



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
January 9, 2020  
6:30 PM**

Thomas F. Powers, Chair  
Stephen L. Hooper, Vice Chair  
Terry M. Clark  
Michael J. Remy  
Raleigh C. Ormerod

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1. Acceptance of Donations - Parks, Recreation and Facilities
  2. Acceptance of Funds from Cheshire County - Youth Services
  3. Professional Services Contract for Airport Market Study - Asst. City Manager/IT Director

**MORE TIME ITEMS:**

- A. Establishment of Free Downtown Parking - Economic Development Director

Non Public Session  
Adjournment



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

December 23, 2019

**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 Donations - Parks, Recreation and Facilities

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**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 Recreation Department scholarship fund.

**BACKGROUND:**

The Program division has hosted several event over the fall that raised money towards the scholarship fund. These events included a glow in the dark Halloween party, paint night, Drop and Shop night, and breakfast with Santa. These events raised \$500.00 towards the scholarship program.

Program scholarships are available for families needing assistance for various programs throughout the year.



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

December 23, 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 Funds from Cheshire County - Youth Services

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**RECOMMENDATION:**

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept \$23,100.00 and to administer the funds provided by Cheshire County for Youth Service programs.

**BACKGROUND:**

Youth Services was designated a total of \$23,100.00 in the 2019 Cheshire County Budget.



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

December 20, 2019

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

**FROM:** Rebecca Landry, Assistant City Manager & IT Director

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

**ITEM:** 3.

**SUBJECT:** Professional Services Contract for Airport Market Study - Asst. City Manager/IT Director

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**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to negotiate and execute a professional services contract with Crawford, Murphy, & Tilly, Inc. for the development of a commercial service market study for the Keene Dillant-Hopkins Airport.

**BACKGROUND:**

Proposals for the development of a commercial service market study for the Keene Dillant-Hopkins Airport were received on November 8<sup>th</sup> in response to City RFP 02-20-05. The RFP called for an analysis of potential markets for commercial airline passenger services and development of a market study for the potential purpose of pursuing passenger services.

Five proposals were submitted by vendors Ailevon Pacific, McFarland Johnson, Airplanners, Volaire and Crawford, Murphy & Tilly (CMT). The Airport Development and Marketing Committee Chair, Curt Hansen, and Vice Chair, Beth Bendel, joined Mark Goodrich of Dubois and King and Rebecca Landry, Assistant City Manager, in reviewing proposals and interviewing consultants. The Volair Aviation and CMT proposals were deemed the best aligned with the goals of the project. Both vendors were interviewed, and the review team unanimously supports moving forward with CMT based on their experience, use of complete data sources, proposal thoroughness and skillset necessary to meet project expectations.

The CMT proposed project plan includes development of a leakage study, route forecasting (gap assessment) and strategic market analysis and falls within the \$35,000 project budget included in the approved Airport Operating Budget for fiscal year 2020.