 9. MEMORANDUM Assistant Public Works Director – Change Order
– Loureiro Engineering and Lawson Group Air
Monitoring Contract

 10. ORDINANCE O-2016-07: Relating to Cemetery Fees

11. RESOLUTION

R-2016-07: Library Project - Tax Increment
Financing District

12. RESOLUTION

R-2016-10: Application for CDBG Feasibility
Funds

13. RESOLUTION

R-2016-09: Compensation for City Councilors

MORE TIME ITEMS:

- A. Relinquishment of Easement to Parking Spaces on Railroad Property on Behalf of
Monadnock Food Co-op

Possible Non-Public Session

CITY OF KEENE
NEW HAMPSHIRE

MEMORANDUM

DATE: March 21, 2016

TO: Finance, Organization, and Personnel Committee

THROUGH: Med Kopczynski, City Manager

FROM: Tara Kessler, Planner 

SUBJECT: Donation

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 \$375.00 and that this money be used to send a staff person to the NERETA Talent Pipeline Strategic Alignment Summit in April 2016.

Background:

The Hannah Grimes Center recently received grant funding to support a team of four to attend the Northeast Regional Employment and Training Association (NERETA) Talent Pipeline Strategic Alignment Summit in Clinton, New Jersey at the end of April 2016. The focus of this Summit is to assist local economic development, workforce development, and higher education professionals in aligning their strategies to: create a collaborative, supportive environment for manufacturing employers; improve local workforce capabilities; and, boost a competitive advantage for their regions. A staff person from the City Planning Department has been invited to be a part of this four-person team, which will include education and industry professionals. The donation of \$375.00 includes the cost of registration for this three-day event and some travel expenses. It also includes the cost of post-conference webinars and resources.

City of Keene
New Hampshire

DATE: March 9, 2016

TO: Finance, Organization and Personnel Committee

THROUGH: Med Kopczynski, City Manager

FROM: Andy Bohannon, Parks, Recreation & Facilities Director 

SUBJECT: Donation of Cemetery Lots

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 one two-grave cemetery lot in Section J of Monadnock View Cemetery and that these lots are designated as free ground and used for City assistance cases.

Background:

The Duda family has donated one two-grave cemetery lot in Monadnock View Cemetery, Section J. Purchased by Marion and Raymond Duda in 1995, both have since passed and have been buried elsewhere. It is the wishes of their children that the lot be donated and used for City assistance cases.

Cities and towns are charged with providing burial space for the indigent by state law. This lot will provide additional space for two full body burials.

City of Keene
New Hampshire

April 4, 2016

TO: Finance, Organization and Personnel Committee

THROUGH: Med Kopczynski, City Manager

FROM: Andy Bohannon, Parks, Recreation & Facilities Director



SUBJECT: Donation – Cheshire Kennel Club

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of \$300.00 from the Cheshire Kennel Club and that the money is used for equipment in Wheelock Park.

Background:

The Cheshire Kennel Club holds an annual show in Wheelock Park on the first weekend in August. The donation is for the continued improvements in the park, which they believe is one of the finest show sites in New England. In addition to the show, the club holds dog obedience training and club meetings at the Recreation Center during the spring and fall months.

City of Keene
New Hampshire

DATE: March 11, 2016
TO: Finance, Organization and Personnel Committee
THROUGH: Med Kopczynski, City Manager
FROM: Meghan Spaulding, Recreation Programmer MS
SUBJECT: Donation of Equipment

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 foosball table from Russ Thompson and that the equipment is used in the Recreation Center game room for public use.

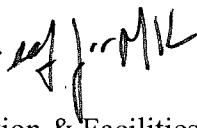
Background:

Keene resident Russ Thompson donated a foosball table to be used in our Catch after school program and game room. This piece of equipment will be a great addition to the program and will be available to use for public use on weekends during open game room hours.

City of Keene
New Hampshire

DATE: April 12, 2016

TO: Finance, Organization and Personnel Committee

THROUGH: Med Kopczynski, City Manager 

FROM: Andy Bohannon, Parks, Recreation & Facilities Director 

SUBJECT: Donation

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 \$100.00 and that the money is used by the Parks, Recreation and Facilities Department.

Background:

\$100.00 *Donation for the maintenance improvements of the Sumner Knight Chapel.*

Kevin Dremel with the Keene Musicfest hosts an ongoing concert series to raise money for the needed repairs in the Sumner Knight Chapel. In total, the concert series has generated \$8639.00 to date.

For more information on the concert series visit <http://keenemusicfestival.org> and the Keene Parks and Recreation Facebook page.

CITY OF KEENE
NEW HAMPSHIRE

DATE: April 11, 2016

TO: Finance, Organization, and Personnel Committee

THROUGH: Elizabeth Fox, Acting City Manager 

FROM: Kürt D. Blomquist, PE, Public Works Director 
Rhett Lamb, Planning Director 

SUBJECT: Travel Grant Acceptance – Eastern Regional Climate Preparedness Conference

Recommendation:

The Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept travel grants from Antioch University Center for Climate Preparedness and Community Resilience for travel and conference expenses for Kürt Blomquist, Public Works Director and Rhett Lamb, Planning Director/Assistant City Manager to the 2016 Local Solutions: Eastern Regional Climate Preparedness Conference.

Background:

The City in the past has been leading in the area of Climate Change Planning. The goal of continued climate change planning and adaption is a stated goal within the City's adopted Comprehensive Master Plan. The City has experience continued impacts from climate change in particular in the form of more severe weather events.

Kürt Blomquist, Public Works Director and Rhett Lamb, Planning Director/Assistant City Manager, were asked to present and attend The 2016 Local Solutions: Eastern Regional Climate Preparedness Conference sponsored by the Center for Climate Preparedness and Community Resilience, Antioch University and the U.S. Environmental Protection Agency (USEPA).

Kürt Blomquist and Rhett Lamb have been awarded \$1,000 Travel Grants from Antioch University Center for Climate Preparedness and Community Resilience for attendance to the conference. The grant will cover up to \$1,000 of expenses including the cost of registration, lodging and travel.

March 28, 2016

2c

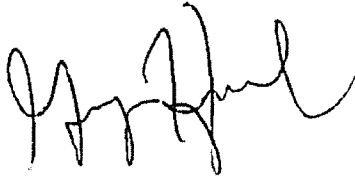
TO: Mayor Kendall Lane, Keene City Council, and City Manager

FROM: George S. Hansel, Councilor At-Large

RE: Review of resolution R-09-01-A: A council policy relating to the legislative process

I request that the city council authorize city staff to facilitate a review of resolution R-09-1-A (city council policy CP-OPER-008.2). This policy, adopted via resolution in 2009, relates to how the city staff and council "weigh in" on pending legislation.

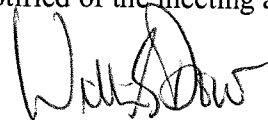
Best regards,



George S. Hansel, Councilor At-Large

In City Council April 8, 2016.

Referred to the Finance, Organization and Personnel Committee, whom will meet Thursday, April 14, 2016 at 6:30 PM in Council Chambers, Keene City Hall. You are hereby notified of the meeting and requested to be present.



Deputy City Clerk



CITY OF KEENE

R-09-01-A

In the Year of Our Lord Two Thousand and Nine

A RESOLUTION Council Policy: A Resolution Relating to the Legislative Process

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

WHEREAS: Legislation adopted by the General Court of the State of New Hampshire can impact local government from an administrative, budgetary and service delivery level; and

WHEREAS: The City of Keene's effectiveness in influencing legislative initiatives is dependent upon identifying which issues are important, identifying procedures to communicate accurate and timely information and creating opportunities to share perspectives; and

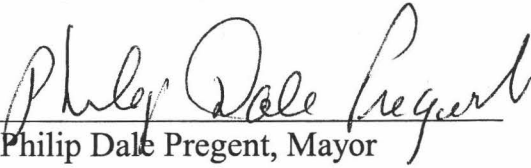
WHEREAS: The City of Keene considers the New Hampshire Municipal Association as the single, most important resource to learn about legislative initiatives and to represent the City's interests in Concord; and

WHEREAS: The City of Keene's administrative staff and Keene City Council also need to take an active role in the legislative process by identifying significant pieces of legislation that either has a budgetary impact, significantly impacts City operations; enhances service delivery or improves performance levels, conflicts with existing ordinances or validates or contradicts a statement in the Community Goals or Master Plan.

NOW THEREFORE BE IT RESOLVED that participation in the New Hampshire Municipal Association's legislative policy committees will be encouraged for City Councilors and City staff; and that those initiatives which are adopted by NHMA will be submitted to the Keene City Council for their endorsement; and

BE IT FURTHER RESOLVED that the City Manager, with the assistance of the City staff, will identify any other significant pieces of legislation that have not been incorporated into the NHMA legislative policies and will communicate those items of legislation along with their potential impact to the respective Standing Committee of the Keene City Council for their official action ; and

BE IT FURTHER RESOLVED that the Mayor will be encouraged to host periodic meetings of the Keene City Council and the Keene Legislative Delegation to discuss and advance the City's positions on important legislative issues.


Philip Dale Pregent, Mayor

Passed: January 15, 2009

A true copy; attest:


City Clerk

**CITY OF KEENE
NEW HAMPSHIRE
FINANCE DEPARTMENT**

DATE: March 31, 2016

TO: Finance, Organization & Personnel Committee

THROUGH: Medard Kopczynski, City Manager
Steve Thornton, Finance Director

FROM: Mary Alther, Revenue Collector *me a*

RE: Refund partial payment on deeded property

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend to City Council to issue an order upon the town treasurer to refund the partial payments made on the below properties that have been deeded to the City.

Address	Map & Lot	Property Type
270 Beaver St.	019-02-012.0000	Single Family
9 Martin St.	037-06-041.0000	2 Family

BACKGROUND:

In accordance with RSA 80:71 Anyone with a legal interest in a property that has a real estate tax lien may make partial payments. If complete redemption is not made before a deed of the real estate is given to the lien holder the Tax Collector shall within 10 days direct the Council to issue an order to refund the partial payments to the person making payments or their heirs. If the Council does not issue the order prior to 30 days of this notice the sum to be refunded shall draw interest of 6% per annum.

On March 23, 2016 the City of Keene took deed to the above properties and the partial payments listed below are what need to be refunded.

Property	Map& Lot	Payment	Payment Date
270 Beaver St.	019-02-012.0000	\$20.00	4/3/12
270 Beaver St.	019-02-012.0000	\$40.00	5/2/12
9 Martin St.	037-06-041.0000	\$2,300.00	3/13/15

cc: Thomas Mullins, City Attorney
Daniel Langille, City Assessor

TITLE V TAXATION

CHAPTER 80 COLLECTION OF TAXES

Real Estate Tax Liens

Section 80:71

80:71 Partial Payments in Redemption. – Any person with a legal interest in real estate upon which a real estate tax lien has been executed may make partial payments in redemption to the collector of taxes who shall receive the same and give a receipt therefor. The collector shall pay over such sums to the town treasurer. If complete redemption is not made before a deed of the real estate is given to the lienholder, the collector of taxes shall within 10 days direct the selectmen to issue an order upon the town treasurer to refund to the person making such partial payments or his heirs or assigns the sum so paid. The selectmen shall promptly issue such order. If the order is not issued within 30 days of the time the collector directs that the order be issued, the sum to be refunded shall draw interest at the rate of 6 percent per annum from the date the sum was directed to be paid to the date of actual payment.

Source. 1987, 322:1. 1991, 54:7, eff. April 1, 1992.

City of Keene
New Hampshire

DATE: April 12, 2016

TO: Finance, Organization and Personnel Committee

THROUGH: Medard Kopczynski, City Manager *MK*

FROM: Tara Kessler, Planner *TK*

CC: Rhett Lamb, Assistant City Manager/Planning Director *RL*

SUBJECT: City of Keene Land Use Code Update Phase I - Consultant Selection

Recommendation

Move that the Finance Organization and Personnel Committee recommend that the City Manager do all things necessary to negotiate a professional services contract with Town Planning Urban Design Collaborative for planning services for the first phase of the Land Use Code Update project. In the event that a satisfactory contract and fee cannot be agreed upon, the City Manager is authorized to negotiate with the next highest ranked firms in turn.

Background

When the City's Comprehensive Master Plan was adopted in 2010, the top implementation action was to re-write/update the City's land use codes. The City Council approved the use of \$200,000 to fund this action item through the City's Capital Improvement Program. The first phase of this project involves an assessment of the City's current land use regulations and a review of options for revising the existing regulatory framework.

On February 17, 2016, the City released a Request for Qualifications (RFQ #02-16-06) for services to evaluate contemporary frameworks for updating the City's land use and development regulations. By the due date of March 18, 2016, the City received 10 statements of qualifications from planning firms and consultant teams from across the country. A selection committee was formed by the City Manager to review and score each submission. This committee was composed of the following representatives:

- George Hansel, City Councilor, Planning Board member, Conservation Commission member
- Gary Spykman, Chairman of the Planning Board
- Jim Phippard, Brickstone Land Use Consultants LLC
- Rhett Lamb, Assistant City Manager/Planning Director
- John Rogers, Acting Health and Code Director
- Don Lussier, City Engineer

The committee used the following criteria to review each statement of qualification: understanding of project; experience/capability of consultant team; proposed project approach; experience with similar projects; clarity of statement; and capacity to perform work on time. Following an independent review of each submission, committee members met on March 25, 2016 to review and discuss the 10 statement of qualifications. A summary of the committee's scores for these statements of qualifications is included in Table 1.

Table 1. Committee Scores on Submitted Statements of Qualifications										
Firm:	TPU DC	Camiros Ltd.	DPZ	Resilience Planning & Design	Place- Sense	Hector Design LLC	Fougere Planning & Dev.	Goman & York Property Advisors LLC	Graydon Land Use	New England Economic Dev. Services
Addition of Ranks*:	13	13	15	24	39	52	35	41	39	50

**This score represents the sum of each committee members rank for each firm. The lowest number represents the highest ranked firm.*

Based on the committee's review and discussion, the following firms were invited for interviews: Town Planning and Urban Design Collaborative (TPUDC); Camiros Ltd.; DPZ Partners; Resilience Planning and Design LLC; and PlaceSense. Although PlaceSense ranked lower than Fougere Planning & Development, the committee determined that this firm should be interviewed based on previous experience on similar projects.

Interviews with these firms were conducted on March 31, April 1, and April 8 of this year. Committee members scored each interview based on the following criteria: understanding of project; proposed project schedule; key personnel experience; related projects/pertinent experience; resources (in-house vs. subcontracting); proposed schedule; responsiveness to concerns; and quality of presentation.

After the final interview on April 8, the committee met to discuss the interviews and share their scores. The resulting post-interview ranking of potential firms is displayed in Table 2 below.

Table 2. Committee Scores on Consultant Interviews					
Firm:	TPUDC	DPZ	Resilience Planning & Design	Camiros Ltd.	PlaceSense
Addition of Ranks*:	8	14	17	19	28
Committee Rank:	1	2	3	4	5

**This score represents the sum of each committee members rank for each firm. The lowest number represents the highest ranked firm.*

This project will be funded from the Land Use Code Update project cost center (Account #62103 Cost Center #90279-A), which has a remaining balance of \$200,000. Funding for this project was allocated in the FY'14 and FY'15 Capital Budget.

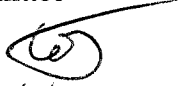
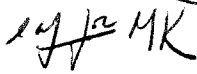
It is anticipated that timeframe for this project will be May through November of 2016.

City of Keene
New Hampshire

Planning Department

MEMORANDUM

April 11, 2016

To: Finance, Organization and Personnel Committee
From: William Schoefmann, Mapping Technician 
Through: Med Kopczynski, City Manager 
Subject: Qualifications Based Selection
RFQ# 02-16-05 Cheshire Rail Trail III Loop Project Design

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to negotiate and execute a contract with the firm Clough Harbor and Associates (CHA) for engineering services for the Cheshire Rail Trail III project in the amount not to exceed \$60,000 and should negotiations fall through, enable the City Manager to negotiate with the next highest ranked firms in turn.

Background:

RFQ 02-16-05 is the qualifications based selection portion for the design of the Cheshire Rail Trail III Loop Project, a state Transportation Alternatives Project (TAP). The project is 80 percent state/federally funded and 20 percent local match funded. The total project cost is 411,615.51 with a State TAP funds in the amount of \$329,292.40 and a local match amount of \$82,323.11; \$30,000 accounted for financial donation from Pathways for Keene (PFK) a local non-profit. The remaining \$52,323.11 is funded through the FY'16 Capital Budget (Account 64401).

The scope of the contract includes Planning, Preliminary and Final Design phase engineering services for in-street and separate grade bicycle and pedestrian facilities in the project area. Qualifications packets were received from CHA, Dubois and King Inc. and Holden Engineering. The selection committee chose CHA through a Qualifications Based Selection process. CHA's selection was based on their understanding of the project needs, history of successful completion of similar projects as well as their associate company, Alta Design's sole focus on Bicycle and Pedestrian design and infrastructure.

Attachments: Scoring Matrix, NHDOT Award Letter, Local Project Agreement & Council Action documents

Copy:

Andy Bohannon, Parks, Recreation and Facilities Director

Kurt Blomquist, Public Works Director

Rhett Lamb, Planning Director & Assistant City Manager

City of Keene QBS Review
CITY RFQ 02-16-05 / KEENE X-A004(408), #40439

	FIRM:	CHA	D&K	Holden	
<u>Reviewer</u>					
SM					
Packet		44	51	50	
Interview		43	34	41	
WS					
Packet		52	48	47	
Interview		47	42.5	43.5	
TK					
Packet		47.5	44.5	44.5	
Interview		40.5	27.5	36.5	
DL					
Packet		55	47	49	
Interview		46	33	38	
AB					
Packet		42	54	43	
Interview		53	39.5	42	
Average					Total Possible
Packet		48.1	48.9	46.7	60
Interview		45.9	35.3	40.2	55
Combined		94	84.2	86.9	115
Total Raw					
Packet		240.5	244.5	233.5	250
Interview		229.5	176.5	201	275
Combined		470	421	434.5	525



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



JEFF BRILLHART, P.E.
ACTING COMMISSIONER

January 22, 2015

City of Keene
Will F. Schoefmann
3 Washington Street, 4th floor
Keene, NH 03431

Re: Transportation Alternatives Program Application Number: 14-42TAP

Dear Mr. Schoefmann:

The New Hampshire Department of Transportation (NHDOT) is pleased to inform you that your application 14-42TAP (Construct 11,695' of shared lane and bike lane markings. Improve bike/ped crossing at West Street underpass, and improvements to Ami Brown Road for approximately 4,033') has been approved by the Commissioner to use Transportation Alternatives Program (TAP) funds in the amount of \$329,292.40.

Your application selection was based on recommendations submitted by the Transportation Alternatives Program Scoring Committee, as well as staff consideration of budget constraints (4 funding categories by population) as required by FHWA, and equity to top regional priorities.

The total cost of your project is \$411,615.51 and the City of Keene will be responsible for a match in the amount of \$82,323.11.

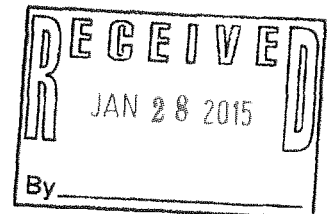
All funded TAP projects will be submitted to Governor and Council for approval in spring of, 2015. After Governor and Council approval the Department will send you a municipal agreement that will need to be signed by the Local Public Agency (LPA) sponsor prior to starting work on the project. The Department expects that your project will begin by summer of 2015. Upon signing the municipal agreement the first step will be to contact your Department Project Manager and set up a project scoping meeting. This is all detailed in the Department's LPA Manual and can be downloaded from our main web page at <http://www.nh.gov/dot/>.

Congratulations on being selected for Transportation Alternatives Program funding. We look forward to working with you on this project.

Sincerely,

Thomas Jameson, P.E.
TAP Program Manager

Cc: William Cass, P.E. Director of Project Development
Regional Planning Commissions





THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

August 14, 2015

Will Schoefmann
GIS Mapping Technician
City of Keene
3 Washington Street
Keene, NH 03431-3191

RE: KEENE, X-A004(408), #40439
West Street and Ami Brown Road
Transportation Alternative Program (TAP)
LOCAL PROJECT AGREEMENT

Dear Mr. Schoefmann:

Enclosed is an original executed copy of an agreement between NH Department of Transportation (NHDOT) and the City of Keene for the above-referenced project.

The project should move forward in accordance with the agreement and the document titled "New Hampshire Department of Transportation Local Public Agency Manual for the Development of Projects" (see paragraph I-B). Please be sure to review this new manual, which can be found on our website, NHDOT.com under "Quick Links".

Close coordination and communication will be critical to the implementation and success of your projects. The next step in the process is to schedule a scoping meeting to discuss the project's scope, budget and schedule. We will hold the scoping meeting here at NHDOT Headquarters. Please contact me with times and days you are available.

As a reminder, any expenditure prior to our notice to proceed cannot be reimbursed.

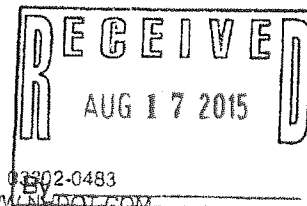
I look forward to working with the City of Keene to implement this project. If there are any questions, please contact me.

Sincerely,

Thomas E. Janfeson, PE
Project Manager
Bureau of Planning and Community Assistance
Tel. (603) 271-7866 / Fax (603) 271-8093

TEJ/dmp
Attachments

cc: Finance and Contracts
M&E File
District 4
Timothy Murphy, Southwest Region Planning Commission



JOHN O. MORTON BUILDING • 7 HAZEN DRIVE • P.O. BOX 483 • CONCORD, NEW HAMPSHIRE 03302-0483
TELEPHONE: 603-271-3734 • FAX: 603-271-3914 • TDD: RELAY NH 1-800-735-2964 • INTERNET: WWW.NH-DOT.COM

In City Council July 16, 2015.
Voted unanimously to carry out the
intent of the report.

William L. Cow

Deputy City Clerk

City of Keene
NEW HAMPSHIRE

July 9, 2015

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** Parks, Recreation and Facilities Director – Project Agreement - Transportation Alternatives Program - Park Avenue to Cheshire Rail Trail Loop Project

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute an agreement between the City of Keene and the New Hampshire Department of Transportation for a Transportation Alternatives Program grant.



Chairman/Designee

Background:

Mr. Bohannon indicated this item is for the city to sign an agreement with the Department of Transportation for a transportation alternative program grant. Mr. Bohannon explained this project is the Cheshire Rail Trail Loop for the purpose of installing bicycle and pedestrian signage along the route to include West Street, Summit Road, Skyline Drive and then onto Amy Brown Road.

The total project cost is \$411,615.51 and the City is responsible for 20%, which equals \$82,323.10. The City has been working with the City's community partners on the 20% match, one of which is represented tonight, Pathways for Keene. Mr. Bohannon then went on to recognize Michael Petrovick, President of Pathways of Keene.

Mr. Petrovick began by reading into the record the following letter:

Dear Chair Greenwald and members of the Finance, Organization and Personnel Committee:

Since 1994, Pathways for Keene has partnered with the City of Keene to raise the local funding portion required to receive federal funding for trail improvement projects.

I am pleased to report through our recent 4-on-the-4th Run/Walk fundraiser event, Pathways for Keene has reached our pledge goal of \$30,000 for the Cheshire Rail Trail, Phase 3, Park Avenue Loop.

With support from over 80 businesses and foundations and approximately 600 participants, this year's event set a new record for Pathways for Keene. Prior to last year, our average net proceeds were approximately \$15,000 leading to a two-year cycle for providing funding for projects.

Although, I would like to have included a check with this letter, we recognize that under the "Spirit of Place" program there is a process for making a donation to the city. We will look to Andy Bohannon, Director of Parks & Rec. for direction on how to proceed with transferring the funds to the city.

Lastly we wish to thank you and the City Council for granting us Community Events status. I'm confident you will agree that this popular summer event shows downtown Keene at its best.

Chair Greenwald commended the 4 on the 4th event and its success this year and recognized Ted McGreer for all his efforts with this event.

Chair Greenwald asked whether there was a \$30,000 pledge from Pathways for Keene. Mr. Petrovick answered in the affirmative. Councilor Roberts asked whether Pathways for Keene was the only one that supports this venture. Mr. Bohannon stated they are looking for other sponsors as well to offset the 20%.

Councilor Roberts made the following motion which was seconded by Councilor Filiault.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute an agreement between the City of Keene and the New Hampshire Department of Transportation for a Transportation Alternatives Program grant.

CITY OF KEENE
NEW HAMPSHIRE

Public Works Department

Date: April 8, 2016

To: Finance, Organization and Personnel Committee

Through: Elizabeth Fox, Acting City Manager 
Kürt Blomquist, P.E., Public Works Director

From: Donald R. Lussier, P.E., City Engineer 

Subject: 2014 Infrastructure Project – Change Order No. 4

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute Change Order No. 4 with SUR Construction West, Inc., in an amount not to exceed \$108,849.28, for the 2014 Infrastructure Project.

Background:

On August 27, 2014, SUR Construction West, Inc. signed a contract with the City for the 2014 Infrastructure Project. On December 29, 2014 the City Manager signed Change Order No 1 to authorize a winter shut down beginning on November 21, 2014. Change Order No. 2 was executed on May 1, 2015 and established a spring startup date of April 13, 2015.

Change Order No. 3, signed on September 14, 2015, added certain items to the project scope (e.g., reconstruction of June St., Giffin St. retaining wall, unsuitable soil excavation, etc.).

Change Order No. 4 is for the following:

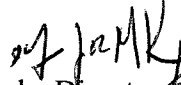
- Adjust the estimated quantities of certain unit price items to match actual quantities installed (or anticipated).
- Increase the total contract value by \$108,849.28. Most of the additional cost is due to the larger than anticipated quantity of unsuitable soil encountered during construction.
- Authorize a winter shut-down of December 7, 2015 thru April 18, 2016.
- Grant a Contract Time extension of 60 days for work authorized by Change Order No. 3.

The cost associated with Change Order No. 4 is within the available project budget.

CITY OF KEENE
NEW HAMPSHIRE

DATE: April 12, 2016

TO: Finance Organization and Personnel Committee

THROUGH: Medard Kopczynski, City Manager 
Kurt D. Blomquist, P.E., Public Works Director 

FROM: Donna Hanscom, Assistant Public Works Director 
Aaron Costa, Operations Manager 

SUBJECT: Change Order-Loureiro Engineering and Lawson Group Air Monitoring Contract

Recommendations:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to execute a change order with Loureiro Engineering for an amount not to exceed \$59,591 for Contract 04-16-04, and further recommends the City Manager be authorized to do all things necessary to execute a professional services contract with the Lawson Group, to provide air monitoring and analytical services for an amount not to exceed \$45,000.

Background:

The City's first wastewater treatment facility, located on City-owned property on Rose Lane, was built in 1934 and remained active until 1985. Because past practice included disposal of wastewater sludge on site, the New Hampshire Department of Environmental Services (NHDES) characterized this site as a sludge monofill in 2007 and requires its permanent closure. NHDES approved the City's proposed closure plan in October 2015.

In September 2015, the City signed a general construction oversight and project documentation contract with Loureiro Engineering for the Rose Lane project. Construction bids for the project were received in January 2016 and the City is in the process of awarding the contract to Bazin Brother from Westminster, VT.

After further review of the closure plan, NHDES requested additional information regarding potential flooding impacts and identified items for the City to address as part of the closure work, including air monitoring, additional hours of engineering oversight, and neighborhood informational meetings. Staff agrees the additional work will result in improved public relations and more robust project record documentation.

Because Loureiro's construction services contract didn't include level of effort for those additional tasks, staff recommends a change order be executed to reflect the additional construction oversight, new flooding analysis, additional meetings, reporting, design of post-closure monitoring wells and participation in the community outreach plan at a cost not to exceed \$59,591. The majority of the change order cost is for daily project oversight for a period of 12 weeks. If the work is completed sooner, the additional hours will not be charged and the cost will be lower.

To document air quality at the site before, during and after the closure, staff recommends executing a sole-source contract with the Lawson Group to perform air monitoring services at the Rose Lane Facility. The Lawson Group will document the air quality resulting from the work activities on the site at a cost not to exceed \$45,000. This cost is based on monitoring for 20 days, and may be less if the project is shorter or if contaminants are not detected.

This request for a sole source contract with the Lawson Group is made because they are the only New Hampshire-based company that can create the air monitoring plan, perform the monitoring and analysis, and provide an interpretation of the results through a final letter report. The Lawson Group has experience in air monitoring at landfill closure sites throughout the state. Section 2-1336 of the City code allows the City Council to waive the purchasing requirements.

Because the construction bid was lower than expected, funds are available in 08094 62102 for both Loureiro's change order and the air monitoring work.

Staff recommends the City Manager be authorized to do all things necessary to sign a change order with Loureiro Engineering for an amount not to exceed \$59,591 and to execute a professional services contract with the Lawson Group for an amount not to exceed \$45,000.



CITY OF KEENE

O-2016-07

In the Year of Our Lord Two Thousand andSixteen.....

AN ORDINANCE Relating to Cemetery Fees

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in Section 22-64 "Price of Graves", in Division 1 "Generally", in Article III, "Lots" of Chapter 22 entitled "Cemeteries" as follows:

Section 22-64. Price of graves:

All graves excepting those below, per grave	\$600.00	\$750.00
Cremain grave, three feet by five feet, per grave	\$250.00	\$500.00

Section 22-65. Miscellaneous charges:

Disinterments	\$525.00 full body	\$1200.00
	\$210.00 cremation	\$300.00
Interments: including openings, greenery, closing, reseeding and official recording		
Standard four feet by ten feet	\$400.00	\$600.00
Standard interment – weekend/holiday.....		\$900.00
Children up to six months		\$112.00
Children six months up to 12 years		\$250.00
Ground inurnment (cremains)	\$165.00	\$250.00
Ground inurnment (cremains) – weekend/holiday.....		\$400.00
Winter all interment fees are increase by 20 percent between December 1 and March 31		
Standard four feet by ten feet	\$480.00	\$750.00
Winter Standard interment – Weekend/holiday.....		\$1050.00
Ground inurnment (cremains)	\$198.00	\$350.00

Winter ground inurnment (cremains) – weekend/holiday.....\$500.00

~~Tomb service: flat rate for bodies to be buried outside of the city\$25.00~~

When two individuals are interred at the same time in the same grave, there will be a recording fee for the second interment. This would apply to cremains included in a casket or a double urn

.....50.00 **\$75.00**

Tomb service: flat rate for bodies to be buried outside of the city\$25.00

plus \$20.00 per month entombed

Overtime fee for funerals and closing extending beyond 3:00 p.m. on regular workdays or funerals on weekends, as permitted, per hour\$65.00 per hour, **per person**

One hour minimum weekdays

three hour minimum weekends

Overtime fee for funerals on recognized city holidays, as permitted, per hour\$65.00 per hour;

three hour minimum, **per person**

Evergreen shrub permit fee\$15.00 **\$20.00**

Evergreen shrub permit fee with planting service\$50.00

Rosebush and lilac permit fee\$15.00

Flush marker installation\$45.00 **\$100**

Flush marker installation – Veteran.....\$0.00

Tent for graveside service\$95.00 **\$150.00**

Memorial Stone Permit Flat Marker.....\$25.00

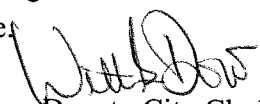
Memorial Stone Permit – upright marker.....\$50.00

Memorial Stone Permit – corner marker.....\$40.00

In City Council April 7, 2016.

Referred to the Finance, Organization

and Personnel Committee


Deputy City Clerk

Kendall W. Lane, Mayor



CITY OF KEENE

R-2016-07

In the Year of Our Lord Two Thousand and Sixteen

A RESOLUTION Further Modifying the District Boundaries of the Wells Street Parking Structure and
..... ~~Infrastructure Improvements Tax Increment Financing District~~

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

WHEREAS, the City Council of the City of Keene adopted the provisions of RSA 162-K:1, Local Option for Tax Increment Financing District as per Resolution R-82-59, passed by the City Council on December 16, 1982; and

WHEREAS, the City Council established the Wells Street Parking Structure and Infrastructure Improvements Tax Increment Financing District on September 4, 1997, through the adoption of Resolution R-97-20-A; and

WHEREAS, the City Council adopted the Downtown Master Plan on May 17, 1990, updated in 1993, which identified the need for downtown parking as important to the continued vitality and attractiveness of the downtown area, and which plan became a basis for the adoption of the Wells Street Parking Structure and Infrastructure Improvement Financing District; and

WHEREAS, the City Council modified the boundaries of the district through the adoption of Resolution R-2008-05, on March 20, 2008, to further the implementation of the 2003 Community Goals and the development of the former downtown Railroad Land; and

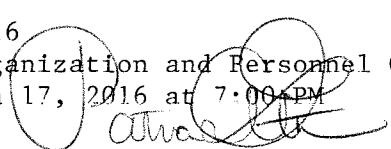
WHEREAS, the City Council has endorsed the Keene Comprehensive Master Plan adopted by the City of Keene Planning Board on September 13, 2010, which recognizes the importance of adequate parking, including parking structures, to the economic wellbeing of the community, including specifically the downtown area; and

WHEREAS, the City Council on February 3, 2011, accepted the Downtown Parking Analysis Final Report dated November 10, 2010, which identified the need for additional downtown parking based upon anticipated development in the downtown area, including the construction of a new City of Keene Central Fire Station; and

WHEREAS, the City Council further modified the boundaries of the district through the adoption of Resolution R-2011-08, on June 16, 2011, which recognized that certain public infrastructure improvements, including an additional parking structure to be located in the downtown area on or near Elm Street, are necessary and serve a public purpose by providing additional parking to the downtown area in order to further the vitality of the downtown and tax base growth; and

In City Council March 3, 2016
Referred to the Finance, Organization and Personnel Committee.
Public hearing set for March 17, 2016 at 7:00 PM

PASSED


City Clerk

WHEREAS, the City Council further modified the boundaries of the district through the adoption of Resolution R-2012-03, on March 15, 2012, which recognized that, in order to protect and preserve the economic vitality of the Central Business District, it was necessary for the district to encompass the property upon which the new County Courthouse was to be constructed to facilitate the private/public investment necessary to complete the courthouse project; and

WHEREAS, the City Council finds that it is in the public interest to support the renovation and expansion of the Thayer Library and adjacent Library Annex located in the Central Business District to form a new Library Complex; and

WHEREAS, the City Council finds that the issuance of general obligation bonds, issued for the purposes as outlined in the Wells Street Parking Structure and Infrastructure Improvements development plan, as amended, provides a general public use and fulfills a public purpose; and

WHEREAS, the City Council finds that the financing of a portion of the Library Complex in the downtown area is consistent with the Comprehensive Master Plan's recognition that Keene's downtown is the heart of the region, providing all residents access to local, county and State services, and that institutional uses of the downtown play an increasingly important role in the economic vibrancy of the downtown and should be supported; and

WHEREAS, the City Council supports the use of New Market Tax Credits to help fund the project, which will require the transfer of the Library Annex to a limited liability company for the seven (7) year tax credit recapture period; and

WHEREAS, the City Council supports the concept of the City of Keene being named as the Master Tenant of the Library Annex to facilitate the flow of funding into and out of the property for the payment of rent, property taxes, bond interest, fees, and expenses.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the purpose of the Wells Street Parking Structure and Infrastructure Improvements Tax Increment Financing District development program and tax increment financing plan modification is to do all things necessary to contribute to the cost of design, permitting, and construction of an expanded Library Complex, including public infrastructure improvements related to said project.

BE IT FURTHER RESOLVED, that in furtherance of municipal economic development and revitalization in the downtown area within and adjacent to the Wells Street Parking Structure and Infrastructure Improvements Tax Increment Financing District, the financing plan is modified to include the financing of the Library Complex as well as any other related public infrastructure improvements.

BE IT HEREBY FURTHER RESOLVED that the Wells Street Parking Structure and Infrastructure Improvements Tax Increment Financing District financing plan be modified to allow the capture of any tax increment created within the district to be used to satisfy the Lease Payment to be paid to the owner of the Library Annex for the seven (7) year tax credit recapture time period, and any new bonds contemplated in this modification, in addition to all purposes already set forth in Resolution R-97-20-A, Resolution R-2008-05, Resolution R-2011-08, and Resolution R-2012-03, and to further modify the district by inclusion of the attached financing plan, and that the Wells Street Parking Structure and Infrastructure Improvements Tax Increment Financing District, as modified, is hereby adopted in its entirety by the City Council of the City of Keene.

Kendall W. Lane, Mayor



CITY OF KEENE

R-2016-10

Sixteen

In the Year of Our Lord Two Thousand and

APPROVING AN APPLICATION FOR CDBG FEASIBILITY FUNDS

A RESOLUTION

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

WHEREAS, the City of Keene has stated as one of its Community Goals to make available supportive services and opportunities designed to nurture and meet the needs of our citizenry; and

WHEREAS, Monadnock Area Peer Support Agency provides mental health services to persons with low and moderate incomes; and

WHEREAS, the U. S. Department of Housing and Urban Development has established a Community Development Block Grant Program which is administered within the State of New Hampshire by the Community Development Finance Authority; and

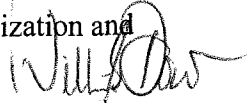
WHEREAS, the Community Development proposal would provide up to \$12,000 to be subgranted to Monadnock Area Peer Support Agency and used to examine the feasibility of renovating its property;

NOW, THEREFORE, BE IT RESOLVED that the City Council approve and support the City's grant application to the New Hampshire Community Development Finance Authority for the amount of up to \$12,000 in Community Development Block Grant funds to be used by Monadnock Area Peer Support Agency to study the feasibility of renovating its property; that the Council approve the Housing and Community Development Plan as amended; that the City will adopt the Residential Anti-Displacement and Relocation Assistance Plan; that the City will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and, further, that the City Manager is authorized to execute any documents which may be necessary for the contract, including a new contract with Keene Housing for the administration of the program.

Kendall W. Lane, Mayor

In City Council April 7, 2016.

Referred to the Finance, Organization and
Personnel Committee.


Deputy City Clerk

PASSED



CITY OF KEENE

R-2016-09

Sixteen

In the Year of Our Lord Two Thousand and
City Council Policy - Compensation for City Councilors

A RESOLUTION

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

WHEREAS: Section 24 of the City Charter provides that a Councilor's compensation shall be based upon their attendance at meetings; and

WHEREAS: Section 2-56 of the City Code provides that the Mayor and City Councilors shall be paid in an amount and in such a manner as may be provided for in each successive annual city budget adopted by the City Council; and

WHEREAS: In addition to attendance at City Council meetings; Councilors are assigned to one of the three Standing Committees of the City Council and they serve as the Council member to various Boards and Commissions; and

WHEREAS: City Councilors also spend time meeting with constituents as well as City staff and they spend time preparing for their meetings; and

WHEREAS: It is reasonable to expect that City Councilors should receive an appropriate level of compensation that recognizes the number of hours they dedicate to serving our community and to offset the personal expenses that they incur in performing their public service.

NOW THEREFORE BE IT RESOLVED that in keeping with the City Charter and Section 2-56 of the City Code, a City Councilor's attendance shall be reviewed on a semi-annual basis to determine the level of compensation received, with the first three month period compensated based upon the assumption the Councilor will achieve full attendance (10 meetings) for the six month period. Compensation for the second half of the six month period shall be based on actual attendance and prorated accordingly. A Councilor may miss up to two meetings during a six month period without loss of compensation.

Kendall W. Lane, Mayor

In City Council April 7, 2016.
Referred to the Finance, Organization and
Personnel Committee.


Deputy City Clerk

PASSED