



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 **#892 0935 3258**. To listen via telephone call 877-853-5257 and enter the Meeting ID: **#892 0935 3258**. 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 25, 2021
6:30 PM**

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

1. Farmer's Market of Keene – Requesting a Waiver or Reduction in Fees
2. Request to Accept 2021 Wellness Grant - Human Resources Director
3. Report on 2020 Donations and Request to Solicit Donations for 2021 - Human Resources Director
4. Lease agreement with "Airport Amusements"
5. NPDES Technical Assistance Change Order 2 - WWTP Operations Manager
6. Reallocation of Bond Funds - WWTP Permit
Resolution R-2021-14

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

March 10, 2021

TO: Mayor and Keene City Council

FROM: Planning, Licenses, and Development Committee

ITEM: 1.

SUBJECT: Farmer's Market of Keene – Requesting a Waiver or Reduction in Fees

COUNCIL ACTION:

In City Council March 4, 2021.

Voted unanimously to substitute the following as the recommendation of the Committee:

That the Farmers Market of Keene be granted permission to use 22 parking spaces along Gilbo Avenue as well as an additional 18 spaces on the other side of the median strip in the Commercial Street parking lot on Saturday from April 24, 2021 to Saturday, October 30, 2021 and 22 parking spaces along Gilbo Avenue on Tuesday from May 4, 2021 to Saturday October 30, 2021. Said permission is granted subject to the following conditions:

Compliance with the customary licensing requirements of the City Council, and obtainment of a City food license from the Health department. In addition, it is recommended that the Farmers' Market of Keene be allowed to erect sandwich board signs on City property prior to the start of the sales, subject to review and approval by city staff with respect to the number and location. The signs must be removed immediately after the sales have been concluded.

As part of the license conditions during and following the State of New Hampshire Emergency Declaration due to the Novel Coronavirus (COVID 19) and as amended, the Farmers' Market of Keene shall: follow, maintain and monitor social distancing of at least six feet for customers and vendors; provide adequate space for vendor and patron flow to maintain social distancing practices; prohibit product sampling; use non-porous tables that can be easily disinfected; discontinue the use of display items that cannot be cleaned and sanitized; have access to and utilize hand sanitizer for use between transactions; disinfect surfaces between customers; and any other requirements that may be issued by the City and/or the State for health and safety of the vendors, customers and public.

And further, move to recommend that the requested waiver or elimination of the parking rental fee and electrical use be referred to the Finance, Organization and Personnel Committee for their review and recommendation.

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses, and Development Committee recommends granting the motion according to the dates and terms indicated, with the financial matters to be discussed by the Finance, Organization, and Personnel Committee.

BACKGROUND:

Bruce Bickford of Walpole stated that this is the Farmer's Market's annual request for the continued use of parking spaces on Gilbo Ave. and a portion of the Commercial Street Parking Lot that they have been using for the past three or four years, from April to the end of October.

Chair Bosley asked if there are changes to the request this year from prior years. Mr. Bickford replied no, except he might have put the start date too early; he thinks Saturday, April 17 should really be Saturday, April 24 to coincide with the Earth Day celebrations.

Chair Bosley asked to hear from staff. Kurt Blomquist, Public Works Director/Emergency Management Director, stated that as Mr. Bickford indicated, this is the annual request from the Keene Farmer's Market for use of parking spaces along the south side of Gilbo Ave. from approximately the transportation center down to the entrance into the Commercial St. lot. They are also looking for the use of spaces in the Commercial St. lot along the north/opposite side. He continued that as Mr. Bickford indicated, typically the Farmer's Market is there Saturdays and Tuesdays. There is no significant change to the Petitioner's request. Staff recommends the standard conditions they have had in the past, including permitting a sandwich board sign. They will also continue with the condition related to the current State of Emergency. The Farmer's Market is looking for potential relief from the fees. Staff recommends that be sent to the Finance, Organization, and Personnel (FOP) Committee for discussion, due to the condition of the Parking Fund.

Chair Bosley asked if anyone on the committee had questions. She noted that Councilor Johnsen has arrived (at 7:06 PM). She continued that the reduction or elimination of the fee would impact the Parking Fund and that it was her thought that this is a conversation that should be before the Finance Committee for their recommendation.

Med Kopczynski, Economic Development Director, stated that he would be happy to answer any questions about the Parking Fund. Chair Bosley stated that her opinion is that they should let this conversation slide over to the FOP Committee, if there is not any hesitation from the rest of the committee. Hearing none, she asked if there were questions or comments from the public. Hearing none, she asked for a motion.

Mr. Blomquist stated that the recommended motion has April 17 as the start date, but that can be changed to April 24, per Mr. Bickford's statement.

Councilor Greenwald stated that he cannot find the full recommended motion that was drafted, and so, he made the following motion, which was seconded by Councilor Jones.

On a vote of 5-0, the Planning, Licenses, and Development Committee recommends granting the motion according to the dates and terms indicated, with the financial matters to be discussed by the Finance, Organization, and Personnel Committee.



City of Keene
Transmittal Form

March 19, 2021

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth A. Fox, ACM/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Request to Accept 2021 Wellness Grant - Human Resources Director

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the wellness grant from HealthTrust to be used for employee wellness activities in 2021.

BACKGROUND:

Our health insurance vendor, HealthTrust, rewards member groups that train employees to act as Wellness Coordinators. Each Coordinator, up to a maximum of four per organization, may be rewarded with \$500 each in wellness grant funds to be used as incentives for the group. The City put four people through HealthTrust's Wellness Coordinator Academy in January 2021, making us eligible for a \$2,000 grant. Our continuing Wellness Coordinators for this calendar year are Maria Castellano of Public Works and Sherryl Zinn and Vicki Flanders of Human Resources. New Coordinator for 2021 is Demitria Kirby of Youth Services.

The 2020 money was used primarily in two areas: to incentivize and reward participation in programs offered through HealthTrust and for employee fruit/cheese/cracker platters in December because of the Holiday Luncheon being canceled.

The City was assigned four goals by HealthTrust in December 2019 related to wellness, with the task of increasing participation in biometric screenings, wellness program participation, HealthTrust portal enrollees, and SmartShopper program participants by at least 2%. Because our insureds met these goals for 2020, an additional \$375 will be granted for 2021.

We are very appreciative of this grant opportunity for our employees, retirees, and their family members who are part of the HealthTrust group.



City of Keene
Transmittal Form

March 19, 2021

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth A. Fox, ACM/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Report on 2020 Donations and Request to Solicit Donations for 2021 - Human Resources Director

RECOMMENDATION:

That the Finance, Organization and Personnel Committee accept this report as informational and that the City Manager be authorized to accept donations associated with 2021 solicitation efforts, should they occur, related to employee activities.

BACKGROUND:

The City of Keene as part of our COVID 19 response and in our collaborative effort in preparing an Alternative Care Site at KSC received a donation of 200 oral care kits and a gift card to be used to purchase toiletry kits. These donated items were to assist in caring for any patients should the site be opened. The City also received donations of additional gift certificates, to assist in whatever way, for purposes related to COVID-19. Human Resources used these as incentives for random drawings related to flu shots, employee recognition and other employee wellness efforts.

We are very appreciative of the donations given by members of the Keene community and our service vendor. The contributions are as follows:

<u>Item</u>	<u>Donor</u>	<u>Value</u>
Oral Care Kits	Northeast Delta Dental	200 kits
Target Gift Card	Target Corporation	\$150
Kristin's Bistro & Bakery Gift Certificate	Anonymous	\$300
Ye Goode Shoppe Gift Cards	Anonymous	\$100

The HR Department serves as staff to two employees committees that have no budget but are charged with activities that cost money. The Welcome and Recognition Committee supports the annual recognition event, which has occurred in December the last several years, and the Health Insurance Review Committee hosts and employee/retiree health and benefits fair. Should circumstances change during 2021 and it seems appropriate by City management later in the year, these committees would like to be in a position to solicit donations to help fund these events. No donations were solicited during 2020 out of respect for the local economy.



City of Keene
Transmittal Form

March 19, 2021

TO: Finance, Organization and Personnel Committee

FROM: David Hickling, Airport Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Lease agreement with "Airport Amusements"

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that City Manager be authorized to do all things necessary to negotiate and execute a lease with Runway Fun Park LLC for a parcel of land at the airport.

BACKGROUND:

Runway Fun Park LLC is interested in leasing land located at 471 Old Homestead Highway for the purpose of operating a restaurant and amusement venue. This property was most recently used for the same purpose through leases with Hillside Pizza and Swanzy Amusements. This lease will provide long term revenues to offset airport operating expenses.

Lease rates will be negotiated based on the results of an appraisal to be provided by Capital Appraisal Associates.



March 18, 2021

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: NPDES Technical Assistance Change Order 2 - 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 2 with Weston & Sampson Engineers to perform technical services for the City's National Pollution Discharge Elimination System (NPDES) permit renewal process for an amount not to exceed \$25,000 for contract 04-13-18.

BACKGROUND:

The City's Wastewater Treatment Plant is permitted by the Environmental Protection Agency (EPA) to discharge treated wastewater into the Ashuelot River. The City through the CIP process funded a project for legal and technical assistance. The City executed a contract with Weston and Sampson Engineers in 2016 for \$95,000 for technical assistance with the permitting process.

On May 20, 2020 the City received its draft NPDES permit and determined that there is a need to appeal and negotiate with EPA on the various requirements. In August 2020, the City executed Change Order 1 with Weston and Sampson for additional technical assistance at a cost not to exceed \$25,000.

Due to ongoing negotiations with the EPA, additional funds are required to complete the process. Weston and Sampson has provided a scope for Amendment 2 for an amount not to exceed \$25,000 for the additional work which includes the following:

- Continue meetings with Public Works Staff, City Manager and outside legal council
- Develop comments/prepare for final appeal as appropriate
- Utilize their engineering expertise for specific technical issues as appropriate.

The cost of the change order exceeds the City Manager's 10% authority and therefore staff recommends the City Manager be authorized to do all things necessary to sign a change order 2 with Weston & Sampson Engineers for an amount not to exceed \$25,000. Subject to City Council approval of Resolution 2021-14, funds for this work will be available in the Wastewater Treatment Plant NPDES Permitting Assistance Project (08012).



City of Keene
Transmittal Form

March 12, 2021

TO: Mayor and Keene City Council

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: Reallocation of Bond Funds - WWTP Permit

COUNCIL ACTION:

In City Council March 5, 2021.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

Refer Resolution R-2021-14 to the Finance, Organization, and Personnel Committee.

ATTACHMENTS:

Description

Resolution R-2021-14

BACKGROUND:

The City's Wastewater Treatment Plant is permitted by the Environmental Protection Agency (EPA) to discharge treated wastewater into the Ashuelot River. The City's current National Pollution Discharge Elimination System (NPDES) permit expired in 2012. The City through the CIP process funded a project for legal and permitting assistance. The City executed a contract with Weston and Sampson Engineers in 2016 for \$95,000 to assist with the permitting process and Drummond & Woodsum Attorneys at Law have been providing legal services.

On May 20, 2020 the City received its draft NPDES permit and determined that there is a need to appeal and negotiate with EPA on the various requirements. In August 2020, the City executed Amendment 1 with Weston and Sampson for additional technical assistance at a cost not to exceed \$25,000. Those funds have been spent.

Due ongoing negotiations with the EPA extra funds are needed for engineering and legal assistance. Previous funding through the CIP process and operating budget carryover requests are no longer available.

Staff is requesting reallocation of bond funds from the Wastewater Treatment Plant's Advanced Treatment II Project (08046) to the Wastewater Treatment Plant NPDES Permitting Assistance Project (08012). The project is complete and funding is no longer required.

Weston and Sampson has provided a scope for Amendment 2 for an amount not to exceed \$25,000 to for the

additional work which includes the following.

- Continue meetings with Public Works Staff, City Manager and outside legal council
- Develop comments/prepare for final appeal as appropriate
- Utilize their Engineering expertise for specific technical issues as appropriate.

The remaining funds will be used for any legal and additional technical services needed to negotiate and complete the permitting process.



CITY OF KEENE

R-2021-14

Twenty-one

In the Year of Our Lord Two Thousand and

Relating to the Reallocation of Bond Proceeds from the Wastewater Treatment

A RESOLUTION Plant's Advanced Treatment II (08046) to the Wastewater Treatment Plant

NPDES Permitting Assistance Project (08012).

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

That the sum of seventy three thousand and seventy five dollars and 48 cents (\$73,075.48) of bond proceeds be reallocated from the Wastewater Treatment Plant's Advanced Treatment II project (08046) to the Wastewater Treatment Plant NPDES Permitting Assistance project (08012).

George S. Hansel, Mayor

In City Council March 18, 2021.
Referred to the Finance, Organization,
and Personnel Committee.

City Clerk