



City of Keene
New Hampshire

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

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

-
1. First Responder COVID 19 Stipend Program - Human Resources Director
 2. Acceptance of Donations - Parks, Recreation and Facilities Director
 3. Avon Street Water and Sewer Replacement Project - Budget Adjustment - Public Works Director/Emergency Management Director

MORE TIME ITEMS:

- A. Petition - Calling for the KPD to be Outfitted with Body Cameras

Due to the COVID-2019 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, described below. If you encounter any issues accessing this meeting, please call 603-757-0622 during the meeting. To access the meeting online navigate to *Zoom.us* and enter the Webinar ID # 84442308036. To listen via telephone call 877 853 5257 and enter the Meeting ID: 844 4230 8036. When the meeting is open for public comment, callers may press *9 if interested in commenting or asking questions.

Non Public Session
Adjournment



City of Keene
Transmittal Form

July 1, 2020

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth A. Fox, ACM/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: First Responder COVID 19 Stipend Program - Human Resources Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommends that the City Council accept from the State of New Hampshire, pursuant to RSA 21-P:43, First Responder COVID 19 funding in the amount of \$205,485.42 and the City Manager be authorized to do all things necessary to accept and expend this funding provided for a state established stipend pay program for the time period beginning May 4, 2020 and ending June 30, 2020 for police officers and firefighters.

BACKGROUND:

As a component of the CARES ACT funding awarded the State, it created a program to provide First Responder COVID 19 stipends to police officers, correction officers, emergency medical personnel and firefighters. The stipend program applied to full-time and part-time employees, volunteer and call personnel. Under the rules promulgated by state officials, weekly stipends ranging between \$50 a week to \$300 a week are provided for an eight week and two day period (prorated amount) beginning May 4th and ending June 30th. City of Keene positions eligible and weekly stipend amount provided are listed below:

First Responder Position-City of Keene	Weekly Stipend Payment
Call Firefighter without (w/o) EMS Certification	\$50
Call Firefighter with EMS Certification	\$150
Firefighter (full time with or w/o EMS)	\$300
Police Officer (full time)	\$300

Based on this schedule and criteria advanced by the state, rosters of eligible employees at the Keene Police Department and Keene Fire Department were prepared and submitted. Lump sum payment of the total stipend amount available under this program with acceptance by the City Council will be processed for eligible employees later in July.



City of Keene
Transmittal Form

July 2, 2020

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 Director

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 \$2,500.00 from Pathways for Keene, Inc and that the money is allocated for a kiosk at the trail head of Emerald Street and the Ashuelot Rail Trail.

ATTACHMENTS:

Description

Rail Trail Kiosk

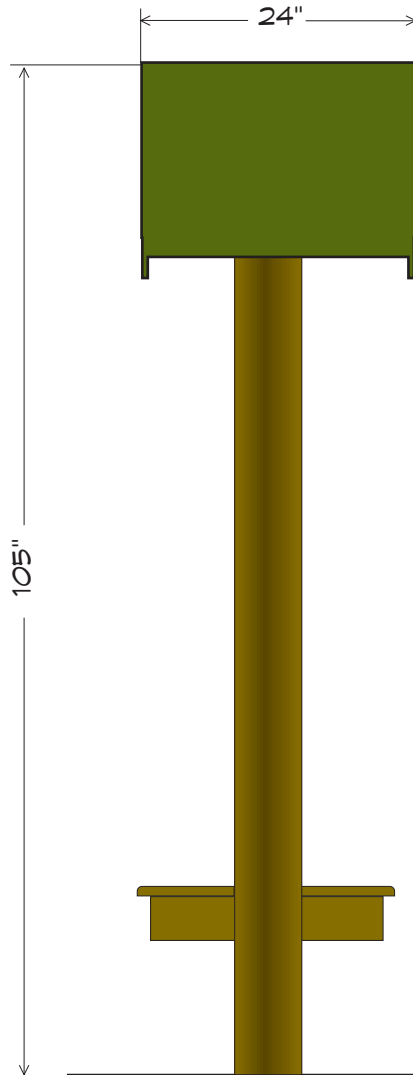
BACKGROUND:

During the master plan process for the Ashuelot Rail Trail that was conducted by Southwest Regional Planning Commission, a need was identified to provide an informational kiosk at the trail head starting the Ashuelot Rail Trail. This rail trail starts in Keene and ends in Hinsdale creating a regional path system for many users in various communities to connect and travel to various destinations. The master plan also identified many areas of improvement and actions to be taken by other communities.

Since the installation of the pedestrian bridge over Route 101, increased use of the rail trail continues. Discussions followed the presentation of the master plan to the Bicycle Pedestrian Pathways Advisory Committee and prioritized a kiosk at the Keene trail head.

Members of Pathways for Keene (PFK), Keene Signworx, and City staff brought forward a design idea to create a lasting impression for the trails and its connection to the City. PFK donated \$2,500.00 for the kiosk, with a \$1,000.00 match from the City.

Once completed, the kiosk will be installed later this summer.



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Signature: _____ Date: _____

12 Base Hill Rd Swanzey NH 03446 603-358-1003 www.signworx.com



City of Keene
Transmittal Form

July 6, 2020

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Avon Street Water and Sewer Replacement Project - Budget Adjustment - Public Works
Director/Emergency Management Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to use \$68,448 from the project balance of the Sewer Main Improvement Capital Project (08055) and \$92,018 of unspent personnel and operating funds in the FY20 Water Fund Operating Budget for the replacement of water and sewer utilities in Avon Street.

BACKGROUND:

The City Council on March 12, 2020 authorized the replacement of the water and sewer utilities in Avon Street. The Public Works Department opened bids on the project on May 20, 2020 and received four bids. The low responsible bid is \$150,466 with the sewer component being \$63,448 and the water component being \$87,018. In the City Council approval, it authorized \$65,000 from the project balance of the Sewer Main Improvement Capital Project (08055) and \$70,000 of unspent personnel and operating funds in the FY20 Water Fund Operating Budget for a total of \$135,000. The low bid has exceeded the previously authorized amounts.

There are sufficient funds in both the sewer and water sources to fund the low bid plus a \$10,000 project contingency. It is recommended that the Avon Street Water and Sewer Replacement Project funding be amended to \$68,448 from the project balance of the Sewer Main Improvement Capital Project (08055) and \$92,018 of unspent personnel and operating funds in the FY20 Water Fund Operating Budget.