



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers, Keene City Hall
March 12, 2026
5:30 PM

A. AGENDA ITEMS

1. Capital Improvement Program Review - Infrastructure
 - Airport
 - Public Works
 - Parking Fund Maintenance
 - Parking Fund Operations
 - Equipment Fund
 - Solid Waste Fund
 - Sewer Fund
 - Water Fund
2. Reallocation of Capital Funds – Skate Park - Deputy City Manager
3. Acceptance of Local Source Water Protection Grant - Assistant Public Works Director
4. Acceptance of Donation - Office Equipment - Finance Director

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: March 12, 2026
To: Finance, Organization and Personnel Committee
From: Andrew Bohannon, Deputy City Manager
Through: Elizabeth Ferland, City Manager
Subject: **Reallocation of Capital Funds – Skate Park - Deputy City Manager**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Council reallocate \$75,000 from the Patricia Russell Park Construction (65J0006B) to the Skate Park Improvements Project (65J0008A).

Attachments:

None

Background:

On December 18, 2025, the City Council approved the application for an amendment to the Land and Water Conservation Fund project Patricia T. Russell Park – Phase II. The amendment application was determined by the State to move forward with the scope to increase the original project funding.

As originally stated in December, the City needed to match funding for the amendment should the application be accepted. Funding remained on the Patricia Russell Park Construction project, and upon reallocation and final payment, the remaining balance will be closed out.

The additional grant requirements will be completed by April 3, 2026, submission and announcement will occur upon federal review later in 2026.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: March 12, 2026

To: Finance, Organization and Personnel Committee

From: Aaron Costa, Asst. Public Works Directors/ Operations Mgr.

Through: Elizabeth Ferland, City Manager

Subject: **Acceptance of Local Source Water Protection Grant - Assistant Public Works Director**

Recommendation:

Move that the Finance, Organization, and Personnel committee recommend that the City Manager be authorized to do all things necessary to accept and execute a Local Source Water Protection grant from the New Hampshire Department of Environmental Services (NHDES) in the amount of \$39,500.00.

Attachments:

None

Background:

The City of Keene owns and operates a groundwater production well on West Street. The City was awarded \$25,000 of NHDES grant funds to install 1,000 linear feet of eight-foot-high security fencing around City-owned land within the Sanitary Protective Area (SPA) to prevent roaming livestock from the abutting horse farm from entering the SPA.

The City owns and operates two surface water reservoirs. The intake pipe that conveys water to the Water Treatment Facility is located near the dam at Babbidge reservoir. The City was awarded \$14,500 in grant funds to install a security fence and gate to protect the Babbidge Reservoir dam and intake area from restricted activities such as swimming, fishing and ATV use near the dam.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: March 12, 2026

To: Finance, Organization and Personnel Committee

From: Yves Gakunde, Purchasing and Contract Services Manager

Through: Elizabeth Ferland, City Manager
Kari Chamberlain, Finance Director/Treasurer

Subject: **Acceptance of Donation - Office Equipment - Finance Director**

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 office furniture and equipment from Guild Mortgage Company with an estimated value of up to \$100,000.

Attachments:

1. Furniture Donation Inventory

Background:

The City has the opportunity to accept a substantial donation of office furniture from Guild Mortgage Company, which recently closed its Bedford, New Hampshire branch. An inventory of the donated items, with an estimated value of approximately \$78,000, is attached for reference. The City anticipates the possibility of additional donated items, including office cubicle partitions.

Accordingly, staff recommends that the City Council authorize acceptance of donations from Guild Mortgage Company with a total value of up to \$100,000. This authorization would allow the City to accept any additional items that may become available. The donated furniture and equipment will be distributed among several City departments in need of office furniture upgrades. Staff would like to express its gratitude to Guild Mortgage Company for this generous donation.

Assigned #	Item	Quantity	Estimated Value/Item	Total (Purchase New)	Est.Used Total Value
1	Rising desk/table	8	\$ 222.00	\$ 1,776.00	\$ 1,332.00
2	Hightop Tables	6	\$ 275.00	\$ 1,650.00	\$ 1,237.50
3	Wooden Desk Pieces (long)	5	\$ 995.00	\$ 4,975.00	\$ 3,731.25
4	Wooden Desk Pieces (short)	5			\$ 3,731.25
5	Long conference table	1	\$ 1,500.00	\$ 1,500.00	\$ 1,125.00
6	Conference table	1	\$ 1,000.00	\$ 1,000.00	\$ 750.00
7	Podium	1	\$ 1,500.00	\$ 1,500.00	\$ 1,125.00
8	Cubicles	18	\$ 3,000.00	\$ 54,000.00	\$ 40,500.00
9	Leather Chairs	3	\$ 200.00	\$ 600.00	\$ 450.00
10	Cloth Chairs	21	\$ 275.00	\$ 5,775.00	\$ 4,331.25
11	Hightop Chairs	24	\$ 140.00	\$ 3,360.00	\$ 2,520.00
12	Floor matts	11	\$ 35.00	\$ 385.00	\$ 288.75
13	Fridge	1	\$ 650.00	\$ 650.00	\$ 487.50
14	Spinning Wheel	1	\$ 40.00	\$ 40.00	\$ 30.00
15	Office Chairs (cloth)	10	\$ 250.00	\$ 2,500.00	\$ 1,875.00
16	Office Chairs (leather)	15	\$ 355.00	\$ 5,325.00	\$ 3,993.75
17	Desktop rising computer stand	2	\$ 349.00	\$ 698.00	\$ 523.50
18	Small filing cabinets	2	\$ 480.00	\$ 960.00	\$ 720.00
19	Small Shelf	1	\$ 205.00	\$ 205.00	\$ 153.75
20	Wooden filing cabinet	2	\$ 450.00	\$ 900.00	\$ 675.00
21	Long wooden filing cabinet	1	\$ 520.00	\$ 520.00	\$ 390.00
22	Monitors	30	\$ 250.00	\$ 7,500.00	\$ 5,625.00
23	Small wooden tables	4	\$ 75.00	\$ 300.00	\$ 225.00
24	Rising desks	2	\$ 1,300.00	\$ 2,600.00	\$ 1,950.00

210

\$

98,719.00

\$

77,770.50