

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, March 11, 2021

6:30 PM

Remote Meeting via Zoom

Members Present:

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

Staff Present:

Wastewater Treatment Facilities Manager,
Aaron Costa
Parks, Recreation and Facilities Director,
Andy Bohannon
Fire Chief, Mark Howard

Members Not Present:

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

1) Acceptance of Donation - Fire Department

Fire Chief Mark Howard addressed the committee first and stated a donation was received from Dr. Daniel Rath in the amount of \$500. He indicated the Department had been contacted for their assistance with the Special Olympics which had canceled their regular event due to Covid. That event included the penguin plunge. The Fire Department was able to offer a water containment tank, which was set up at Keene High School for approximately 25 people to be able to dunk in this tank as a replacement for the penguin plunge fundraiser. Chief Howard stated this event was a success and this donation is in appreciation of those efforts.

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

On 4-0 roll call vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$500.00 from Dr. Daniel Rath.

2) Laboratory Renovation Design Engineering Change Order - WWTP Operations Manager

WWTP Operations Manager Aaron Costa was the next speaker. Mr. Costa began by noting that the Treatment Plant came online in 1985. The Laboratory Facilities of Public Works is located at the Treatment Plant and is original to the plant. He indicated there is a CIP project to renovate this lab. Change order 1, which is before the Committee is to address the needed modification to the ventilation and heating system which was not included in the original design contract.

Mr. Costa stated the scope of the additional engineering services includes addressing deficiencies with the laboratory fume hood, the relocation of the air intake, and bringing the system up to current building code requirements. The cost of the change order exceeds the City Manager's 10% authority, as the original contract was for \$20,500 and this change order is in an amount not to exceed \$4,400. Mr. Costa referred to renderings to explain the design. Councilor Ormerod asked why this system was originally designed in this manner. Mr. Costa stated this was before his time and hence was not sure.

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

On 4-0 roll call vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute Change Order 1 to contract 04-21-22 with Underwood Engineers for engineering and technical services for upgrades to the existing heating and ventilation system in the Laboratory for an amount not to exceed \$4,400.

3) Acceptance of Local Source Water Protection Grant - WWTP Operations Manager

Mr. Costa addressed the committee again and stated last year he was before the committee to request acceptance of a \$20,000 Local Source Water Protection grant for security and fencing at Babbidge Dam. This \$8,500 grant will be used to install 400 feet of fence around portions of Babbidge Reservoir. The purpose of this fencing is to keep unauthorized vehicles from getting close to the dam in an effort to enhance security and for the protection of the water quality. He added last year 650 feet of chain link fence was added around the dam. Mr. Costa referred to a map and noted where the fencing will be located.

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

On 4-0 roll call vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and execute a Local Source Water Protection grant from the New Hampshire Department of Environmental Services (NHDES) in the amount of \$8,500 for the installation of security fencing at Babbidge Reservoir.

4) Support for MAST Grant Application - Parks, Recreation and Facilities Director

Parks, Recreation and Facilities Director Andrew Bohannon began by thanking the Fire Chief for his assistance for the water plunge event referred to in item one; he stated this was one of their top fund raisers of the Special Olympic program.

Mr. Bohannon stated this item in reference to a grant application the City has been working on with Monadnock Regional Rail Trail Collaborative, where the City of Keene and the Town of Swanzey work together to look at how to better promote the trail system. The goal is to get people from out of the area to come into Keene and Swanzey. This group is also looking to create some trail signage to help with navigation.

Mr. Bohannon stated Chuck Redfern from Pathways for Keene who is a great supporter of the trail system introduced the City to this grant. Mr. Bohannon called the committee's attention to

the signs included in the committee packet and noted to the QR Code which takes people directly to the City's trail page. The other QR Code is for the Monadnock Regional Trails Collaborative which will provide a regional map of the trail system. Mr. Bohannon stated because of Pathways of Keene's assistance with this funding source, the suggestion is to locate their logo in the middle of the sign as well.

The total grant is for \$19,000 of which Keene's portion is \$4,075 which covers Keene's cost for the signage. Each town has submitted a letter of interest.

Councilor Hooper commended the efforts with this signage work.

Councilor Ormerod asked for clarification as to how the signs were going to be designed. Mr. Bohannon stated the examples in the packet are signs intended for the Town of Swanzey; the ones for Keene will have the logo for Pathways for Keene in the center of the sign.

Mr. Chuck Redfern of Pathways for Keene stated this item is something they have been working on for a while and felt using this grant for signage was a great idea. Mr. Redfern extended his appreciation for everything Mr. Bohannon has done for the trail system. He suggested if there was room on the sign to add a URL for Pathways for Keene where people could donate funds towards the amenities of the trail system. Mr. Bohannon agreed with the idea regarding the location of a URL for Pathways for Keene.

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

On 4-0 roll call vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to sign a letter of support of the staff's submission of a Monadnock Alliance for Sustainable Transportation (MAST) Grant.

There being no further business, Chair Powers adjourned the meeting at 7:15 PM.

Respectfully submitted by,
Krishni D Pahl, Minute Taker