



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
September 12, 2019
6:30 PM**

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

-
1. Joseph S. Hoppock, Esq. - Request to Purchase City Property
 2. Acceptance of Donations - Parks, Recreation and Facilities Department
 3. Acceptance of Donations - Parks, Recreation and Facilities Department
 4. Acceptance of Donations - Parks, Recreation and Facilities Department
 5. Acceptance of Donations - Parks, Recreation and Facilities Department
 6. Periodic Report - Assessors Board
 7. Contract services to Perform a Water/Sewer Rate Study - Public Works Department
 8. Design Change Order - Roxbury St. Bridge Replacement - Public Works Department
 9. Sale of Former Alps Properties - Airport Division
 10. Sale of Airport Hangar - Airport Division

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

August 23, 2019

TO: Mayor and Keene City Council

FROM: Thomas P. Mullins, City Attorney

ITEM: 1.

SUBJECT: Joseph S. Hoppock, Esq. - Request to Purchase City Property

COUNCIL ACTION:

In City Council September 5, 2019.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That the attached communication be referred to the Finance, Organization and Personnel Committee for review and consideration.

ATTACHMENTS:

Description

Hoppock Letter 8.23.19

BACKGROUND:

The attached communication was received in my office from Attorney Joseph S. Hoppock submitted on behalf of his client, Roberta Mastrogiovanni. Ms. Mastrogiovanni currently leases the parcel of land upon which the Corner News building sits from the City of Keene. Ms. Mastrogiovanni is interested in purchasing the parcel of land from the City of Keene as outlined in Attorney Hoppock's letter.

LAW OFFICES OF JOSEPH S. HOPPOCK, P.L.L.C.

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Keene, New Hampshire 03431-3872
Telephone (603) 357-8700
Facsimile (603) 357-8750
www.hoppocklaw.com

Joseph S. Hoppock, Esquire

e-mail: jhoppock@hoppocklaw.com

August 23, 2019

Thomas Mullins, Esquire
Keene City Attorney
3 Washington Street
Keene, NH 03431

Re: Commercial Land @ 2 Gilbo Avenue, Keene, NH

Dear Tom:

You may recall we represent Roberta Mastrogiovanni who owns and operates the retail establishment, Corner News. The City, as you recall, owns the land on which Roberta owns the building. The lot may be identified in the city records as Map 575, Lot 013.

A review of the records at the assessor's office indicates that Map 575, Lot 013 was assessed at \$60,000.00. I enclose for your convenience copies of the tax assessment documents for 2 Gilbo Avenue.

Based on this information, Ms. Mastrogiovanni authorized me to offer the city \$60,000.00 cash at closing to purchase the land identified as Map 575, Lot 013, and identified with a property address of 2 Gilbo Avenue. The deed reference is book 710, Page 552 of the Cheshire County Registry of Deeds.

I assume you will need to take this offer up with the Council. Please let me know when we may expect to hear back from you. Nevertheless, my client would like to close in thirty (30) days, if possible. Thank you.


Very truly yours,


Joseph S. Hoppock

JSH:dmp

cc: Roberta Mastrogiovanni

In City Council September 5, 2019.
Referred to the Finance, Organization
and Personnel Committee.


Deputy City Clerk



City of Keene, N.H.
Transmittal Form

August 30, 2019

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donations - 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 \$700.00 and that the money is used for the Recreation Department scholarship fund.

BACKGROUND:

Thursday, August 15, the Parks, Recreation and Facilities Department hosted its annual Peanut Carnival. All funds raised go toward scholarships for families needing assistance. This year's event raised \$700.00 toward 6 scholarships needed for the CATCH after school program.



City of Keene, N.H.
Transmittal Form

September 6, 2019

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Acceptance of Donations - 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 \$500.00 and that the money is used for the Human Rights Committee collaboration with the Keene International Festival.

BACKGROUND:

In 2017, a team of educators and community organizers met to establish a Keene International Festival. The first event, held in 2018, drew in over 500 people from around southwest New Hampshire and beyond. The event was created to showcase and celebrate the rich cultural diversity of the Keene community through activities that engage and connect people to each other.

The Human Rights Committee has collaborated with the Keene International Festival to host the annual event at the Recreation Center on Saturday, September 21 from 11:00am to 2:00pm.

Activities include food trucks and vendors, workshops for African drumming and Bollywood dancing, games, arts and crafts, and performances.

An anonymous donor has generously donated \$500.00 for the purpose of event logistics.

The event is free and open to the public.

Updates on the event can be found on Facebook or visit keeneinternationalfestival.org



City of Keene, N.H.
Transmittal Form

September 9, 2019

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 Donations - 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 the construction of a pump track in Wheelock Park from the New England Mountain Bike Association Keene / Brattleboro Chapter.

ATTACHMENTS:

Description

location photos

Why a pump park

BACKGROUND:

In 2018, the New England Mountain Bike Association Keene/Brattleboro Chapter began conversations about adding a pump track feature in Wheelock Park. The opportunity opened up when the skate park was clearly moving to the downtown footprint, and the ideal location for the track was in the same location the skate park was conceived within Wheelock. Club members were charged with understanding the next steps to move forward.

Michael Davern, Club President, worked with a local company, Powder Horn Trail Company, to design and cost estimate a track with a wooded grove of red pine in Wheelock Park. An estimate of \$23,500.00 for the construction and an additional \$2,500.00 for the design phase.

The additional amenity to Wheelock Park would provide a significant value and formalize and very primitive track now which is small and located behind the campground. The location is ideal with parking and bathrooms in close proximity, wide openings within the tree grove stand provide access with minimal tree removal. An additional benefit is that the tree stand needs to be thinned and the opportunity to add a track within an area that needs thinning and be accomplished at the same time.

The club will need to begin fundraising for their efforts and believe that spring construction is possible. They will work the designer and City staff to ensure safety and any necessary permits if needed, which the concept has been reviewed with the Community Development Department, before moving forward to this stage.

In addition, attached are examples of what a pump track is with various pictures to help describe and understand the proposed amenity.

A progress update in the spring of 2020 will be presented back to the Council Committee for construction timelines.

Attachments:

Location photos

Why a Pump Tack?

Wheelock Park – Pump Track locations:



Why a Bike Park and Pump Track?



1. What is a pump track?

A pump track is a continuous circuit of banked turns interspaced by rollers and other features that can be ridden on a bike without pedaling. Most commonly constructed from soil, riders create momentum via up and down body moments called pumping.

Because the features are all variations of roll able mounds, courses are beginner friendly, with riders of all ages and skill levels able to safely navigate the course. As riders advance and acquire bike control, they can generate and maintain increased momentum, flow through the track at higher speeds and eventually learn to connect features by utilizing advanced techniques such as manualing and jumping.

2. Pump tracks are great for skills development.



The entire purpose of pump tracks is to build skills. But when you apply that to children (especially young children) the effect is amplified. Toddlers who start riding their Strider on the pump track are pedaling by 3 and full-on shredders at 6. The repetitive practice of going around and round and round, getting faster and more capable, builds confidence on the bike. Kids learn to corner, to jump, to shift their weight. There is nothing quite as good as a pump track for becoming a competent cyclist.

3. Pump tracks build community.



It isn't very often that one goes to a pump track and doesn't talk to anybody. Kids tend to make friends here, parents tend to make friends here. If you are new to an area, it is a great way to meet new people.

Kids spend more time outside and less in front of their screens. They become healthier and happier. Bike shops gain more traffic and customers as more people become interested in riding at their local park.

A pump track is accessible to all demographics and socio-economic status. Special, expensive bikes aren't needed. All you need is a bike and a helmet!

4. They are fun to find while traveling.

People will travel to ride pump tracks and mountain bike trails. A pump track becomes a destination for out of town riders. A pump track in proximity to good mountain bike trails also allows the whole family to make the trip to the area and all can have fun.





City of Keene, N.H.
Transmittal Form

September 9, 2019

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Acceptance of Donations - 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 an informational kiosk in Railroad Square from the Walldogs.

ATTACHMENTS:

Description

walldogs kiosk design

BACKGROUND:

After a highly successful Walldogs – A Magical History Tour in June, the mural event is still contributing back to the community in many ways. Visitors from around the region continue to stop in Keene and walk the community to the different mural locations, eat and shop in our downtown. The event was an extraordinary economic impact gifted to the City, pushing the opportunity to display our culture and heritage through works of art.

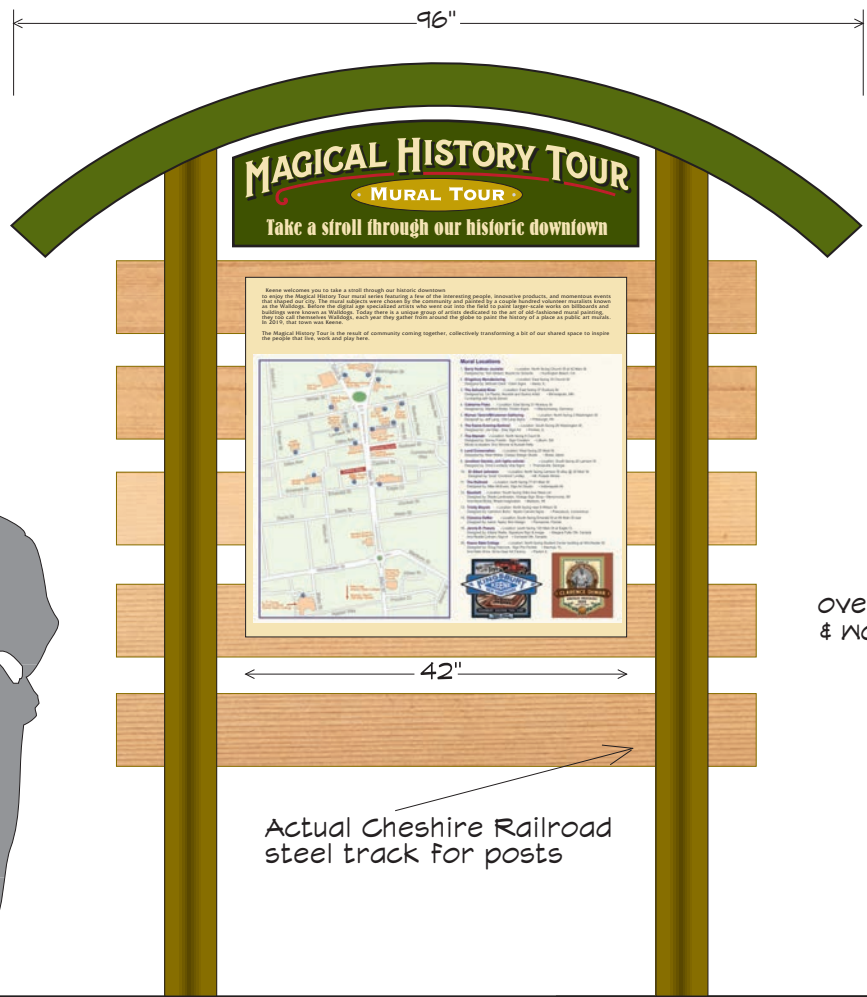
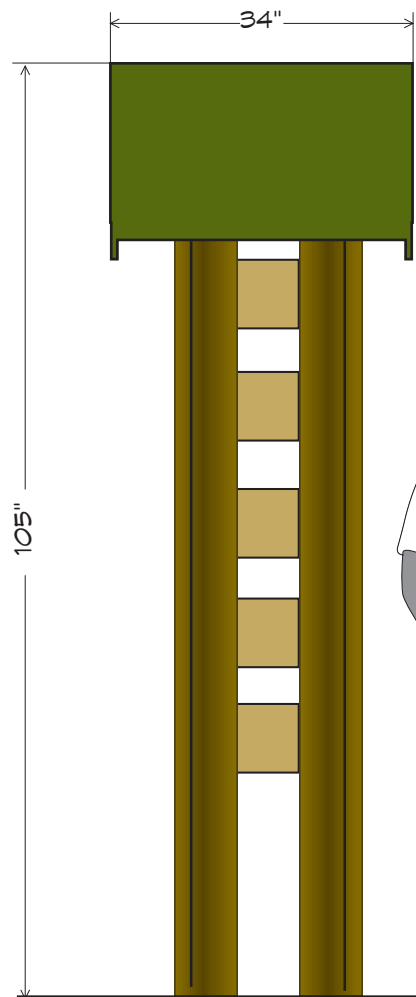
In an effort to assist visitors into the downtown, organizers Peter Poanessa and Judy Rogers want to donate a kiosk to be placed in Railroad Square as an informational gathering spot. The murals are specifically laid out in a walking tour pattern, which winds through the historic district. The Magical History Tour organizers are proposing a companion piece to the walking tour as an information starting point for the walking tour. This piece will be part sign, part industrial sculpture in keeping with the Walldogs mural theme.

Attached is a draft rendering of the proposed kiosk. The base of this industrial piece will be made from repurposed local railroad track, which incorporates one of the mural subjects into the design. This material will not only be sturdy, but will also reflect the industrial heritage of the City. The piece will have some form of map with the mural walking tour outlined on it and we intend to include some information on the funders and volunteers that made the Magical History Tour project a reality.

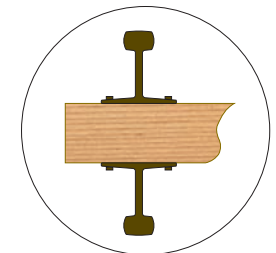
Because this is a walking tour that covers the entirety of the historic district, organizers would like to propose that two or three smaller waypoint sculptural pieces be located at intervals along the walking tour path. These would also be designed, constructed and installed by Peter Poanessa and would mimic the original piece in design.

Money for design, construction and installation of this public art piece was raised during the fundraising for the

Magical History Tour project and the City is not being asked for funds to construct or install the piece(s).



overhead view of steel post & wood beam design



Actual Cheshire Railroad steel track for posts



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12 Base Hill Rd Swanzey NH 03446 603.358.1003 WWW.SIGNWORX.COM



City of Keene, N.H.
Transmittal Form

September 6, 2019

TO: Finance, Organization and Personnel Committee

FROM: Aaron Costa, Operations Manager

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 7.

SUBJECT: Contract services to Perform a Water/Sewer Rate Study - Public Works Department

RECOMMENDATION:

The Finance, Organization, and Personnel committee recommends the City Council authorize the City Manager to do all things necessary to negotiate and execute a professional services contract with Raftelis to perform a Water/Sewer Rate Study for an amount not to exceed \$64,708. If a contract cannot be negotiated, the City Manager is authorized to negotiate with the next ranked firm.

BACKGROUND:

Water and sewer fees provide the primary sources of revenue for the Water and Sewer utility enterprise funds. The current rate structure is based on meter size and volume. The last time the City performed a rate study was in 2004. The purpose of this study is to ensure the utility rates cover the true cost of providing water and sewer services to the City's customers.

This study takes into account all aspects of the water/sewer utility services including costs associated with treatment, operations and maintenance, equipment repair and replacement, maintaining appropriate working capital and cash balances, debt services requirements as well as identify capital improvement needs.

The project deliverables will include rate-modeling software specifically built for the City of Keene, a final report of the findings and recommendations, public outreach and staff training.

The City received five responses to an August 2019 Request for Proposals. A review team consisting of Aaron Costa, Operations Manager, Tom Moran, Assistant Public Works Director, Don Lussier, City Engineer, Merri Howe, Finance Director and Kurt Blomquist, Public Works Director independently rated the initial proposals. For this phase of the review, the firms were rated on criteria including their understanding of the project, project approach, experience of the firm and assigned personnel, and overall quality of the submission.

Three firms were invited to Public Works for an interview. The interview team consisted of the original proposal review team. Each firm was given the opportunity to identify their project team, describe the team members and company experience with similar projects, summarize their approach and present their rate model.

The firms were rated using the following criteria: the proposed engineering teams' experience, understanding of the project, project approach, and the quality of the presentation. Each interviewer ranked the firms one through three based on their numeric score, with one being the highest rank. The ranking numbers were added together to reach the firms' interview scores, with a lower number indicating a higher ranking. For example, a score of 5

would indicate that each team member rated the firm number one. The following table summarizes the interview teams' composite scores.

Firm Name	Interview Score
Raftelis	6
NewGen Strategies and Solutions LLC	11
Hazen and Sawyer Environmental Engineers	13

Based on the above-described scoring matrix, Raftelis was judged by the interview team to be the best consultant for this project.

Raftelis's presentation included an affordability aspect of the rate model that includes mechanisms to calculate how water and sewer rates impact economically disadvantaged customers. This aspect of model development was not included in the initial scope of work proposed by the City. Raftelis provided a cost estimate of \$15,000 to perform this additional work and staff is recommending it be included as part of the project. The City budgeted \$110,792 for this project and funding is available in the FY20 capital budget.

It is recommended that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Raftelis to perform the Water/Sewer Rate Study for an amount not to exceed \$64,708. If the City Manager cannot reach an agreement, the City Manager is authorized to negotiate with the next ranked firm.



City of Keene, N.H.
Transmittal Form

September 9, 2019

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 8.

SUBJECT: Design Change Order - Roxbury St. Bridge Replacement - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a change order with McFarland Johnson for engineering services associated with the replacement of the Roxbury Street bridge over Beaver Brook, in an amount not to exceed \$6,767.83.

BACKGROUND:

McFarland Johnson was selected in the Spring of 2018 to design a replacement bridge for Roxbury Street. The project was advertised for construction in May 2019. Only one bid was received and the cost was significantly above the project budget. As a result, the bid was rejected and the project will be re-advertised this fall.

This project is funded through the New Hampshire Department of Transportation's State Aid Bridge program. The NHDOT has already reviewed and approved the requested change. The cost to the City is therefore \$1,353.57.

The recommended change order will provide budget for our consultant to make revisions to the bid package in response to questions and feedback we received from potential contractors. It will also allow them to perform bid-phase services during the re-bid.

The total of this change order and two previously approved change orders equals 14.5% of the original contract value. Therefore, Council approval is required in accordance with Sec. 2-1334 of the Keene City Code of Ordinances.



City of Keene, N.H.
Transmittal Form

September 10, 2019

TO: Finance, Organization and Personnel Committee

FROM: Rebecca Landry, ACM & IT Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 9.

SUBJECT: Sale of Former Alps Properties - Airport Division

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to negotiate and execute purchase and sale agreements for the former Alps properties at the Keene Dillant-Hopkins Airport.

ATTACHMENTS:

Description

Council Policy - Sale of City Property

BACKGROUND:

The former Alps property at 471 Old Homestead Highway at the south end of the Keene Airport has recently been subdivided into two properties. The go-cart track, mini-golf course and buildings are located in what is now a 5.1-acre lot. The second lot measures 10.28 acres and includes a dedicated right-of-way for access to an adjacent, privately owned lot.

The opportunity exists to sell the two lots to both provide some revenue that can be utilized to fund Airport projects (for which there are likely to be FAA restrictions) and to reduce property maintenance costs. City staff does not anticipate that these properties will be necessary for Airport use in the future. The FAA does have requirements for the sale of these properties, and staff will work with both the NH DOT and the FAA to ensure all requirements are met. An interested buyer has contacted City staff regarding the larger of the two parcels, and staff anticipates interest in the 5.1-acre lot, as well.

A competitive bid process will be used for the 5.1-acre lot; however, it may not be advisable for the 10.28-acre lot which includes the easement. Because the interested party for this 10.28-acre lot requires access through the property to access the adjacent lot which they own, staff is recommending that the City Council authorize moving forward with a direct sale and not the use of a bid process. Resolution R-2010-31: Relating to the Sale of City-Owned Real Property is attached.

I recommend that the City Council authorize the City Manager to proceed with negotiation and execution of a purchase and sales agreements for both of the surplus properties in this manner.



CITY OF KEENE

R-2010-31

In the Year of Our Lord Two Thousand and **Ten**

A RESOLUTION RELATING TO THE SALE OF CITY-OWNED REAL PROPERTY

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

Resolution R-96-29-A is hereby repealed and the following policy with respect to surplus City-owned real property shall be as follows in the absence of mitigating circumstances and specific Council authorization.

1. No later than thirty (30) days following the acquisition of surplus real property and in no event more than thirty (30) days after a determination by Council that real property owned by the City is surplus real property, the City Manager shall:
 - a. Determine the market value of the surplus real property; and
 - b. In the case of recently acquired real property, determine whether continued ownership by the City is in the best interests of the City; and
 - c. In light of the value and location of the real property and giving effect to any special characteristics, determine the most suitable means to dispose of the real property; and
 - d. Prepare a report to the Finance, Organization and Personnel Committee of the Keene City Council, making recommendations regarding disposition of the real property.
2. Upon completion of the City Manager's report containing the information and recommendations referred to in paragraph 1, the matter shall be placed on the agenda of the Finance, Organization and Personnel Committee, which shall:
 - a. Adopt, amend or reject, in whole or in part, the content of the City Manager's report; and
 - b. Deliberate and forward to the Keene City Council its recommendation with respect to the disposition of said real property.

PASSED August 5, 2010

A true copy; attest

City Clerk

3. In formulating its recommendation to the Keene City Council, the Finance, Organization and Personnel Committee shall be guided by the following overriding principals:
- a. Except in unusual circumstances directly resulting from characteristics of the surplus real property in question, all City of Keene surplus real property shall be disposed of by open competitive public bid.
 - b. No Councilor, employee or other official, shall purchase surplus real property from the City other than by open, competitive public bid. The provisions of Section 26 of the Keene City Charter, and Section 2-116 (Dealings with City) of the Administrative Code of the City of Keene shall be observed by any Councilors, employees or public officials submitting bids. In addition to the sanctions imposed by the Keene City Charter and the Administrative Code of the City of Keene, any bid submitted in violation of any of said provisions shall be rejected.
 - c. In the event that no bids are received with respect to a particular parcel of surplus real property, the manner of its disposition shall be determined by the Keene City Council, given the nature, special circumstances, limiting conditions and/or unique characteristics thereof.


Philip Dale Pregent, Mayor



City of Keene, N.H.
Transmittal Form

September 10, 2019

TO: Finance, Organization and Personnel Committee

FROM: Rebecca Landry, ACM & IT Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 10.

SUBJECT: Sale of Airport Hangar - Airport Division

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to negotiate and execute a purchase and sale agreement for the sale of the so called "Green Hangar" at the Keene Dillant-Hopkins Airport.

ATTACHMENTS:

Description

Council Policy - Sale of City Property

BACKGROUND:

The City owns a hangar at the Keene Airport that is presently leased to Monadnock Aviation for aircraft storage and maintenance purposes. The building is aging and is in need of significant repair. The time has come to invest in the repairs necessary to sustain the structure. Most recently the City has invested \$7,200 in the replacement of the main doors, which had come off the tracks and fallen apart. Additional repairs and replacements are required for the building's roof, at minimum, in the short term.

An opportunity may exist to sell the structure to the current tenant whose lease is in good standing. This is a unique circumstance because of the condition of the building and the associated cost of ownership. City staff requests authorization to bypass the bid process and proceed with the negotiation and execution of a purchase and sale agreement for the hangar directly with the current lessee. Resolution R-2019-31 relating to the sale of City-Owned real Property is attached.



CITY OF KEENE

R-2010-31

In the Year of Our Lord Two Thousand and **Ten**

A RESOLUTION RELATING TO THE SALE OF CITY-OWNED REAL PROPERTY

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 - a. Determine the market value of the surplus real property; and
 - b. In the case of recently acquired real property, determine whether continued ownership by the City is in the best interests of the City; and
 - c. In light of the value and location of the real property and giving effect to any special characteristics, determine the most suitable means to dispose of the real property; and
 - d. Prepare a report to the Finance, Organization and Personnel Committee of the Keene City Council, making recommendations regarding disposition of the real property.

2. Upon completion of the City Manager's report containing the information and recommendations referred to in paragraph 1, the matter shall be placed on the agenda of the Finance, Organization and Personnel Committee, which shall:
 - a. Adopt, amend or reject, in whole or in part, the content of the City Manager's report; and
 - b. Deliberate and forward to the Keene City Council its recommendation with respect to the disposition of said real property.

PASSED August 5, 2010

A true copy; attest

City Clerk

3. In formulating its recommendation to the Keene City Council, the Finance, Organization and Personnel Committee shall be guided by the following overriding principals:
- a. Except in unusual circumstances directly resulting from characteristics of the surplus real property in question, all City of Keene surplus real property shall be disposed of by open competitive public bid.
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 - c. In the event that no bids are received with respect to a particular parcel of surplus real property, the manner of its disposition shall be determined by the Keene City Council, given the nature, special circumstances, limiting conditions and/or unique characteristics thereof.


Philip Dale Pregent, Mayor