

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

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

**Thursday, January 9, 2020**

**6:30 PM**

**Council Chambers B**

**Members Present:**

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

**Staff Present:**

Elizabeth A. Dragon, City Manager  
Thomas P. Mullins, City Attorney  
William Dow, Deputy City Clerk  
Andrew Bohannon, Parks, Recreation and  
Facilities Director  
Brienne Rafford-Varley, Recreation  
Programmer  
Dimitria Kirby, Youth Services Manager

**Members Not Present:**

Chair Powers called the meeting to order at 6:30 PM and began by welcoming the new members to the committee.

**1) Acceptance of Donations – Parks, Recreation and Facilities**

Parks, Recreation and Facilities Director Andrew Bohannon and Recreation Programmer Brienne Rafford-Varley addressed the Committee. Ms. Rafford-Varley stated this \$500 donation is because of numerous new events the Recreation Department organized this year such as a glow party, breakfast with Santa free, paint night and these events were all free to the public but some had suggested donation options as well as snacks sold at events.

Councilor Remy made the following motion, which was seconded by Councilor Clark.

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

**2) Acceptance of Funds from Cheshire County – Youth Services**

Parks Recreation and Facilities Director Andrew Bohannon Services and Youth Services Manager Dimitria Kirby addressed the Committee next. Ms. Kirby stated the division has two programs that not only serve Keene but also surrounding towns; the Intervention Program that addresses problematic adolescent behavior and the Diversion Program for first time youth offenders.

Councilor Hooper asked whether this was an annual amount. Mr. Bohannon answered in the affirmative.

Councilor Ormerod asked how effective these programs were – the impact that has been seen. Ms. Kirby stated the local program is part of the statewide network. Studies are done every three years, the most recent information received is that it was 95% effective overall - 95 cases graduated the program successfully.

The Chair asked Mr. Bohannon to explain how this funding is dispersed in the budget. Mr. Bohannon explained the County funds help pay for the Youth Services Manager to help her travel outside of Keene.

Councilor Clark made the following motion, which was seconded by Councilor Hooper.

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

**3) Professional Services Contract for Airport Market Study – Asst. City Manager/IT Director**

Asst. City Manager/IT Director, Rebecca Landry stated this Airport Market Study is a study the Airport has been looking forward to since last year. This was an item included in the Airport budget last year. She explained this study is to determine if commercial airlines are a good idea for the airport and what interest the city could garner from any commercial airlines to use the airport.

Ms. Landry stated the city issued an RFP and received five responses. A team of four people looked over the proposals and there were two clear winners who stood out as being able to meet the expectations. The team in the end chose Crawford, Murphy, & Tilly, Inc. (CMT) who went above and beyond and thought of ideas the team did not think of. Their proposal also came at or under the airport's budget.

Ms. Landry noted staff would like to recommend the committee authorize the Manager to negotiate and execute a contract with CMT. She further stated this Memo was written prior to Christmas, since that time the city has made an offer to the new Airport Manager who has accepted the city's offer. The Airport Manager has worked in the past with the runner up – Volair, who is also a strong candidate and asked the committee to add language at the end of the proposed motion for the Manager to negotiate with Volair should negotiations fail with CMT.

Councilor Clark asked what the expected term was. Ms. Landry stated it should take about six months at the most.

Councilor Hooper asked how the consultant would move the study forward. Ms. Landry stated

the consultant will be working with city management as well as local business leaders to determine how their customers and employees travel; there will be a number of reports and a final report forwarded to the Manager.

Councilor Ormerod asked whether the consultant would have autonomy on design parameters or whether the parameters were already set. Ms. Landry stated the consultants would be designing their own parameters. The required data for this study is not easy to come by it is obtained from purchasing records, social media records, travel and tourism records etc.

The Councilor asked whether the new Airport Director would add more value in his new position or if he needs more time to weigh in. Ms. Landry stated his start date is early February and this item going through the Council process will take as long as the Airport Director's start date.

Chair Powers explained the funding for this project was approved and was placed in the budget last year. Once the city went through the RFP process, City staff established a committee to review the RFPs and in some cases a recommendation does not come forward and the process needs to start over. Once the Manager eventually approves the recommendation, the item comes before the Finance Committee for their approval and to be forwarded to the City Council.

Mr. Bradford Hutchinson of Marlboro Street addressed the Committee. Mr. Hutchinson talked about a conversation he had had with a pilot who was flying his private plane out of the airport – he reported the positive things this individual had to say about the airport. The only suggestion he had was to be able to have access to rental cars at the airport

Councilor Hooper made the following motion, which was seconded by Councilor Ormerod.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary 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, and in the absence of reaching an agreement to negotiate and execute an agreement with Voltaire.

There being no further business, the Chairman adjourned the meeting at 6:55 PM.

Respectfully submitted by,  
Krishni D. Pahl, Minute Taker

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