



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
February 8, 2024  
5:30 PM

**A. AGENDA ITEMS**

1. Keene Pride - Request for Community Funded Event Status - 2024 Pride Festival  
Resolution R-2012-19: Council Policy - Community Event Funding
2. 2024 Energy Expo Event Sponsorship - Energy and Climate Committee
3. Accept Federal Funding For Airport Capital Project - Airport Director
4. Marlboro Street Corridor Project - Design Change Order #3
5. Capital Improvement Plan - City Manager

**B. MORE TIME ITEMS**

**NON PUBLIC SESSION**

**ADJOURNMENT**



Mayor Jay Kahn & Keene City Council  
3 Washington St.  
Keene, NH 03431

1/25/24

Dear Honorable Mayor Jay Kahn and City Council Members,

I am writing to express the resounding success of Keene Pride Week and Festival in 2022 and 2023, which brought together our community in a celebration of diversity, inclusion, and acceptance. Pride Week is packed with events showcasing the vibrant tapestry of Keene's population, fostering a sense of unity and understanding among residents. The Pride Festival, held at the heart of our city in Central Square, drew an enthusiastic and diverse crowd, creating an atmosphere of joy and acceptance that resonated throughout the community. In 2023, we estimated over 5,000 people were in attendance throughout the day, significantly larger than 2022. Keene Pride Festival is now one of the most well attended and popular Pride events in the tri-state area, and we are still just getting started! Keene Pride Events are not just limited to one week in September. Last year, we produced over thirty community building events in the Monadnock Region ranging from Youth Open Mics, to Yard Sales, to Educational Panels and beyond.

Considering the overwhelming positive response and the significant impact on fostering a more inclusive community, I am kindly requesting the Keene City Council to grant Keene Pride Week and Festival the status of a Community Event. Bestowing this recognition will not only honor the hard work and dedication of the organizers but also contribute to the continued growth and success of future Pride events in Keene. By officially recognizing Keene Pride as a Community Event, we affirm our commitment to diversity and inclusivity, sending a powerful message of support to all residents and ensuring that Keene remains a welcoming and embracing city for everyone. Community Event status would also allow us to free up resources that can be utilized by our Keene Pride Youth, Keene Pride Outdoors and other community building initiatives.

The mission of Keene Pride is to promote the visibility of LGBTQ+ people in the Monadnock Region, create community-building programming, and develop a coalition of services, organizations and businesses that embrace and serve the LGBTQ+ population.

Thank you for your time and consideration!

Adam Toepfer  
Board President

603-696-2927

[www.keenepride.org](http://www.keenepride.org)

25 Roxbury St. #114  
Keene, NH 03431



City of Keene  
New Hampshire

### COMMUNITY FUNDED EVENT APPLICATION

#### Applicant Information

Date completed: 1/3/27

Sponsoring Organization: Keene Pride

1. Is your organization incorporated as a non-profit?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Please provide date of incorporation/founding date:		

2. Has your organization received community funding in the past for this or other events? Please indicate other events.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
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3. Please provide copies of the following financial statements <u>for your organization</u> :
<ul style="list-style-type: none"> <li>• Profit &amp; loss statement for previous fiscal year</li> <li>• A current balance sheet</li> </ul>

#### Proposed Event Information

(Funding Request for events in fiscal year 2025 – July 1, 2024, to June 30, 2025)

Name of Event:	<u>Keene Pride Week</u>
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Anticipated Event Date(s):	<u>9/7/24-9/15/24</u>
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1. Does your event take place on public property? (Please indicate location(s) below)
<u>Central Square &amp; Roxbury St. Heberton Hall &amp; Cohen Hall</u>

2. Is your event a leisure time activity that is open to the public free of charge?  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  If NO, provide information regarding anticipated admission charges as part of event budget documentation.	3. Has your group successfully run this event two consecutive times or more prior to this request?  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  When did this event receive community funded event status? <u>We have not yet received it. We are applying for it for the first time.</u>
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4. Confirm whether anticipated event scope (activities planned) and location (event footprint) as described on this application and associated submittals will be the same as the prior year or most recent event. Describe anticipated support to be provided for set up, break down and event security by event sponsor.

Event scope has changed?  YES  NO

We will continue with Keene Pride festival as we did in 2022 and 2023. The scope of the festival will be very similar to the 2023 festival. We have over 100 volunteers that we regularly work with and will be available to assist with setting up and breakdown of the event, and we normally hire KPD, State Police, and neighboring towns police for security.

5. Does your event appeal to a cross-section of the community? (Please explain briefly)

Keene Pride week is a celebration of the LGBTQ+ community in the monadnock region, but it is open and welcoming to all who wish to attend any of our events. This is a free, family friendly, welcoming and safe event.

6. What is the anticipated total budget (exclusive of in-kind services) that will be required for the upcoming event?

Keene Pride Week events budget is \$70,000.  
Keene Pride Festival's budget is \$33,000.

7. List anticipated funding sources, their level of funding and the percentage of the total event budget. *Demonstration of progress toward fund raising may be required.*

We receive funding from:

Local donations from residents - 10%  
Event fundraisers held throughout the year - 50%  
Corporate donations - 5%  
Corporate sponsorships - 35%

8. How much financial assistance is requested from the City?

\$ 10,000 \_\_\_\_\_

9. Please explain why financial assistance is needed from the City.

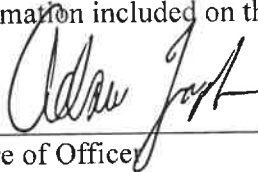
This assistance will help immensely with City costs, including public works costs for Keene Pride Festival, Cohen Hall and Heberton Hall rental fees, and our significant security costs with the Keene Police Department. This will also allow us to focus more funding on expanding our programming for the LGBTQ+ community and its allies, put resources into our Keene Pride Youth and Outdoors initiatives, and put more resources towards our goal of hiring an Executive Director in the next 3 years.

**Required Submittals**

**Your application for Community Funded Event status must include the following documents:**

1. The following documents for your organization:
  - a. List of current board members
  - b. Profit & loss statement for previous fiscal year
  - c. A current balance sheet
2. Documentation detailing the costs incurred and revenue generated from by this event last year or when last conducted (excluding community funding received from the city)
3. Documentation demonstrating your organization's efforts to raise monies through other sources for last year's event. Please include all donations received and the names of major sponsors.
4. Use of City Property Questionnaire (Attachment A)
5. A signed letter addressed to the Mayor and City Council requesting an event license.

I hereby certify that it is our organization's intent to conduct similar fund-raising activities to support our upcoming event, and that all information included on this application is true and accurate.



Signature of Officer

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*(For office use only)*

Date Received: 1/26/24 By: CTHood

Date Forwarded to Finance Department for Review: 1/26/24

Final Disposition of Request: \_\_\_\_\_

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Finance Department Signature



**CITY OF KEENE  
USE OF CITY PROPERTY APPLICATION  
STREET FAIR/EVENT LICENSE**

*Applicant/Sponsoring Organization Information:*

NAME OF ORGANIZATION: Keene Pride  
APPLICANT NAME: Adam Toepfer  
ADDRESS: 25 Roxbury St. Keene, NH  
DAYTIME PHONE: (603) 696-2927 EVENING: ( ) FAX #: ( )  
E-MAIL: adame@keenepride.org  
DAY OF EVENT CONTACT NAME AND CELL NUMBER: Adam Toepfer 347-677-4823

*Special Event Information:*

SPECIAL EVENT ON CITY PROPERTY  STREET FAIR  
 DISCHARGE OF FIREWORKS  
 SERVING OF ALCOHOL AT A CITY FACILITY - please specify location  HEBERTON HALL  
 COMMUNITY ROOM  
 PARADE, WALK-A-THON, OR BIKE/FOOT RACE REQUIRING STREET CLOSURES/POLICE ASSISTANCE  
 OTHER (please specify) \_\_\_\_\_

EVENT TITLE: Keene Pride Festival  
EVENT DATE(S): 9/19/24 ESTIMATED ATTENDANCE: 5,000  
LOCATION OF EVENT: Central Square + Roxbury  
DURATION OF USE (INCLUDING SET UP/BREAKDOWN): from: 10 AM / PM to: 8 AM / PM  
HOURS OF ACTUAL EVENT: from: 12 AM / PM to: 6 AM PM  
DESCRIPTION OF EVENT: Keene Pride Festival 2024

Please attach additional sheets as necessary

STREET CLOSURES/DETOURS REQUESTED: Same as 2023

Please attach additional sheets as necessary



**CITY OF KEENE  
USE OF CITY PROPERTY APPLICATION  
STREET FAIR/EVENT LICENSE**

**DETAILED MAP OF PROPOSED EVENT FOOTPRINT:** Please provide as an attachment to your application a single line sketch/drawing of the layout of the event. On the sketch/drawing include sidewalks/streets/lanes to be closed and/or blocked, locations of vendors (merchandise, food, etc.), display tables, or other encumbrances, and identify areas of activities (start lines, finish lines, attractions, etc.).

**PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT:**

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	WILL ACTIVITIES AND ATTENDEES BE ENCUMBERING THE TRAVELED PORTION OF ANY PUBLIC WAY, STREET OR LANE?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FOOD CONCESSIONS AND/OR OUTDOOR COOKING
<input checked="" type="checkbox"/>	<input type="checkbox"/>	USE OF PROPANE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	OUTDOOR BURNING (CAMPFIRE)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SET UP OF TABLES AND CHAIRS (if so, how many): <u>20 chairs, 4 tables</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOES THE EVENT REQUIRE ACCESS TO CITY ELECTRICAL? (location): <u>Central Square</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOES THE EVENT REQUIRE ACCESS TO CITY WATER? (location): <u>Dunk Tank</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BOOTH(S), EXHIBIT(S), DISPLAY(S) AND/OR ENCLOSURE(S) (if so, please describe): _____ (Use a separate sheet if necessary)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CANOPY(IES) AND/OR TENT(S) (please provide number of set-ups and their dimensions): <u>100 10x10</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SCAFFOLDING, BLEACHER(S) OR OTHER STRUCTURES (if so, please describe): _____ (Use a separate sheet if necessary)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHILDREN'S CARNIVAL OR INFLATABLE RIDES (please describe number, type, location, dimensions and proposed means of anchoring): <u>Roxbury St.</u>





**CITY OF KEENE  
USE OF CITY PROPERTY APPLICATION  
STREET FAIR/EVENT LICENSE**

YES	NO	
<u>X</u>	_____	VEHICLE(S) AND/OR TRAILER(S) (if so, how many): <u>Food Trucks + one KP trailer.</u>
<u>X</u>	_____	WILL YOUR EVENT ENCUMBER METERED PARKING SPACES? (if so, please provide number, location, and what they'll be used for): <u>all of Central Square</u>
<u>X</u>	_____	PORTABLE TOILET(S) (if so, how many): <u>10</u>
<u>X</u>	_____	ENTERTAINMENT (if so, please describe): <u>Bands + circus act</u>
<u>X</u>	_____	BANNERS OR TEMPORARY SIGNAGE
<u>X</u>	_____	WILL THE EVENT BE ADVERTISED? (if so, how?): <u>Radio, Print, Social Media</u>
<u>X</u>	_____	SOUND AMPLIFICATION (if yes, indicate start/end times): <u>6pm-9pm</u>

OTHER MISCELLANEOUS INFORMATION YOU WISH TO PROVIDE PERTAINING TO THIS EVENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Protocol meetings will be held with the applicant as necessary to seek further details relative to the request for a license and/or funding for City services. Please be aware, the City may place additional conditions or requirements on the event at its sole discretion to ensure public safety)*



1/25/24

## List Of Current Board Members

### **Officers**

Adam Toepfer  
[adam@keenepride.org](mailto:adam@keenepride.org)  
Board President

Paulee Mekdeci  
[paulee@keenepride.org](mailto:paulee@keenepride.org)  
Board Vice-President

Katie Fenton  
[katie@keenepride.org](mailto:katie@keenepride.org)  
Administration Director

Levi Barrett  
[levi@keenepride.org](mailto:levi@keenepride.org)  
Treasurer

### **Board Members**

Patrick Brown  
[patrick@keenepride.org](mailto:patrick@keenepride.org)

Gene McDonald  
[gene@keenepride.org](mailto:gene@keenepride.org)

Edel Garstad  
[edel@keenepride.org](mailto:edel@keenepride.org)

Laina Barakat  
[laina@keenepride.org](mailto:laina@keenepride.org)



603-696-2927



[www.keenepride.org](http://www.keenepride.org)




25 Roxbury St. #114  
Keene, NH 03431




1/25/24

### 2023 Major Sponsors and Donations

Name	Sponsorship Amount	Type of Donation
C&S Wholesale Grocers	\$10,000.00	Cash
Fenton Family Dealerships	\$5,000.00	Cash
Brown Computer Solutions	\$5,000.00	Cash
The Putnam Foundation	\$5,000.00	Cash
Walmart	\$4,000.00	Cash
Colonial Theatre	\$2,500.00	In-Kind
Brick House Tile	\$2,500.00	Cash
Dartmouth Health	\$2,500.00	Cash
M&T Bank	\$2,500.00	Cash
Savings Bank of Walpole	\$2,500.00	Cash
Monadnock Radio Group	\$2,500.00	In-Kind
Christopher David Photography	\$2,500.00	In-Kind
NH Trust	\$2,500.00	Cash
NH Charitable Foundation	\$2,500.00	Cash
Monadnock Food Coop	\$1,800.00	Cash
The Keene Sentinel	\$1,500.00	In-Kind
Deep Roots Massage	\$1,000.00	Cash
Greenwald Realty	\$1,000.00	Cash
Chroma Technology	\$1,000.00	Cash
Hannaford	\$1,000.00	Cash
Fireworks Restaurant	\$1,000.00	In-Kind
Bruce Murphy Realty	\$1,000.00	Cash
Beeze Tees	\$1,000.00	In-Kind
Hastings Dental	\$500.00	Cash
Badger Balm	\$500.00	Cash
Barton Associates	\$500.00	Cash
The Works	\$500.00	Cash
Kapiloff Insurance	\$250.00	Cash
Pflag	\$250.00	Cash

 603-696-2927

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 25 Roxbury St. #114  
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1/25/24

INCOME STATEMENT (P&L)  
Keene Pride  
Fiscal Period: 12-2023

	\$2,023.00
<b>REVENUES:</b>	
40100- Pride Week Events	\$624.59
40300- Vendor Booths Pride Fest	\$5,950.00
40400- Main Stage Ticket Sales	\$22,034.50
40500- Prom Income	\$1,883.42
40600- Halloween Income	\$2,305.92
40700- Community Events Income	\$6,342.06
40800- Fundraiser and Merch Income	\$63,112.83
41000- Personal Donations	\$3,752.00
42000- Reimbursed/Refunded Expenses	\$3,020.96
<b>TOTAL REVENUES:</b>	<b>\$163,876.28</b>
<b>EXPENSES:</b>	
60100- Pride Week City Expense	\$12,940.75
60110- City of Keene Expense (not Pride week)	\$966.20
60125- Lighting and Sound Pride Week	\$7,898.00
60150- Hotel Expense Pride Week	\$11,020.87
60160- Performance Fees Pride Week	\$17,167.25
60170- Pride Week Expenses	\$6,410.09
60500- Prom Expense	\$4,597.92
60600- Halloween Expense	\$4,320.33
60700- Community Event Expenses	\$11,097.12
60800- Fundraiser Expenses	\$23,188.88
60900- Merchandise Purchased	\$9,916.90
61000- AIDS Quilt	\$3,124.01
62000- Reimbursed/Refunded Expenses	\$3,020.96
63000- Supplies and Printing	\$1,665.83
64000- Board Meals	\$448.20
65000- Annual Filing Fee	\$75.00
66000-Administrative Expenses	\$14,338.38
67000-Other Expenses	\$25,066.71
<b>TOTAL EXPENSES:</b>	<b>\$157,263.40</b>
<b>NET PROCEEDS:</b>	<b>\$6,612.88</b>



603-696-2927



[www.keenepride.org](http://www.keenepride.org)



25 Roxbury St. #114  
Keene, NH 03431



# CITY OF KEENE

R-2012-19

In the Year of Our Lord Two Thousand and ..... Twelve.....

A RESOLUTION RELATING TO COUNCIL POLICY: FUNDING FOR COMMUNITY EVENTS.....

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

WHEREAS: Community events are important because they help to financially enhance, showcase and build upon the community’s investment in itself, provide social, cultural and recreational opportunities; provide economic stimulus for both area non-profit and for-profit organizations and businesses; promote the quality-of-life and economic vitality of the community and that such fairs, events and promotions are consistent with Keene’s Comprehensive Master Plan and

WHEREAS: RSA 31:100 provides that the governing body of a City may grant a license to an applicant to use and occupy a portion of any street or sidewalk as may be designated for the purpose of conducting thereon street fairs or other community events, including but not limited to the sale of merchandise by commercial retailers or by community associations conducting street fairs or other promotions. Such licenses may include the right to encumber the designated area with boxes, shelves, stands or other devices useful in conducting such sales and shall be issued for not more than 3 consecutive business days; and

WHEREAS: The City may also authorize a community event to occur on other public property not consisting of a public street or sidewalk; and

WHEREAS: The City of Keene owns significant real property in the Towns of Roxbury and Swanzey, which also may be suitable sites for community events; and

WHEREAS: The City Council may at its sole discretion budget from year to year funds to support those community events which it determines to be appropriate for financial participation by the City, and based upon the standards contained in this policy; and

WHEREAS: Licenses may also be subject to such other terms and conditions, to be expressed in the license, as the public convenience and safety may require; and

WHEREAS: A community event is defined by the City of Keene as an event that takes place on public property, and which may require street closures or traffic coordination, and which has a expected attendance of at least 500 participants or observers; and

WHEREAS: A community event may accept donations and may charge attendees for general admission; and for participation at special venues within the event or for parking in private parking areas; and

PASSED May 17, 2012

WHEREAS: the event applicant must be registered with the State of New Hampshire as a not-for-profit organization; and

WHEREAS: The event shall have been previously produced at least twice prior to the request for community event status; and

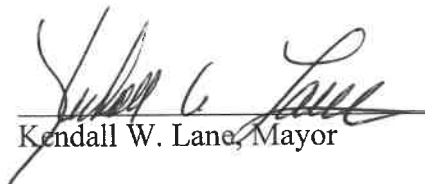
WHEREAS: the applicant requesting community event status shall annually provide the City with documentation showing its efforts to raise monies through the private sector, its actual costs for producing the event and any fund balance prior to its request to the City for funding; and

WHEREAS: The sponsor of a community event must show proof of its ability to pay all reasonable and customary expenses associated with the planned event or provide the City with sufficient surety of payment which in the City Council's sole discretion it may require in the event that the sponsor fails to raise said funds. In the event that the sponsor is not able to repay the City, the City Manager shall be authorized to negotiate a settlement of the amount due and for consideration by the City Council; and

WHEREAS: The community event budget is intended to fund personnel, equipment and material costs that would otherwise not be incurred by the respective City department involved in any particular event. It is intended to fund equipment used and overtime incurred during pre-event set-up, activities during the event and any after hour cleanup. The community events budget is not intended to fund those costs associated with administrative planning or personnel cost of work performed during a regular working week, day or shift.

NOW THEREFORE BE IT RESOLVED:

The total annual appropriation for all community events shall be at the discretion of the Keene City Council.

  
Kendall W. Lane, Mayor



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

**Meeting Date:** February 8, 2024  
**To:** Mayor and Keene City Council  
**From:** Mari Brunner, Senior Planner  
**Through:** Jesse Rounds, Community Development Director  
**Subject:** **2024 Energy Expo Event Sponsorship - Energy and Climate Committee**

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**Council Action:**

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

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

**Recommendation:**

At the request of the Monadnock Sustainability Hub, the Energy and Climate Committee recommends the City Council consider sponsorship, in terms of waiving any permit fees and access to City facilities, of the 2024 Energy Expo event, to be scheduled in the fall of 2024.

**Attachments:**

None

**Background:**

At the January 3, 2024 meeting of the Energy and Climate Committee, the committee voted to recommend that City Council sponsor an event on behalf of the Monadnock Sustainability Hub. Included below is an excerpt from the draft minutes of the meeting where this item was discussed.

"Chair Luse shared that the education and outreach workgroup discussed supporting an energy fair that Ms. Ann Shedd is here to talk about. Before she talked, he explained that the workgroup had discussed the effort that goes into Keene Energy week and the return of investment on that and has decided that they are not going to do a Keene Energy week this year and instead they will put their energy into supporting other events and showing up at other events like Earth Day. Ann Shedd has proposed collaborating with the sustainability hub and others to do an energy fair. The workgroup is recommending that the committee sponsor, cosponsor and collaborate with them on that project. Chair Luse then opened the floor to Ms. Ann Shedd.

She explained that she was a former member of this committee back during the years that the City adopted its 100% energy sustainability goals and the energy plan. She commented on how good it was to see those plans being implemented now.

She shared that she came to the committee as a member of the board of the Monadnock Sustainability Hub, which Nora Hanke is program manager of. They have been interested in expanding their existing EV expos, which they have been doing since 2018. They do the expos twice a year on Earth Day and again in the fall. Last year, they explored the idea of expanding from just the

EV focus to a clean energy fair explaining that those have happened in other parts of the country.

Ms. Hanke and one other board member visited energy fairs at a couple of different scales in Vermont and in the fall, they did their first launch of a clean energy fair in Peterborough. It was a collaborative effort with the Peterborough Renewable Energy Plan (PREP), which is their Implementation Committee for their energy plan. Both the town and PREP were actively involved in the planning for the event but with a long-range picture of alternating between Peterborough and Keene over the next several years.

The attendance was two hundred people. They had counters for those entering the event, but there were people who came to the outside EV expo but did not go inside to the eighteen vendors/exhibitors representing weatherization, heat pump contractors, solar contractors, non-profits and even one geothermal company. Exhibitors had follow-up surveys with an almost 50% return. There were twenty-five new leads for home visits for heat pump installations made. In terms of impact, she believed it was well-attended and resulted in the active pursuit of progress in clean energy in the region.

She came to the committee asking for the committee's cosponsorship of an event to be planned for this fall. This committee has cosponsored several other events, such as some of the EV expos. Having the sponsorship gives extra credibility to the public and may help grease the wheels of any city processes in terms of getting permits. She stated they would be delighted if the committee was interested at a minimum in cosponsoring the event.

Beyond that, in terms of active engagement of the committee, she welcomed interested parties to participate and said there are a couple of specific touch points where it might be helpful. The venues in Keene that have been considered thus far include the airport, which does not have a big indoor space and has a limitation in terms of having space for the vendors. Other than that, they could tie in tours of the solar facility at the end of the airport, where there is plenty of parking, and room to do the EV test drives, and potentially an electric lawn care event. There is a nice model for that in Vermont, where they bring in both commercial and residential scale lawn care equipment with vendors. She believed there was a lot of potential at this location with some concern about the indoor space limitation.

The Blastos Room at 350 Marlborough has also been considered. The very first expo was held there and has potential. The Rec Center is also an option.

Chair Luse recognized Councilor Ormerod, who said the airport is currently working on a marketing plan. Tents can also be erected at that location, which is a benefit. He suggested connecting with Mr. David Hickling.

Ms. Shedd said when she spoke to Mr. Hickling in the spring, one of the limitations was for any non-aviation use of the airport, he needs approval from the State Department of Transportation and from the Federal Aviation Administration, which he said may be a lengthy process. One exciting potential tie-in that he is excited about is that there is an electric aviation company in Burlington, Vt. called Beta Technologies that has been producing and flying a vertical take-off and landing and conventional take-off electric vehicle. They have started installing charging stations strategically around the country. If he could lure them into coming to that event, she thought it would draw in more people and make it an aviation-related event. If the airport is in consideration, the time needs to be pinned down. She has been trying to obtain the date of the business expo so as not to coincide with that. Vendors were charged a pittance, and considerably less than what is charged for the home show in the spring or for the Chamber's business expo.



Chair Luse and Ms. Duffy asked for clarification on what cosponsoring means. It is not financial assistance, the Energy and Climate Committee would provide support with volunteers, and it provides access to city resources like places to have the event signage, etc.

Ms. Brunner added that there are some limitations to that. In the past, the committee would co-sponsor events, then we took that as the city co-sponsoring, which is not the case. If desired, the Council can certainly be asked for a formal cosponsorship, which would provide the highest level of access and waive any sort of fees. Committee sponsorship would be more in the form of promotion, volunteers, and things along those lines.

Ms. Shedd asked if there is a potential that this committee could vote to cosponsor and make a recommendation to the Council. She added that the MSH budget will get voted on in a couple of weeks, but they have allotted \$5,000.00. They have also been doing private fundraising. She noted that the 5,000 under-represents what was spent on the event last fall, but we may be able to up the fees for vendors and recruit more commercial sponsors to underwrite the cost of the event. She said the biggest single cost was running an ad on NPR, which was surprisingly expensive.

Chair Luse said it sounds like they have a motion. Councilor Lake made a motion to cosponsor the 2024 Energy Expo event and make a recommendation to the City Council to sponsor on behalf of the city. Paul Roth seconded the motion. With no discussion and all in favor, the motion was approved.

Ms. Shedd thanked the committee and said they would be in touch as soon as they clarified the date of the business expo. They offered to keep everyone in the loop about conversations with Mr. Hickling and about the potential to use the airport as an event site."



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** February 8, 2024  
**To:** Finance, Organization and Personnel Committee  
**From:** David Hickling, Airport Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Accept Federal Funding For Airport Capital Project - Airport Director**

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**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 up to the amount of \$2,767,767 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 December of 2021 the city was offered a grant to complete this project through FAA AIP funding which was based on a bid received earlier that year. Unfortunately, due to delays in receiving the funding, escalating costs of construction projects resulted in the lowest bidder exercising their option to withdraw their bid. As a result, the associated grant offer was no longer valid.

The Airport has since revised the bid specs and rebid the project and new grant application was submitted based on the new bid. We are now anticipating a grant offer based on that application. Based on this funding, the project cost breakdown will be as follows:

F.A.A. A.I.P. Grant:	\$2,767,767
State D.O.T. Grant:	\$153,765
Local Share:	\$153,765
Total Project Cost:	\$3,075,297



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** February 8, 2024  
**To:** Finance, Organization and Personnel Committee  
**From:** Donald Lussier, City Engineer  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Marlboro Street Corridor Project - Design Change Order #3**

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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 negotiate and execute an engineering services Change Order with DuBois & King for additional services required for the design of the Marlboro Street Corridor Project for an amount not to exceed \$20,000. Funding to come from the Marlboro Street Corridor Project (75J0018B).

**Attachments:**

None

**Background:**

In 2019 the City was awarded a Transportation Alternatives Program (TAP) grant (80% Federal cost share) to rebuild Marlboro Street between Main Street and Eastern Avenue as a complete street. The project scope includes providing dedicated bike lanes, traffic-calming measures, final paving, sidewalk and crosswalk improvements, and a multi-use trail connection between Marlboro Street and the Cheshire Rail Trail.

In February 2019 the City entered into a contract with Dubois & King, Inc. to complete the design of the grant-funded work. In 2023, as the City finalized the design trail connection through the public works complex along the western boundary of the site, we identified several issues with the original alignment. We determined that revising the alignment to follow the western face of the public works building would offer several advantages, including:

- Reduce impacts to mature vegetation along the western boundary of the site and the slope along the existing Cheshire Rail Trail.
- Eliminate impacts to private property along the western boundary of the site (parcel currently owned by HCS).
- Lower the risk to wetland resources along the western boundary of the site.
- Reduce costs due to less earthwork needed to construct the ramp to reach the Cheshire Rail Trail, fewer lighting fixtures, and re-use of concrete sidewalk areas in good condition.
- Improved accessibility for the ramp to reach the Cheshire Rail Trail.

The revised trail connector alignment will be better for trail users and City staff. Although the overall project will see a cost reduction, there are design costs associated with this change. This includes effort to revise the construction plans and specifications, revision of the project environmental documents, and updates to the project quantity tabulation and cost estimate. The total cost of these changes may be up to \$20,000, based on the initial proposal received from the consultant. Due to the elimination of the easement acquisition along the western boundary of the site, we expect this change to be schedule-neutral. We plan to advertise the project for construction in the spring for summer 2024 construction.

Because the TAP grant is only for construction, this design change order will be 100% funded by the City. There are sufficient funds in the Marlboro Street Corridor Improvements Project (75J0018B) to cover the current request. Depending on bid pricing, there is the potential for future requests to revise the project construction budget.