



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers, Keene City Hall
January 8, 2026
6:00 PM

A. AGENDA ITEMS

1. 2025 Homeland Security Grant Program Award - 2025 Tactical Equipment - Police Captain
2. Reallocation of Funds from the West Side Downtown Parking Structure Project to the City Hall Parking Deck Maintenance Program - Parking Operations Manager & City Engineer
3. Engineering Services Agreement for the FY26 Stormwater Channel Rehabilitation Project - City Engineer
4. Howard Street Sale RFP Recommendation - Deputy City Manager

B. MORE TIME ITEMS

1. Heritage Commission - City Support for a 250th Independence Day Celebration - July 4, 2026

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: January 8, 2026

To: Finance, Organization and Personnel Committee

From: Steve Tenney, Police Captain

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

Subject: **2025 Homeland Security Grant Program Award - 2025 Tactical Equipment - Police Captain**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and expend the 2025 Homeland Security Grant Program Award - Tactical equipment grant in the amount of \$12,714.00.

Attachments:

None

Background:

On November 20, 2025, the Keene Police Department was awarded \$12,714.00 for the purchase of tactical equipment. These funds are issued to tactical teams who are current members of the New Hampshire Tactical Officers Association.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: January 8, 2026

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer
Chelsea North, Parking Operations Manager

Through: Elizabeth Ferland, City Manager
Donald Lussier, Public Works Director

Subject: **Reallocation of Funds from the West Side Downtown Parking Structure Project to the City Hall Parking Deck Maintenance Program - Parking Operations Manager & City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to reallocate unspent CIP project funds in the amount of \$15,350 from the West Side Downtown Parking Structure Project (22J002AA) to the City Hall Parking Deck Maintenance Program (22M006).

Attachments:

None

Background:

In 2025, the City hired Weston & Sampson to conduct an engineering study evaluating the existing downtown parking trends as well as the need for, and cost of, additional public parking on the west side of Downtown Keene, including the potential construction of a parking garage. The study concluded that existing parking lots outside the immediate downtown core are largely underutilized and that there is currently no demonstrated need or cost benefit to the City or parking ratepayers for construction of a west side parking garage.

As part of the West Side Downtown Parking Structure Project (22J002AA), \$15,350 in CIP funds remains unspent following completion of the study and associated scope of work. Given the study's findings and the lack of an immediate need for a west side parking structure, funding for preliminary design, final design, and construction of such a facility is not anticipated to be included in the current CIP update.

It is therefore proposed that the remaining unspent funds from the West Side Parking Structure Project be reallocated to the City Hall Parking Garage Rehabilitation project, which is currently in final design and scheduled for construction in spring 2026 as part of the City Hall Parking Deck

Maintenance Program (22M006). This reallocation would allow the City to utilize the available funds efficiently and maximize benefits to the City and its parking ratepayers.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 8, 2026

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

Through: Elizabeth Ferland, City Manager
Donald Lussier, Public Works Director

Subject: **Engineering Services Agreement for the FY26 Stormwater Channel Rehabilitation Project - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute an agreement with Dubuis & King for the Design of the Stormwater Channel Rehab Project (75M01626) for an amount not to exceed \$96,000.

Attachments:

None

Background:

In 2023, Public Works, as part of the development of the CIP identified a need and included a program for the rehabilitation of City-owned and maintained tax ditches and streams to maintain the City's stormwater conveyance in working order in response to tax ditches and stormwater channels that were identified as no longer functional or having the capacity to convey the current stormwater design standards. Specifically, the Tannery Brook tax ditch, between West St and Court St and the stream bank along Martel Court from the end of the public road to the City's Sewer Pump Station where the access road runs along the river were identified as the two locations of most needed rehabilitation and reconstruction. The scope of the engineering necessary to perform the work includes but is not limited to wetlands mapping, NHDES environmental permitting and hydraulic modeling, which are mostly scopes of work beyond what the Engineering Division has capabilities and resources to perform. In consideration of these facts, the City publicly advertised a request for scope and fee proposals for the engineer services associated with the preliminary engineering, design, permitting and development of contract documents for construction for the rehabilitation of these two stormwater ways in November/December 2025 with a corresponding bid opening of December 18th, 2025. Two (2) scope and fee proposals were received by the City from qualified consultants with a corresponding lowest responsive proposed price received from Dubois & King in the amount of \$95,348. Based on the proposals received and Engineering Division's review of the scope and fee proposals, hiring Dubois and King to perform the scope and fee for the FY26 Stormwater Channel Maintenance Design Project is the most cost-effective and efficient option to the City, funding for the project is available as part of the Stormwater Channel Maintenance Program

(75M016) in the amount of \$200,000 in unencumbered, allocated budget, available to pay for the contract.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 8, 2026
To: Finance, Organization and Personnel Committee
From: Rebecca Landry, Deputy City Manager
Through: Elizabeth Ferland, City Manager
Subject: **Howard Street Sale RFP Recommendation - Deputy City Manager**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute an agreement for the sale and residential development of 0 Howard Street, parcel 536-034-000-000-000.

Attachments:

None

Background:

The City issued RFP 02-26-04 and received a single proposal in November, 2025, for the sale and development of City-owned property at 0 Howard Street. The RFP called for proposals for the purchase and residential development of the parcel to support the City's goal of expanding housing capacity.

Granite State Housing Group, LLC, submitted the sole proposal, which includes the development of sixteen workforce housing units placed around shared open space. Their plan includes providing new residential units, use of the Cottage Court process, sale and rental options, efficient building systems, and a design that fits well with the surrounding residential neighborhood. The proposal met the minimum requirements for all review criteria, including the development plan, experience with similar projects, funding plan, and the development timeline maximum of two years. Also included in the proposal were letters of interest from both Monadnock Economic Development Corporation and Regional Economic Development Center regarding the possibility of exploring financing options with Granite State Housing Group.

The sale of this property together with a residential development plan that meets Keene's housing goals is a good step forward. Staff recommends proceeding with the process for the sale and development of the parcel.