



City of Keene  
New Hampshire

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
January 14, 2021  
6:30 PM**

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

1. Adopt A Bench Donation - Ashuelot River Park - Parks, Recreation and Facilities Director
2. FEMA Grants for City Hall Generator - Parks, Recreation and Facilities Director
3. Acceptance of Donations - Human Services Manager
4. Professional Services Contract Change Order CMA Engineers - Engineering and Technical Services for Fire Suppression System and Increased Structural Support at City of Keene Transfer Station - Asst. Public Works Director/Solid Waste Manager
5. Colony Court Sewer Replacement - Consultant Selection - City Engineer
6. Relating to Use of Fund Balance SCBA Masks - Fire Chief  
Resolution R-2021-01

**MORE TIME ITEMS:**

- A. Councilor Manwaring - Evaluation Process for Charter Employees
- B. Councilors Remy, Bosley and Giacomo - Continued Remote Participation

Due to the COVID-2019 State of Emergency, the Finance, Organization and Personnel Committee will be holding its meeting remotely using the web-based program, Zoom. Members of the public will be able to access this public meeting through a variety of options, described below. If you encounter any issues accessing this meeting, please call 603-757-0622 during the meeting. To access the meeting online navigate to Zoom.us and enter the Webinar ID # 816 6407 6239. To listen via telephone call 877-853-5257 and enter the Meeting ID: 816 6407 6239. When the meeting is open for public comment, callers may press \*9 if interested in commenting or asking questions.

Non Public Session  
Adjournment





City of Keene  
*Transmittal Form*

December 23, 2020

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

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 1.

**SUBJECT:** Adopt A Bench Donation - Ashuelot River Park - Parks, Recreation and Facilities Director

**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 \$1,350.00 for a bench from Jane Nolan and that the bench be placed in Ashuelot River Park.

**BACKGROUND:**

Jane Nolan heard about the new master plan in Ashuelot River Park and in an effort to support the project, she wanted to recognize a recent friends passing who enjoyed the park. The new plan calls for some additional seating opportunities and once spring comes, the bench will be installed.



City of Keene  
*Transmittal Form*

January 11, 2021

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

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 2.

**SUBJECT:** FEMA Grants for City Hall Generator - Parks, Recreation and Facilities Director

**RECOMMENDATION:**

Move that the Finance, Operations and Personnel Committee recommend the City Manager be authorized to do all things necessary to enter into and accept an Emergency Management Performance Grant (EMPG) from the Federal Emergency Management Agency (FEMA) and the State of New Hampshire for the replacement of the City Hall Emergency Generator and to move forward with the project.

**BACKGROUND:**

In early 2018, the City applied for a replacement of the City Hall generator through the FEMA Hazard Mitigation Grant Program. This grant was a five percent (5%) City match with FEMA covering the remaining ninety-five percent (95%). From the date of submission, the City has worked closely with the State of NH Homeland Security and Emergency Management Office. After repeated calls for various pieces of information, in December 2020, it was collectively decided between the City and State to withdraw the application knowing that the application could continue, but likely not qualify.

With the assistance of the State of NH HSEM office, the City will be submitting an application through an Emergency Management Performance Grant for a fifty percent (50%) cost share up to \$75,000.00, which will allow the City to fund the City Hall emergency generator. The City funding has been carried forward and remains with the project. The notification for the new application will provide an increased qualification opportunity for the City to continue to work with the State to fund the project.



City of Keene  
*Transmittal Form*

January 11, 2021

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

**FROM:** Natalie Darcy, Human Services Manager

**THROUGH:** Merri Howe, Director of Finance, Elizabeth Dragon, City Manager

**ITEM:** 3.

**SUBJECT:** Acceptance of Donations - Human Services Manager

**RECOMMENDATION:**

Move that the Finance Organization and Personnel Committee recommend the City Manager be authorized to accept an anonymous donation to assist Human Services clients who may be experiencing an extraordinary need.

**ATTACHMENTS:**

Description

Acceptance of Donations

**BACKGROUND:**

Human Services has been contacted by a donor who wishes to remain anonymous to donate their federal stimulus check to assist a client in need with a cost that is not usually covered by the Human Services Department.



City of Keene  
New Hampshire

**Date:** January 11, 2020

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

**Through:** Elizabeth Dragon, City Manger  
Merri Howe, Director of Finance

**From:** Natalie Darcy, Human Services Manager 

**Re:** Acceptance of Donations – Anonymous Donor

**Recommendation:**

Move that the Finance Organization and Personnel Committee recommend the City Manager be authorized to accept an anonymous donation to assist Human Services clients who may be suffering an extraordinary need.

**Background:**

Human Services has been contacted by a donor who wishes to remain anonymous to donate their federal stimulus checks to assist a client in need with a cost that is not usually covered by the Human Services Department.



City of Keene  
*Transmittal Form*

December 23, 2020

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

**FROM:** Duncan Watson, Assistant Public Works Director/Solid Waste Manager

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 4.

**SUBJECT:** Professional Services Contract Change Order CMA Engineers - Engineering and Technical Services for Fire Suppression System and Increased Structural Support at City of Keene Transfer Station - Asst. Public Works Director/Solid Waste Manager

**RECOMMENDATION:**

The Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a change order with CMA Engineers, on professional services contract 04-20-27, for engineering and technical services for a fire suppression system and increased structural support for the roof of the Transfer Station and Recycling Center for an amount not to exceed Thirty Two Thousand One Hundred Forty Five Dollars (\$32,145).

**BACKGROUND:**

The City of Keene Transfer Station experienced a fire at the Keene Transfer Station on April 8, 2020. The cause of the fire, while not specifically determined, is likely to have been caused by disposal of incompatible waste that resulted in spontaneous combustion. The structural engineer hired by the City's Insurance Company, Primex, determined that there was no structural damage to the roof, and the Transfer Station was reopened for operations, however, building paneling, insulation and electrical systems require repair/replacement.

The City Manager determined that an emergency existed and authorized emergency repairs to the City of Keene Transfer Station in accordance with Article IX, Section 2-1338 of the City Code. Acting under emergency authority the City Manager signed a professional services contract with CMA Engineers for engineering and design services for repair of the Transfer Station for an amount not to exceed Sixteen Thousand Five Hundred Dollars (\$16,500) in June 2020. CMA Engineers produced specifications delivered to the City of Keene for repair of the damage in September, 2020, and the project was put out to bid. The project received no bids and will be re-bid with the additional specifications once additional engineering and design are completed.

Based on the Transfer Station suffering its third major fire in twenty years, the Solid Waste Division, in consultation with the Keene Fire Department, Primex, and CMA Engineers, is recommending the City design and install a fire suppression system to enable a fire pump truck to connect to the system to provide a deluge of water in the event of a fire. A deluge system is the best and most cost effective retrofit option to minimize damage to the Transfer Station and surrounding operations, and reduce the

risk to firefighters and other personnel responding to a fire.

In addition, during its evaluation of the Transfer Station, CMA Engineers discovered that the roof system is at 100% design load which makes it vulnerable to drifting snow and is recommending adding additional purlins to both the Transfer Station and Recycling Center to ensure the integrity of the roof in the event of heavy snow. Transfer Station roof insulation damaged in the fire will be replaced and the system to support the replaced insulation will be designed in addition to engineering protection for identified vulnerable wall girts in the Transfer Station.

CMA Engineers and their subcontractor, SFC Engineers (Fire Protection Specialists), have provided a proposed design and engineering services including specifications for bidding for a fee of \$32,145. As this exceeds the City Manager's authority to authorize change orders up to 10% of the existing contract, it is recommended the City Council authorize the City Manager to do all things necessary to change contract 04-20-27 in the amount of \$32,145 for a new contract total of \$48,645. A portion of the repair of the Transfer Station will be covered by insurance proceeds, however, the total amount of covered losses will be determined once bids for construction are received. Funding for the change order will come from the Solid Waste Division operating budget, and once the project bids are received, a Resolution to allocate funds from the unallocated Solid Waste Fund will be forwarded to Council for action in Spring 2021.



January 5, 2021

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

**FROM:** Donald R. Lussier, P.E., City Engineer

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 5.

**SUBJECT:** Colony Court Sewer Replacement - Consultant Selection - City Engineer

**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 a professional service contract with DuBois & King, Inc., in an amount not to exceed \$70,000, for engineering and technical services for the Colony Court Sewer Main Replacement Project.

**BACKGROUND:**

The City's FY 2021 Capital Improvement Program appropriates funds to replace the sewers along Colony Court and Wright Street. The budget for this project is \$1,455,513. The City issued a Request for Proposals (RFP) for engineering services required for the project. Proposals were received from two firms, each with considerable experience working on previous City projects:

- Dubois & King
- Weston & Sampson

A selection team comprising of the City Engineer, Water/Wastewater Treatment Facilities Operation Manger and a Civil Engineer conducted interviews on January 4, 2021, and evaluated firms on the following criteria:

|  |     |
|--|-----|
| Firm's experience performing similar Utility Designs | 20% |
| Experience of staff assigned to the Project          | 20% |
| Understanding of Project                             | 20% |
| Total project Cost                                   | 20% |
| Proposed Schedule                                    | 10% |
| Quality of Proposal                                  | 5%  |
| Client References                                    | 5%  |

Below is a table of the composite scores of the team and the ranking of the two firms:

| <u>Firm</u>      | <u>Score</u> |
|------------------|--------------|
| Dubois & King    | 21.8         |
| Weston & Sampson | 21.5         |

It is recommended that the City Manager be authorize to negotiate and execute a professional service contract with Dubois & King in an amount not to exceed \$70,000. This contract will include the services required to take the project through design and bidding.

Assuming that the selected consultant performs the work to the City's satisfaction, staff anticipates that they will be retained to continue with the project by providing construction oversight and administration services. Any such contract for construction phase services will be brought to the City Council for a separate authorization.



December 29, 2020

**TO:** Mayor and Keene City Council

**FROM:** Mark Howard, Fire Chief

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 6.

**SUBJECT:** Relating to Use of Fund Balance SCBA Masks - Fire Chief

**COUNCIL ACTION:**

In City Council January 7, 2021.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That Resolution R-2021-01 relating to the use of fund balance for items not included in the 2019 Federal Assistance to Firefighters Grant have a first reading in front of the City Council and that it be referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Resolution R-2021-01

**BACKGROUND:**

The 2024 Capital Improvements Program included a Fire Department project for the full replacement of self contained breathing apparatus equipment with an estimated cost of \$750,000 to be debt funded.

In December 2019, Deputy Chief Chickering authored and submitted the grant application for the full replacement of the SCBA equipment in the CIP project. The grant was awarded to the City of Keene in July 2020 for \$369,090.91 and accepted by City Council in August. By accepting the grant, the project will be completed in FY 2021, therefore, no longer included in the CIP.

The City funded a 10% match, \$39,909.09, by utilizing a FY 2020 City Manager carryover request from the fire department budget. The total amount of the grant including match is \$406,000 for the replacement of 58 complete SCBA packs (base back-pack, mask with voice amp, regulator and two 4500 PSI 30 minute bottles). However, the grant award does not cover the replacement of the 5-RIT Packs, fifteen 4500 PSI one hour bottles, and 60 SCBA masks.

By working with and guidance from FEMA, it has been determined that if the purchase and receipt of the SCBA equipment is under budget, the City can re-submit for the remaining funds to be re-allocated through a waiver to purchase some of the equipment not approved in the initial grant. Upon approval, the waiver will

cover the fifteen 4500 PSI one hour bottles and the RIT Packs, but will not cover the additional 60 masks. The estimated cost of the 60 additional masks is \$15,960, and with the approval by the City Council, to be funded with the use of fund balance.



# CITY OF KEENE

Twenty-one

In the Year of Our Lord Two Thousand and .....  
Relating to an appropriation for the purchase of items not included in the

A RESOLUTION .....  
2019 Federal Assistance to Firefighters Grant

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

WHEREAS: Deputy Chief Chickering authored and submitted a grant application in December 2019 for the 2019 Federal Assistance to Firefighters Grant; and

WHEREAS: In July 2020, the 2019 Federal Assistance and Firefighters Grant was awarded in the amount of three hundred sixty-nine thousand ninety dollars and ninety-one cents (\$369,090.91) and accepted by the City Council in August 2020; and

WHEREAS: The City has funded a ten percent (10%) match of the grant totaling \$36,909.09 creating a total budget of four hundred six thousand dollars (\$406,000); and

WHEREAS: The grant award is for the replacement of 58 complete Self Contained Breathing Apparatus packs which include base back-pack, mask with voice amp, regulator and two 4500 PSI 30 minute bottles; and

WHEREAS: The grant award does not include the replacement of sixty (60) Self Contained Breathing Apparatus Masks and other replacement items;

NOW, THEREFORE, BE IT RESOLVED by the Keene City Council:

That the sum of fifteen thousand nine hundred sixty dollars (\$15,960.00) is hereby appropriated in the 2020-2021 fiscal year for the purpose of providing funding for items not included in the 2019 Federal Assistance to Firefighters Grant. Said appropriation is to be funded by the General Fund unassigned fund balance.

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George S. Hansel, Mayor

In City Council January 7, 2021.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk