

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

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

**Thursday, July 9, 2020**

**6:30 PM**

**Remote Meeting via Zoom**

**Members Present:**

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

**Staff Present:**

Parks Recreation and Facilities Director,  
Andrew Bohannon  
Asst. City Manager/Human Resources  
Director, Beth Fox  
Public Works Director, Kurt Blomquist

**Members Not Present:**

Chair Powers called the meeting to order at 6:30 PM.

**1) First Responder COVID-19 Stipend Program - Human Resources Director**

Human Resources Director Beth Fox addressed this item. Ms. Fox stated this item is for the acceptance of funding from the State in the amount of \$205,485.42. This is for a program established to provide a stipend for police officers, fire fighters and call fire fighters who were available to provide call service during the period from May 4 through June 30. There are approximately 92 employees who fall into this category (55 in the Fire Department and 37 in the Police Department).

Ms. Fox explained this was a program created by the State for CARES ACT funding similar to the one created to assist health care workers. The weekly stipends will be \$300 a week for full-time employees and for call fire fighters it will be based on certification. At the end of the stipend period there is small two-day prorated payment for full-time employees.

Councilor Ormerod noted for healthcare workers this program was extended beyond May and asked whether that would be the case for this program as well. Ms. Fox stated she has not heard of any extension for this particular program.

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

On a vote of 5-0, 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.

**2) Acceptance of Donations - Parks, Recreation and Facilities Director**

Parks, Recreation and Facilities Director Andrew Bohannon stated this item was in reference to a \$2,500 donation from Pathways for Keene. These monies are to be used for location of kiosks at the trailhead at Emerald Street and Ashuelot Rail Trail. He indicated during the period between 2018-2019 Southwest Regional Planning Commission lead a series of community discussions relative to the Ashuelot Rail Trail. Various towns and groups participated in this discussion. It was noted increased traffic is not coming into Keene because of the trail program.

This kiosk will have maps, informational signs, and the trail systems relationship to downtown. The group that looked at this design was Pathways for Keene, Keene Sign Worx, Peter Poanessa and Rowland Russell who contributed \$1,000 to Keene Sign Worx towards this project.

Councilor Ormerod agreed the city has a Rail Trail that is unbelievable and was in full support of these kiosks. The Councilor stated he would welcome donations in order to maintain this Rail Trail and asked for possibilities for added advertisement.

Councilor Clark asked what this sign will be made out of. Mr. Bohannon stated it would be made out of wood but stated he would follow up on this item.

Councilor Hooper thanked Peter Poanessa who has done a lot for this community. He also commended Mr. Bohannon for his work with the trail system, which brings people to the city.

In response to Councilor Ormerod, Mr. Bohannon stated the city is looking at large downtown trails program and some organizations that could help the city with this program. He added he had met with the Bicycle Pedestrian Committee this week and is looking at a larger Way Finding Program for the trail system and hopes to have this implemented in the next couple of years. The City is also looking at receiving a grant from Monadnock Area Regional Transportation Program to start an initial Way Finding Initiative.

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

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

**3) Avon Street Water and Sewer Replacement Project - Budget Adjustment - Public Works Director/Emergency Management Director**

Public Works Director Kurt Blomquist recalled the funding request staff had brought forward to the Finance Committee in March. The funding is to discontinue the existing water line on Avon Street. He noted the significant flooding that occurred in January due to the failure of this line.

The funding of \$135,000 was approved by Council to be split between water, sewer funds. The project was put out to bid, and four responses were received between \$152,000 - \$250,000. The lowest bid of \$152,000 is \$17,000 more than what was approved by Council.

Staff requests this difference be taken from project balance of the Sewer Main Improvement Capital Project (08055) and unspent personnel and operating funds in the FY20 Water Fund Operating Budget. Staff is also requesting a \$10,000 contingency to be split between the two funds.

Councilor Remy stated the driving forces behind the approval of this item was the continued use of this site by Antioch University and asked for an update. Mr. Blomquist stated he did not have an update on that issue.

Chair Powers asked who the low bidder was. Mr. Blomquist stated it was Frank Lucius Construction.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to use an additional \$3,448 from the project balance of the Sewer Main Improvement Capital Project (08055) and an additional \$22,018 of unspent personnel and operating funds in the FY20 Water Fund Operating Budget for the replacement of water and sewer utilities in Avon Street.

There being no further business, Chair Powers adjourned the meeting at 6:52 PM.

Respectfully submitted by,  
Krishni Pahl, Minute Taker

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