



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
November 9, 2017
6:30 PM**

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Bettina A. Chadbourne

-
1. Jack Dugan/MEDC - Request to Lease Parking Spaces - Wells Street Parking Lot
 2. Rebecca Bullock - Proposed CDBG Application - Monadnock Food Co-op
Resolution R-2017-38
 3. Acceptance of Donations to Library Renovation Project - Next Chapter Campaign Chairs -
Keene Public Library
 4. Acceptance of Donation - Community Center Feasibility Study - Parks, Recreation and
Facilities Department
 5. Community Center Feasibility Study - Parks, Recreation and Facilities Department
 6. Acceptance of Donation - Summer Playground Scholarships - Parks, Recreation and
Facilities Department
 7. Runway 14/32 Construction - Public Works Department

MORE TIME ITEMS:

- A. Joe Schapiro/Keene Immigrant and Refugee Partnership - Encouraging the Consideration of a
Resolution Aimed at Making Keene a Welcoming Environment for Immigrants

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

November 1, 2017

TO: Finance, Organization and Personnel Committee

FROM: Jack Dugan/MEDC

THROUGH: Patricia A. Little

ITEM: 1.

SUBJECT: Jack Dugan/MEDC - Request to Lease Parking Spaces - Wells Street Parking Lot

ATTACHMENTS:

Description

Communication - Dugan

BACKGROUND:

Jack Dugan, Monadnock Economic Development Corporation is requesting a long term lease for up to 25 parking spaces within the Wells Street Parking Garage. The spaces would help facilitate the expansion of the Monadnock Food Co-op and the creation of new jobs and increased commerce on the Railroad Land in Downtown Keene.



51 Railroad Street, Suite 101 • Keene, New Hampshire 03431

November 1, 2017

Ms. Elizabeth A. Dragon
City Manager
City of Keene
3 Washington Street, 3rd Floor
Keene, NH 03431

Dear Ms. Dragon:

Monadnock Economic Development Corporation (MEDC) is requesting the opportunity to come before the Keene City Council to discuss the potential of a long term lease for up to 25 parking spaces within the Wells Street Parking Garage. The spaces would help facilitate the expansion of the Monadnock Food Co-op and the creation of new jobs and increased commerce on the Railroad Land in Downtown Keene.

Thank you for your consideration.

Sincerely,

Jack Dugan
President



City of Keene, N.H.
Transmittal Form

November 6, 2017

TO: Finance, Organization and Personnel Committee

FROM: Rebecca Bullock

THROUGH: Patricia A. Little

ITEM: 2.

SUBJECT: Rebecca Bullock - Proposed CDBG Application - Monadnock Food Co-op

ATTACHMENTS:

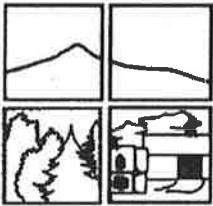
Description

Communication - Rebecca

Resolution R-2017-38

BACKGROUND:

Rebeckah Bullock, Southwest Regional Planning Commission is submitting for the City Council's consideration a Resolution that would provide for the expansion of the Monadnock Food Co-op.



Southwest Region Planning Commission

37 Ashuelot Street, Keene, NH 03431

603-357-0557 Voice

603-357-7440 Fax

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: REBECKAH BULLOCK^{RB}, SOUTHWEST REGION PLANNING COMMISSION

THROUGH: ELIZABETH A. DRAGON, CITY MANAGER

RE: PROPOSED APPLICATION FOR CDBG FUNDS: MEDC/MONADNOCK FOOD CO-OP EXPANSION

DATE: NOVEMBER 2, 2017

Recommendation: That the City Council adopt the attached resolution approving an application for Community Development Block Grant (CDBG) funds to the NH Community Development Finance Authority (CDFA) for the State of New Hampshire; and further, to readopt the Housing and Community Development Plan as updated and re-adopt the Anti-Displacement and Relocation Assistance Plan.

Proposed application: The proposal is to request up to \$500,000 in CDBG funds. The CDBG would provide up to \$500,000 to be subgranted to Monadnock Economic Development Corporation (MEDC) and/or Cypress St. Development, LLC, of which MEDC is the sole member, who would use the net proceeds of the CDBG to purchase Unit G on the Railroad Land and pay for soft costs related to the expansion of the building that Cypress St. Development, LLC owns and leases to the Monadnock Food Co-op. The food co-op will create up to 25 new jobs as a result of this expansion project. The total project, including the purchase of the land, is anticipated to exceed \$1.5 million of new investment in downtown Keene.

Public Hearing and Schedule: The CDBG application is due on December 31, 2017. A public hearing will be scheduled in late November/early December for the following purposes:

1. Public hearing for the MEDC/Monadnock Food Co-op project
2. Public hearing to re-adopt the City's Housing and Community Development Plan.
3. Public hearing to re-adopt the Anti-Displacement and Relocation Assistance Plan.



CITY OF KEENE

R-2017-38

Seventeen

In the Year of Our Lord Two Thousand and
APPROVING AN APPLICATION FOR CDBG 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 that the economic development base of the City be diversified; and

WHEREAS, the present national economic climate suggests there is a need for development that would provide jobs; and

WHEREAS, the Monadnock Economic Development Corporation has been incorporated for the purpose of working to expand the economic base of the Monadnock region; 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 Block Grant would provide up to \$500,000 to be subgranted to Monadnock Economic Development Corporation (MEDC) and/or Cypress St. Development, LLC, of which MEDC is the sole member, who would use the net proceeds of the CDBG to purchase Unit G on the Railroad Land and pay for soft costs related to the expansion of the building that Cypress St. Development, LLC owns and leases to the Monadnock Food Co-op.

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 an amount up to \$500,000 in Community Development Block Grant funds: that the Council re-adopt the Housing and Community Development Plan; that the City will re-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 New Hampshire Community Development Finance Authority; and, further, that the City Manager is authorized to execute any documents which may be necessary for the contract.

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

November 2, 2017

TO: Finance, Organization and Personnel Committee

FROM: Next Chapter Campaign Chairs- Keene Public Library

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Acceptance of Donations to Library Renovation Project - Next Chapter Campaign Chairs -
Keene Public Library

RECOMMENDATION:

That the City accepts donations of \$27,315.78 as listed in the Cambridge Trust October 2017 Donor list (See attached report) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive

ATTACHMENTS:

Description

Cambridge Trust October Donor list

BACKGROUND:

On June 30, 2015 the City Council authorized the establishment of a Temporarily Restricted City Trust Fund to receive and distribute funds for the Library Renovation Project. The Friends of the Library hired Patty Farmer as Campaign Manager. Together with the Library Trustees, they have put in place the Campaign Committee with Judith Putnam and Alfreida (Dita) Englund as Co-Campaign Chairs and Ernest Hebert as the Honorary Chair.

Since early 2016, the Campaign Committee has been reaching out to individuals in the community, foundations and corporations. Gifts from donors who wish to remain anonymous are directed to the Friends of the Library and are included in the Cambridge Trust Bank reports as part of the Friends of the Library donation. Donors have received acknowledgement of their donations. As Patty completed her contract, Julie Dickson is now the part time Campaign Gift Processing Administrator. The campaign continues to raise money.

In anticipation of a closing date in mid November and the need to have the correct amount of cash on hand, we will be submitting the requests for acceptance of funds more frequently using Cambridge Trust's monthly reports as available and the most recent donor lists. After acceptance of the funds by City Council, the reports then go the Trustees of the City held Trust funds for approval and acceptance. This process was reviewed by the City Finance Department, the Library Trustees, the Friends of the Library Board, the City Attorney and Terry Knowles, Assistant Director, Charitable Trust Unit of the Department of the Attorney General.

Cambridge Trust Company
City of Keene Library Renovation Restricted Trust
Posted Transaction Detail
As of date: 10/01/2017 To 10/31/2017
Position Type: Settled

Transaction Description	Posting Date	Principal Cash
GIFT FROM MELINDA BELDEN	10/2/2017	\$100.00
GIFT FROM SHARON P AADALEN	10/5/2017	\$100.00
GIFT FROM ALEX & COLEEN KOSSAKOSKI	10/6/2017	\$700.00
GIFT FROM CHRISTINE CURTIS	10/6/2017	\$25.00
GIFT FROM FRIENDS OF THE KPL	10/11/2017	\$3,341.71
GIFT FROM CHRISTINE CURTIS	10/13/2017	\$25.00
GIFT FROM THOMAS F POWERS	10/16/2017	\$125.00
GIFT FROM CRAIG STOCKWELL & SARAH MUSTIN	10/16/2017	\$1,000.00
GIFT FROM FRIENDS OF THE KPL	10/17/2017	\$17,809.07
GIFT FROM CHRISTINE CURTIS	10/23/2017	\$25.00
GIFT FROM TED AND ANN AYOTTE	10/24/2017	\$50.00
GIFT FROM SHARON AND NAT STOUT	10/25/2017	\$250.00
GIFT FROM WILLIAM STROUP & AMY MCINTYRE	10/25/2017	\$250.00
GIFT FROM GAIL A HAMBLET REVOCABLE TRUST	10/26/2017	\$250.00
GIFT FROM FRIENDS OF THE KPL PROCEEDS FROM FUNDRAISING SALE OF AFFORDABLE ART	10/27/2017	\$1,140.00
GIFT FROM CHRISTINE CURTIS	10/27/2017	\$25.00
GIFT FROM MELINDA BELDEN	10/30/2017	\$100.00
GIFT FROM ROGER & NANCY HANSEN	10/30/2017	\$2,000.00
Donations 10/1/17 - 10/31/17		\$27,315.78



City of Keene, N.H.
Transmittal Form

November 3, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Acceptance of Donation - Community Center Feasibility Study - Parks, Recreation and Facilities Department

RECOMMENDATION:

The Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$10,000.00 for the purposes of conducting a Community Center Feasibility Study.

BACKGROUND:

Developed in the 2017 Capital Improvement Program, a feasibility study was created to understand the possible collaboration between the City of Keene and the Keene Senior Center. As part of the project, the Senior Center pledged a donation of \$10,000.00 to assist in the process.

The City conducted an RFQ process for 02-18-01 Community Center Feasibility Study with participation on the selection committee from the Senior Center Long Range Planning Committee.

The goal of this project is to provide a comprehensive study into the City's Capital Improvement Program for future consideration and implementation.



City of Keene, N.H.
Transmittal Form

November 3, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Community Center Feasibility Study - Parks, Recreation and Facilities Department

RECOMMENDATION:

The Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute a professional service contract with Bargmann Hendrie + Archetype, Inc. (BH+A) for \$35,890.00 for the Community Center Feasibility Study.

BACKGROUND:

The City issued a Request for Qualification (RFQ) for a qualified professional consulting firm to develop a Feasibility Study for the consideration of a future shared community center between the City of Keene and the Keene Senior Center. A staff team comprising of the Parks, Recreation and Facilities Director, Recreation Programmer, Planner, and two members of the Keene Senior Center Long Range Planning Committee reviewed and ranked qualification packages. The City received four (4) proposals and they reviewed on the following criteria:

- Understanding of Project
- Experience and Capability of Consultant/Consultant Team
- Experience of Supervisory / Lead Personnel
- Proposed Project Approach
- Successful Completion / Experience with Similar Projects
- Clarity of Statement
- References
- Capacity to Perform the Work

From the four (4) proposals the team identified the following firms for interviews:

- Catlin & Petrovick Architects
- TMP
- BH+A

Interviews were held and the team reviewed the firms on the following criteria:

- Understanding of Project
- Proposed Project Approach
- Key Personnel Experience

- Pertinent Experience
- Resources
- Proposed Schedule
- Responsiveness to Concerns
- Quality of Presentation

Below is a table of the composite scores of the team and the ranking of the three firms:

Firm	Score
BH+A	133.3
TMP	115.3
Catlin & Petrovick Architects	110.5

It is recommended that the City Manager be authorized to execute a professional service contract with BH+A for the purpose of conducting a feasibility study for the future consideration of a shared Community Center between the City of Keene and the Keene Senior Center.



City of Keene, N.H.
Transmittal Form

10/30/2017

TO: Finance, Organization and Personnel Committee

FROM: Meghan Spaulding, Recreation Programmer

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: Acceptance of Donation - Summer Playground Scholarships - Parks, Recreation and Facilities Department

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 \$307.75 and that the money is used for the Recreation Department summer playground scholarship fund.

BACKGROUND:

The Recreation Department held their annual Activity Night on Friday, October 27, 2017 for middle school students. This is our annual fundraiser for our Summer Scholarship Program that benefits local families to send their children to the summer or after school program.

We are requesting that the funds that were raised, \$307.75 be deposited into Recreation Department program scholarship donation account.



City of Keene, N.H.
Transmittal Form

November 6, 2017

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 7.

SUBJECT: Runway 14/32 Construction - Public Works Department

RECOMMENDATION:

- Move that the Finance, Organization and Personnel Committee recommend that the unspent balance from the Airport Road Culvert Replacement Project (90290; \$2,921.95) be reallocated for the construction phase of the Runway 14/32 Reconstruction Project (90802) at the Dillant-Hopkins Airport.
- 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 grant offering from the New Hampshire Department of Transportation, Bureau of Aeronautics for the construction phase of the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport.
- 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 Professional Services Agreement with Ballantine Aviation Consulting Services, PLLC for the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport in an amount not to exceed \$484,468.

BACKGROUND:

The City participates in the Airport Improvement Program through the State of New Hampshire. This program provides funding for identified Capital Improvements with 90% of funding coming from the Federal government through the Federal Aviation Administration (FAA), 5% from the New Hampshire Department of Transportation (NHDOT), Bureau of Aeronautics, and a 5% local match.

The City identified the reconstruction of Runway 14/32 in the City's FY18-23 Capital Improvement Program (CIP). The estimated budget in the CIP for the construction phase (including construction and observation and administration services) was \$3,785,000 with the City's share being \$189,250. The final project budget, based on actual construction bids and estimated observation and administrative costs is \$4,132,400. The City's share of the updated estimate is \$206,620. The Airport Road Culvert Replacement project (90290) is completed with unspent balance remaining. Staff recommends reallocating these funds for the City's match for the Runway 14/32 project.

On October 6, 2016, the City Council authorized the City Manager to accept and execute a grant offer for the design portion of the runway reconstruction project. The design was completed in the spring of 2017. On October 25, 2017 the City was notified by the NHDOT Bureau of Aviation that the FAA along with the New

Hampshire Executive Council has approved funding for the Construction phase of the project.

It is therefore recommended that the City Manager be authorized to do all things necessary to accept and execute the Grant Offer once it is received by the City.

At the same Council meeting on October 6, 2016, the City Manager was authorized to negotiate and execute a Professional Services agreement with Ballantine Aviation Consulting Services, PLLC for the design phase services of this project. Ballantine satisfactorily completed the design phase and Staff recommends that they continue to perform construction phase services.