

**City of Keene**  
**New Hampshire**

**FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE**  
**MEETING MINUTES**

**Thursday, November 9, 2017**

**6:40 PM**

**Council Chambers**

**Members Present:**

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

**Staff Present:**

City Manager, Elizabeth Dragon  
City Attorney, Thomas Mullins  
Public Works Director, Kurt Blomquist  
City Engineer, Don Lussier  
Parks Recreation and Facilities Director,  
Andrew Bohannon  
Asst. City Manager/IT Director, Rebecca  
Landry  
Library Director, Nancy Vincent  
Airport Manager, Jack Wozmak  
Former City Manager, Medard  
Kopczynski

Chair Greenwald called the meeting to order at 6:40 PM.

**1) Jack Dugan/MEDC - Request to Lease Parking Spaces - Wells Street Parking Lot**

Mr. Jack Dugan of Monadnock Economic Development Corporation (MEDC) stated he was before the Committee about leasing 20-25 spaces on a long term basis on the south end of the Wells Street parking garage.. Mr. Dugan stated the request is so that the Monadnock Food Co-op could expand its facility on the Railroad land.

Mr. Dugan referred to a plan and identified the Railroad land and the Food Co-op site. He identified the current parking spaces belonging to the Monadnock Food Co-op. He also identified those spaces owned by the Cheshire Medical Center. Mr. Dugan stated the proposal is to expand the Food Co-op building by about 5,600 square feet towards the east of the existing building. There will also be a new north south walkway to access the covered parking.

Mr. Dugan went on to say the plan is to have the Cheshire Medical Center relocate their parking to the garage, which would provide for employees and patients of the Medical Center to park directly across from the medical center. This would also provide the Co-op

with 20 additional spaces on the Railroad land. This would also provide the City the opportunity to utilize some of the under-utilized spaces at the parking deck.

Chair Greenwald asked whether MEDC has negotiated the parking rates with the City. Mr. Dugan stated this would be part of the negotiation.

Councilor Chadbourne stated it was exciting to see the Food Co-op expanding and anything the City can do to support this would be good. Councilor Powers referred to the lot on the south end and asked what the plan for this area was. Mr. Dugan stated these spaces have been completed and there is no more expansion being planned for that location.

Councilor Clark asked how leasing out these 25 spaces would impact public parking. City Manager, Elizabeth Dragon stated that the former City Manager had looked at the Wells Street parking and has determined these spaces had been under-utilized and is available for a long-term need for this project. The Councilor clarified this would not be a hindrance for public parking needs. Ms. Dragon stated there would still be available spaces for public parking. Ms. Dragon asked Mr. Kopczynski to weigh in on this issue.

Mr. Kopczynski stated the Wells Street lot has had a decline in parking for a while and currently most of this lot is reserved parking. Right now there are 43 spaces leased by the Marriott Courtyard Hotel. This lease ends in February and the City would need to start having a conversation with the hotel on this. He stated 20 spaces are utilized by City Hall, 16 spaces are reserved for public use and 36 spaces are kiosk spaces. The kiosk spaces are used at a 3% rate. On the bottom deck, 78 spaces are reserved for the public and 29 available kiosk spaces. These kiosk spaces have a utilization rate of about 40%. He noted that staff is supportive of increased utilization.

The lower deck would be more for patient parking and there might be a need to create some handicap spaces.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a long term lease with Monadnock Economic Development Corporation for parking spaces within the Wells Street Parking Garage.

2) **Rebecca Bullock - Proposed CDBG Application - Monadnock Food Co-op Resolution R-2017-38**

Ms. Rebecca Bullock of Southwest Regional Planning Commission addressed the Committee next. Ms. Bullock provides writing and administrative services for block grants.

Ms. Bullock explained the Block Grant program is sponsored by the US Department of Housing and Urban Development. The funds awarded are done so on a competitive basis and can be used for housing, public utilities and economic development projects that

benefit low and moderate income people. This grant would provide \$500,000 to MEDC and/or Cypress Street LLC of which MEDC is the sole member. They would use the funds to purchase Unit J of the Railroad land and pay for the expansion of the building Cypress Street LLC owns and leases to the Monadnock Food Co-op. The Food Co-op will create 25 new jobs as a result of this expansion and the project is estimated to be a 1.5 million dollar investment.

Mr. Dugan took over the presentation and added clarity by saying that MEDC created Cypress Street LLC to develop the condominium land unit site. The Food Co-op's plan is to expand to the east by 5,600 square feet and the plan is to use a block grant to pay for part of this project. He added the requirements of a block grant are for each \$20,000 received, a new job will be created by the business involved. This block grant will be for \$500,000 which would cause the creation of 25 new full-time jobs. Another requirement is for every dollar from the block grant another dollar has to be invested from another source. Another requirement is that 60% of the new hires need to be from low to moderate income households.

Mr. Michael Faber, General Manager of the Food Co-op stated since opening 4.5 years ago the store has nearly doubled in sales and has also doubled the number of employees (nearly 100 at this time). He noted the Co-op not only brings customers downtown to support other businesses but they hope to reach four million in sales of local products this year and support local farmers and local producers. He stated they are excited about this project because the current location has had many constraints. He further stated they also did a market survey when the store was in its planning phase and this store has surpassed those numbers by a large margin. The same consultant has been hired to look at this expanded space and the numbers produced are feasible.

Councilor Jacobs referred to the term "re-adopt" and asked what this meant. Ms. Bullock stated the applicant's plans are specific to the CDBG program. The Housing and Community Development Plan need to be readopted every three years and the Residential Anti-Displacement Relocation Assistant Plan need to be readopted with every application.

Councilor Clark asked whether this expansion would also expand the solar arrays on this site. Mr. Faber stated this would not be part of the plan initially, but would be a goal for the next few years.

Attorney Mullins explained this is a new process for the City as the CDBG process and applications used to be run through the Housing Authority but due to the retirement of the individual who was running this program; it is now being run through Southwest Regional Planning Commission. One of the changes now is that the Council will be holding a public hearing in connection with the CDBG applications. The Attorney asked Ms. Bullock whether the public hearing needs to be held before the action on the Resolution by the City Council because it is the Resolution that authorizes the application to be made to the City for the CDBG funds. Ms. Bullock answered in the affirmative.

The Attorney also asked whether there was a timing issue connected to this process. Ms. Bullock answered in the affirmative again. Attorney Mullins read for the record a proposed motion for approval from Ms. Bullock. Ms. Bullock was satisfied with the language of the motion.

Councilor Powers asked for the difference between tabled and more time. Attorney Mullins stated when you table an item it goes before the Council as part of the agenda packet and the Council does not deal with it, it is tabled. When things are put on more time the issue comes back to the Committee for its recommendation.

Councilor Powers made the following motion which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that Resolution R-2017-38 be tabled in order for the Mayor to schedule a public hearing and to recommend adoption of Resolution R-2017-38 after the public hearing.

**3) Acceptance of Donations to Library Renovation Project - Next Chapter Campaign Chairs - Keene Public Library**

Ms. Judy Putnam Co-Chair of the Library Capital Campaign updated the Committee on the library campaign. She asked the Committee accept donations that came into the fund in October in the amount of \$27,315.78. She noted the campaign is at 99% of the goal but they are still actively receiving contributions. Ms. Putnam stated they hope to reach their 100% goal in the next month.

Councilor Jacobs made the following motion, which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to accept donations of \$27,315.78 as listed in the Cambridge Trust October 2017 Donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

**4) Acceptance of Donation - Community Center Feasibility Study - Parks, Recreation and Facilities Department**

Parks, Recreation and Facilities Director, Andy Bohannon stated he was before the Committee with a donation of \$10,000 from the Keene Senior Center for the purpose of conducting a community center feasibility study. Mr. Bohannon stated during the CIP discussion the Senior Center came forward and indicated they would provide a donation towards this project.

Mr. Bohannon then recognized Cameron Tease, Director of the Keene Senior Center, and Harry Ahern the Board Chair. Mr. Tease stated their current location is great, but they have space and parking problems. He stated they are happy the City is part of this process and were pleased to present check to the City. Mr. Ahern stated they are also pleased to be part of this feasibility study.

Chair Greenwald explained the Senior Center is a private organization, which is not part of the City. Mr. Tease added the Senior Center was established in 1957, it is a 501-C3 organization. They- have a Board of Directors and work closely with many organizations in the city.

Councilor Chadbourne made the following motion which was seconded by Councilor Jacobs.

On 5-0 vote, 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.

**5) Community Center Feasibility Study - Parks, Recreation and Facilities  
Department**

Mr. Bohannon stated firms were solicited to complete the feasibility study. Four firms responded, the firms were narrowed down to three and the review Committee consisting of city staff came up with a recommendation of Bargmann Hendrie + Archetype, Inc. (BH+A) from Boston, MA. The estimate from this firm to conduct the feasibility study is \$35,890.

Councilor Jacobs asked whether the selection was based on an estimate or qualification. Mr. Bohannon stated the selection was based on qualifications as opposed to an RFP, which would have been based on price. Councilor Chadbourne asked whether the anticipated amount was shared with the applicants. Mr. Bohannon answered in the negative; services were requested based on the scope of work outlined for the project. The applicants were rated based on criteria that were outlined and BH+A came out on top.

Councilor Powers asked Mr. Bohannon to outline what the City has asked this firm to complete. Mr. Bohannon went over the scope of work, which include a needs assessment, a space utilization plan, a conceptual site plan of the building design, an artist rendering of the building and a performance budget, which would look at programs and staffing. The scope of work also included community engagements and public presentations.

Councilor Clark felt it makes sense to collaborate with the Senior Center on this endeavor. He asked whether the level of activities offered to seniors is growing and whether the City was meeting those needs. Mr. Bohannon stated it was growing; especially pickle ball, as well as other “shape-up” programs.

Ms. Dragon shared some of her experiences with similar projects. She noted that her experience involved CDBG funds, which were phased out over several years between three non-profit organizations and the Franklin Rec Center. Ms. Dragon stated without the CDBG funds these projects would not have been possible. She stated there were many benefits that came out of this – seniors attended more programs, there was more

multi-generational feel to the building, the cost of maintaining the building was shared by the organizations based on their use of the building's square footage. Ms. Dragon felt this could be a potentially a great project for CDBG funds and Keene could become the second community to access CDBG funds for such a project.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends 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.

**6) Acceptance of Donation - Summer Playground Scholarships - Parks, Recreation and Facilities Department**

Mr. Bohannon addressed the Committee again and stated the Rec. Center recently held a Middle School Dance and raised \$307.75. These funds are for the purpose of providing summer playground scholarship funds.

Councilor Powers made the following motion which was seconded by Councilor Jacobs.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$307.75 and that the money be used for the Recreation Department summer playground scholarship fund.

**7) Runway 14/32 Construction - Public Works Department**

City Engineer Don Lussier and Airport Manager Jack Wozmak were the next two presenters. Mr. Lussier stated a little over a year ago, staff was directed to submit a grant application for the design phase of this project. This design has been completed and the project was sent out to bid. Based on those construction bids, a grant application was submitted and as of October 25, NHDOT has advised the City the project has been approved. The project is on track to start in the spring.

To that end there are certain administrative items that need to be completed. The first is to move funds into the project account. He noted the airport culvert project is completed and closed out and staff is requesting these funds be moved into the Runway 14/32 project. These funds will be used to cover the city's 5% share of the project cost.

The second item is for the City Manager to accept and execute the grant offer.

The last item is to execute the design contract with the consultant which was selected through a competitive bid process. The City negotiated with them for the design phase and they have completed that work successfully. Mr. Lussier felt it is always beneficial to have the same consultant which does the design work also complete the construction work.

Councilor Powers clarified the contract for professional services is essentially construction oversight. Mr. Lussier agreed and added this would also include work related to testing. The Councilor asked for explanation on the construction contract. Mr. Lussier explained the Committee and Council don't need to take a specific action on this because this was approved through the CIP and it went through a competitive bid process which complies with the purchasing requirement. This work will be done by SUR Construction, the same company that completed the Runway 2/20 work.

Councilor Jacobs made the following motion, which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends 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; and

That the Finance, Organization and Personnel Committee recommends 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; and

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.

Chair Greenwald noted there is one item on more time related *Joe Schapiro/Keene Immigrant and Refugee Partnership - Encouraging the Consideration of a Resolution Aimed at Making Keene a Welcoming Environment for Immigrants*. The Chair asked for a status update on this item. Ms. Dragon stated after a follow-up meeting with the petitioners, the City Attorney has drafted some language which has been forwarded to the petitioners for their review and should be before the Council for its next meeting.

The meeting adjourned at 7:35 PM.

Respectfully submitted by,  
Krishni Pahl, Minute Taker