



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
May 10, 2018  
5:30 PM**

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

1. Acceptance of a Donation - Pickle Ball Courts - Parks, Recreation and Facilities Department
2. Banner Sponsorship Update - Parks, Recreation and Facilities Department
3. Lease Agreement - Senator Shaheen - Parks, Recreation and Facilities Department
4. Re-Allocation of FY 2018 CIP Funds to City of Keene Land Use Code Update
5. Public Works Fill A Truck Project - Food Donations
6. Rose Lane Change Order-Loureiro Engineering
7. Gilbo East Parking Lot Improvements  
Resolution R-2018-15
8. Departmental Presentations - FY 2018-2019 Operating Budget

**MORE TIME ITEMS:**

- A. FY 2018-2019 Operating Budget  
Resolution R-2018-17

Non Public Session  
Adjournment



City of Keene, N.H.  
*Transmittal Form*

May 7, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 1.

**SUBJECT:** Acceptance of a Donation - Pickle Ball Courts - Parks, Recreation and Facilities Department

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee allow the City Manager to do all things necessary to accept a donation from the Keene Lions Club for \$15,900.00 for pickle ball courts located behind the Jonathan Daniels School.

**BACKGROUND:**

The Lions Club International celebrated their 100 year anniversary a couple of years ago. A challenge that was brought forward by that celebration was to create a legacy gift back to their community. Most recently, the club donated the pavilion and lion at the Recreation Center. Past projects also included the two public swimming pools, along with several playgrounds within the park system.

To continue with this legacy, the Keene Lions Club has donated the installation of six (6) pickle ball courts located behind Jonathan Daniels School. The current location was resurfaced for tennis in 2016 and included lines for pickle ball games. The success of the game locally promoted the game and in the summer of 2017, the Recreation Center incorporated four (4) courts in the gymnasium at the Recreation Center.

The courts will provide the opportunity for many games to be played at one time, along with league play and tournaments.

The City will provide additional funds to install a new gate. This funding source is being provided through remaining CIP funds that were originally used to resurface the courts.



City of Keene, N.H.  
*Transmittal Form*

May 7, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 2.

**SUBJECT:** Banner Sponsorship Update - Parks, Recreation and Facilities Department

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee accept the sponsorship update for Wheelock Park and the Recreation Center as informational.

**BACKGROUND:**

Through the sponsorship policy adopted in April 2016, the department pushed the opportunities out to the community in March and April. As a result, several local businesses have connected to gain additional exposure through the Parks and Recreation Department.

Mascoma Savings Bank has secured the advertisement of the score board at the Recreation Center for the life of the board. The financial value of the sponsorship is \$5,000.00.

Monadnock Ford has secured a banner placement for a one year agreement beginning May 1, 2018 with an option to renew on an annual basis. The financial value of the sponsorship is \$450.00.

Keene Orthodontist Specialist has renewed their banner placements at Wheelock Park and the Recreation Center for another one year agreement beginning May 1, 2018. The financial value of the sponsorship is \$1800.00.

Additional sponsorship opportunities are still in progress. To learn more about opportunities through the department, organizations should contact the department online or by phone.



City of Keene, N.H.  
*Transmittal Form*

May 7, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 3.

**SUBJECT:** Lease Agreement - Senator Shaheen - Parks, Recreation and Facilities Department

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to execute a lease agreement with United States Senator Jeanne Shaheen for the office space located at 12 Gilbo Avenue.

**BACKGROUND:**

The City of Keene has leased office space located at 12 Gilbo Avenue to United States Senator Jeanne Shaheen since 2011. The lease expired in January 2018, under good faith; the Sargent of Arms of the United States Senate requested the lease be revised. Upon review of the revised lease from the City Attorney, the terms remain the same under a new format.

The lease extension would terminate in 2021 when the Senator's current term in office expires.



City of Keene, N.H.  
*Transmittal Form*

May 7, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Tara Kessler, Planner

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 4.

**SUBJECT:** Re-Allocation of FY 2018 CIP Funds to City of Keene Land Use Code Update

**RECOMMENDATION:**

Move that the Finance Organization and Personnel Committee recommend that City Council re-allocate \$30,000 appropriated in the FY18 Capital Improvement Program for the Downtown Revitalization Study to the Land Use Code Update.

**BACKGROUND:**

The 2018-2023 Capital Improvement Program appropriated \$30,000 in Fiscal Year (FY) 2018 to support the continued assessment and community engagement process for the Downtown Revitalization Project that was initially funded in FY 2017. A report on Phase I of this Project was made to City Council in February of 2018. The \$30,000 appropriated in FY 2018 was intended to fund the consultant hired in Phase I to continue public engagement and assist in determining the general locations of activities proposed in Phase I in preparation for the development of preliminary designs. During public discussions on the FY 2019-2024 Capital Improvement Program, the City Council decided to move the start of the preliminary design phase for this Project to FY 2020. As a result, it has been determined that the work proposed for FY 2018, would be outdated by the time preliminary designs starts.

City staff are proposing that this \$30,000 be re-appropriated to support Phase II of the Land Use Code Update Project, which is underway. Currently, the Land Use Code Update has \$134,000 of funding available to support the reorganization and update of the City's land use regulations with the goal of making the regulations more user-friendly, current, and aligned with community vision and goals. This funding was allocated in the FY 2014 and FY 2015 Capital Budget (Account #62103 Cost Center #90279-A).

The \$30,000 would provide additional support to the Land Use Code Update, which is operating on a lean budget for the scope of the project. The Planning Department has committed significant staff support to lead this effort and take on the work that cannot be supported through the services of outside consultants due to budgetary constraints. With the existing \$134,000, the City has been able to successfully negotiate two contracts with consultants for the provision of marketing/communications services, and professional planning services to support the development of Form Based Zoning in the Downtown. To ensure the project is successful, it is important to have outside legal review from a NH Licensed Land Use Attorney. It is also critical that there is robust and meaningful outreach and engagement in the community. The \$30,000 would augment the budget for this project to fully support the Project's scope of work, including legal review and community outreach.



City of Keene, N.H.  
*Transmittal Form*

May 4, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Kurt D. Blomquist, PE, Public Works Director/Emergency Management Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 5.

**SUBJECT:** Public Works Fill A Truck Project - Food Donations

**RECOMMENDATION:**

Move that the Finance, Organization, and Personnel Committee recommends the City Manager be authorized to do all things necessary to solicit and accept donations for the Public Works Department "Fill a Public Works Truck" campaign to celebrate National Public Works Week 2018.

**BACKGROUND:**

Hunger is a challenge in our society and our community. During the early summer months many food banks and programs have difficulty collecting food. As a part of the celebration for National Public Works Week the Public Works Department will be participating along with other Public Works Departments across the Country in a "Fill a Public Works Truck" campaign to put an end to hunger.

For this campaign, the Department will be accepting donations from local businesses along with non-perishable food items from the local community that will be placed in a Public Works truck during the week of May 20th. At the end of the week donations collected will be turned over to several food programs in the City. The donations will be split between the Keene Community Kitchen, the St. Vincent DePaul Society Food Pantry, and the Monadnock Understands Child Hunger (MUCH). The Department looks forward to working with the Community on this important campaign.



City of Keene, N.H.  
*Transmittal Form*

May 4, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Aaron Costa, Operations Manager

**THROUGH:** Elizabeth A. Dragon, City Manager, Kurt D. Blomquist, P.E., Public Works Director

**ITEM:** 6.

**SUBJECT:** Rose Lane Change Order-Loureiro Engineering

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to execute change order 4 with Loureiro Engineering for an amount not to exceed \$9,818 for Contract 04-16-04.

**BACKGROUND:**

The City's first Wastewater Treatment Facility, located on Rose Lane, was built in 1934 and remained active until 1985. Because past practice included disposal of wastewater sludge on site, the New Hampshire Department of Environmental Services (NHDES) characterized this site as a sludge monofill in 2007 and required its permanent closure.

- In September 2015, the City signed a construction oversight and project documentation contract with Loureiro Engineering.
- In April 2016, City Council approved change order 1 with Loureiro Engineering for additional work requested by NHDES that included new flooding analysis, reporting and design of the post-closure monitoring wells and participation in the community outreach plan.
- In September 2016, the City Manager authorized change order 2, a no cost change order, as part of the on-going closure plan work. For this work Loureiro Engineering performed gas monitoring of two existing gas monitoring wells and later in the month oversaw the installation of four additional gas monitoring wells.
- In April 2017, City Council approved change order 3 with Loureiro Engineering for additional gas monitoring events, gas dispersion calculations and reporting.

On April 16, 2018 construction began on the sludge monofill area of the Rose Lane property. However, there are still remnants of the old wastewater plant's sludge drying beds located outside the sludge monofill area. Change order 4 is the cost for completing a Shore Land Permit application to support grading improvements to the site that will include burying the sludge drying beds, as well as calculating the amount of fill required to properly grade the remaining property, additional property fencing and construction oversight at a cost not to exceed \$9,818.

Staff recommends the City Manager be authorized to do all things necessary to sign a change order with Loureiro Engineering for an amount not to exceed \$9,818. Because the construction bid was lower than expected, funds are available in the Rose Lane Closure Project cost center 08094, account 62102 for this change order.





*Transmittal Form*

April 26, 2018

**TO:** Mayor and Keene City Council

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

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 7.

**SUBJECT:** Gilbo East Parking Lot Improvements

**COUNCIL ACTION:**

In City Council May 3, 2018.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That Resolution R-2018-15 be referred to the Finance, Organization and Personnel Committee for consideration and recommendation back to the City Council.

**ATTACHMENTS:**

Description

Resolution R-2018-15

**BACKGROUND:**

On December 13, 2017, Staff presented the Municipal Services, Facilities and Infrastructure Committee (MSFI) with a recommended plan for the rehabilitation of the Gilbo East Surface Parking Lot. The plan was based on the project description in the approved FY18 Capital Improvement Program (CIP) and the goals of improving aesthetics, maximizing available parking and staying within the appropriated budget of \$118,708. Committee members expressed concern that the recommended plan may not comply with the City's parking lot standards, as a result, the Committee requested that staff return with additional information and a more thorough discussion of the applicable standards.

On January 10, 2018, staff presented the Committee with an overview of the applicable zoning code requirements. In the discussions, Committee members expressed a desire to include additional components in the design. Specifically, the Committee requested the addition of new lighting and a sidewalk on the east side of Saint James Street. Raised medians were also desirable, but with less consensus among the Committee members. The Committee requested that staff develop a plan and cost estimate that included the additional elements.

An updated proposal was presented to MSFI on March 21, 2018. The plan includes a concrete sidewalk along St. James Street and decorative solar-powered light fixtures of a similar style to those used throughout the downtown. Raised medians are not included because of the limits of the property boundaries. The estimated cost for the increased project scope is approximately \$298,000. The FY18 CIP included an appropriation of

\$118,708 for this project. Therefore, an additional \$185,000 is required.

During the Finance Organization and Personnel Committee's review of the proposed FY19-FY24 CIP on March 8, 2018, the Committee considered whether to amend FY19 to include additional funding for the Gilbo East Surface Parking Lot. It was discussed that to do so would result in the delay of construction until the summer of 2019. To complete the project with the potential additional improvements would require funds to be available this calendar year and therefore would need to come from an existing source. There is funding available in the Downtown Infrastructure Capital Reserve. Therefore, the MSFI recommended that Staff be directed to prepare a resolution to appropriate funds from the Downtown Infrastructure Capital Reserve.



# CITY OF KEENE

R-2018-15

In the Year of Our Lord Two Thousand and .....Eighteen.....

A RESOLUTION .....RELATING TO GILBO EAST PARKING LOT IMPROVEMENTS.....

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

The sum of One Hundred Eighty Five Thousand Dollars (\$185,000) is hereby appropriated from the Downtown Infrastructure Capital Reserve for the purpose of completing the Gilbo East Parking Lot Improvement Project.

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Kendall W. Lane, Mayor

In City Council May 3, 2018.  
Referred to the Finance, Organization  
and Personnel Committee.

  
Patricia C. Smith  
City Clerk



City of Keene, N.H.  
*Transmittal Form*

May 8, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Patricia A. Little, City Clerk

**ITEM:** 8.

**SUBJECT:** Departmental Presentations - FY 2018-2019 Operating Budget

**ATTACHMENTS:**

Description

Departmental Presentations

**BACKGROUND:**

Attached are the schedules for review of the proposed operating budget for FY 19.

**CITY OF KEENE, NEW HAMPSHIRE**  
**Finance, Organization & Personnel Committee**  
**Thursday, May 10, 2018**  
**5:30 PM – Council Chambers**

1. Call to order – Committee Chair
2. Resolution R-2018-17- Relating to the 2018/2019 Fiscal Year Budget
3. Introduction – City Manager

Departmental Budget Review

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City Manager	53
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Possible Non-Public Session

Adjournment

**CITY OF KEENE, NEW HAMPSHIRE**  
**Finance, Organization & Personnel Committee**  
**Monday, May 14, 2018**  
**5:30 PM - Council Chambers**

1. Call to order – Committee Chair
2. Resolution R-2018-17 Relating to the 2018/2019 Fiscal Year Budget

**Departmental Budget Review-Community Services**

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Parks, Recreation, Cemeteries	115, Cost Centers-01200-01314 pgs-237-240
Facilities	117, Cost Centers-01325-01336 pgs-240-244
Police	124
Parking Fund-enforcement	163 Cost Center 01500-pg-258
Youth Services	131

Possible Non-Public Session

Adjournment

**CITY OF KEENE, NEW HAMPSHIRE**  
**Finance, Organization & Personnel Committee**  
**Tuesday, May 15, 2018**  
**5:30 PM – Council Chambers**

1. Call to order – Committee Chair
2. Resolution R-2018-17 Relating to the 2018/2019 Fiscal Year Budget

**Departmental Budget Review-Municipal Services**

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Public Works-Solid Waste Fund	181
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Possible Non-Public Session

Adjournment

