



City of Keene  
New Hampshire

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

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

1. Robert DiLuzio, Sr./SCI Corp. - Release of Right-of-Way
2. Lease Agreement - 12 Gilbo Avenue - Parks, Recreation and Facilities
3. Request for Use of Personnel Funds - Keene Public Library
4. Acceptance of Local Source Water Protection Grant - Public Works Department
5. Blossom Street Sewer Replacement Project - Request for Additional Project Budget - Public Works Department
6. Blossom Street Sewer Replacement Project - Construction Change Order for Winchester Court - Public Works Department

Non Public Session  
Adjournment

Due to the COVID-19 State of Emergency, the Finance, Organization and Personnel Committee will be holding its meeting remotely using the web-based program, Zoom. Members of the public will be able to access this public meeting through a variety of options. To access the meeting online visit the following link <https://zoom.us/j/155337439>. To listen via telephone, call 888-475-4499 or 877-853-5257 and enter the meeting Webinar ID: 155 337 439. If you do not have access to technology and you want to participate in the zoom meeting, call 352-0133 extension 2. If you encounter any issues accessing this meeting, please call 603-757-0622 during the meeting.



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

March 17, 2020

**TO:** Mayor and Keene City Council

**FROM:** Robert DiLuzio, Sr./SCI Corp.

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

**ITEM:** 1.

**SUBJECT:** Robert DiLuzio, Sr./SCI Corp. - Release of Right-of-Way

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**COUNCIL ACTION:**

In City Council March 19, 2020.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Communication\_Foley

**BACKGROUND:**

Robert DiLuzio, General Manager of SCI Corp. is negotiating the sale of a piece of property on which the City of Keene has a right-of-way to "pass and repass." Mr. DiLuzio is seeking the release of that right-of-way.

**DiLuzio FOLEY and Fletcher  
Funeral Homes and Cremation Services**

*Robert J. DiLuzio, Sr., Director and General Manager*

*Susan Simonds, Director and Area Manager*

*Cassandra E. McKinney, Director*

49 Court Street, (PO Box 692) Keene, NH 03431

(603) 352-0341 [www.foleyfuneralhome.com](http://www.foleyfuneralhome.com)

*Keene's oldest family operated funeral home*

*Serving the community since 1885*

Dignity<sup>®</sup>  
MEMORIAL

LIFE WELL CELEBRATED<sup>®</sup>

March 16, 2020

To the Honorable Mayor

City of Keene, NH

3 Washington Street

Keene, NH 03431

The SCI Corp. owners of the Foley Funeral Home, 49 Court Street, Keene, NH is in negotiation with Eversource Energy, formerly Public Service Company of NH to purchase a small parcel of land adjacent our property.

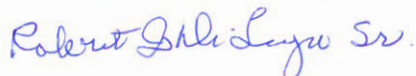
During a deed search it was discovered that the City of Keene had permission to use the drive way which is part of the purchase to use that drive way to "pass and re-pass" at any time.

We are requesting that the City of Keene release this right of way to allow the purchase to move forward.

A set of documents was sent to the city Attorney for review.

Please feel free to contact me with any questions or concerns.

Thank you,



Robert J. DiLuzio, Sr.

General Manager for SCI Corp.

49 Court Street

Keene, NH 03431

(603) 352-0341

In City Council March 19, 2020.

Referred to the Finance, Organization  
and Personnel Committee.



City Clerk



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

April 1, 2020

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

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

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

**ITEM:** 2.

**SUBJECT:** Lease Agreement - 12 Gilbo Avenue - 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 negotiate and execute a lease renewal with Konstantinos Georgiadis for space located at the 12 Gilbo Avenue.

**BACKGROUND:**

Christos Georgiadis currently leases space at the Transportation Center to operate a frozen yogurt shop. The original lease was signed on April 30, 2012. The current contract will expire April 30, 2020, and Mr. Georgiadis is looking to extend the lease for an additional 2.5 (30 months) and have Konstantinos Georgiadis own the operation. Regardless of the lease expiration, with a change in ownership a new lease agreement will be needed.

The tenant would like to renegotiate the terms of the contract to provide a fair market assessment in which the lease payment would be \$1,350.00 with no CPI, and a scale similar the previous contract over the next 30 months period. This would be same as the last contract extension. Given the current economic times, this model keeps a business operational downtown for the next 2.5 years while the development of the Arts and Culture Corridor plans are developed.



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

April 6, 2020

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

**FROM:** Marti Fiske, Library Director

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

**ITEM:** 3.

**SUBJECT:** Request for Use of Personnel Funds - Keene Public Library

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**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee allow the Library use of \$4,346 from the current fiscal year's unused personnel funds (#01100-61303) to acquire print management software and supporting equipment of scanners and receipt printer.

**BACKGROUND:**

A survey of the library's public printing system was done in an effort to improve cost savings. The survey found that with the existing honor system, 68% of public printing was not being paid for. Taken as a yearly average, this results in a loss of \$4,656 each year.

Print management software, guarantees that users pay for their printing. Cassie print management software loads onto the library's public access PCs. Princh software is used for all mobile devices. The software holds all printing in a buffer and requires payment before it is sent to a printer. Youth computer users have parental permissions through their library cards which will be read by scanners. Adult computer users will be given an access code on a printed receipt.

The position of Assistant Library Director has been vacant since October 2019. Additionally, due to the Emergency Declaration of the Governor, many library staff were furloughed when the library closed to the public. By making the purchases with this year's unspent personnel funds, the library's budget request for next fiscal year may be reduced by \$3,475, the purchase cost of Cassie print management software. Staff can install the software onto the library computers while closed to the public, guaranteeing fees are properly collected as soon as the library reopens.

In next year's request a new budget line, Public Printer/Copier, will have other costs associated with print management. The line will cover one leased color multiplex unit to replace a 10 year old under-sized black and white printer, which frequently breaks down, and a 20+ year-old black and white copier. In FY21-22 and future years there will be an annual maintenance charge of \$1,150 to update and support the two software. User fees will cover all costs associated with public printing services and, with the addition of quality color printing and copying, the line is expected to bring in a small profit.

Cassie print management (purchase)	\$3,475
Princh mobile print management (annually)	\$500
Barcode scanner (3 @ \$36 )	\$108
Receipt printer	\$263
Total	\$4,346



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

March 24, 2020

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

**FROM:** Aaron Costa, Operations Manager

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

**ITEM:** 4.

**SUBJECT:** Acceptance of Local Source Water Protection Grant - Public Works Department

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**RECOMMENDATION:**

Authorize the City Manager to do all things necessary to accept a Local Source Water Protection grant from the New Hampshire Department of Environmental Services (NHDES) in the amount of \$20,000 for the installation of security fencing at Babbidge Reservoir.

**BACKGROUND:**

The City of Keene will use NHDES grant funds to construct a security fence to restrict and deter unauthorized access to its surface water reservoir. NHDES approved Keene's application for \$20,000 grant funds to install fencing around portions of Babbidge Reservoir to enhance security and protect water quality. The grant award is conditional on:

- Acceptance by Keene's City Council
- Adherence to NH purchasing requirements
- Share photos of completed fence with NHDES

Expenses for City of Keene staff to clear trees and vegetation prior to installation of the fence are not covered by the grant, but will be funded from the Water Treatment Facilities FY20 Operating Budget. The total estimated labor cost for this is \$3,648.44.



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

April 3, 2020

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

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

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

**ITEM:** 5.

**SUBJECT:** Blossom Street Sewer Replacement Project - Request for Additional Project Budget - Public Works Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Council authorize the reallocation of \$200,000 of unspent project balances within the Sewer Improvements project (08055) to the Blossom Street Sewer Replacement Project (08055-20).

**ATTACHMENTS:**

Description

Recommended Project Scope

**BACKGROUND:**

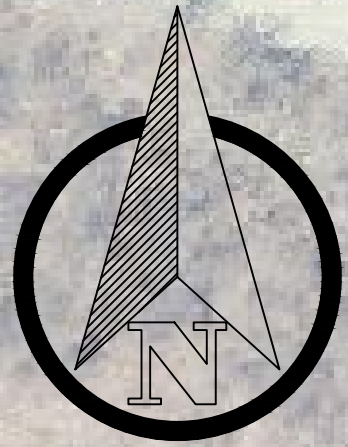
The Blossom Street sewer main is a 10-inch clay pipe, which was constructed in 1932. The main was installed at extremely shallow depth (with as little as 16-inches of cover above the main in some areas) and extremely flat. Because of these conditions, the pipe has developed structural defects and has caused sanitary sewer overflows in recent years.

The Blossom Sewer Main is in FY20 Capital Improvement Program (CIP). The original project scope and budget assumed that the sewer main would be re-laid essentially in the same location, from Arch Street to West Street. The project goal was simply to correct the structural defects. This scope would not alleviate the depth or slope concerns. As City staff began designing the project, it was determined that the slope condition was more severe and should be addressed as part of this project. Due to the elevation concerns staff developed an alternative plan to reroute the Blossom Street sewer flows from the Ashuelot River sewer-shed towards the West Side sewer interceptor. The new scope will extend the project approximately 710 feet along Ridgewood Avenue from Blossom Street to Andover Street. This alternative will allow the ability to drop the sewer main by approximately two feet and dramatically increase the slope of the pipe.

For the reasons above, staff recommends that the project budget be increased by \$200,000 (from \$661,301 to \$861,301). This amount will cover the bid price that the City recently received for the project and provide funding for construction inspection and testing services.



In recent years, two Sewer Improvement projects (Silent Way and Perham Street) were completed significantly under their original budgets because the City was able to line the existing mains instead of replacing them. These savings have resulted in unspent balances within the Sewer Improvements Project Account (08055) of approximately \$700,000. Therefore, it is recommended that \$200,000 of previously appropriated Sewer Infrastructure Capital Reserve funds be used to increase the project budget.



**BLOSSOM STREET SEWER MAIN REPLACEMENT PROJECT**

SCALE: 1" = 100'



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

April 2, 2020

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

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

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

**ITEM:** 6.

**SUBJECT:** Blossom Street Sewer Replacement Project - Construction Change Order for Winchester Court  
- Public Works Department

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**RECOMMENDATION:**

- Move that the Finance, Organization and Personnel Committee recommend that the City Council authorize the reallocation of \$136,175 of unspent project balances within the Sewer Improvements project (08055) to the Blossom Street Sewer Replacement Project (08055-20) to fund the replacement of the Winchester Court Sewer Main.
- Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a Construction Change Order with SUR Construction West, Inc. in an amount not to exceed \$136,175 for the replacement of the Winchester Court Sewer Main, and that funding for this work is from the Blossom Street Sewer Replacement Project balance (08055-20).

**BACKGROUND:**

The Winchester Court sewer main is a 6-inch clay pipe constructed in 1895. The pipe is well past its expected service life and is in extremely poor condition. The main has continued to have section collapse requiring Public Works operational crews have had to perform repairs on the line. The line condition is such that the pipe crumbles when crews expose it and attempted to perform repairs. The line is monitored and requires to be cleaned every two (2) months in an attempted to minimize overflows and backups into private properties. Because it serves a relatively small number of customers, it has remained a low priority from an asset management perspective. Due to the amount of effort being required to monitor the main it is recommended that it be replaced.

Ordinarily, this type of replacement is programmed through the City's Capital Improvement Plan (CIP) "Sewer Improvements" project (08055) several years in advance. The program is currently planned through FY26 with other projects that are critical and interact with other program schedules. There is an opportunity to perform this work because there is available funding and the City's low and responsible bidder on the Blossom Street Sewer Main Replacement Project has agreed to hold their unit prices for the Winchester Court work.

In recent years, two Sewer Improvement projects (Silent Way and Perham Street) were completed significantly under budget because staff was able to develop an alternative repair technique, lining, versus the original method of replacement. The changing in repair technique resulted in savings and unspent balances within the Sewer Improvements project (08055) of approximately \$700,000. Therefore, it is recommended that \$136,175 of previously appropriated Sewer Infrastructure Capital Reserve funds be used to fund the Winchester Street Court Sewer Main Replacement.