



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 **#898 1850 4058**. To listen via telephone call 877-853-5257 and enter the Meeting ID: **#898 1850 4058**. When the meeting is open for public comment, callers may press *9 if interested in commenting or asking questions.

City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
March 11, 2021
6:30 PM**

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

1. Acceptance of Donation - Fire Department
2. Laboratory Renovation Design Engineering Change Order - WWTP Operations Manager
3. Acceptance of Local Source Water Protection Grant - WWTP Operations Manager
4. Support for MAST Grant Application - Parks, Recreation and Facilities Director

MORE TIME ITEMS:

- A. Body Worn Cameras - Police Chief
- B. Councilors Remy, Bosley and Giacomo - Continued Remote Participation
- C. Continued Discussion - Evaluation Process for Charter Employees

Non Public Session
Adjournment



City of Keene
Transmittal Form

February 26, 2021

TO: Finance, Organization and Personnel Committee

FROM: Mark Howard, Fire Chief

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Acceptance of Donation - Fire Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee authorize the City Manager to do all things necessary to accept a donation of \$500.00.

BACKGROUND:

The Keene Fire Department has received a donation of \$500.00 from Dr. Daniel Rath.



City of Keene
Transmittal Form

March 5, 2021

TO: Finance, Organization and Personnel Committee

FROM: Aaron Costa, Operations Manager & Kurt D. Blomquist, P.E., Public Works Director

THROUGH: Elizabeth Fox, Assistant City Manager/HR Director

ITEM: 2.

SUBJECT: Laboratory Renovation Design Engineering Change Order - WWTP Operations Manager

RECOMMENDATION:

Move that the Finance, Organization, and Personnel committee recommend the City Manager be authorized to do all things necessary to negotiate and execute Change Order 1 with Underwood Engineers for engineering and technical services for upgrades to the existing heating and ventilation system in the Laboratory for an amount not to exceed \$4,400 for contract 04-21-22.

BACKGROUND:

The Wastewater Treatment Plant (WWTP) came online in 1985 and treats approximately 3 million gallons of wastewater every day. 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, mid-1980's, with minimal changes occurring to the interior since the plant was built. The laboratory has continued to keep up with industry standards with regards to its analytical equipment, but the cabinets, benches, and shelving are original to the plant and have reached the end of their useful life.

As part of the Capital Improvement Program (CIP) the City has a project to renovate the Laboratory. Change Order 1 is to address needed modifications to the existing heating and ventilation system, this work was not included in the original design contract. In the original scope of services, it was not anticipated that the heating and ventilation system would need to be addressed. During the preliminary review of the laboratory, it was found that the existing heating and ventilation does not meet current health and safety codes. Since the laboratory is having substantial work being accomplished the heating and ventilation system needs to be brought into health and safety code compliance.

The scope of the additional engineering services includes the following:

- Address deficiencies with the laboratory fume hood make up air system,
- Design relocation of air intake, and
- Design system to comply with current building code requirements.

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 \$4,400. Funds for this work are available in the Laboratory Renovation Project 08106-64102 budget.



City of Keene
Transmittal Form

March 5, 2021

TO: Finance, Organization and Personnel Committee

FROM: Aaron Costa, Operations Manager & Kurt D. Blomquist, P.E., Public Works Director

THROUGH: Elizabeth Fox, Assistant City Manager/HR Director

ITEM: 3.

SUBJECT: Acceptance of Local Source Water Protection Grant - 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 a Local Source Water Protection grant from the New Hampshire Department of Environmental Services (NHDES) in the amount of \$8,500 for the installation of security fencing at Babbidge Reservoir.

BACKGROUND:

The City of Keene has received and will use the NHDES Local Source Water Protection grant funds to construct a security fence to restrict and deter unauthorized access to its surface water reservoir. NHDES approved Keene's application for \$8,500 grant funds to install 400 feet of fence around portions of Babbidge Reservoir to enhance security and the protection of water quality. The grant award is conditioned on:

- Acceptance by Keene's City Council,
- Adherence to New Hampshire purchasing requirements, and
- Share photos of completed fence with NHDES

Expenses for City of Keene staff to clear trees and vegetation prior to installation of the fence are not covered by the grant, but will be funded from the Water Treatment Facilities Operating Budget. The total estimated labor cost for this is \$3,356.64.



City of Keene
Transmittal Form

March 8, 2021

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth Fox, Assistant City Manager/HR Director

ITEM: 4.

SUBJECT: Support for MAST Grant Application - Parks, Recreation and Facilities Director

RECOMMENDATION:

Support Staff's submission of a Monadnock Alliance for Sustainable Transportation (MAST) Grant proposal by signing a letter of support.

ATTACHMENTS:

Description

Sign example for town line

MRRTC Request letter

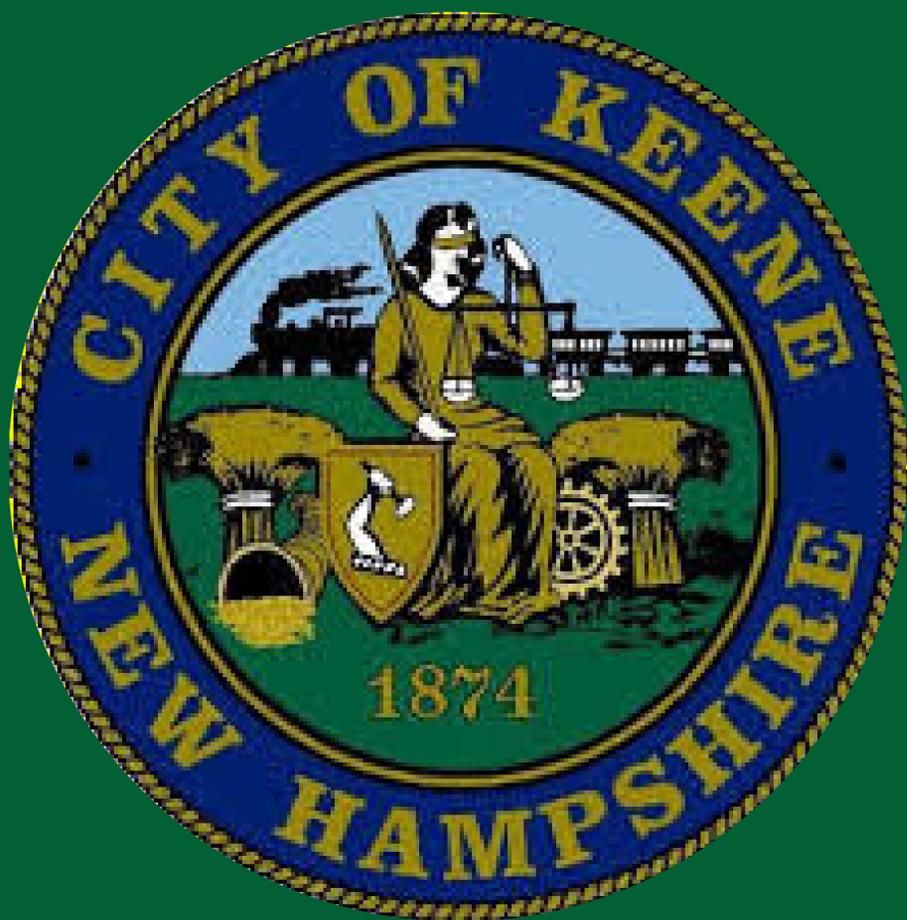
sign example for mileage

BACKGROUND:

The Monadnock Alliance for Sustainable Transportation (MAST) has been the curator and distributor of funds allocated to various Southwestern New Hampshire projects. In collaboration with the Cheshire Health Network, MAST has requested the Monadnock Regional Rail Trail Collaborative to submit an application for a project involving the City of Keene and the Towns of Swanzey and Winchester. The purpose of this project is to create uniform signage along the rail trails for users to understand where they are located along the trail. The grant total is \$19,048.00 and the City portion of the total funding is \$4075.00.

The City is currently conducting a pilot project through MAST for the interior trail network within the City's downtown area. The signage for this new request will be placed on the outer edges of the trail providing location and mileage markers for users to know their location on the trail system. More importantly as the region's trails system become improved, a consistent identification of signage will be located on the many miles of trails.

CHESHIRE Rail Trail

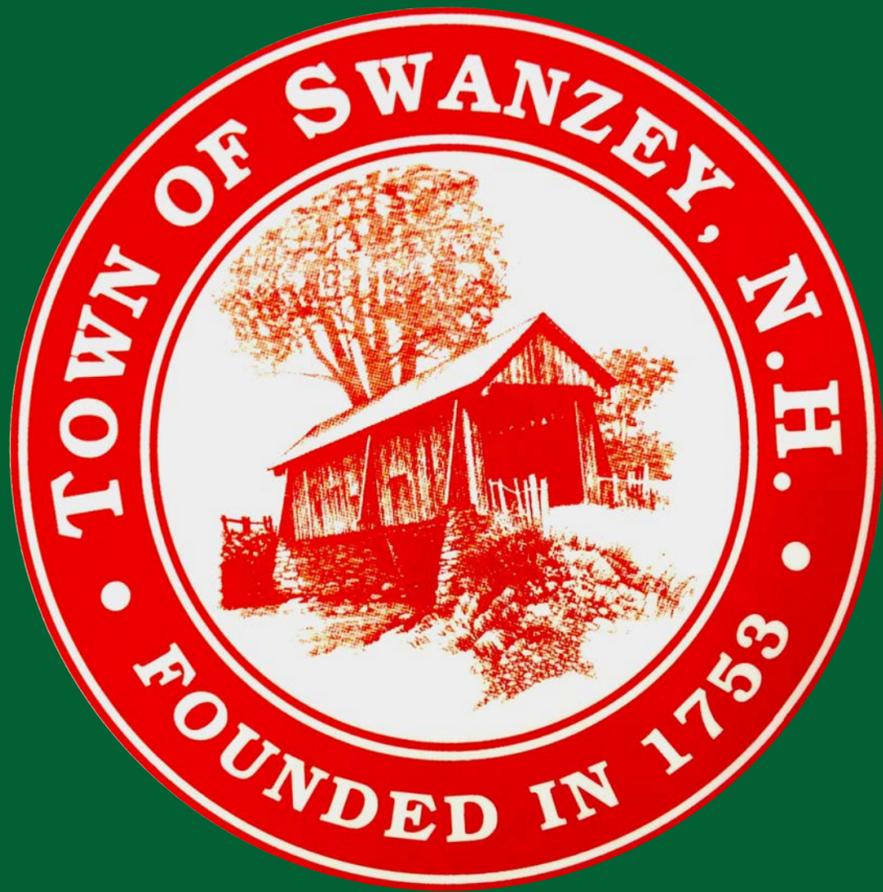


Keene



Swanzey

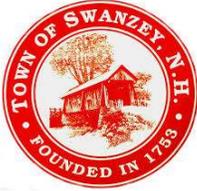
CHESHIRE Rail Trail



Swanzey



Marlborough



Town of Swanzey

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411
WWW.TOWN.SWANZEY.NH.US



City of Keene

Department of Parks and Recreation
3 Washington Street
Keene, NH 03431
603-357-9829
abohannon@ci.keene.nh.us



Town of Winchester

Land Use Department
1 Richmond Rd
Winchester, NH 03470
603-239-4951
msharra@winchester.nh.gov

February 11, 2021

Trisha Zahn, Partner Manager
Center for Population Health
Cheshire Medical
580 Court St
Keene, NH 03431

RE: MAST Grant

Dear Ms. Zahn,

The City of Keene, the Town of Swanzey, and the Town of Winchester, as part of the Monadnock Region Rail Trail Collaborative regional rail trail reconstruction plan are submitting for the MAST grant to cover the cost of rail trail signs, kiosks, and vistas. These signs, kiosk, and vistas will cover the Cheshire Rail Trail and Ashuelot Rail Trail in Keene, Swanzey, and Winchester, a total of 29 miles of rail trail. The sign types are wayfinding (trail/road crossing, trail/trail crossing), town line, and prohibitive vehicle. An example of each sign type, kiosk, and vista are included with this letter. The signs are designed in a fashion that allows easy expansion of the same branding across the Monadnock region rail trail network. Here are the particulars by municipality:

Municipality	Signs		Posts		Kiosks		Vistas		Labor (In-Kind)
	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Cost
Keene	35	\$1,330	27	\$1,350	0	\$0	2	\$1,000	\$1,025
Swanzey	35	\$1,330	25	\$290	0	\$0	0	\$0	\$875
Winchester	31	\$1,178	18	\$170	2	\$9,000	1	\$500	\$1,000
Totals	101	\$3,838	70	\$1,810	2	\$9,000	3	\$1,500	\$2,900
Total Cost	\$19,048								

Sincerely,

Andy Bohannon, City of Keene-Parks, Recreation and Facilities Director
Margaret Sharra, Town of Winchester-Land Use Administrator
Mike Kowalczyk, Town of Swanzey-Rail Trail Advisory Committee Chair

Attachments: Signage, Kiosk, and Vista Examples

Example Kiosks and Vistas

Three Panel Kiosk



Single Panel with Bench Kiosk



Single Panel w/o Bench Kiosk



Vista



CHESHIRE Rail Trail

Joslin Station Road

Stone Arch Bridge 0.2 mi

Eastern Avenue 0.9 mi

Main St, Keene 1.9 mi

Regional Trail Information:



monadnockRailTrails.org

Local Trail Information:



ci.keene.nh.us/parks-recreation

CHESHIRE Rail Trail

Joslin Station Road

Mount Huggins Dr 0.9 mi

Cheshire Fairgrounds 1.3 mi

Webb Depot Road 3.8 mi

Regional Trail Information:



monadnockRailTrails.org



Local Trail Information:



ci.keene.nh.us/parks-recreation



CHESHIRE Rail Trail

Mount Huggins Dr

Joslin Station Rd 0.9 mi

Stone Arch Bridge 1.0 mi

Main St, Keene 2.9 mi

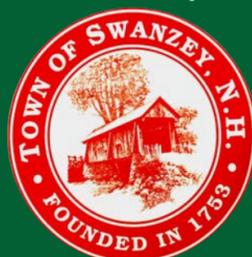
Regional Trail Information:



monadnockRailTrails.org



Report an Issue:



swanzeynh.gov/citizen_request



Local Trail Information:



swanzeynh.gov



CHESHIRE Rail Trail

Mount Huggins Dr

Cheshire Fairgrounds 0.4 mi

Webb Depot Rd 2.9 mi

Troy Depot 6.7 mi

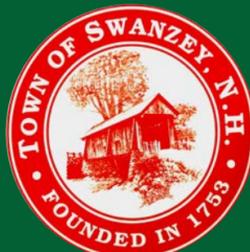
Regional Trail Information:



monadnockRailTrails.org



Report an Issue:



swanzeynh.gov/citizen_request



Local Trail Information:



swanzeynh.gov



CHESHIRE Rail Trail

Webb Depot Road

Cheshire Fairgrounds 2.5 mi

Mount Huggins Dr 2.9 mi

Joslin Station Rd 3.8 mi

Regional Trail Information:



monadnockRailTrails.org



Report an Issue:



marlboroughnh.org/recreation



Local Trail Information:



www.marlboroughnh.org



CHESHIRE Rail Trail

Webb Depot Road

Lawrence Rd 2.3 mi

Marlborough Rd 2.8 mi

Troy Depot 3.8 mi

Regional Trail Information:



monadnockRailTrails.org



Report an Issue:



marlboroughnh.org/recreation



Local Trail Information:



www.marlboroughnh.org

