



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
October 28, 2021
6:00 PM

A. AGENDA ITEMS

1. Acceptance of Donation and Update on Skate Park Project - Parks, Recreation and Facilities
2. Acceptance of Law Enforcement Substance Abuse Initiative Grant - Police Department
3. Acceptance of Federal Forfeiture Monies - Police Department
4. Negotiate Lease of Airport Property for Hangar Development - Airport Director
5. Acceptance of FAA ARPA Grant for Airport
6. 12 Gilbo Avenue Lease - Parks, Recreation and Facilities Director
7. Acceptance of Opioid Settlement Proposal - City Attorney
8. Relating to the Appropriation of funds from the Wastewater Treatment Plant (WWTP) Capital Reserve Fund Balance for the WWTP Laboratory Renovation Project
Resolution R-2021-40
9. Relating to the Appropriation of funds from the Sewer Fund Unassigned Fund Balance for the Wastewater Treatment Plant's National Pollution Discharge Elimination System (NPDES) Permit Project
Resolution R-2021-41

B. MORE TIME ITEMS

1. Councilor Filiault - Charter Amendment Related to Municipal Primary
2. Councilor Filiault - Rooms and Meals Tax Decrease
3. Councilors Remy, Bosley and Giacomo - Continued Remote Participation

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: October 28, 2021

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of Donation and Update on Skate Park Project - Parks, Recreation and Facilities**

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 \$200,000.00 for the purpose of building a new skate park.

Attachments:

None

Background:

In 1996, the skate park in downtown Keene was one of the first of its kind in the area. The park was spearheaded by volunteers who put forth a large fundraising effort and then donated the final project back to the City of Keene. Carefully researched and designed, the skate park was a great new asset for the community.

In 2009, Mayor Pregent created a re-location committee to kick start the conversation about building a new skate park. The committee put together an in-depth report on the value of a skate park in Keene and delivered it to City Council in 2011. The report included skate park locations, Gilbo Avenue being one, and the size requirement needed to successfully serve the skating community. After the initial report, another group came forward in 2015 to hire a consultant and design a skate park to be located in Wheelock Park; however, the cost of the facility and the groups' fundraising ability quickly slowed progress on the project.

In 2018, Kathleen Burke and the mom of BMX rider Sean Zimmerman, came forward with the goal of raising funds to build a new skate park. Ms. Burke was organized, willing to make "the ask" for donations and made all the right connections. She quickly formed a group called the Keene Skatepark, who created a website and established a social media presence. After an online giving portal was created and donors were contacted, they raised \$200,000 towards a \$300,000 goal. Unfortunately, the COVID-19 pandemic hit and halted the energy into fundraising and building of the park; however, with Pathways for Keene as the Fiscal Agent for the Keene Skatepark group, the project continued to succeed with fundraising through online platforms.

In the Capital Improvement Program, a \$25,000 commitment has been made by the City of Keene, in addition, Ms. Burke has again gone above and beyond and is pursuing a few larger pledges, to reach a revised goal of \$250,000.00.

The skate park on Gilbo Avenue is 9800 square feet and the new park would remain within that existing footprint. The current park structures are made of wood and GatorSkins with steel transition plates. As a result of the park's age, the NH winters have made repairs difficult and, in some cases, pieces have had to be removed. The new park would be a poured in place concrete facility.

Upon acceptance of the donation, the City will begin, through the Purchasing Department, an RFP process for a design build park. There will be a group of dedicated skaters, along with City staff who have been involved with the project, to help select the right firm.

The Keene Skatepark group will continue to fundraise to make the location and destination for the local skate enthusiast a reality. A progress report will be provided to the Council related to the design build schedule of the project.

To donate towards the project, visit www.keeneskatepark.com



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: October 28, 2021

To: Finance, Organization and Personnel Committee

From: Steven Stewart, Police Captain

Through: Steven Russo, Police Chief
Elizabeth Dragon, City Manager

Subject: **Acceptance of Law Enforcement Substance Abuse Initiative Grant - Police Department**

Recommendation:

That the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept the NH Department of Safety 2022 Law Enforcement Substance Abuse Initiative Grant in the amount of \$29,000.

Attachments:

None

Background:

With the goal of reducing narcotics sales and abuse, which are causing an increase in overdoses and deaths and a rise in more serious crimes, the Keene Police Department was awarded \$29,000 for this project. This amount would be in the form of overtime reimbursements associated with narcotics investigations and enforcement efforts for a period ending June 30, 2022.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: October 28, 2021

To: Finance, Organization and Personnel Committee

From: Steven Stewart, Police Captain

Through: Steven Russo, Police Chief
Elizabeth Dragon, City Manager

Subject: **Acceptance of Federal Forfeiture Monies - Police Department**

Recommendation:

That the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept Federal forfeiture monies in the amount of \$33,100.23.

Attachments:

None

Background:

The forfeited money in question was seized in conjunction with drug investigations conducted jointly by Keene PD and U.S. Homeland Security Investigations and is broken down into two amounts. The first, \$4,244.44 was a result of an investigation that took place in the months of March and April of 2021. The second, \$28,855.79, is from an investigation that began in October of 2019 and culminated in June of 2020.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: October 28, 2021

To: Finance, Organization and Personnel Committee

From: David Hickling, Airport Director

Through: Elizabeth Dragon, City Manager

Subject: **Negotiate Lease of Airport Property for Hangar Development - Airport Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that City Manager be authorized to do all things necessary to negotiate and execute a Construction/Lease Agreement with Monadnock Choppers, LLC, to develop an aircraft hangar on city-owned property at the Keene Dillant-Hopkins Airport.

Attachments:

None

Background:

Mr. Kevin Provost of Monadnock Choppers has expressed interest in leasing additional land at the airport to construct a 50'x60' steel aircraft hangar. This hangar would be used primarily for aircraft storage and for expanding his business at the airport.

The construction of new hangars benefit the airport and the City of Keene by providing additional revenue to the airport through the lease and to existing airport businesses through increased aeronautical activity at the airport.

Negotiations for this lease would follow the Airport Land Leasing Policy.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: October 28, 2021
To: Finance, Organization and Personnel Committee
From: David Hickling, Airport Director
Through: Elizabeth Dragon, City Manager
Subject: **Acceptance of FAA ARPA Grant for Airport**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that City Manager be authorized to do all things necessary to accept and execute a grant for the amount of \$59,000 from the Federal Aviation Administration as part of the FAA ARPA Grant program.

Attachments:

None

Background:

The Airport Rescue Plan Act includes funds made available by the Federal Aviation Administration as economic relief to eligible U.S. airports affected by COVID-19 pandemic for the prevention of, preparation for, and response to pandemic.

As the Keene Dillant-Hopkins Airport is eligible for funding from this program, we have applied for and anticipate a grant offer for \$59,000 and we are requesting that the City Manager be authorized to do all things necessary to accept and execute this grant, which will be awarded through the New Hampshire DOT.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: October 28, 2021

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **12 Gilbo Avenue Lease - Parks, Recreation and Facilities Director**

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 a lease renewal with Konstantinos and Demitris Georgiadis for space located at 12 Gilbo Avenue.

Attachments:

None

Background:

Konstantinos and Demitris Georgiadis are currently contracted to lease space at 12 Gilbo Avenue for the purposes of a frozen yogurt shop. The owners would like to make some minor improvements to the operations and requests an extended contract, thus ensuring their long-term investment. The lessees are currently in the second year of a 2.5 year (30 months) lease, with an option for one additional year (12 months). They are seeking a new agreement for a three year lease with an additional three year option.

The contract terms and fees were recently negotiated in 2020, and the hope is to retain the current structure.

Additionally, the frozen yogurt shop is in an ideal location within the downtown area and along the Cheshire Rail Trail. Through the City's efforts to better understand the economic impact of the trail system on the downtown business, the UNH Cooperative Extension is completing a survey. This survey will only benefit the current tenant and other surrounding downtown businesses.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: October 28, 2021

To: Finance, Organization and Personnel Committee

From: Thomas Mullins, City Attorney

Through:

Subject: **Acceptance of Opioid Settlement Proposal - City Attorney**

Recommendation:

That the Finance, Organization and Personnel Committee recommend to the City Council that the City Manager be authorized to do all things necessary to participate in the proposed National Opioid Settlement.

Attachments:

None

Background:

The New Hampshire Department of Justice has indicated its intention to join a proposed nationwide settlement agreement that would resolve all opioid litigation brought by states and local political subdivisions against the three largest pharmaceutical distributors, McKesson, Cardinal Health and Amerisource Bergen. As part of the settlement process, the Attorney General sent notices to New Hampshire subdivisions that have filed their own opioid lawsuits against these defendants. The City of Keene has been engaged in its own opioid litigation since 2018. Participation is encouraged as the extent of participation determines the amount of money each state and its subdivisions would receive. You may find detailed information about the settlement at:

<https://nationalopioidsettlement.com/>. Information specific to New Hampshire may be found at: <https://www.doj.nh.gov/opioid-settlement/index.htm>. The deadline for participation is January 2, 2022.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: October 28, 2021

To: Mayor and Keene City Council

From: Aaron Costa, Operations Manager

Through: Kurt Blomquist, Public Works Director
Merri Howe, Finance Director/Treasurer
Elizabeth Dragon, City Manager

Subject: **Relating to the Appropriation of funds from the Wastewater Treatment Plant (WWTP) Capital Reserve Fund Balance for the WWTP Laboratory Renovation Project
Resolution R-2021-40**

Council Action:

In City Council October 21, 2021.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

First reading of Resolution R-2021-40 Relating to the Appropriation of funds from the Wastewater Treatment Plant Capital Reserve Fund Balance for the WWTP Laboratory Renovation Project and referring to the Finance, Organization and Personnel Committee.

Attachments:

1. Resolution R-2021-40_referral

Background:

The Wastewater Treatment Plant (WWTP) came online in 1985 and treats approximately 3 million gallons of wastewater every day. The Laboratory Division of Public Works is located at the WWTP and is responsible for analyzing both wastewater and drinking water compliance and process control samples.

The Laboratory itself is vintage, early 1980's, with minimal changes occurring to the interior since the plant was built. The Laboratory has continued to keep up with industry standards with regards to its analytical equipment, but the cabinets, benches, shelving and portions of the HVAC are original to the plant and have reached the end of their useful life.

As part of the Capital Improvement Program (CIP) the City has a project to renovate the existing Laboratory. The design is complete and bids for construction services were received on September 27, 2021. The City received one bid for \$202,450. The City's total project budget was \$143,000 which included both engineering and construction services. To date \$37,700 has been expended on engineering services, leaving a project balance of \$105,300.

Increased engineering costs associated with building code required upgrades to the HVAC system, as well as increased steel and labor costs account for the majority of the overages. Staff is requesting \$117,150, which includes a \$20,000 contingency, from the WWTP Capital Reserve Fund Balance be allocated to the WWTP Laboratory Renovation Project 08106.



CITY OF KEENE

R-2021-40

Twenty-one

In the Year of Our Lord Two Thousand and

Relating to the Appropriation of funds from the Wastewater Treatment Plant (WWTP)

A RESOLUTION ~~Capital Reserve Fund Balance for the WWTP Laboratory Renovation Project~~

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

That up to the sum of one hundred seventeen thousand, one hundred and fifty dollars (\$117,150) be appropriated from the WWTP Capital Reserve Fund Balance to the WWTP Laboratory Renovation Project 08106.

George S. Hansel, Mayor

In City Council October 21, 2021.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk

PASSED



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.9.

Meeting Date: October 28, 2021

To: Mayor and Keene City Council

From: Aaron Costa, Operations Manager

Through: Kurt Blomquist, Public Works Director
Merri Howe, Finance Director/Treasurer
Elizabeth Dragon, City Manager

Subject: **Relating to the Appropriation of funds from the Sewer Fund Unassigned Fund Balance for the Wastewater Treatment Plant's National Pollution Discharge Elimination System (NPDES) Permit Project Resolution R-2021-41**

Council Action:

In City Council October 21, 2021.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

First reading of Resolution R-2021-41 Relating to the Appropriation of funds from the Sewer Fund Unassigned Fund Balance for the Wastewater Treatment Plant's NPDES Permitting Assistance project and referring to the Finance, Organization and Personnel Committee.

Attachments:

1. Resolution R-2021-41_referral

Background:

The City's Wastewater Treatment Plant is permitted by the Environmental Protection Agency (EPA) to discharge treated wastewater into the Ashuelot River. The City's current NPDES permit expired in 2012.

The City, through the CIP process, funded a project for legal and permitting assistance. The City executed a contract with Weston and Sampson Engineers in 2016 to assist with the permitting process and Drummond & Woodsum Attorneys at Law have been providing legal services.

On May 20, 2020, the City received its draft NPDES permit and responded to EPA with comments. In September 2021, the City received its final permit and determined that there is a need to appeal and negotiate various requirements.

Due to ongoing negotiations, extra funds are needed for technical support, engineering studies and

legal assistance. Previous funding through the CIP process and operating budget carryover requests are no longer available.

Weston and Sampson have provided a scope of work to perform technical evaluations for aluminum and pH, as well as continued technical support and engineering services for approximately \$115K. The remaining \$25K will be used for any legal services needed to negotiate and complete the permitting process.

Staff is recommending that \$140,000 for this work come from the Sewer Fund Unassigned Fund Balance and be appropriated to the Wastewater Treatment Plant's NPDES Permitting Assistance Project (08012).



CITY OF KEENE

R-2021-41

Twenty-one

In the Year of Our Lord Two Thousand and

Relating to the Appropriation of funds from the Sewer Fund Unassigned Fund Balance
A RESOLUTIONfor the Wastewater Treatment Plant's National Pollution Discharge Elimination System.....
(NPDES) permit project.

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

That up to the sum of one hundred forty thousand dollars (\$140,000) be appropriated from the Sewer Fund Unassigned Fund Balance to Wastewater Treatment Plant's National Pollution Discharge Elimination System (NPDES) permit project 08012.

George S. Hansel, Mayor

In City Council October 21, 2021.
Referred to the Finance, Organization
and Personnel Committee.


Patricia C. Smith
City Clerk

PASSED