



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
September 12, 2024  
6:00 PM

**A. AGENDA ITEMS**

1. 2025 Law Enforcement Substance Abuse Reduction Initiative Grant - Police Captain
2. FY24 DOJ Byrne Justice Assistance Grant (JAG) - Police Captain
3. Relating to the Acceptance of a Donation: Greater Keene Youth Baseball and Softball Association Pavilion - Parks and Recreation Director
4. Acceptance of New Hampshire Juvenile Court Diversion Network SBIRT funding for Youth Services - Youth Services Manager/JCC Coordinator
5. Acceptance of a Grant - Election Equipment - City Clerk
6. Jared Goodell - Pledge of Donation for the Purchase and Installation of a Safe Haven Baby Box
7. Professional Services Contract for Final Design of the Lower Winchester Street Reconstruction Project - Public Works Director
8. Professional Services Contract for the Design of Water Distribution Improvements on Rt. 101 - Public Works Director
9. Reallocation of Capital Funds – Recreation Center - Deputy City Manager
10. InvestNH Housing Opportunity Planning (HOP) Grant Application - Senior Planner

**B. MORE TIME ITEMS**

**NON PUBLIC SESSION**

**ADJOURNMENT**



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

**Meeting Date:** September 12, 2024

**To:** Finance, Organization and Personnel Committee

**From:** Steve Tenney, Police Captain

**Through:** Steve Stewart, Police Chief  
Elizabeth Dragon, City Manager

**Subject:** **2025 Law Enforcement Substance Abuse Reduction Initiative Grant -  
Police Captain**

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**Recommendation:**

That the Finance, Organization and Personnel Committee move to recommend the City Manager be authorized to do all things necessary to accept and expend the NH Department of Safety 2025 Law Enforcement Substance Abuse Reduction Initiative Grant in the amount of \$25,000.00. (FY25 Project Account # 70G01225)

**Attachments:**

None

**Background:**

With the goal of reducing narcotics sales and abuse, which are causing an increase in overdoses and deaths, as well as a rise in more serious crimes, the Keene Police Department was awarded \$25,000.00 for this project. This amount would be in the form of overtime reimbursements associated with narcotics investigations and enforcement efforts for the period ending June 30, 2025.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

**Meeting Date:** September 12, 2024  
**To:** Finance, Organization and Personnel Committee  
**From:** Steve Tenney, Police Captain  
**Through:** Steve Stewart, Police Chief  
Elizabeth Dragon, City Manager  
**Subject:** **FY24 DOJ Byrne Justice Assistance Grant (JAG) - Police Captain**

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**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, NH, and to accept and expend the U.S. Department of Justice FY24 Byrne JAG in the amount allocated to the city in the amount of \$4,684.00. (Acct # 70G00225)

**Attachments:**

None

**Background:**

The County of Cheshire, NH is the fiscal agent of this grant and the City of Keene is a sub-recipient of the proposed grant for the period of 10/1/2024 to 9/30/2025. These funds are used for the continued deployment of cellular phones within the Bureau of Field Operations. 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, NH for the allocation of these funds. The application is a public document and should be open to public comment and a public hearing upon a sufficient number of requests.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** September 12, 2024

**To:** Finance, Organization and Personnel Committee

**From:** Carrah Fisk-Hennessey, Parks and Recreation Director

**Through:** Elizabeth Dragon, City Manager

**Subject:** **Relating to the Acceptance of a Donation: Greater Keene Youth Baseball and Softball Association Pavilion - Parks and Recreation Director**

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**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 a 27' x 22' pavilion, estimated at nearly \$40,000 of work- and gifts-in-kind, by the Greater Keene Youth Baseball & Softball Association. This donated pavilion will be located at the far end of the parking lot near the Wheelock Park youth ballfields.

**Attachments:**

1. GKYBSA pavilion donation 2024 (1)\_photos

**Background:**

The City of Keene and the Greater Keene Youth Baseball and Softball Association (GKYBSA), formerly known as Keene Cal Ripken Baseball Association (KCRBA), have a long-standing history of partnership, providing community youth an opportunity to play baseball and softball in Keene. Our youth ballfields are heavily used from April through August, this year with 350 participants and families; in the past, GKYBSA has also run a fall program ending in October.

This pavilion will not only provide a meeting space for the organization to host larger-scale tournaments (state, regional competition) but will also add to the amenity offerings we have through Keene Parks & Recreation. The intent of the build is to provide an accessible space for community members/families/people who use our youth ballfields, bike park, and playground space at Wheelock Park.

Laying the groundwork for the project, GKYBSA has solicited donations of materials- and labor- in-kind, including necessary site work such as excavation and hazardous tree removal with local businesses such as Phil's Tree. The pavilion, when complete, will resemble a recent Bergeron Construction project at Mt. Caesar School in Swanzey, NH (pictures attached) with a crushed gravel foundation rather than a concrete pad.





## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** September 12, 2024

**To:** Finance, Organization and Personnel Committee

**From:** Alyssa Bender, Youth Services Manager/JCC Coordinator

**Through:** Andrew Bohannon, Deputy City Manager  
Elizabeth Dragon, City Manager

**Subject:** **Acceptance of New Hampshire Juvenile Court Diversion Network SBIRT funding for Youth Services - Youth Services Manager/JCC Coordinator**

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**Recommendation:**

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and administer funds provided by the New Hampshire Juvenile Court Diversion Network for Youth Services programs.

**Attachments:**

None

**Background:**

Youth Services has been granted a second funding opportunity from the NH Diversion Network to deliver services from July 1st, 2024 to June 30th, 2025, totaling \$56,488.04 for work related to substance abuse screening for youth.

The funding reimbursement is split into two categories: BDAS (SBIRT Screening) and DCYF (Diversion Services/Motivational Interviewing/Capacity). BDAS is calculated by the average case number of the last three years of completing an evidence-based substance-use screening tool, and DCYF is to support all related diversion services and the increase in program capacity. The funding has been increased due to an increase in the case volume as well as a new expectation for training, coaching, and reviews among Juvenile Court Diversion Staff. The new expectations are requirements for Youth Services to remain a state accreditation diversion program.

This source of funds is through the Governor's Commission on Alcohol and Other Drugs contracted with the New Hampshire Juvenile Court Diversion Program.



ITEM #A.5.

## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** September 12, 2024  
**To:** Finance, Organization and Personnel Committee  
**From:** Patricia Little, City Clerk  
**Through:**  
**Subject:** **Acceptance of a Grant - Election Equipment - City Clerk**

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**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to accept and expend the 2024 Rural and Nonmetro Election Infrastructure Grant from the Center for Tech and Civic Life in the amount of \$20,000 to be used for Accessible Voting Tablets, laptops at the polling locations for the Checklist Supervisor and Ward Moderator and the temporary installation of access points for stronger internet access at certain polling locations.

**Attachments:**

None

**Background:**

The Center for Tech and Civic Life (CTCL) has introduced a grant opportunity for 2024 called the **Rural and Nonmetro Election Infrastructure Grant Program**. This initiative aims to support election offices in rural and nonmetropolitan areas across the United States. The purpose of these grants is to help these jurisdictions conduct reliable and secure elections. Eligible election offices can use the funds to cover various election-related expenses, such as purchasing voting equipment, improving IT infrastructure, and hiring temporary staff. This grant application would fund the purchase of Accessible Voting Systems, laptops for Checklist Supervisors and Moderators, and the temporary installation of access points at polling locations for greater internet speed and reliability.

The Center for Tech and Civic Life (CTCL) is a non-profit organization focused on modernizing and improving the administration of elections in the United States. The organization became widely known for distributing grant funds to local election offices during the 2020 U.S. presidential election through its "COVID-19 Response Grants" program. The purpose of these grants was to help local jurisdictions conduct safe and efficient elections during the pandemic. Keene was a recipient of this initial grant.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

**Meeting Date:** September 12, 2024  
**To:** Mayor and Keene City Council  
**From:** Jared Goodell  
**Through:** Patricia Little, City Clerk  
**Subject:** **Jared Goodell - Pledge of Donation for the Purchase and Installation of a Safe Haven Baby Box**

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**Council Action:**

**In City Council August 1, 2024.**

**Referred to the Finance, Organization and Personnel Committee.**

**Recommendation:**

**Attachments:**

1. Communication\_Goodell

**Background:**

Jared Goodell is pledging a \$5,000 donation to the City for the purchase and installation of a Safe Haven Baby Box at either the City's Police or Fire Stations. Current New Hampshire law allows a parent to surrender newborns not more than 7 days old at designated locations. The Safe Haven Baby Box is built into an exterior wall of a public facility, such as a police or fire station. A person can walk up to the box, open the door, place an infant inside the bassinet, close the door, and walk away. The door automatically locks so that the baby is safe. The bassinet inside is temperature controlled, ventilated, and equipped with alarms that alert emergency responders, who arrive within minutes.



Jared Goodell  
PO Box 305  
Keene, NH 03431

July 26, 2024

Honorable Mayor Kahn  
Keene City Council  
3 Washington Street  
Keene, NH 03431

Honorable Mayor Kahn and City Councilors,

I am writing to pledge a donation of five thousand dollars to the City of Keene for the purchase and installation of a Safe Haven Baby Box at the City's Police or Fire station. Current New Hampshire law allows a parent to surrender newborns not more than 7 days old at designated locations such as police and fire stations or other sites marked with Safe Haven signage. See NH RSA 132-A. House Bill 1607, currently pending in the NH legislature, will update that law to allow for the surrender of infants up to 61 days old.

Parents of newborns who choose to surrender a baby are often in distress and unwilling to safely surrender a baby to another person face to face. This often results in babies being discarded in dangerous ways. Here in New Hampshire, a woman is currently standing trial for abandoning her newborn in the woods of Manchester the day after Christmas in 2022. Thankfully, that baby was saved by first responders, but not without suffering hypothermia and respiratory complications.

The invention of the Safe Haven Baby Box provides a safe way for newborns to be surrendered in a manner that is anonymous while at the same time, placing the baby into the hands of first responders. The Safe Haven Baby Box is built into the exterior wall of a public facility such as a police or fire station. A person can walk up to the box, open the door, place an infant into the bassinet inside, close the door, and walk away. The door automatically locks so that the baby is safe. The bassinet inside is temperature controlled, ventilated, and equipped with alarms that alert emergency responders, who arrive within minutes.

According to the nonprofit Safe Haven Baby Box, 42 babies have been surrendered to its baby boxes since the first one was installed in Indiana in 2016. The initial cost of a baby box is about \$20,000. That price includes the leasing of the box from Safe Haven Baby Boxes, which owns the patent and contracts with a manufacturer, as well as costs for installation, electrical and alarm system hookups, and staff training on how to use it. There is also a \$500 annual service fee, paid to Safe Haven Baby Boxes, to ensure the box continues working properly.

Of all the social services that Keene offers to the community, I cannot think of a more at-risk group of people than newborns. The installation of a Safe Haven Baby Box in Keene can provide a safe place for a newborn to be surrendered.

It is my hope that your discussion and approval of the installation of a Safe Haven Baby Box in Keene and acceptance of my \$5,000 donation pledge will inspire other local persons, businesses, and organizations to make donations to the City to defray the entire cost of a Safe Haven Baby Box.

Regards,  
  
Jared Goodell



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

**Meeting Date:** September 12, 2024  
**To:** Finance, Organization and Personnel Committee  
**From:** Donald Lussier, Public Works Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Professional Services Contract for Final Design of the Lower Winchester Street Reconstruction Project - Public Works Director**

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**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to negotiate and execute a professional services agreement with McFarland Johnson, Inc. for an amount not to exceed \$1,371,000 for the preliminary and final design phase of the Lower Winchester Street Reconstruction Project. The funding source will be split between the General Fund, Water Fund and Sewer Fund through the following accounts: 75J0026B, 34JI016B, and 32JIO10B.

**Attachments:**

None

**Background:**

In 2022, McFarland-Johnson, Inc. (MJ) was selected using a qualifications-based selection process for the engineering study phase of the Lower Winchester Street Reconstruction Project. In December 2023 the City Council approved the proposed action for the project. The Engineering Study Phase report, which includes a detailed report, graphics, and cost estimate, was completed in May 2024. The NHDOT has authorized the City to advance to Preliminary and Final Design. This effort includes advancing the design sufficiently to understand costs and the necessary property rights to construct the project. It also includes the effort to obtain various local, state, and federal permits. Finally, it includes the effort to prepare construction documents needed to solicit a qualified construction contractor to complete the work. Including the costs for the recently completed engineering study phase, total design fees for the project will be approximately 13.5% of the total project construction cost. This aligns with the typical NHDOT planning value of 15% for engineering fees.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** September 12, 2024  
**To:** Finance, Organization and Personnel Committee  
**From:** Donald Lussier, Public Works Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Professional Services Contract for the Design of Water Distribution Improvements on Rt. 101 - Public Works Director**

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**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to negotiate and execute a professional services agreement with Clough, Harbour & Associates for an amount not to exceed \$60,000.00 for the Preliminary Design of water distribution system replacement on Route 101 and Swanzey Factory Road.

**Attachments:**

None

**Background:**

The New Hampshire Department of Transportation is currently planning the reconstruction of Rt. 101 between Optical Avenue and Branch Road. In conjunction with their project, the City is planning to replace our water mains between Marlboro Street and Branch Road, along with the water mains within the project limits on Swanzey Factory Road.

The most efficient and cost-effective method for the City to complete our water main replacement is under a force account agreement. Under this type of arrangement, the NHDOT will include the water main work in the scope of their project. The City will be responsible for reimbursing the DOT for the cost of utility work. By using this approach, the City can avoid the significant costs associated with contractor mobilization, traffic control and road restoration.

CHA was selected by the NHDOT as the design consultant for their project. Public Works recommends awarding the design of our utility project to the same firm so that our work can be seamlessly integrated into the NHDOT plans. This contract is for preliminary design services. A separate contract for final design will be negotiated in late 2025.

Funding of \$160,400 for the Design phase of this project was included in the FY25 CIP. Construction funds are programmed for FY27.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** September 12, 2024  
**To:** Finance, Organization and Personnel Committee  
**From:** Andrew Bohannon, Deputy City Manager  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Reallocation of Capital Funds – Recreation Center - Deputy City Manager**

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**Recommendation:**

Move that the Finance, Organization and Personnel Committee recommend that the City Council reallocate \$174,334 from the Municipal Building Capital Maintenance Projects (65J0002) to the Brian A. Mattson Recreation Center Renovation Project (65J0004).

**Attachments:**

None

**Background:**

The Brian A. Mattson Recreation Center Renovation project received a \$801,250 CDFA – Community Center Investment Program grant in 2023, and the City's capital reserve provided \$285,000 (project total \$1,086,250) for improvements to that included a Level 2 Energy Audit, upgrades to the HVAC systems, new boilers, new windows, a lobby renovation, and a new ADA ramp to the veteran's memorial. The HVAC and boilers are nearly complete and on budget after a successful bid process through City purchasing procedures.

The windows and ADA ramp were both bid and rejected because of price escalation from original estimates. As a result, Facilities is working with Public Works to redefine the scope of work for the ADA ramp and will be rebid this winter for spring build. Additionally, the window bid was significantly higher than estimates and was rebid with the lobby renovation to appeal to a larger project and better pricing. Again, the project came in significantly over budget. City staff with the potential contractor and architect have reduced the scope of the project by \$86,257 while still maintaining the integrity of the project.

With the bid reduction and the reallocation of capital funding, the lobby renovation and windows will be contracted for \$454,060. The award and reduction will be facilitated by the Purchasing Department for contract execution with the City Manager.

The CDFA grant award is to be completed by August 30, 2025, and the project is currently on schedule to be completed within the guidelines.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.10.

**Meeting Date:** September 12, 2024

**To:** Planning, Licenses and Development Committee

**From:** Mari Brunner, Senior Planner

**Through:** Jesse Rounds, Community Development Director  
Elizabeth Dragon, City Manager

**Subject:** **InvestNH Housing Opportunity Planning (HOP) Grant Application - Senior Planner**

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**Recommendation:**

To recommend that City Council write a letter of support for an application to the InvestNH HOP Grant program to hire a consultant to assist the City with developing regulations for short-term rental properties.

**Attachments:**

None

**Background:**

The [InvestNH Housing Opportunity Planning \(HOP\) Grant program](#) provides competitive grants for cities and towns to create local regulations that will help increase housing supply. Grants are available for three phases of regulatory change: Needs Analysis and Planning, Regulatory Audits, and Regulatory Development. The City previously received a Phase I grant for a [Housing Needs Assessment](#) (completed June 2023) and a Phase III grant to develop a [Cottage Court Ordinance](#), which was adopted in May 2024, and to develop regulations for an on-street parking program (the final report with draft ordinance language is available online at [KeeneNH.gov/NeighborhoodParking](https://KeeneNH.gov/NeighborhoodParking)).

In spring 2024, an additional \$2.4 million was allocated to the HOP grant program, with applications due by September 30, 2024. All NH cities and towns are eligible to apply, including past grantees who will receive priority in the competitive review process. One of the grant requirements is a letter of support from the governing body (City Council).

Throughout the planning process for the Phase III grant projects, in particular the Cottage Court Overlay, concerns were raised by both elected/appointed officials and community members regarding the perceived impact of short-term rentals (STRs) on housing availability and neighborhood fabric. After researching the status of STR regulations in other New Hampshire communities, it has become clear that consultant assistance would be beneficial in order to understand the nuances and complexities of NH state law as it applies to STRs. Therefore, staff propose to submit a grant application to hire a consultant to assist the City with understanding the impact of STRs on housing supply in Keene and crafting STR regulations that will balance private property rights with the overall needs and goals of the community.

