

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

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

**Thursday, May 14, 2015**

**6:30 PM**

**Council Chambers**

**Members Present:**

Mitchell Greenwald, Chairman  
Terry M. Clark  
Thomas Powers  
Kris E. Roberts

Members Absent:  
Randy L. Filiault

**Staff Present:**

City Manager, John MacLean  
IMS Director, Rebecca Landry  
Finance Director, Steve Thornton  
Fire Chief, Mark Howard  
Library Director, Nancy Vincent  
Police Captain, Steve Russo  
Parks, Recreation and Cemeteries  
Director, Andrew Bohannon

Chair Greenwald called the meeting to order at 6:30 PM.

**1. MEMORANDUM: Parks, Recreation and Cemeteries Director -  
Acceptance of Donation - Swing Set Robin Hood Park**

Parks, Recreation and Cemeteries Director, Andrew Bohannon was the first speaker. Mr. Bohannon stated a member of the Southeast Keene neighborhood association contacted him asking about a possible donation of a swing set and wanting to start a campaign to install this swing set. The first donation is from Tom's Auto in the amount of \$50 to get this project started. Mr. Bohannon thanked the Southeast Keene neighborhood association for their support and their investment in Robin Hood Park

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a donation of \$50.00 from Tom's Auto Service of Keene to purchase a swing set at Robin Hood Park.

**2. MEMORANDUM: Fire Chief - Acceptance of Donation - Memorial to John "Jack" Dennis**

Chair Greenwald stated this is a donation from NGM Insurance Company in the amount of \$75.00 in memory of retired Call Captain John "Jack" Dennis who passed on March 18, 2015.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a donation from NGM Insurance Company in the amount of \$75.00.

**3. MEMORANDUM: Library Board of Trustees - Donation for Design Development**

Mr. Ken Jue, as a member of the Library Board of Trustees stated that neither Paul Hienkle nor Jane Pitts could be present this evening, but the Board wanted to keep the Committee updated on the work that was going on at the library. He stated that Jeff Hoover of Tappe Architects has just completed the first phase for the design of the library project and is ready to move to the next phase. The project advisory committee consisting of the Board, Friends of the Library and city staff are pleased with the work so far from Mr. Hoover.

Mr. Jue stated that over the years the Library Board of Trustees have received donations through bequests and they would like to make a donation in the amount of \$87,000 to move this project to the next phase as well as a transfer \$25,000 from the Heberton Hall cost center.

Councilor Roberts asked whether there was a condition of the \$87,000 to go with this specific contractor. Mr. MacLean stated the City has already gone through the professional services recruitment process and this architect has gone through all the City's protocols. The next phase is a continuation of that professional services process. The Councilor clarified that professional services is based on qualification and not cost. The Manager answered in the affirmative.

The Finance Director noted the \$25,000 has already been transferred from the Heberton Hall cost center.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the donation of \$87,000 from the Trustees of the Keene Public Library be accepted, which will be deposited into project cost center 90276B, Library Building Project Design, to fund the Design Development Phase II of the library project, and the City Manager be authorized to negotiate and execute a professional services contract with Tappe Architects for Design Development, and further the City Manager be authorized to negotiate and execute professional services contracts with Tappe Architects for additional phases as funding becomes available.

**4. MEMORANDUM: Police Captain - Homeland Security Exercise and Evaluation Program Grant Acceptance**

Captain Steve Russo stated he was before the Committee regarding the 2013 Homeland Security Grant in the amount of \$7,856.26. These funds will be used to continue the exercises the department started in December between various city departments, New Hampshire State Police and Keene State College.

Councilor Clark asked what table top exercise meant. Captain Russo stated that this refers to training done within a room without moving anyone out based on a particular scenario and it is an exercise for leadership training and the support functions.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a grant of up to \$7,856.26 from the FY 2013 Homeland Security Grant program for the Keene Police Department, Keene Fire Department, and Keene Public Works Department to conduct an active shooter table top exercise in conjunction with Keene State College.

The Manager noted that just in ten minutes the Committee had authorized the acceptance of \$94,981.26 in donations and grants.

**5. MEMORANDUM: Parks, Recreation and Cemeteries Director – Capital Improvement Project - Tennis Court**

Mr. Bohannon addressed the Committee again and stated this is a request to reallocate funds from the FY15 CIP budget, which was dedicated to resurfacing of the tennis courts at Wheelock, Robin Hood and Knight Streets. Wheelock Park was completed and Robin Hood and Knight Streets were combined with the High School tennis courts and that bid was awarded last summer. Since this project was started in 2012, the surface at Robin Hood continues to deteriorate. Mr. Bohannon stated it is the opinion of the contractor that the work that is going to additional work done at Robin Hood and the resurfacing work that was meant to take place should be done at another court so that Jonathan Daniels can be kept as a good playing surface. The intent would be to bring back funds for Robin Hood during the next CIP. He explained the reason for this is there is a need to do some additional crack filling and asphalt repair at Robin Hood. This will address Robin Hood for a much longer period of time than a quick resurface.

Councilor Roberts asked whether the City was responsible for the tennis courts and ball fields at Jonathan Daniels. Mr. Bohannon answered in the affirmative and added that this is part of the agreement the City has with the School District.

Chair Greenwald stated that he is anxious that Robin Hood tennis court in East Keene get as much attention as West Keene does by next year.

The Manager asked what Mr. Bohannon is planning for Carpenter Field. Mr. Bohannon stated at the present time the City is working with Conway Landscape & Design to work on a concept plan for this field. There was a public forum that was held last week and another one is being planned for June 3<sup>rd</sup>. KaBoom Playground Systems is coming in and the City will find out this week whether they will receive the grant which will be a huge benefit to Carpenter Field. Mr. Bohannon continued the grant will be used to create more of a gateway to the downtown and more of a park environment and to compliment what Robin Hood Park can't do because of the woods, pool, tennis court and playground. Carpenter Field is an open play space and it has an opportunity to connect to the downtown through the bike trail system. The Director added a recreational trails grant that they recently received will be used to improve the trail system up at Robin Hood.

The Director continued that the Active and Passive Recreational Management Plan urged that the two signature parks in Keene be highlighted. Obviously Wheelock is the more active park, but Robin Hood is a more of a passive and cultural park. The Director also referred to an on-going Eagle Scout project to put some kiosks and trail signage along on the trails that will occur this summer.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to reallocate funding from the FYI 5 CIP budget tennis court repairs from Robin Hood to Jonathan Daniels School.

**6. MEMORANDUM: Assistant City Manager/Human Resources Director - Acceptance of Donations - City Employees Health Fair and Annual Recognition Event**

The City Manager stated this donation refers to the health fair the City organizes. Staff is asking approval to seek donations from area businesses. The Manager indicated that this health fair is very beneficial for employees to help maintain a healthy lifestyle. These types of donations are well served by the City and the businesses that make these benefits also get recognized.

Councilor Roberts made the following motion which was seconded by Councilor Roberts.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept donations associated with the annual employee/retiree health fair scheduled for September 2015 and the annual employee recognition event normally scheduled for December 2015.

The meeting adjourned at 6:50 PM.

Respectfully submitted by,  
Krishni Pahl, Minute Taker