



**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
July 23, 2020
6:30 PM**

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

-
1. Acceptance of Donations - Parks, Recreation and Facilities
 2. BJA Coronavirus Emergency Supplemental Funding Grant - Police Department
 3. Sale of Tax Deeded Property- 198 Baker Street - Assessing Department
 4. Flowbird Pay Station Color Touch Screens - Economic Development, Initiatives and Special Projects
 5. Professional Services Contract for Wastewater Permitting Assistance - Public Works Department
 6. Rebate from Eversource Energy - Public Works Department
 7. Radio Communications - PLC Upgrade and SCADA Programming - Public Works Department
 8. City Council Support for MAST 2020 Complete Streets Grant Submission - Community Development Department
 9. Marlboro Street Rehabilitation Project - Budget Adjustment - Public Works Department
 10. Councilors Remy, Bosley and Giacomo - Continued Remote Participation in Public Meetings
 11. Acceptance of CARES Act, GOFERR, FEMA, Homeland Security Emergency Management, and Other Funding Sources - Finance Department

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 # 85901186276. To listen via telephone call 877 853 5257 and enter the Meeting ID: 859 0118 6276. When the meeting is open for public comment, callers may press *9 if interested in commenting or asking questions.

MORE TIME ITEMS:

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

Non Public Session
Adjournment



City of Keene
Transmittal Form

July 16, 2020

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

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 \$280.00 from Bulldog Design's Great Grey Tee campaign and that the money is used for the Recreation Department scholarship fund.

BACKGROUND:

Bulldog Design owners Joe and Karli Tolman created the Great Grey Tee campaign at the start of COVID19 as a way to help support local businesses through the pandemic. In total, 350 businesses participated, 9873 tee's were sold, and \$100,000 was given back to local businesses.

The Parks and Recreation Department received \$280 for the sales to help support the scholarship fund.



City of Keene
Transmittal Form

July 8, 2020

TO: Finance, Organization and Personnel Committee

FROM: Steve Stewart, Police Captain

THROUGH: Steve Russo, Police Chief, Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: BJA Coronavirus Emergency Supplemental Funding Grant - Police Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a Bureau of Justice Assistance (BJA) Coronavirus Emergency Supplemental Funding grant in the amount of \$41,418.

BACKGROUND:

On 6/2/20 the Keene Police Department was awarded a BJA grant in the amount of \$41,418. The project period for this award is from 1/20/20 to 1/31/2022. The funds are to be used for efforts to help prevent the spread of the Coronavirus in the form of funding overtime, reimbursing wages and purchasing supplies.



City of Keene
Transmittal Form

July 9, 2020

TO: Finance, Organization and Personnel Committee

FROM: Dan Langille, City Assessor

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Sale of Tax Deeded Property- 198 Baker Street - Assessing Department

RECOMMENDATION:

Move that the City Manager be authorized to do all things necessary to sell the following tax deeded property by sealed bid: 198 Baker Street, Map 595 Lot 71.

ATTACHMENTS:

Description

Property Map

BACKGROUND:

The 198 Baker Street property is a 3 bedroom, 2 bath, 1,673 square foot single family home with .23 acres of land. On November 8, 2019 the City took ownership of the property by tax deed for unpaid 2016 property taxes as required by State Law. Property can be taken after 3 years of unpaid taxes. The process is lengthy, time consuming and City Staff worked diligently to do all things possible to try and resolve this issue so the City wouldn't get to the point of needing to take the property.

Additionally, in accordance with RSA 80:89, the prior owners were provided an opportunity for at least 90 days since the deeding to repurchase their property and the property owner did not do so.

The City now has the ability to sell this property in accordance with RSA 80:42 by sealed bid. Doing so will return the property back to the tax rolls and will provide a new opportunity for home ownership.





City of Keene
Transmittal Form

July 13, 2020

TO: Finance, Organization and Personnel Committee

FROM: M.K. Kopczynski, Director-Economic Development, Initiatives and Special Projects

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Flowbird Pay Station Color Touch Screens - Economic Development, Initiatives and Special Projects

RECOMMENDATION:

That the Finance, Organization and Personnel committee recommends to the City council that \$34,045.00 be allocated from parking fund balance to purchase and install 11 Pay stations from CWT (Calle Web Terminal) S2 (our present system) to CWT Color Touch Screens. This upgrade includes all necessary hardware and software to convert a CWTS2 meter to CWT Color Touch Screen.

BACKGROUND:

As we have become more directly active with parking operations and as we have been able to discuss operations and equipment with our peers in New England it is clear that some changes and upgrades make sense. One such upgrade is to change out the cabinet front to a color touch screen, which looks and operates like a tablet or mobile phone. Use and research has shown this is a much more visible screen and simple in action. It should resolve much of the concerns and complaints that people have expressed with the pay stations. The upgrade includes a 4G modem (the 3G modems now in the equipment are being de-supported by AT and T), a new Outer Top Door (Stainless Steel), Weather Proof Software Controlled Buttons, a Thermal Graphic Printer, Coin System including Escrow Card Reader, Main Board - Windows OS, and of course the touch display. The CWT features a 9" Color Touch Screen. The color touch screen moves all controls on to the display allowing for very flexible interfaces maximizing the potential of the pay station to do things beyond parking (such as maps, points of interest, advertising).

Last year when we sold Cypress Street lot to the Monadnock Food Co-op the parking fund received \$49,384.00 which rolled up into the parking fund balance and at that time was not earmarked. When we have completed the upgrade, we would still have \$15,339 left in the parking fund balance from this sale that could be used for other parking operations purposes.



City of Keene
Transmittal Form

July 17, 2020

TO: Finance, Organization and Personnel Committee

FROM: Tom Moran, Assistant Public Works Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Professional Services Contract for Wastewater Permitting Assistance - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel committee recommend that the City Manager be authorized to do all things necessary to execute a contract amendment with Weston and Sampson Engineers for \$25,000 for National Pollution Discharge Elimination System (NPDES) permitting services.

BACKGROUND:

Engineering services are required to assist staff in preparing for and responding to the City's next National Pollution Discharge Elimination System permit. Weston and Sampson Engineers were selected through the City's Request for Proposals in 2016. The City Council authorized the City Manager to negotiate and execute a contract with Weston and Sampson Engineers with a value not to exceed \$95,000 for wastewater permitting assistance.

That contract outlined six tasks for this work. Although a draft permit had not yet been issued, Task 1 and Task 2 include preparatory work. Task 1 included a review of the existing permits and background documents and a parameter-specific investigation into ammonia and metals' limits to assess options for chemical translators, water effect ratio, and other site-specific limit setting techniques. Task 2 built on the information gathered in Task 1 and recommended a strategic plan for addressing each parameter. It also included meetings with the City to develop a strategy and the drafting of the City's response to the EPA draft permit.

On May 20, 2020 the City received its draft permit with process parameters that City staff and Weston and Sampson have reviewed and determined that there is a need to appeal and negotiate with EPA on the various requirements.

The funding and present contract obligations has been met and assistance beyond the contract is needed to continue initial negotiating for the new permit with EPA.

Weston and Sampson has provided a scope to for the additional work which includes:

- Continue meetings with Public Works Staff, City Manager and outside legal council,
- Develop comments/prepare for final appeal as appropriate, and

- Utilize their Engineering expertise for specific technical issues as appropriate.

The Finance, Organization, and Personnel committee recommends the City Council authorize the City Manager to do all things necessary to extend its professional services contract with Weston and Sampson Engineers for \$25,000 for assistance with the NPDES permit. Funding for this work is available from funds carried over from the FY20 sewer fund operating budget.



City of Keene
Transmittal Form

July 17, 2020

TO: Finance, Organization and Personnel Committee

FROM: Tom Moran, Assistant Public Works Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: Rebate from Eversource Energy - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a rebate check in the amount of \$18,124.65 from Eversource Energy for the energy saving equipment installed at the Wastewater Treatment Plant and to use the rebate to perform an LED lighting project at the Wastewater Treatment Plant.

BACKGROUND:

The City of Keene went through a phosphorus upgrade in 2014 in which part of the project included the installation of two (2) 150 HP turbo blowers for the Aeration basin for process control. Due to its high output, staff was able to add additional piping from it to resupply air to four (4) other process areas of the plant, which resulted in being able to turn off two other sets of blowers. This past year staff retrofitted new 3 hp mixers to replace the existing original 30 hp mixers in the aeration basin. Staff contacted Eversource about its Commercial and Industrial Retrofit program and the two energy conservation measures added up to a total of 172,305 kWh saved annually, this resulted in a rebate check for \$18,124.65.

Eversource has a 2020 Commercial and Industrial Lighting incentive in which they have worked in conjunction with Hamblett Electric for the replacement of the existing lighting at the Wastewater Plant to LED fixtures. Recently, Eversource was able to get an extra 25% enhanced incentive added to the original program. Eversource calculates the energy saved by the new LED lighting equipment will translate to a total life-time kWh savings of 332,875 kWhs with an 8.2 year payback.

It is recommended the City Council authorize the City Manager do all things necessary to accept this rebate from Eversource Energy and use up to \$18,124.65 of this money to assist in funding the LED lighting project at the Wastewater Treatment Plant.



City of Keene
Transmittal Form

July 17, 2020

TO: Finance, Organization and Personnel Committee

FROM: Aaron Costa, Operations Manager & Kurt D. Blomquist, P.E., Public Works Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 7.

SUBJECT: Radio Communications - PLC Upgrade and SCADA Programming - Public Works Department

RECOMMENDATION:

- Move that the Finance, Organization, and Personnel committee recommend that the City Manager be authorized to do all things necessary to reallocate \$29,449.09 in remaining funds from the Water/Sewer Rate Study Project and \$2,922.48 in remaining funds from the Water Treatment Facility PLC Replacement Project to the Radio & PLC Upgrade Project, 05038-21.
- Move that the Finance, Organization, and Personnel committee recommend that the City Manager be authorized to do all things necessary to sole source purchase technical services from LCS Controls, Inc., for SCADA & PLC installation and programming for an amount not to exceed \$41,100.00.

BACKGROUND:

The Wastewater Treatment Plant (WWTP) and Water Treatment Facility (WTF) have 27 radios that allow the pumping stations, water storage tanks and well facilities to communicate with the treatment plants via the Supervisory Control and Data Acquisition (SCADA) system. This communication is essential for data transmittance and allows staff to monitor operational conditions, make process changes, as well as receive notification for alarm conditions.

Staff created a CIP project that was scheduled for FY25 that would have replaced five wastewater radios because replacement parts would no longer be available at that time. However, in May of 2019, the City was notified that the manufacturer of the current radio equipment was going out of business. Therefore, if a radio were to fail, staff would not be able to obtain replacement parts or a replacement radio that is compatible with the system. Therefore, staff began working on a plan to upgrade and replace all 27 radios.

Because this project schedule was unexpectedly accelerated, staff carried over funds from the FY19 Operating Budget to purchase the radio equipment. In December 2019, City Council authorized sole sourcing TCS Communication to provide the radio hardware, radio programming and FCC licensing services. That phase of the project is complete. In addition, the FY25 CIP Radio Replacement Project has been eliminated from the CIP program.

For the next phase of the project, staff recommends that LCS Controls Inc. provide SCADA programming so that the radios may communicate with and transfer data to both treatment plant's SCADA systems. Several

Programmable Logic Controllers (PLC's) need to be replaced at various outstations to allow communications with the new radio equipment. The City will purchase the necessary PLC hardware at a total cost of \$27,196.23 and LCS Controls will provide installation and programming services at a cost not to exceed \$41,100. Staff is recommending LCS Controls perform the work based on their history and experience working with all necessary equipment.

Section 2-1336; Waiver of Requirements allows the City Council on recommendation from the City Manager to waive the purchasing requirements when deemed inadvisable to solicit bids because of a single source of supply or because of the need of standardization of the materials, supplies, equipment or services of for other stated reasons.

Because this project serves both Water and Sewer and was not funded through an existing capital project, a variety of funding strategies is recommended.

Water

1. Funding for the water portion of the project is requested to come from reallocating funds from two completed capital projects, the Water/Sewer Rate Study (\$29,449.09) and WTF PLC Upgrade (\$2,922.48), this reallocation needs City Council approval.
2. The remaining \$4,558.41 needed to complete the work for the water utilities has been requested via carryover from the FY20 Operating Budget. The City Manager has the authority to approve carryover requests.

Sewer

1. The sewer portion of the project will come from two sources. A carryover request in the amount of \$11,900.70 from the FY20 Operating Budget.
2. The Martell Court Pump Control Replacement Project is an existing project that was funded through the CIP and the required \$19,465.55 for replacing the existing PLC and SCADA work meets the original purpose of the project so therefore no action is needed.



City of Keene
Transmittal Form

July 21, 2020

TO: Finance, Organization and Personnel Committee

FROM: Will Schoefmann, GIS Technician

THROUGH: Rhett Lamb, Community Development Director/Assistant City Manager

ITEM: 8.

SUBJECT: City Council Support for MAST 2020 Complete Streets Grant Submission - Community Development Department

RECOMMENDATION:

Support Staff's submission of a Monadnock Alliance for Sustainable Transportation (MAST) Complete Streets Grant proposal by signing a letter of support

ATTACHMENTS:

Description

Project Area Map

Letter of Support

BACKGROUND:

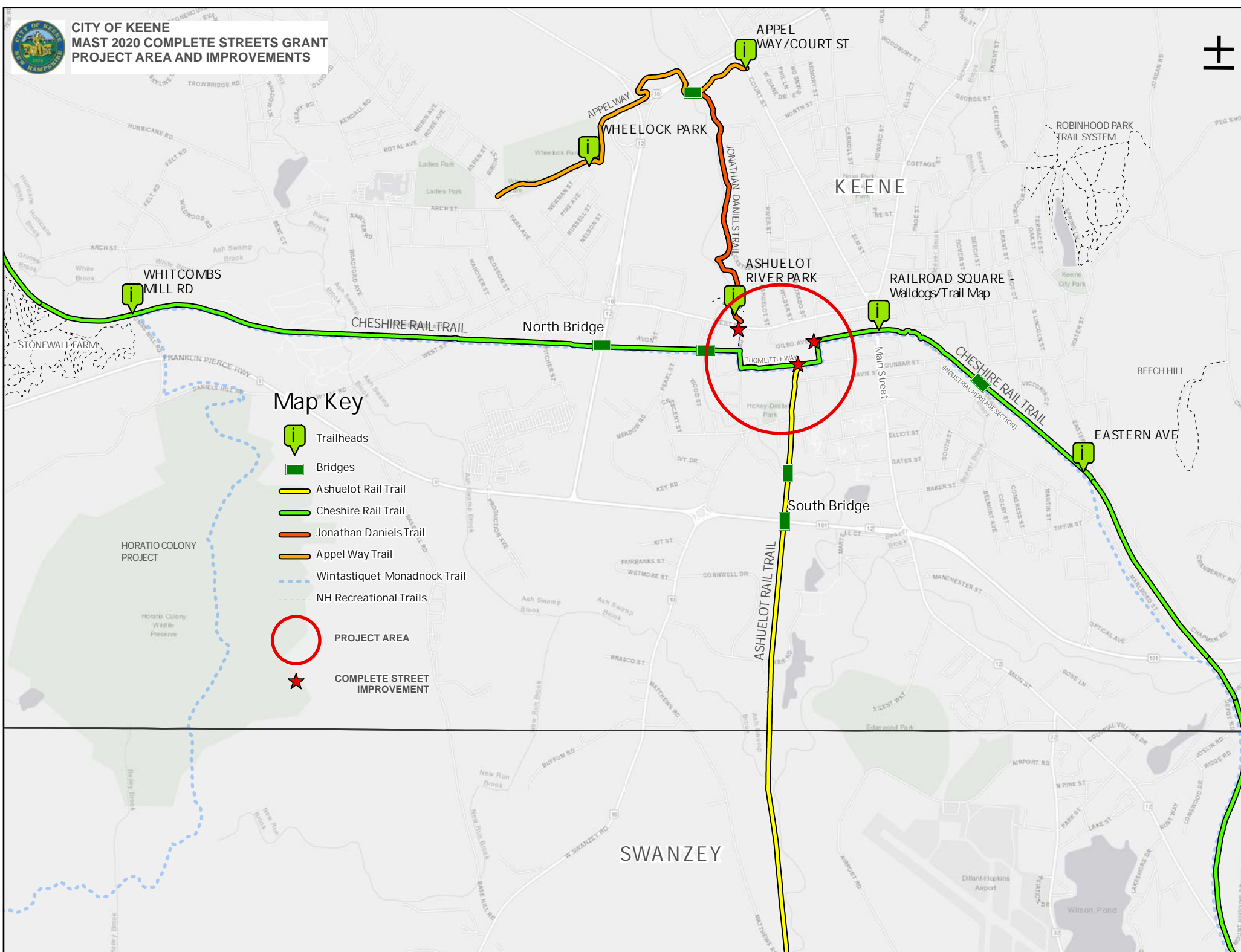
The Monadnock Alliance for Sustainable Transportation has been the curator and distributor of funds allocated to Southwestern New Hampshire Complete Street projects up to \$90k for the last three years. This marks the fourth year of this opportunity that the City received monies for in the first year, 2017 used to install bicycle facilities on Main Street and Central Square.

This year's proposal from City Staff includes Complete Street enhancements at the Cheshire Rail Trail/Gilbo/School Streets of concrete pads to enhance access to the cross walk signals; improved overhead lighting at the intersection of the Cheshire/Ashuelot Rail Trails on Emerald Street; Improved pedestrian striping and space at West Street/Island Street intersection; and a pilot trail wayfinding study and temporary signage placement focusing on the core of the City's trail system specifically in the project area to guide public input and investment into a formalized wayfinding system for the trails.

Additionally, at its regular June meeting the Bicycle Pedestrian Path Advisory Committee made the following motion in support of submitting a proposal for the 2020 MAST Complete Streets Grant. "Chair Benik asked for Mr. Redfern to repeat his motion before they vote on it. Mr. Redfern stated that his motion is for the BPPAC to request staff to submit a grant request for wayfinding signage as presented at the May 13, 2020 meeting, and that Councilor Manwaring had seconded the motion. Chair Benik called for a vote. The motion passed unanimously."



CITY OF KEENE MAST 2020 COMPLETE STREETS GRANT PROJECT AREA AND IMPROVEMENTS





MONADNOCK REGION COMPLETE STREETS IMPLEMENTATION GRANT, 2020

Letter of Support

Monadnock Alliance for Sustainable Transportation
c/o Southwest Region Planning Commission
37 Ashuelot Street
Keene, NH 03431

Dear MAST and the Grant Selection Committee:

The City of Keene, NH, City Council expresses its support for the proposed work in the application for a Monadnock Region Complete Streets Implementation Grant. The proposal includes the following complete street improvements at some key transition zones in our downtown area between on street and separate grade facilities. These include: installation of concrete pads for better access to cross walk signals at the Cheshire Rail Trail/Gilbo Ave/School Street intersection; Improved overhead lighting at the intersection of the Cheshire Rail Trail/Ashuelot Rail Trail on Emerald Street; and improved pedestrian striping and curb space at the crossings at the West Street/Island Street intersection. The proposal also includes funds for a pilot wayfinding study with temporary signage for a public input campaign to help guide our investigation and investment into formalized wayfinding for our trail system.

If selected for funding under the Monadnock Region Complete Streets Implementation Grant, the City of Keene, NH commits to completing the project as proposed by December 31, 2021, to provide post-implementation performance measures to SWRPC by December 31, 2022, and complete its education and outreach strategies listed in the application.

Furthermore, the City of Keene, NH understands that Southwest Region Planning Commission (SWRPC) is serving in an administrative capacity in disbursing grant funds on behalf of Monadnock Alliance for Sustainable Transportation and looks forward to working with both organizations if selected.

Signed,

City of Keene, NH - City Council



City of Keene
Transmittal Form

July 17, 2020

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 9.

SUBJECT: Marlboro Street Rehabilitation Project - Budget Adjustment - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to reallocate \$78,000 from the project balance of the Sewer Main Improvement Capital Project (08055) to the Marlboro Street Utility Improvement Project.

BACKGROUND:

The Marlboro Street Utility Improvement Project will be completed within the next two months. The project will replace all of the water mains as well as portions of the sewer and storm drainage utilities in Marlboro Street between Main Street and Optical Avenue. The purpose of the project is to increase the reliability and reduce maintenance of these utilities.

Funding for this work was approved as part of the FY19 Capital Improvement Program. The City Council appropriated a total of \$2,639,017 for design, construction, and construction oversight of the project. This funding is detailed below:

Source	Account	Amount
Water Distribution Improvements	05009	\$1,562,257.00
Sewer Improvements	08055	\$653,101.00
Drainage, Roadway, Curb, Sidewalk, and Corridor Improvements	90305-19	\$423,659.00
Total:		\$2,639,017.00

During the course of sewer main replacement between Grove Street and Jennison Street, a thick layer of silty clay was encountered underlying Marlboro Street. This material is not suitable as a base for the placement of utility infrastructure because it retains water and will settle over time. This leads to pipes becoming misaligned and separated at the joints. In order to provide a stable base for the new sewer main, this material had to be removed and replaced with a layer of crushed stone.

Excavation of the unstable silty clay material resulted in the trench and pavement patching width increasing. This occurred despite proper trench support being used by the contractor. As a result, extra crushed gravel was used to restore the collapsed soil. When final paving is completed, extra asphalt pavement will be needed to restore the wider pipe trench. The total cost of this extra work, including excavation, stone and gravel backfill and extra pavement, will be approximately \$78,000.

In recent years, two Sewer Improvement projects (Silent Way and Perham Street) were completed significantly under budget because the work was completed using an alternative repair technique (lining versus the original method of replacement). The change in repair technique resulted in savings and unspent balances within the Sewer Improvements project (08055) of nearly \$1.1M. Previously, the City Council has approved the use of a portion of this unspent project balance for several projects:

Project	Amount approved
Blossom Street	\$200,000
Winchester Court	\$136,175
Avon Street	\$68,448
Total Reallocations to Date	\$404,623

After deducting the prior approvals, there is approximately \$672,000 remaining in this project. If this request is approved, the remaining unspent funds in the balance of the Sewer Main Improvements Cost Center (08055) will be approximately \$594,000.



City of Keene
Transmittal Form

June 14, 2020

TO: Mayor and Keene City Council

FROM: Councilors Remy, Bosley and Giacomo

THROUGH: Patricia A. Little, City Clerk

ITEM: 10.

SUBJECT: Councilors Remy, Bosley and Giacomo - Continued Remote Participation in Public Meetings

COUNCIL ACTION:

In City Council July 16, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

ATTACHMENTS:

Description

Communication - Remote Access

BACKGROUND:

Councilors Remy, Bosley and Giacomo are recommending that the City Council and all other public bodies continue the availability of remote access for participation by members, the public and City staff with both video and audio beyond the COVID-19 pandemic.

Michael Remy
City Councilor, At-Large

Kate Bosley
City Councilor, At-Large

Michael Giacomo
City Councilor, Ward Three

July 9, 2020

Re: Continued Remote Participation in City Related Meetings

To: Mayor and City Council

While at times bumpy and inconvenient- the public, the City staff and the City Councilors have recently proven our capability in running, viewing and participating in online meetings.

We would like to continue the availability of remote access for participation in City Council, standing committee meetings, and our boards & commissions for the public, staff and for Councilors with both video and audio.

This request is both in the interest of accessibility and modernization.

Accessibility

Continuing this practice beyond the COVID-19 pandemic will allow broader access to the public when input is requested (as we saw during the recent forum on Racial Justice where over 200 people attended).

This will also enable a broader group to run for City Council or become involved in boards or commissions in the future if they know that this is an option. This can enable the participation of young parents, the disabled, professionals who travel for work, business owners and many other groups that are capable of being great public servants, but see the frequent, in-person meetings as a roadblock to their full participation.

Modernization

We are living in a world of amazing technology and while we personally appreciate the personal interaction that comes with an in-person meeting, it is far from a requirement of the job. During the COVID-19 pandemic many organizations are looking at their remote work policies and we believe we should be as well. We understand that a quorum would still need to be physically present under state regulations, but we do not believe that being unable to be physically present would prevent that Councilor or board member from discussing and voting the interests they were elected or appointed to represent. So long as the intent to access the meeting remotely is communicated in advance a quorum can be ensured, and our process would experience minimal effect.

We also believe that allowing public involvement in both the Council Committee process and the boards and commissions (which frequently meet during traditional business hours) will only help us make better decisions and may help to cultivate more future involvement with the City and the community.

We understand that there may be a cost implication and we expect that understanding the financial impact will be an important part of the evaluation process, but we would suggest we need to be creative on how to make this important change without increasing our costs.

We also understand that the continued use of this technology may not appeal to everyone, and many will continue to exclusively attend in person. We recognize that there is no perfect alternative to a face-to-face meeting. Improving access is the first step towards a more diverse and inclusive city government.

Thank you!



Michael Remy



Kate Bosley



Michael Giacomo



City of Keene
Transmittal Form

July 17, 2020

TO: Finance, Organization and Personnel Committee

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 11.

SUBJECT: Acceptance of CARES Act, GOFERR, FEMA, Homeland Security Emergency Management, and Other Funding Sources - Finance Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept receipt of funds from the CARES Act, GOFERR, FEMA, Homeland Security Emergency Management, and other funding sources pertaining to the COVID19 pandemic under RSA 21-P:43 which states that gifts, grants or loans for emergency management purposes may be accepted by the City Council.

BACKGROUND:

Over the past few months, the City of Keene has applied for numerous grants that have been offered during the COVID19 pandemic to offset additional expenses incurred. As the funds are received it is mandated that they be accepted by the governing body in order to be expended.

The purpose of this memo is to recommend that the City Manager be authorized to accept the grant funds as they are received in order to reimburse the City for funds already expended for COVID 19 related expenses. Informational memos will be prepared periodically to keep the City Council informed of COVID 19 related funding received.