

**City of Keene  
New Hampshire**

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

**Thursday, July 9, 2015**

**6:30 PM**

**Council Chambers**

**Members Present:**

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

**Staff Present:**

City Manager, John MacLean  
Youth Services Manager,  
Elisabeth Brown  
Human Resources Director, Beth Fox  
Public Works Director, Kurt Blomquist  
Fire Chief, Mark Howard  
IMS Director, Rebecca Landry  
Library Director, Nancy Vincent  
Parks and Cemeteries Director, Andrew  
Bohannon

**Kendall Lane, Mayor**

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

**1. MEMORANDUM: Youth Services Manager -Acceptance of Award from  
Monadnock Alcohol & Drug Abuse Coalition**

Youth Services Manager, Elisabeth Brown stated that MADAC is an agency the City works with and the last few years the agency has been supportive of the monadnockteens.org and monadnockparents.org website. Ms. Brown stated she hires a part time web technician to create and maintain their website and MADAC's donation helps with this.

Councilor Clark stated this is one of many collaborations between MADAC and the City of Keene and the City has committed to addressing the large substance abuse problem which has taken over this community and as one of the newest members of MADAC he would like to make sure this relationship continues.

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

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

the City Manager be authorized to do all things necessary to accept the award from Monadnock Alcohol & Drug Coalition in the amount of \$2,000 for use by YouthServices.

**2. MEMORANDUM: Parks, Recreation and Facilities Director – Acceptance of a Donation - Robin Hood Park**

Parks, Recreation and Facilities Director Andrew Bohannon stated there is another donation which has been received in the amount of \$1,660 for the Robinhood Park swing set which now brings the total to just under \$3,200. This was a goal of the Southeast Keene Neighborhood Group and they now have just a small amount that needs to be raised for the installation.

Chair Greenwald asked whether there was any identified donor for this recent donation. Mr. Bohannon indicated it was from a Charitable Trust, the Kayser Family and noted he will get the information for the Council report.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a donation(s) of \$1,660.00 collected by the Southeast Keene Neighborhood Group to purchase a swing set at Robin Hood Park.

**3. MEMORANDUM: Parks, Recreation and Facilities Director – Project Agreement - Transportation Alternatives Program - Park Avenue to Cheshire Rail Trail Loop Project**

Mr. Bohannon indicated this item is for the city to sign an agreement with the Department of Transportation for a transportation alternative program grant. Mr. Bohannon explained this project is the Cheshire Rail Trail Loop for the purpose of installing bicycle and pedestrian signage along the route to include West Street, Summit Road, Skyline Drive and then onto Amy Brown Road.

The total project cost is \$411,615.51 and the City is responsible for 20%, which equals \$82,323.10. The City has been working with the City's community partners on the 20% match, one of which is represented tonight, Pathways for Keene. Mr. Bohannon then went on to recognize Michael Petrovick, President of Pathways of Keene.

Mr. Petrovick began by reading into the record the following letter:

*Dear Chair Greenwald and members of the Finance, Organization and Personnel Committee:*

*Since 1994, Pathways for Keene has partnered with the City of Keene to raise the local funding portion required to receive federal funding for trail improvement projects.*

*I am pleased to report through our recent 4-on-the-4<sup>th</sup> Run/Walk fundraiser event, Pathways for Keene has reached our pledge goal of \$30,000 for the Cheshire Rail Trail, Phase 3, Park Avenue Loop.*

*With support from over 80 businesses and foundations and approximately 600 participants, this year's event set a new record for Pathways for Keene. Prior to last year, our average net proceeds were approximately \$15,000 leading to a two-year cycle for providing funding for projects.*

*Although, I would like to have included a check with this letter, we recognize that under the "Spirit of Place" program there is a process for making a donation to the city. We will look to Andy Bohannon, Director of Parks & Rec. for direction on how to proceed with transferring the funds to the city.*

*Lastly we wish to thank you and the City Council for granting us Community Events status. I'm confident you will agree that this popular summer event shows downtown Keene at its best.*

Chair Greenwald commended the 4 on the 4<sup>th</sup> event and its success this year and recognized Ted McGreer for all his efforts with this event.

Chair Greenwald asked whether there was a \$30,000 pledge from Pathways for Keene. Mr. Petrovick answered in the affirmative. Councilor Roberts asked whether Pathways for Keene was the only one that supports this venture. Mr. Bohannon stated they are looking for other sponsors as well to offset the 20%.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute an agreement between the City of Keene and the New Hampshire Department of Transportation for a Transportation Alternatives Program grant.

#### **4. MEMORANDUM: Fire Chief - Acceptance of a Donation**

Fire Chief Mark Howard referred to a donation from Mr. and Mrs. Andrew Owens in the amount of \$25. He stated once the Council approves this donation he will send out a thank you letter to the Owens.

Chair Greenwald asked whether these funds are ear marked for any particular project. Chief Howard stated it would go into the general donation account and in the recent past

these funds have been used to re-matte and reframe some historical photographs which are displayed at the Central Station.

Councilor Filiault commended City fire personnel who performed 30 minute CPR on an individual and saved his life.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a donation from Mr. & Mrs. Andrew Owens in the amount of \$25.00.

**5. MEMORANDUM: Public Works Director - Wells Street Parking Structure Repair**

Public Works Director Kurt Blomquist stated this matter is in reference to a professional services contract with Desman Associates for the Wells Street parking garage repair. He explained there were substantial repairs done to this structure recently. Desman Associates was previously selected through the Council for design of these repairs and were also involved with the original design of this structure in 1998.

Mr. Blomquist added as part of this project he is asking Desman Associates to perform construction administration along with full-time oversight. Mr. Blomquist explained that the City Engineer has moved on to a different position and the department is short a few individuals and hence he is looking for some assistance.

Chair Greenwald clarified these funds come from the Wells Street Parking Structure Rehabilitation account. Mr. Blomquist answered in the affirmative. The Chair asked whether it was through the parking meter fund. Mr. Blomquist stated he will have to check on this item and get back to the Committee.

Councilor Clark asked whether some of the oversight work funding couldn't come out of the City Engineer's unexpended salary funding. Mr. Blomquist stated it could but the City Engineer's salary is funded through the general fund and because this is a parking fund requirement, it is more appropriate for it to come out of the parking fund. He went on to say that currently a five man operation is being run by three people and he might need this unexpended salary funding to get some assistance.

Councilor Roberts asked because this was a technical services contract whether Mr. Blomquist went through the ratings process. Mr. Blomquist noted this happened back in 2014 when the contract was sent out through the bid process.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Desman Associates for technical, construction administration and inspection services for the Wells Street Parking Structure Repairs Project for an amount not to exceed \$37,500.

**6. RESOLUTION: R-2015-31: Relating to the Establishment of the Keene Public Library Renovation Trust Fund**

Library Director, Nancy Vincent introduced Paul Hienkle President of the Library Board of Trustees. Mr. Hienkle stated the Board of Trustees and The Friends are requesting the City establish a temporary restricted trust fund. Mr. Hienkle explained the Friends and the Trustees are beginning a capital campaign for library renovations and this Trust will be used to receive funds from grants and donations.

Last December the Council approved a Memorandum of Understanding to authorize City staff to prepare appropriate documents and terms and conditions and the result is the Resolution before the Committee today. He explained that this document has also been reviewed by Terry Knowles of the Charitable Trust Division of the Attorney General's Office.

Councilor Roberts noted that it appears Cheshire TV is not included in this design. Mr. Hienkle indicated that Cheshire TV is included and they will be moving upstairs to the annex building.

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

On a vote of 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2015-31.

**7. RESOLUTION: R-2015-32-A: Relating to the Reallocation of Bond Funding from the 09 Infrastructure Project, 10 Infrastructure, Robin Hood Dam Project and Bradford Road Sidewalk**

Mr. Blomquist stated these are a series of projects which have been completed and were projects which were funded through bond funds. To be able to re-purpose these funds it has to be done through a Resolution. The funds will be used for current road work that is being done this summer which was approved by the Council last week.

Councilor Powers noted when this was discussed a few weeks ago there was \$20,000 in the Maple Avenue project and this is not listed in this Resolution. The Manager asked Mr. Blomquist to check on this issue in time for the next Council meeting.

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

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On a vote of 5-0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2015-32-A.

The meeting adjourned at 6:55 PM.

Respectfully submitted by,  
Krishni Pahl, Minute Taker

Additional Edits by,  
Terri M. Hood, CMC  
Assistant City Clerk