



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
August 27, 2020
6:30 PM**

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

-
1. Adopt a Bench - Parks, Recreation and Facilities
 2. Engineering Agreement with DuBois & King for the Design and Construction Administration for the Fuel Farm Replacement Project - Airport Director
 3. Acceptance of FAA AIP Grant for Airport – Airport Taxiway 'A' Extension - Airport Director
 4. Acceptance of FAA AIP Grant for Airport – Airport Taxiway 'A' Reconstruction - Airport Director
 5. Acceptance of FAA AIP Grant for Airport – FAA Reimbursable Agreement - Airport Director
 6. Taxiway 'A' Engineering Contract – Taxiway 'A' Extension and Reconstruction - Airport Director
 7. Road Condition Survey - Consultant Selection - City Engineer
 8. Waiver of Purchasing Requirements - Wildlife Firefighting Vehicles - Fire Department
 9. Acceptance of FY20 Byrne Justice Assistance Grant (JAG) - Police Department
 10. Update - Calling for the KPD to be Outfitted with Body Cameras
 11. Relating to Funding for the Flowbird Pay Station Color Touch Screens
Resolution R-2020-29

12. Relating to the Refunding of Bonds
Resolution R-2020-33

MORE TIME ITEMS:

- A. Councilors Remy, Bosley and Giacomo - Continued Remote Participation

Non Public Session
Adjournment

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 # 84378181729. To listen via telephone call 877 853 5257 and enter the Meeting ID: 843 7818 1729. When the meeting is open for public comment, callers may press *9 if interested in commenting or asking questions.



City of Keene
Transmittal Form

August 19, 2020

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Adopt a Bench - 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 the donation of \$1,200.00 for a bench from John and Doris Laurent and that the bench be placed along the Cheshire Rail Trail.

BACKGROUND:

John and Doris Laurent walk the Cheshire Rail Trail every day and wanted an additional bench placed on the northern section of trail between Pitcher Street and West Street. The addition of the bench will create a resting place at each street intersection along the trail heading north from Island Street to Whitcomb Mills Road.



City of Keene
Transmittal Form

August 20, 2020

TO: Finance, Organization and Personnel Committee

FROM: David Hickling, Airport Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Engineering Agreement with DuBois & King for the Design and Construction Administration for the Fuel Farm Replacement Project - Airport Director

RECOMMENDATION:

Move that the City Manager be authorized to all things necessary to execute a Professional Engineering Services contract with Dubois & King for the design and construction administration of the airport fuel farm replacement project.

BACKGROUND:

The replacement of the facilities used to store and distribute aviation fuels at the airport has been identified as a top priority in our approved C.I.P. As the engineer of record, Debois & King have provided us with a scope and fee to provide the design and construction administration services for this project.

The Professional Engineering Services contract has been reviewed by the Airport Director and the scope has been found to be complete and fees have been found to be reasonable.



City of Keene
Transmittal Form

August 20, 2020

TO: Finance, Organization and Personnel Committee

FROM: David Hickling, Airport Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Acceptance of FAA AIP Grant for Airport – Airport Taxiway 'A' Extension - Airport Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and execute a grant for up to the amount of \$2,938,393.24 from the Federal Aviation Administration Airport Improvement Program.

BACKGROUND:

The Airport CIP includes a project that will extend the primary taxiway to eliminate the current practice of “back taxiing” on the active runway. This project will address safety deficiencies and improve the efficiency of both airport operations as well as individual aircraft operations.

As this project is eligible for funding from the FAA AIP program, we have applied for and received a grant offer to cover 100% of the construction cost. We are requesting that the City Manager be authorized to do all things necessary to accept and execute this grant, which will be administered through the New Hampshire DOT.



City of Keene
Transmittal Form

August 20, 2020

TO: Finance, Organization and Personnel Committee

FROM: David Hickling, Airport Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Acceptance of FAA AIP Grant for Airport – Airport Taxiway ‘A’ Reconstruction - Airport Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and execute a grant for up to the amount of \$1,611,111 from the Federal Aviation Administration Airport Improvement Program.

BACKGROUND:

The Airport CIP includes a project that will address deteriorating pavement that has exceeded its useful life. This project will involve removal of existing pavement and laying of new base and surface material as well as pavement marking and drainage improvements.

This project is eligible for funding from the FAA Airport Improvement Program. We have applied for and received a grant offer to cover 100% of the construction cost. As such we are requesting that the City Manager be authorized to do all things necessary to accept and execute this grant, which will be administered through the New Hampshire DOT.



City of Keene
Transmittal Form

August 20, 2020

TO: Finance, Organization and Personnel Committee

FROM: David Hickling, Airport Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Acceptance of FAA AIP Grant for Airport – FAA Reimbursable Agreement - Airport Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and execute a grant for up to the amount of \$33,300 from the Federal Aviation Administration Airport Improvement Program.

BACKGROUND:

As part of the Airport Taxiway Extension and Reconstruction projects, we will need to secure the services of the FAA NAVAIDS Engineering Center to perform work involving navigational aids that provide approach guidance to aircraft during low visibility and to Conduct Flight Check to certify this equipment at the completion of the project.

This work is eligible for funding from the FAA Airport Improvement Program. We have applied for and received a grant offer to cover 90% of this service. We are requesting that the City Manager be authorized to do all things necessary to accept and execute this grant, which will be administered through the New Hampshire DOT.



City of Keene
Transmittal Form

August 20, 2020

TO: Finance, Organization and Personnel Committee

FROM: David Hickling, Airport Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: Taxiway 'A' Engineering Contract – Taxiway 'A' Extension and Reconstruction - Airport Director

RECOMMENDATION:

Move that the City Manager be authorized to all things necessary to execute a Professional Engineering Services contract with Dubois & King for the construction administration of the Taxiway 'A' design and construction administration of the Taxiway 'A' Extension and Reconstruction project.

BACKGROUND:

As we move into the construction phase of this project, we will require the services of an experienced engineering firm familiar with aviation infrastructure to oversee the work and provide project administrative duties. Work will include project inspection and quality assurance, conduction and documenting weekly job meetings, tracking work progress, budget tracking and preparation of contractor payment apps and coordination with NH DOT and FAA.

An Independent Fee Estimate has been completed and the scope and fees have been determined complete and reasonable for this project. Dubois & King is the Airport Engineer of Record.



City of Keene *Transmittal Form*

August 20, 2020

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 7.

SUBJECT: Road Condition Survey - Consultant Selection - City Engineer

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 professional service contract with ARRB Group, Inc. for road condition survey services in an amount not to exceed \$40,000; and if an agreement cannot be reached, to negotiate and execute an agreement with the next highest scoring service provider.

BACKGROUND:

In 2016, the City completed a comprehensive roadway condition survey. The results of the survey were incorporated into the asset management software (Cartégraph) and has been used in the last several years to select and prioritize roads for rehabilitation. The information collected led to the development of a Pavement Asset Management Plan and the implementation of a formal pavement preservation program beginning in the FY19 Capital Improvement Program. The goal of the preservation program is to extend the life of the roadways by applying low-cost treatments early in their life-cycle.

The City's FY 2021 Capital Improvement Program appropriates funds for an updated road condition survey. We will collect detailed and up-to-date data on the condition of the entire paved road network. This information will be used by the Public Works Department to plan future capital improvement projects and routine maintenance activities. It will also give the Department an opportunity to refine the asset management software by comparing the predicted impacts from completed projects to the actual results.

The City issued a Request for Proposals (RFP) for engineering services required for the project. Proposals were received from eight firms, each with considerable experience working on roadway condition surveys of this type.

A selection team comprising of the City Engineer, a Civil Engineer, Highway Division Foreman and IMS staff reviewed the proposals and evaluated firms on the following criteria:

Total project cost	25%
Firm's experience with similar projects	20%
Experience of staff assigned	20%
Proposed "value added" options	20%

Proposed schedule	10%
Ability to integrate into Cartégraph	5%

Below is a table of the composite scores of the team and the ranking of the top three firms:

<u>Firm</u>	<u>Score</u>
ARRB Group, Inc.	17.3
BETA Group, Inc.	15.6
Infrastructure Management Services	14.4

It is recommended that the City Manager be authorize to negotiate and execute a professional service contract with ARRB Group in an amount not to exceed \$40,000. If an agreement cannot be reached with ARRB, it is recommended that the City Manager negotiate with the next-highest scoring firm, and so on.



City of Keene
Transmittal Form

August 13, 2020

TO: Finance, Organization and Personnel Committee

FROM: Jeffrey Chickering, Deputy Fire Chief

THROUGH: Mark Howard, Fire Chief and Elizabeth A. Dragon, City Manager

ITEM: 8.

SUBJECT: Waiver of Purchasing Requirements - Wildlife Firefighting Vehicles - Fire Department

RECOMMENDATION:

That the Finance, Organization, and Personnel Committee recommend that the City Council authorize a waiver of the purchasing requirements [Ordinance No. O-2009-10, Section 2-1336] and designate Gunseth's 4X4 located in Surry, NH, a "sole-source" provider for all work to be performed on the FY21 and FY23 Capital Improvement Projects of refurbishing our 2002 and 2003 wildland firefighting vehicles.

BACKGROUND:

In 2002 and 2003 the City purchased two wildland fire trucks, better enabling the fire department to protect our vast wooded areas. Being that these are specialty pieces of equipment that have low mileage, been well maintained, there is not an excessive amount of wear and they remain in great service condition.

As listed for this Capital Improvement Project, it is recommended that we refurbish and improve upon our existing wildland trucks, upgrading the beds, the suspensions, and the tires while utilizing the existing pump and tank skid unit. Making these upgrades will better suit the vehicles for the environments and applications they are required to perform in. Benefits to upgrading and refurbishing include a financial savings of nearly two-thirds the cost of a new vehicle purchase. Keeping the build at a local facility will give the fire department complete access, and the ability to be directly involved with the design and construction of custom modifications. Jim Mountford from Fleet services has been contacted and supports the scope of the project as it is written.

Finding two companies to deliver comparable quotes for this type of custom work has proven itself to be nearly impossible. Larger companies recommend their pre-manufactured bodies placed on existing frames, or expensive new builds from the ground up. They offer limited customization at base pricing, and a heavy cost associated with any modifications. Merri Howe and Jeff Titus have both been consulted on this project. It was suggested by Jeff Titus that our option may be to consider a sole-source to have the required work done.

Having access to a local vendor will allow the department to build a vehicle that matches the needs of the department and the wilderness environment that we live, work, and play in. Keeping cost low, getting the most out of our budget, and making a product that will last is the reason that the fire department is requesting the waiver and the sole-source approval.

The Fire Department wishes to forgo the traditional bid process and sole source a local vendor for this project. Gunseth's 4X4 located in Surry, NH has been a great resource and heavily involved in the design aspects of this refurbishment. Gunseth specializes in off road modifications with decades of experience in this field, and

knowledge of the geographical area.

Most of the modifications in the project will be focused on improving the off road capabilities of the current vehicle. Other benefits are as follows.

- Local facility give us better access to be directly involved with the design during the construction of the custom modifications.
- More options available to figure the most cost effective method of having equipment purchased and/or installed.
- Supporting a local business who invest that money back into the local economy.

Therefore, it is recommended that the Finance, Organization, and Personnel Committee recommend that the City Council authorize a waiver of the purchasing requirements [Ordinance No. O-2009-10, Section 2-1336] and designate Gunseth's 4X4 located in Surry, NH, a "sole-source" provider for all work to be performed on the Capital Improvement Project of refurbishing our 2002 and 2003 wildland firefighting vehicles.



City of Keene
Transmittal Form

August 20, 2020

TO: Finance, Organization and Personnel Committee

FROM: Steve Stewart, Police Captain

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

ITEM: 9.

SUBJECT: Acceptance of FY20 Byrne Justice Assistance Grant (JAG) - Police Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to co-apply with the County of Cheshire, and to accept, the U.S. Department of Justice FY20 JAG grant in the amount allocated to the city of \$5,007.

BACKGROUND:

The County of Cheshire is the fiscal agent and the City of Keene, a sub-recipient of the proposed grant for the period of 10/1/19 to 9/30/21. These funds would be used for the continued deployment of smartphones in police cruisers (10) and within the Bureau of Criminal Investigations (2). By approving the recommendation, the City Council is approving the submission of the grant application and entering into a Memorandum of Understanding with the County of Cheshire for allocation of these funds. The application is a public document and should be open to public comment for a period of at least 30 days from the date of approval and subject to a public hearing upon a sufficient number of requests.



City of Keene
Transmittal Form

August 4, 2020

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 11.

SUBJECT: Relating to Funding for the Flowbird Pay Station Color Touch Screens

COUNCIL ACTION:

In City Council August 6, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Resolution R-2020-29 relating to an appropriation for the Flowbird Pay Station Color Touch Screens have a first reading in front of the City Council and that it be referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Resolution R-2020-29

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. Resolution R-2020-29 authorizes an appropriation for this project from the Parking Fund unassigned fund balance.



CITY OF KEENE

R-2020-29

In the Year of Our Lord Two Thousand andTwenty.....

A RESOLUTIONRelating to an appropriation for the Flowbird Pay Station Color Touch
Screens.....

Resolved by the City Council of the City of Keene, as follows:

That the sum of thirty-four thousand forty-five dollars (\$34,045.00) is hereby appropriated in the 2020-2021 fiscal year for the purpose of providing funding for the Flowbird Pay Station Color Touch Screens. Said appropriation to be funded by the Parking Fund unassigned fund balance.

George S. Hansel, Mayor

PASSED



City of Keene
Transmittal Form

August 4, 2020

TO: Mayor and City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 12.

SUBJECT: Relating to the Refunding of Bonds

COUNCIL ACTION:

In City Council August 6, 2020.
Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Resolution R-2020-33 relating to the issuance of up to three-million three-hundred thousand dollars (\$3,300,000) in refunding bonds have a first reading in front of the City Council and that it be referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Resolution R-2020-33

BACKGROUND:

The City's financial advisors, PFM Financial Advisors LLC, identified a possible opportunity to reduce debt service costs while preparing for the upcoming bond sale through refunding (refinancing) of a series of bonds dated October 15, 2010 and May 1, 2013. Savings would be gained through refinancing due to the availability of lower interest rates in the current market. These bonds, with a current average interest rate of 3.079% were originally issued by the City for the development and construction of the central fire station, Robin Hood Dam, and the Cheshire County Courthouse (balance of bonds not recalled in May 2020). The City's financial advisors recommend the City position itself to advance this refunding through the authorization of Resolution R-2020-33.

By using current market rates to refund these bonds, the City will reduce the remaining term of the courthouse bond by three years and our financial advisors estimate an opportunity for debt service savings of more than \$160,000 or a net present value savings of approximately 5%, exceeding the GFOA (Government Finance Officers Association) recommended new present value savings of at least 3%.



CITY OF KEENE

R-2020-33

In the Year of Our Lord Two Thousand and Twenty

A RESOLUTION Authorizing the Issuance of up to Three Million Three Hundred Thousand dollars (\$3,300,000) in Refunding Bonds

Resolved by the City Council of the City of Keene, as follows:

WHEREAS, the City of Keene, New Hampshire (the "City") issued its \$9,295,000 General Obligation Bond, dated October 15, 2010 (the "2010 Bonds"), which 2010 Bonds that mature on October 15 of the years 2021 through 2030, inclusive, in the aggregate principal amount of \$2,800,000 are eligible to be refunded at par on any interest payment date on or after October 15, 2020 (the "2010 Refunded Bonds"); and

WHEREAS, the City issued its \$1,629,000 General Obligation Courthouse Bonds of 2013, Series B, dated May 2, 2013, (the "2013 Bonds"), which 2013 Bonds that mature on May 1 of the years 2027 and 2033, in the aggregate principal amount of \$320,000 are eligible to be refunded at par on any interest payment date on or after May 1, 2020 (the "2013 Refunded Bonds" and together with the 2010 Refunded Bonds, the "Refunded Bonds"); and

WHEREAS, it appears likely that bonds issued today would have a net interest cost less than the net interest cost on the Refunded Bonds; and

WHEREAS, the City may be able to realize debt service savings by issuing certain refunding bonds (the "Refunding Bonds"), the proceeds of which would be utilized to current refund or advance refund the Refunded Bonds and to pay certain other costs relating thereto;

Now, Therefore, Be It Resolved by the City Council of the City of Keene, as follows:

- 1) That the City, acting by and through its City Council, hereby authorizes the issuance of up to Three Million Three Hundred Thousand dollars (\$3,300,000) in Refunding Bonds pursuant to the provisions of RSA 33:3-d, the proceeds of which shall be utilized to current refund or advance refund the Refunded Bonds, to pay the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date, and to pay the costs of issuance of the Refunding Bonds, including any costs of credit enhancement; and
- 2) That the City Treasurer, with the approval of the City Manager, is hereby authorized to issue the aforesaid Refunding Bonds by entering into a Bond Purchase Contract with such bond purchaser or underwriter as they may deem

appropriate in connection with the issuance of the Refunding Bonds to evidence the City's approval of the terms and conditions of the Refunding Bonds; and

- 3) That an Escrow Contract and such other documents as shall be required in connection with the issuance of the Refunding Bonds shall be signed on behalf of the City by the aforementioned individuals, or such other individuals as may be required by state law or as may be specified by bond counsel; and
- 4) That the City is authorized to enter into such other documents, to engage such other professionals (including a Financial Advisor, Escrow Agent, Verification Agent and Paying Agent), and to do such other things as are necessary to consummate the aforesaid refunding; and
- 5) That all actions heretofore taken by the City consistent with the foregoing are hereby confirmed, ratified and approved.

George S. Hansel, Mayor