



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
December 9, 2021
6:00 PM

A. AGENDA ITEMS

1. New Hampshire State Library, Institute of Museum and Library Services, and the American Recover Plan Act Formulaic Sub-Grant Round 2 - Support of Library Services - Library Director
2. Authorization to Enter into a Contract - Writing and Dissemination of the Keene Public Library STEM and Maker Activities Toolkit - Library Director
3. Acceptance of FAA AIP Grant for Airport – Airport Taxiway ‘A’ Reconstruction - Airport Department
4. Moving Forward With PEG Programming - ACM/IT Director
5. Downtown Infrastructure Improvement and Reconstruction Project – Update - Public Works Director/EMD
6. Redistricting of Ward Lines - ad hoc Redistricting Committee Ordinance O-2021-15
7. Relating to the Fire/EMS Training and Public Education Revolving Fund Resolution R-2021-48

B. MORE TIME ITEMS

1. Councilor Filiault - Charter Amendment Related to Municipal Primary
2. Councilor Filiault - Rooms and Meals Tax Decrease
3. Councilors Remy, Bosley and Giacomo - Continued Remote Participation

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: December 9, 2021

To: Finance, Organization and Personnel Committee

From: Martine Fiske, Library Director

Through: Elizabeth Dragon, City Manager

Subject: **New Hampshire State Library, Institute of Museum and Library Services, and the American Recover Plan Act Formulaic Sub-Grant Round 2 - Support of Library Services - Library Director**

Recommendation:

Move that the Finance Organization and Personnel recommend that the City Manager be authorized to do all things necessary to accept a grant of \$34,496 from the New Hampshire State Library, Institute of Museum and Library Services, and the American Recover Plan Act Formulaic Sub-Grant Round 2 for the support of library services.

Attachments:

1. Keene IMLS ARPA round 2 grant award letter 12 1 2021
2. FY22 LSTA ARPA 2 Competitive Award Notification Keene

Background:

The equipment purchased through this grant will allow greater patron access to library services, particularly for individuals with physical challenges and working families and individuals. The grant will purchase a 20-unit exterior smart locker system and three (3) Owl camera/microphone/ speaker units, their associated peripherals and storage cases.

The exterior smart lockers offer secure, weather-proof delivery of library materials 24 hours a day, 7 days each week. The lockers will improve access for busy working families and individuals. They also allow for contactless curbside service for patrons who are immunocompromised and those who have mobility issues and find navigating from the parking area and within the library difficult. The Library has worked with the City's Facilities Team to find the best location for lockers at a handicapped accessible (flat curbed) sidewalk, directly adjacent to a well-lit parking area. Lockers will be installed in the spring of 2022.

The Owl camera/microphone/speaker units will allow for high quality remote access to in-person library programs, and private and public meetings held at the Library. Hard-sided cases will keep all peripheral accessories organized, improve storage and allow for easier transport of the equipment. One unit will be reserved for library programs and meetings use. Two units will be available to any individual or organization when they are using library meeting rooms and event spaces. Owl units will

improve access to library programs through digital inclusion of individuals with mobility issues, those who are immunocompromised, lack the ability to get transportation to events, those uncomfortable driving in evening hours or during winter months, and working families/individuals. Remote and in-person presenters and all attendees will be able to use high quality equipment for a superior interactive experience in group settings. Private businesses' and non-profits' ability to use the Owl units for their meetings/events while in the library spaces can increase local economic development through improved access for remote participation in their meetings, quality audio/video for remote training and reduced expenses related to travel.



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
NH STATE LIBRARY

20 Park Street Concord, New Hampshire 03301
Phone: (603) 271-2393 Fax: (603) 271-6826

December 1, 2021

Martine Fiske, Director
Keene Public Library
60 Winter Street
Keene, NH 03431

Dear Marti,

Congratulations! Your application to the NH State Library, Institute of Museum and Library Services (IMLS), American Rescue Plan Act (ARPA) sub-grant round 2 program has been approved in the amount of \$34,496.00.

The five-member review panel would like to share the following feedback on your application:

- Thorough proposal that has nice buy-in from the city. Both project elements increase accessibility to library services;
- The proposal had as much collaboration as some of the other applications submitted as collaborative – the panel appreciates that KPL submitted under the Individual category;
- Clear, well-researched proposal with many details worked out in advance.

The grant period begins on January 1, 2022 and ends on July 31, 2022, with the final report and final reimbursement submission due no later than August 31, 2022. In a separate email scheduled to be sent to you on December 6, 2021, you will receive final instructions on the paperwork needed to complete the grant package that will be approved by the NH Department of Justice and the New Hampshire Governor & Council. **Please make sure to note the deadlines for paperwork submittal in this email – failure to submit required paperwork by the dates indicated will prevent you from submitting costs for reimbursement, and will delay the approval process for your grant funds by the entities indicated above.**

Until the approval process at the state level is complete, we ask that you do NOT publicize this grant award through any of your traditional publicity channels or on social media. Once state approvals for the grant funds have been accomplished, you will receive another email with a template press release and information about publicizing your grant award. You may at this time share news about this grant award with your library trustees and other grant partner organizations, with the understanding that publicity/public discussion of this grant cannot occur until final approval is obtained.

If you have any questions, please do not hesitate to reach out to me by email lori.a.fisher@dncr.nh.gov or phone (603) 271-2393. Again, congratulations on your successful application and for the impact your library has on your community!

Sincerely,

Lori Fisher, Assistant State Librarian

cc: Michael York, State Librarian

FY21 LSTA ARPA Award Notification – NH State Library, Competitive Sub-grant Round #2

Subrecipient Identification		
Keene Public Library 60 Winter Street Keene, NH 03431	Unique Entity Identifier: DUNS or SAM.gov 083406355	Submittable application number: 21353221
Federal Award Identification		
Institute of Museum and Library Services Washington, DC	CFDA Name & Number: LSTA ARPA State Grants 45.310	Federal Award Identification Number (FAIN): LS-250225-OLS-21
Date of Federal Award to Pass-Through Entity: April 8, 2021	Total Amount of Federal Award to Pass-Through Entity: \$2,297,692.00	IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the NH State Library’s Five-Year State Plan for FY 2017-2022 and any forthcoming amendments approved by IMLS
Pass-Through Entity Identification		
New Hampshire State Library 20 Park Street Concord, NH 03301 Michael York, State Librarian	Unique Entity Identifier (DUNS or SAM.gov): SAM.gov VK4FBCUEMF56	TIN: 026000618
General Subaward Information		
Date of Subaward: 1/1/2022 End of Sub-grant #2 period: 7/31/2022 IMLS ARPA end date: 9/30/2022	Amount of Federal Funds Obligated by this action: \$34,496.00 Total amount of Federal Funds Obligated to the Subrecipient: \$34,496.00	Funds disbursement: Martine Fiske, Director Keene Public Library 60 Winter Street Keene, NH 03431 NH state vendor code: 177417
For DNCR accounting use only: 24470000, class 72, 502626, 358ARPA21 G&C approval: Meeting date - Agenda # -		



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: December 9, 2021

To: Finance, Organization and Personnel Committee

From: Martine Fiske, Library Director

Through: Elizabeth Dragon, City Manager

Subject: **Authorization to Enter into a Contract - Writing and Dissemination of the Keene Public Library STEM and Maker Activities Toolkit - Library Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee vote to recommend that the City Manager be authorized to do all things necessary to negotiate a contract with Regallium Consulting, LLC for the writing and dissemination of the Keene Public Library STEM and Maker Activities Toolkit as outlined in RFP 02-22-03.

Attachments:

None

Background:

In 2018, an IMLS grant to the Keene Public Library provided funding for “Library STEM and Maker Activities for Very Young Learners.” Over the last two years, the library developed and evaluated several successful programs and activities related to this grant project. Due to the COVID pandemic interferences with grant projects, IMLS extended the grant period by one year. The extension will allow the Library to complete and disseminate a toolkit to assist other libraries in replicating the Keene Public Library’s successes.

An RFP was advertised on the City’s website under Public Notices from October 19, 2021, to November 16, 2021, and ran in the Keene Sentinel. As of the deadline of 4 p.m. on November 16, there was one submission.

A selection committee comprised of Gail Zachariah (Head of Engagement and Youth Services), Amy Kraemer (Little Makers Project Director and Youth Librarian), and Colleen Swider (Youth Librarian) reviewed the submission. The committee looked for familiarity with the maker mindset, STEM education for young children and families, library programming; qualifications of personnel, overall experience of the company and demonstrated results, budget approach, and cost-effectiveness. Consideration was given to such matters as contractor integrity, compliance with public policy, a record of past performance, and financial and technical resources.

Regallium Consulting is a single-member LLC that collaborates with other consulting firms to deliver products and services that support children and families’ educational needs. Lisa Regalla, CEO of

Regallium Consulting, holds a Ph.D. in Chemistry and combines this with years of experience in various informal educational settings, working with audiences of all ages. Previously she was the Maker Ed Program Director. She has recently worked in partnership with the California State Library and the Bay Area Discovery Museum to develop Makers in the Library, a 2.5-year initiative that supports ten under-resourced libraries in California in building and sustaining a community-driven makerspace.

Regallium Consulting proposes a plan to develop and help disseminate a Little Maker toolkit that will demonstrate the power of providing library-based early childhood maker activities, emphasizing facilitating improved parent/caregiver STEM mentoring opportunities. The approach entails four phases: listening and learning from staff and parents; writing and editing; copy-editing and design; and dissemination.

The Regallium Consulting proposal is for \$44,450, within the approved IMLS grant budget.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: December 9, 2021

To: Finance, Organization and Personnel Committee

From: David Hickling, Airport Director

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of FAA AIP Grant for Airport – Airport Taxiway ‘A’
Reconstruction - Airport Department**

Recommendation:

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 the amount of \$594,324 from the Federal Aviation Administration Airport Improvement Program.

Attachments:

None

Background:

The Airport CIP included a project to make improvements to the primary taxiway that included extending the taxiway to the full length of the primary runway and rehabilitating the existing taxiway areas. In order to accomplish the full scope of this project we have worked with the NH DOT and the FAA to receive funding through several grants. This grant will fund the final portion of this project which will include taxiway lighting and drainage improvements. As these improvements are eligible for funding from the FAA Airport Improvement Program, we have applied for and received a grant offer to cover 90% of the construction cost. The remaining costs will be divided between NH DOT funds and airport generated revenues received through land sales. As such we are requesting that the City Manager be authorized to do all things necessary to accept and execute this grant.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: December 9, 2021
To: Finance, Organization and Personnel Committee
From: Rebecca Landry, ACM/IT Director
Through: Elizabeth Dragon, City Manager
Subject: **Moving Forward With PEG Programming - ACM/IT Director**

Recommendation:

That this communication be accepted as informational.

Attachments:

None

Background:

In response to City Council feedback received at a PEG (Public, Education and Government) Community Access Television programming presentation at its October 21st meeting, City staff has conducted a public survey to determine the level of support for local public programming and for the use of franchise fee funds to support online streaming services.

The survey began November 9th and was posted to City social media accounts, sent to City email listserv subscribers and linked from the City website home page. It was also discussed via a WKBK radio interview on November 16th. 308 survey respondents indicated that they are Keene residents. Of those 308, 168 (55%) subscribe to Spectrum cable tv services and 184 (61%) support the City using the franchise fee funding source for the production and streaming of publicly generated videos via YouTube, Facebook and other online video streaming services. 7 watch Spectrum local community access channels 1301 and 1302 daily, 14 watch weekly, 34 watch monthly, and 253 indicated that they never watch the local channels. (See summary data at the conclusion of this memorandum.)

The City Attorney has also determined that if any franchise fee funds are used to support public programming by any means (such as Internet streaming) this must also include broadcasting via the public access channels provided by Spectrum. In other words, public content must be broadcast via the provided cable TV channels, however, this does not limit other means of broadcasting or streaming public content.

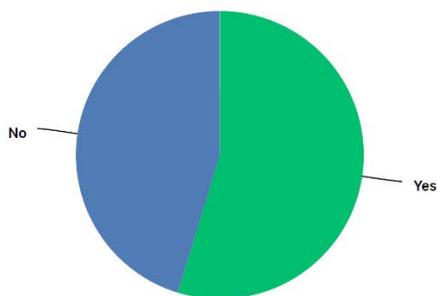
The City has recently been broadcasting government content including meeting videos and informational slides. Staff is looking forward to producing enhanced government content to provide more information and better communication about City programs and services, and discussions with

Keene schools will continue with the goal of providing more educational programming, as well. Bringing this activity in-house provides opportunities to do more with government programming than has traditionally been the case.

The return of public programming will require a business structure that is, in many communities, best accommodated by a third party, non-profit organization. Public programming involves content management, equipment lending, and production guidelines, all of which require governance and a business structure. These requirements are best accommodated by a third party organization, and staff is planning to move forward with a competitive process for the selection of public programming services for this purpose. Upon selection of a non-profit organization, staff will return to the City Council with a recommendation to negotiate an agreement for the provision of public programming services. The formula for the proportional use of franchise fee funding to support Government, Education and Public programming will likely change as the City assumes responsibility for its own content and programming.

Q2 Do you subscribe to Spectrum cable TV services?

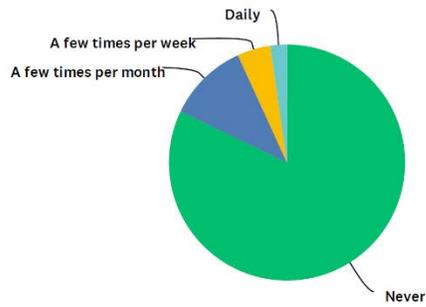
Answered: 307 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	54.72%	168
No	45.28%	139
TOTAL		307

Q3 How often do you watch Spectrum local Community Access Television channels 1301 or 1302?

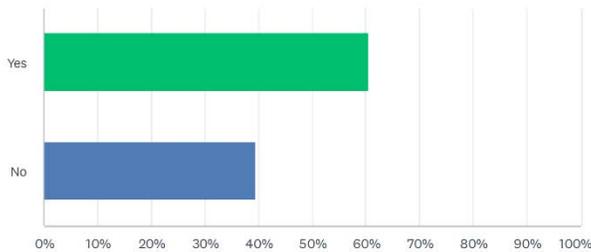
Answered: 308 Skipped: 0



ANSWER CHOICES	RESPONSES	
Never	82.14%	253
A few times per month	11.04%	34
A few times per week	4.55%	14
Daily	2.27%	7
TOTAL		308

Q4 Spectrum charges Keene subscribers a 3.5% fee on cable tv charges and pays that amount to the City of Keene for its use of the right-of-way (wires and cables on utility poles in the city). Do you support the City using this funding source for the production and streaming of publicly generated videos via YouTube, Facebook and other online video streaming services?

Answered: 304 Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	60.53%	184
No	39.47%	120
TOTAL		304



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: December 9, 2021
To: Finance, Organization and Personnel Committee
From: Kurt Blomquist, Public Works Director
Through: Elizabeth Dragon, City Manager
Subject: **Downtown Infrastructure Improvement and Reconstruction Project – Update - Public Works Director/EMD**

Recommendation:

The Finance, Organization, and Personnel Committee accept the Downtown Infrastructure Improvement and Reconstruction Project Update as informational.

Attachments:

None

Background:

The Department has been working on the implementation of the Downtown Infrastructure Improvement and Reconstruction Project. This project's focus is on the replacement/upgrade of the infrastructure on Central Square, Main Street from West/Roxbury to Water Street, side street areas including Lamson Street, Church Street, Railroad Street and Gilbo Avenue.

There have been discussions about areas of downtown that do not meet the needs and interest of the community, residents in the area, and users of social gatherings/event spaces, open spaces for use by merchants and businesses, public art displays, enhanced pedestrian and bicycle facilities. The project will look at these needs and accomplish adjustments in the public areas for better utilization.

The general scope of the project will include:

- Infrastructure replacement/upgrades, including:
 - Stormwater,
 - Water,
 - Sewer,
 - Telecommunication,
 - Electrical,
 - Broadband,
 - Irrigation, and



CITY OF KEENE

Ordinance O-2021-15

Twenty-one

In the Year of Our Lord Two Thousand and

AN ORDINANCE **Relating to City Ward Lines**

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, are hereby further amended by adding a new Chapter 3. to be entitled "Wards" as follows:

Chapter 3. – WARDS

ARTICLE I. – CITY WARDS LINES

Sec. 3-1. - Wards defined.

The City of Keene is hereby divided into five wards. All wards shall be composed of contiguous and compact territory, as nearly equal in population as possible, and bounded by natural boundaries, street lines, railroad tracks or other easily identifiable physical features. Notwithstanding any changes in the ward boundaries, the elected ward officers in office at the time of the redistricting of city wards shall continue in said offices until the end of the terms for which they were elected.

Sec. 3-2. - Amendments to boundaries.

Pursuant to Section 2. of the Keene City Charter, if necessary to comply with any Constitutional requirement to equalize populations, the city council shall review the ward boundaries and, shall, by ordinance, re-divide the city into five wards. A public hearing on the proposed ward boundaries shall be held not more than 30 days before its adoption by the city council, at such time and place as the city council shall direct, and notice of such public hearing shall be published at least 7 days in advance of the hearing by the city clerk.

Sec. 3-3. – Ward line descriptions.

The City of Keene shall be divided into five (5) wards, the boundaries of which shall be as follows:

Ward 1: Beginning at the intersection of Main Street; West Street; Roxbury Street and Central Square; thence southerly on Main Street to Emerald Street; thence westerly on Emerald Street

to Wilson Street; thence southerly on Wilson Street to Davis Street; thence westerly on Davis Street to Ralston Street; thence southerly on Ralston Street to Winchester Street; thence westerly and southerly on Winchester Street to the junction of NH State Highway Routes 10; 12 and 101; thence westerly on NH State Highway Routes 10; 12 and 101 to the junction of State Highway Route 9; thence westerly on State Highway Route 9 to Ash Swamp Brook; thence southerly along Ash Swamp Brook; thence southwesterly along a cleared 60 foot wide property right-of-way to Base Hill Road; thence southerly to the Keene/Swanzey town line; thence easterly and southerly along the Keene/Swanzey town line to the Keene/Swanzey/Marlborough town line; thence northerly and easterly to NH State Highway Route 101; thence westerly on NH State Highway Route 101 to Optical Avenue; thence northerly on Optical Avenue; thence easterly on Optical Avenue to Marlboro Street; thence northwesterly on Marlboro Street to Eastern Avenue; thence northerly on Eastern Avenue to Water Street; thence westerly on Water Street to Beaver Brook; thence northerly and westerly along Beaver Brook to Harrison Street; thence northerly on Harrison Street to Roxbury Street; thence westerly on Roxbury Street to the point of beginning.

Ward 2: Beginning at the intersection of Main Street; West Street; Roxbury Street and Central Square; thence easterly along the northern and eastern boundary line of Ward 1 as previously described to the Keene/Swanzey town line; thence easterly along the Keene/Swanzey town line to the Keene/Marlborough town line; thence northerly to the Keene/Marlborough/Roxbury town line; thence westerly along the Keene/Roxbury town line to Otter Brook; thence northerly and easterly along the Keene/Roxbury town line to the Keene/Sullivan town line; thence westerly and northerly along the Keene/Sullivan town line to the Keene/Gilsum town line; thence southwesterly along the Keene/Gilsum town line to the Public Service of New Hampshire right-of-way; thence southeasterly along the Public Service of New Hampshire right-of-way to NH State Highway Route 9; thence southwesterly along NH State Highway Route 9 to the discontinued Gilsum Street right-of-way; thence southerly along the discontinued Gilsum Street right-of-way to Gilsum Street; thence southerly on Gilsum Street to Howard Street; thence southerly on Howard Street to Cross Street; thence easterly on Cross Street to Pine Street; thence southerly and easterly on Pine Street to Washington Street; thence southerly on Washington Street to Central Square; thence southerly on Central Square to the point of beginning.

Ward 3: Beginning at the intersection of Main Street; West Street; Roxbury Street and Central Square; thence northerly along the western boundary line of Ward 2 as previously described to the Keene/Gilsum town line; thence southwesterly along the Keene/Gilsum town line to the Keene/Surry town line; thence southwesterly along the Keene/Surry town line to Old Walpole Road; thence southerly and easterly on Old Walpole Road to Maple Avenue; thence southwesterly on Maple Avenue to NH State Highway Route 12; thence southeasterly on NH State Highway Route 12 to the junction of NH State Highway Routes 9 and 10; thence northeasterly on NH State Highway Routes 9 and 10 to the overpass on Court Street; thence southerly on Court Street to Central Square; thence southerly on Central Square to the point of beginning.

Ward 4: Beginning at the intersection of Main Street; West Street; Roxbury Street and Central Square; thence northerly along the western boundary line of Ward 3 as previously described to the Keene/Surry town line; thence southwesterly on the Keene/Surry town line to NH State Highway Route 12; thence southerly on NH State Highway Route 12 to the Summit Road discontinued right-of-way; thence southerly on the discontinued Summit Road right-of-way to Summit Road; thence southeasterly on Summit Road to Park Avenue; thence southeasterly on Park Avenue to West Street; thence easterly on West Street to the point of beginning.

Ward 5: Beginning at the intersection of Main Street; West Street; Roxbury Street and Central Square; thence southerly along the western boundary line of Ward 1 as previously described to the Keene/Swanzey town line; thence westerly along the Keene/Swanzey town line to the Keene/Chesterfield town line; thence northwesterly along the Keene/Chesterfield town line to the Keene/Westmoreland town line; thence northeasterly along the Keene/Westmoreland town line to the Keene/Surry town line; thence easterly along the Keene/Surry town line to NH State Highway Route 12; thence southeasterly along the western boundary line of Ward 4 as previously described to the point of beginning.

George S. Hansel, Mayor

In City Council November 18, 2021.
Referred to the Finance, Organization
and Personnel Committee.
Public Hearing on set December 2, 2021 at 7:20 PM.



City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: December 9, 2021

To: Mayor and Keene City Council

From: Jeffrey Chickering, Deputy Fire Chief

Through: Elizabeth Dragon, City Manager
Mark Howard, Fire Chief

Subject: **Relating to the Fire/EMS Training and Public Education Revolving Fund Resolution R-2021-48**

Council Action:

In City Council December 2, 2021.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

Recommend that Resolution R-2021-48 be referred to the Finance, Organization and Personnel Committee for their consideration and recommendation.

Attachments:

1. Resolution R-2021-48

Background:

The current fiscal policies adopted by the City Council on September 5, 2019 emphasizes the use of stabilization funds. A revolving fund is a stabilization fund established for a particular purpose. The revenues deposited in the fund are allowed to accumulate from year to year and are not considered part of the city's general fund surplus. The revenues generated by the revolving fund activity subsidize the expenses of the activity thus keeping the funding outside the general fund resulting in no tax impact to the taxpayer.



CITY OF KEENE

R-2021-48

In the Year of Our Lord Two Thousand and Twenty-One

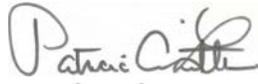
A RESOLUTION Relating to the establishment of a Fire/EMS Training and Public Education Revolving Fund pursuant to RSA 31:95-h for the purpose of receiving revenues and expending funds relative to Fire/EMS Training and Public Education.

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

That all revenues received for Fire/EMS Training and Public Education be deposited into the fund for the purpose of paying all expenses associated with payroll and equipment of Fire/EMS Training and Public Education and shall be allowed to be accumulated from year to year, and shall not be considered part of the City's general fund balance.

George S. Hansel, Mayor

In City Council December 2, 2021.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

PASSED