



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
June 9, 2022
6:00 PM

A. AGENDA ITEMS

1. Wastewater Treatment Plant Laboratory Renovation - Engineering Change Order 3 - WWTP Operations Manager
2. Accept American Rescue Plan Act (ARPA) Funds & Contract Services to Perform Sludge Dryer Feasibility Study - WWTP Operations Manager
3. Sole Source Approval for Sludge Pump Replacement Project - WWTP Operations Manager
4. Utility Reimbursement Agreement with Liberty Utilities - City Engineer
5. Construction Change Order - 2022 Sewer Main Lining Contract - City Engineer
6. Clean Water and Drinking Water State Revolving Fund - Authority to Borrow and Accept Grants - City Engineer
7. Relating to Personnel Systems and Procedures
Ordinance O-2022-06
8. Relating to State Revolving Fund Loans
Resolution R-2022-22

B. MORE TIME ITEMS

1. Councilor Filiault - Charter Amendment Related to Municipal Primary

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 9, 2022

To: Finance, Organization and Personnel Committee

From: Aaron Costa, Operations Manager
Kurt Blomquist, ACM/Public Works Director

Through: Elizabeth Dragon, City Manager

Subject: **Wastewater Treatment Plant Laboratory Renovation - Engineering Change Order 3 - WWTP Operations Manager**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend the City Manager be authorized to do all things necessary to execute Change Order 3 with Underwood Engineers to perform engineering services for the Laboratory Renovation Project for an amount not to exceed \$4,000 for contract 04-21-22.

Attachments:

None

Background:

The Laboratory Division of Public Works is located at the WWTP and is responsible for analyzing compliance and process control samples for both wastewater and drinking water. The laboratory itself is vintage, early 1980's, with minimal changes occurring to the interior since the plant was built. As part of the Capital Improvement Program (CIP), the City has a project to renovate the existing laboratory. The design is complete and construction has begun. The contractor is faced with a structural issue in regards to a wall penetration. Additional structural design, equipment review and construction oversight is required.

- Original Contract \$20,500 – Design
- Change Order 1 \$4,400 - HVAC relating to fume hood and make-up air
- Change Order 2 \$12,200 - Structural evaluation of roof penetration for HVAC
- Change Order 3 \$4,000 - Additional design, review and construction oversight

The cost of the change order exceeds the City Manager's 10% authority staff recommends the City Manager be authorized to do all things necessary to sign a change order with Underwood Engineers for an amount not to exceed \$4,000.00. Funds for this work are available in the Laboratory Renovation Project 08106.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 9, 2022

To: Finance, Organization and Personnel Committee

From: Aaron Costa, Operations Manager
Kurt Blomquist, ACM/Public Works Director

Through: Elizabeth Dragon, City Manager

Subject: **Accept American Rescue Plan Act (ARPA) Funds & Contract Services to Perform Sludge Dryer Feasibility Study - WWTP Operations Manager**

Recommendation:

Move that the Finance, Organization, and Personnel committee recommend the City Manager be authorized to do all things necessary to accept and execute an American Rescue Plan Act (ARPA) grant from the New Hampshire Department of Environmental Services (NHDES) in the amount up to \$100,000 for the Sludge Dryer Feasibility Study.

Move that the Finance, Organization, and Personnel Committee recommend the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Brown & Caldwell to perform a Sludge Dryer Feasibility Study for an amount not to exceed \$99,400.00. If a contract cannot be negotiated, the City Manager is authorized to negotiate with the next ranked firm.

Attachments:

None

Background:

The City of Keene owns and operates a wastewater treatment plant (WWTP) that was constructed in the 1980's. Current biosolids management includes an aerated sludge storage tank and two horizontal screw presses. Dewatered biosolids are hauled and disposed of at Waste Management's Turnkey landfill in Rochester, NH.

With recent developments regarding Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) regulations, as well as other factors, including limited landfill capacity and increased biosolids disposal costs, the City is exploring solids drying technology as an alternative means of biosolids management. The WWTP produces approximately 4500 wet tons of biosolids per year.

This project includes the evaluation of different types of drying technologies, energy requirements, capacity analysis, and construction costs and develops an overall business case to definitively

answer whether a sludge dryer is economically advantageous.

In 2021, the City submitted a pre-application for a Clean Water State Revolving Fund (CWSRF) loan. This feasibility study is essentially a planning project that addresses wastewater conveyance and treatment needs. This project was awarded up to \$100,000 in grant funds through the American Rescue Plan Act (ARPA).

In April 2022, the City advertised a Request for Qualifications (RFQ) and received two responses. A review team consisting of Aaron Costa, Assistant Public Works Director, Don Lussier, City Engineer, Krt Blomquist, Public Works Director, Christian Tarr, Utilities Maintenance Manager, and Neil Goodell, Utilities Foreman/Master Electrician, independently rated the proposals.

The firms were rated using the following criteria: the proposed firms experience, proposed engineering teams' experience, project understanding, approach and quality of the proposal.

The following table summarizes the interview teams' composite scores.

Firm Name	Interview Score
Brown & Caldwell	446 out of 500
Wright Pierce	431 out of 500

Based on the above-described scoring matrix, Brown & Caldwell was judged by the review team to be the best firm for this project. Brown & Caldwell provided a detailed scope of work and fee for service. The City budgeted \$100,000 for this project and funding is available in the FY22 capital project 08108. This project was also awarded up to \$100,000 in American Rescue Plan Act (ARPA) grant funds.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 9, 2022

To: Finance, Organization and Personnel Committee

From: Aaron Costa, Operations Manager
Kurt Blomquist, ACM/Public Works Director

Through: Elizabeth Dragon, City Manager

Subject: **Sole Source Approval for Sludge Pump Replacement Project - WWTP
Operations Manager**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend the City Manager be authorized to do all things necessary to sole source Seepex for the sludge pump replacement project at the Wastewater Treatment Plant.

Attachments:

None

Background:

The City of Keene owns and operates a Wastewater Treatment Plant (WWTP) that was constructed in the mid 1980's. As the facility approaches 40 years of age, many original components are at the end of their useful life. This project replaces six (6) original sludge pumps. These pumps have served the City well and have been scheduled for replacement through the City's Capital Improvement Program (CIP) program.

In November 2021, the City executed a contract with Underwood Engineers for design and construction related engineering services. Prior to completing the design, the pumping equipment needs to be selected because each type of pump has a different footprint as well as different electrical and mechanical requirements.

As part of the equipment selection, Underwood and City staff reviewed three different types of pumps. The pump manufacturers were invited to the WWTP to give an overview and presentation of their equipment.

Manufacturer	Style
Borger	Rotary Lobe
Seepex	Positive displacement/progressive cavity
Penn Valley	Positive displacement/double disc

Based on the presentations, City staff narrowed its choices down to Seepex and Penn Valley. Underwood scheduled site tours at the Hanover, Henniker and Penacook wastewater treatment plants for City staff to view real life installations of both types of pumps.

After touring the three wastewater facilities, City staff and Underwood Engineers recommend the Seepex progressive cavity pumps. The recommendations are based on size, footprint, maintenance requirements, hydraulics and cost.

Underwood obtained budgetary pricing from both Seepex and Penn Valley. The prices listed below are for six (6) pumps, associated spare parts, shipping and start-up and training services. This price is for budgetary purposes only and does not include demolition and removal of existing pumps, installation work for the new pumps, electrical or mechanical work.

- Seepex - \$89,654
- Penn Valley - \$170,650



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 9, 2022

To: Finance, Organization and Personnel Committee

From: Donald Lussier, City Engineer

Through: Elizabeth Dragon, City Manager
Kurt Blomquist, ACM/Public Works Director

Subject: **Utility Reimbursement Agreement with Liberty Utilities - City Engineer**

Recommendation:

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a project reimbursement agreement with Liberty Utilities related to the Winchester Street Reconstruction Project.

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a design Change Order with McFarland Johnson in an amount not to exceed \$25,000, subject to the execution of a Project Reimbursement Agreement.

Attachments:

None

Background:

The City has awarded the Winchester Street Reconstruction Project. This summer our contractor will replace the existing intersection at Key Road / Riverside Plaza with a multi-lane roundabout. Next summer, the project will construct a roundabout at Island St. / Pearl St. and will replace the Island Street bridge over the Ashuelot River.

Liberty Utilities has recently requested that the City incorporate their planned gas line replacement into the design of the Island Street Bridge. This would allow them to discontinue the existing steel gas line that crosses under the riverbed. Accommodating their pipe will have negligible effect on the City's infrastructure and the Public Works Department believes it would be prudent to replace the existing steel pipe.

In order to accommodate this request, the project design engineer will need to modify the existing bridge design. Our construction contract will also incur additional costs for the additional hardware and labor associated with the gas accommodation. Liberty Utilities will be responsible for 100% of these additional costs. Under the terms of the proposed reimbursement agreement, the City will

execute the necessary design and construction change orders. The City will pay our consultant and contractor as the work is completed in accordance with our existing agreements. Liberty Utilities will reimburse the City for actual costs as they are incurred.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 9, 2022

To: Finance, Organization and Personnel Committee

From: Donald Lussier, City Engineer

Through: Elizabeth Dragon, City Manager
Kurt Blomquist, ACM/Public Works Director

Subject: **Construction Change Order - 2022 Sewer Main Lining Contract - City Engineer**

Recommendation:

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a construction Change Order with Insituform Technologies, Inc. in the amount of \$57,393.00 with funding provided by Project Cost Center 08066.

Attachments:

None

Background:

The annual Sewer Main Lining Program provides funding for structural lining of sewer mains that have sufficient capacity, but require maintenance due to defects, leaking joints, etc. As of February 2022, the program had an available balance of approximately \$401,000. The Engineering Division designed and advertised a project scope with an estimated cost of \$381,000. The actual low-bid price for the contract was \$322,000. Therefore, the program has a remaining balance of \$79,000 for the current fiscal year.

The contractor has agreed to perform additional work at the contract unit price. This change order will allow us to complete an additional 536 feet of sewer main lining at a competitive price.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 9, 2022

To: Finance, Organization and Personnel Committee

From: Donald Lussier, City Engineer

Through: Elizabeth Dragon, City Manager
Kurt Blomquist, ACM/Public Works Director

Subject: **Clean Water and Drinking Water State Revolving Fund - Authority to Borrow and Accept Grants - City Engineer**

Recommendation:

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to apply for, accept and execute loan agreements with the New Hampshire Department of Environmental Services (NHDES) Clean Water and Drinking Water State Revolving Funds for the following projects:

Project	Loan Amount
Main Street Flood Management	\$951,100
Drainage Lining Program	\$920,800
Main Street Sewer Rehabilitation	\$710,500
Sewer Manhole Lining	\$1,083,600
Sewer Repair and Lining	\$1,081,395

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and execute any and all American Rescue Plan Act (ARPA) grants offered by the New Hampshire Department of Environmental Services (NHDES) for City Capital Improvement Program projects.

Attachments:

None

Background:

The New Hampshire Department of Environmental Services (NHDES) administers the State Revolving Fund (SRF) loan programs to assist communities with the funding of drinking water, waste water and storm water infrastructure projects. These loan programs provide communities with project funding at competitive interest rates (currently 2%). In addition, the DES frequently offers additional incentives in the form of principal forgiveness. The loans have no pre-payment penalty, so projects planned to be funded through capital reserve or current revenue can maximize the financial benefits

by accepting the loan and paying it off shortly thereafter.

More recently, the DES has also used this program to distribute the state's allocation of drinking water and waste water funding under the American Rescue Plan Act (ARPA). Under this federal program, the NHDES has been allocated \$50 million in funding over 5 years.

In 2021, the City submitted "pre-applications" for SRF funding for several projects. The table below summarizes the projects that were submitted to the DES and the amount of principal forgiveness / grants offered:

Project	Total Cost	ARPA Grant	Principal Forgiveness
Main St. Flood Management	\$951,100	\$285,330	\$66,577
Drainage Lining Program	\$920,800	\$276,240	\$64,456
Main St. Sewer Rehabilitation	\$710,500	\$0	\$38,550
Sewer Manhole Lining	\$1,083,600	\$0	\$108,360
Sewer Repair and Lining	\$1,081,395	\$0	\$108,140

Staff anticipates that additional projects will become eligible for grants and/or principal forgiveness through future rounds of ARPA funding as well as the Infrastructure Investment and Jobs Act (IIJA). Therefore, it is recommended that the City Manager be authorized to do all things necessary to borrow funds from the State Revolving Funds and to accept any and all grants and/or principal forgiveness offered by the NHDES.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: June 9, 2022
To: Mayor and Keene City Council
From: Elizabeth Fox, ACM/Human Resources Director
Through: Elizabeth Dragon, City Manager
Subject: **Relating to Personnel Systems and Procedures
Ordinance O-2022-06**

Council Action:

In City Council June 2, 2022.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

That the City Council refer Ordinance O-2022-06 to the Finance, Organization and Personnel Committee for their review and recommendation.

Attachments:

1. Ordinance O-2022-06_referral

Background:

This ordinance advances an additional adjustment to the City Code included in the proposed operating budget establishing the designation of assistant emergency management director and establishing compensation related to that role. With the adoption of the ordinance, compensation for the additional duties and responsibilities of these positions will be paid following the city's regular payroll cycle instead of annually in advance. In addition, this ordinance advances adjustments to the City Code related to vacation leave accruals for City Council appointments and positions included in Chapter 62-194 positions (non-union administrative, office technical and management). An effective date of July 1, 2022 is recommended for these code amendments.



CITY OF KEENE

O-2022-06

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

AN ORDINANCE Relating to Personnel Systems and Procedures

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 removing the stricken text and inserting the bold text in Article IV, "Classification and Pay Schedules", Division 2, "Schedules", Subdivision 5, "Annual Salary Schedules for Administrative and Clerical Personnel" and Article V, "Policies, Procedures and Conditions of Employment", Division 3 "Leaves", Subdivision II "Vacation" of Chapter 62 entitled "Personnel" as follows:

Sec. 62-196. Emergency management director and Assistant emergency management director.

Effective July 1, 2019~~22~~, the employee designated as emergency management director, shall ~~annually~~ be paid the sum of \$4,000.00 ~~on an annualized basis in July of each year~~ as compensation for the additional duties and responsibilities taken on with that designation. **The employee designated assistant emergency management director, shall be paid the sum of \$2,000.00 on an annualized basis for the additional duties and responsibilities taken on with that designation. The annualized payments shall be made as part of the applicable payroll period.**

Subdivision II. Vacation

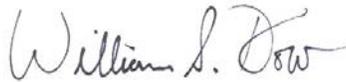
Sec. 62-396. Authorized.

- (a) ~~After successful completion of 12 months of continuous employment for firefighters and police officers or six months of continuous employment for all other regular employees, Commencing with the first month of employment a regular full-time employee holding a position recognized in Chapter 2, section 231 (City Council appointments) or Chapter 62, section 194 (administrative, office, technical and management) will begin to accrue vacation leave be entitled to seven days' paid vacation leave. If the employee's status is regular full-time, he will accrue paid vacation leave, beginning with the first anniversary date, at a rate of five-sixths regular working days or working shifts per month of continued employment. On the seventh anniversary date, the accrual rate for the basic workweek will increase to 1¼ days per month. On the fifteenth anniversary date, the rate will increase to 1¾ days per month. Vacation leave may be accrued, based on the employee's average normal workweek, to a maximum of 30 workdays. With the exception of City Council appointments under Chapter 2 section 231, where the city manager determines it to be in the city's interest to do so, he may authorize other specific vacation leave provisions for a regular full-time employee at the time of employment of such employee. Any such other specific vacation leave provisions authorized by the city manager shall be in writing and will not exceed 1¾ days per month accrual. for a department head; or 1¼ days per month accrual for any other employee.~~ **Commencing with the first month of employment a regular full-time employee holding a position recognized in Chapter 2, section 231 (City Council appointments) or Chapter 62, section 194 (administrative, office, technical and management) will begin to accrue vacation leave be entitled to seven days' paid vacation leave. If the employee's status is regular full-time, he will accrue paid vacation leave, beginning with the first anniversary date, at a rate of five-sixths regular working days or working shifts per month of continued employment. On the seventh anniversary date, the accrual rate for the basic workweek will increase to 1¼ days per month. On the fifteenth anniversary date, the rate will increase to 1¾ days per month. Vacation leave may be accrued, based on the employee's average normal workweek, to a maximum of 30 workdays. With the exception of City Council appointments under Chapter 2 section 231, where the city manager determines it to be in the city's interest to do so, he may authorize other specific vacation leave provisions for a regular full-time employee at the time of employment of such employee. Any such other specific vacation leave provisions authorized by the city manager shall be in writing and will not exceed 1¾ days per month accrual.**

- (b) Vacation schedules shall be determined by department heads in accordance with department requirements. In no case may payment be made in lieu of taking vacation leave, except on employment termination.

George S. Hansel, Mayor

In City Council June 2, 2022.
Referred to the Finance, Organization
and Personnel Committee.

A handwritten signature in cursive script that reads "William S. Dow".

Deputy City Clerk



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 9, 2022

To: Finance, Organization and Personnel Committee

From: Donald Lussier, City Engineer

Through: Elizabeth Dragon, City Manager
Kurt Blomquist, ACM/Public Works Director

Subject: **Relating to State Revolving Fund Loans
Resolution R-2022-22**

Recommendation:

Move that the Finance Organization and Personnel Committee recommend that the City Council rescind Resolution R-2009-08 and adopt Resolution R-2022-22, relating to Delegation of Authorities for State Revolving Fund Loans.

Attachments:

1. R-2009-08
2. Resolution R-2022-22

Background:

In May of 2009, the City Council adopted Resolution R-2009-08 "Relating to authorization to apply for federal and state grants and loans for water and wastewater projects and designation of authorized representatives". The City routinely applies for Drinking Water and Clean Water State Revolving Fund loans for infrastructure projects through the New Hampshire Department of Environmental Services (NHDES). These loan programs provide communities with project funding at competitive interest rates (currently 2%). In addition, the State frequently offers additional incentives in the form of principal forgiveness. The loans have no pre-payment penalty, so projects planned to be funded through capital reserves or current revenue can maximize the financial benefits by accepting the loan and paying it off shortly thereafter.

As part of upcoming application for a number of projects, NHDES staff has asked the City to renew the "Designation of Authorities" resolution to reflect current NHDES language requirements. Resolution R-2022-22 reflects those minor updates.



CITY OF KEENE

R-2009-08

Nine

In the Year of Our Lord Two Thousand and
Relating to authorization to apply for federal and state grants and loans for water
A RESOLUTION and wastewater projects and designation of authorized representative.....

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

WHEREAS, The City of Keene after thorough consideration of the nature of its drinking water system needs, hereby determines that the construction of certain works is desirable and in the public interest, and to that end it is necessary to apply for assistance from the State Revolving Fund (SRF); and

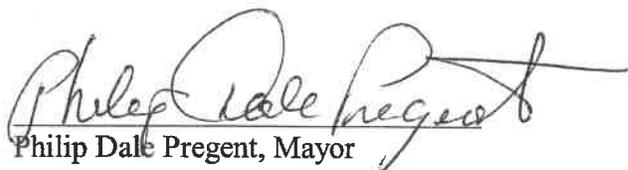
WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, which relate to loans from the State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY The Keene City Council, the governing body of said Applicant, as follows:

1. That the City Manager is hereby authorized on behalf of the Applicant to file an application for a loan to be made in accordance with New Hampshire Code of Administrative Rules Chapter Env-Dw 100;
2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement;
3. That the said City Manager is hereby authorized to furnish such information and to take such other action as may be necessary to enable the Applicant to qualify for the loan;
4. That the said City Manager is hereby designated as the authorized representative of the Applicant for the purpose of furnishing such information, data, and documents pertaining to the applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
5. That certified copies of this resolution be included as part of the application to be submitted for a loan;
6. That if such loan be made, the applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

In City Council May 7, 2009
Referred to the Finance, Organization and
Personnel Committee.

City Clerk


Philip Dale Pregent, Mayor

L:\Resolutions\2009\R-2009-03.doc

PASSED : May 21, 2009

Attest.



City Clerk



CITY OF KEENE

R-2022-22

Twenty-two

In the Year of Our Lord Two Thousand and

Relating to Delegation of Authorities for State Revolving Fund Loans.

A RESOLUTION

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

WHEREAS, The City of Keene, after careful consideration of the needs of its infrastructure systems, has determined that certain capital projects are desirable and in the public interest; and,

WHEREAS, The Keene City Council adopts bi-annually a Capital Improvement Plan that describes the particular capital projects to be completed; and,

WHEREAS, to advance such projects it may be necessary or desirable to apply for assistance from the State Revolving Fund (SRF); and,

WHEREAS, the applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules, Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund, and deems it to be in the public interest to file loan applications and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY The Keene City Council, the governing body of said Applicant, as follows:

1. That the Person holding the position of City Manager is hereby designated as the Authorized Representative of the Applicant for the purpose of filing applications for loans in accordance with the New Hampshire Code of Administrative Rules, Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to Applicant for such loans as may be required;
2. That if such loans are made, the Persons holding the positions of City Manager or Finance Director are the Authorized Representatives of the Applicant for the purpose of signing any documents pertaining to the disbursement of funds to the loan recipient.
3. That if such loans are made, the Applicant agrees to repay the loan as stipulated in the loan agreements.
4. That a certified copy of this resolution be included as part of the applications to be submitted for such loans.

PASSED

5. That the Persons holding the positions of City Manager at the time of loan execution is authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loans.
6. That if such loans are made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

George S. Hansel, Mayor