

**City of Keene**  
**New Hampshire**

**FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE**  
**MEETING MINUTES**

**Thursday, July 22, 2021**

**6:30 PM**

**Council Chambers**

**Members Present:**

Thomas F. Powers, Chair  
Stephen L. Hooper, Vice Chair  
Raleigh C. Ormerod

**Members Not Present:**

Michael J. Remy  
Bettina A. Chadbourne

**Staff Present:**

Elizabeth A. Dragon, City Manager  
Thomas P. Mullins, City Attorney  
Andy Bohannon, Parks, Recreation and  
Facilities Director  
Beth Fox, Human Resources Director/Asst.  
City Manager  
Mark Howard, Fire Chief  
Christian Tarr, Utilities Manager  
Kurt Blomquist, Emergency Management  
Director/Public Works Director

Chair Powers called the meeting to order at 6:30 PM.

**1) Acceptance of Donation - Jonathan Daniels Trail Improvements**

Parks, Recreation and Facilities Director Andy Bohannon addressed the committee first. Mr. Bohannon stated this is a donation of services of \$18,100 from Pathways for Keene. He indicated Pathways for Keene received some funding from GOPHER and they needed to spend it by the end of the end of August or return it to the State. As a result, they approached the City related to a particular project; work along the Jonathan Daniels trail. He explained this trail goes from Ashuelot River Park up to Appel Way and there is a connection at Perham Street, which is close to the Keene Housing complex. This would increase opportunity for access to the trail for many of the neighbors.

Mr. Bohannon stated Pathways is looking to work with Pat Rosen Construction to complete the project for \$18,100 under a contract from Pathways for Keene, but the services have to be accepted by the City as the project is on City property.

Councilor Ormerod clarified this donation of 18,100 is for in-kind services. Mr. Bohannon stated Pathways will be contracting with Pat Rosen Construction for work on City property. Councilor Ormerod asked whether anyone would be invoiced for that amount. Mr. Bohannon stated Pathways for Keene would be invoiced.

Chair Powers noted Pat Rosen Construction is very well experienced on working on trails and has done a lot of work for the Town of Swanzey.

Councilor Jones addressed the committee on behalf of Pathways for Keene. He explained Pathways is a 501 c-3 nonprofit organization. The purpose of this organization is to raise money for the trails in Keene. He stated their Bylaws indicate their contributions need to be within the City of Keene. He noted that Johnson Daniels trail is probably one of the oldest trails. He stated the original Pathways for Keene membership did the manual labor to help build that trail.

With respect to this GOPHER funding, the Councilor noted their biggest fundraiser every year is the 4 on the 4th road race, but due to Covid that fundraiser did not happen last year. As a result, Pathways applied for the grant funding and as a result of the hard work Chuck Redfern and Sean Filiault the organization was successful in obtaining these funds. Over the years, Pathways for Keene has raised over \$640,000 – over half a million has been given to the City with the rest going towards operating expenses. He added they have no administrative costs.

Councilor Jones apologized that they did not realize 4 on the 4th race was coming up so soon so they called for an emergency meeting on July 16 and determined the Jonathan Daniels trail would be the best place to do this. Councilor Jones extended his appreciation to Mr. Bohannon for finding a contractor in such short order. Councilor Hooper stated this is one of the most well-traveled trails and felt this work would be a welcome addition.

City Attorney Mullins clarified Pathways for Keene is going to directly contract with the contractor to complete this work and the City will be drafting an Access Agreement. Mr. Bohannon answered in the affirmative.

Councilor Hooper made the following motion, which was seconded by Councilor Ormerod.

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$18,100.00 from Pathways for Keene, Inc for trail improvements to the Jonathan Daniels Trail.

## **2) Acceptance of Donation - Fire Department**

Fire Chief Mark Howard addressed the committee next and stated the Fire Department has received three donations in the memory of Larry Lanata from Laurie and Scott Nystrom (\$25.00), Robert and Avery Morgan (\$50.00) and Steven and Susan Helline (\$100.00). The Chief indicated once the Council approves these donations, thank you letters will be sent to the donors.

Councilor Ormerod made the following motion, which was seconded by Councilor Hooper.

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept donations totaling \$175.00.

**3) Acceptance of Donation - Art in City Hall - Human Resources Department**

Human Resources Director/Asst. City Manager Beth Fox addressed the committee and stated the Human Resources Department has moved to a new location earlier this year to the second floor and are trying to beautify their space. She indicated this memo is regarding a donation of framed artwork for placement at City Hall and specifically, the intention is to locate it in the Human Resources Department. The donation is from an anonymous donor. It is a professionally framed artwork 30” by 36” in size.

Councilor Hooper made the following motion, which was seconded by Councilor Ormerod.

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the donation of framed art work for placement in City Hall.

**4) Relating to the Appropriation of Funds from the Capital Reserve - Pump Station Martel Court (08022) for Martel Court Pumping Station Emergency Generator Replacement Project (08099-18) Resolution R-2021-35**

**5) Reallocation of Funds - Martel Court Pumping Station Emergency Generator Replacement Project**

Public Works Director/Emergency Management Director Kurt Blomquist and Utilities Manager Christian Tarr were the next two speakers. Mr. Blomquist stated this item is in reference to a Resolution for appropriation of funds from the Martell Court Pumping Station capital reserve. The project that is involved is the Martell Court emergency generator. With that Mr. Blomquist turned the presentation over to Mr. Tarr.

Mr. Tarr indicated staff is requesting reallocation of \$18,224.85 of remaining fund balance from the Wastewater Treatment Plant Lighting Project (08104-21) to the Martel Court Pumping Station Emergency Generator Replacement Project (08099-18). Mr. Tarr explained the Martel Court generator and station have been in place since 1985.

The generator is original equipment and is reaching the near end of its serviceable life. He indicated that this piece of equipment is a requirement of the RNPDS permit or the National Pollutant Discharge Elimination System and hence the City has to have some redundancy there. He noted the estimate the City received for this work is \$352,490 and the balance in the capital reserve is \$318,592, hence the city had to make up this shortfall of \$33,898.

The balance that was in the fund for the lighting project was due to a rebate from energy savings for the LED lighting project.

Councilor Ormerod stated he felt it was great the City was able to realize these savings and asked whether the city would continue to get such rebates in future years. Mr. Blomquist stated this particular rebate was in reference to the lighting project. Having efficient lighting will reduce the

amount of energy that is required which will reduce the amount of energy the City would have to purchase from our power supplier. He stated the City has an upcoming solar project that is going to supply a significant amount of power to the plant. Hence, the City may not be seeing as many rebates in the future from Eversource since it will be purchasing significant amount of power from solar. The Councilor asked whether the City can utilize energy savings but retain it in the water fund. Mr. Blomquist stated any energy savings would reduce the amount of money the City would have to raise in the operating budget.

Councilor Ormerod made the following motion, which was seconded by Councilor Hooper.

On 3-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2021-35.

Councilor Hooper made the following motion, which was seconded by Councilor Ormerod.

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to reallocate \$18,224.85 of remaining fund balance from the Wastewater Treatment Plant Lighting Project (08104-21) to the Martel Court Pumping Station Emergency Generator Replacement Project (08099-18).

**6) Relating to the Appropriation of Funds from the Water Fund Unassigned Fund Balance for Wetmore Street and Winchester Street Emergency Water Main Repair Resolution R-2021-36**

Mr. Blomquist addressed the committee again. He indicated on June 6 the City had a failure on the line feeding Wetmore Street which comes off a 12-inch main and goes down Winchester Street. This line serves Market Basket and properties off Matthews Road. The Public Works staff was able to determine the failure was on the 6-inch line and were able to close that off. Currently those residents, approximately 15 plus several businesses on Winchester Street are fed from a temporary two-inch line coming off Fairbanks Street to Wetmore Street; above ground. The two inch line is able to provide the domestic needs for these customers this time. However, the City would like to get these residents off this temporary feed before winter.

Because of the location of this main and the high traffic nature of the area it is going to require several nights of work. There are about 200 accounts associated with this line. The cost of the project is estimated to be about \$65,000. Mr. Blomquist stated because this is an unbudgeted item, funds are not available within the current water fund operating budget that was recently adopted. Staff in working with the Finance Director, and the utilization of some of the unassigned fund balance was recommended. Mr. Blomquist explained to be able to utilize the unassigned fund balance requires a Resolution.

Councilor Ormerod made the following motion, which was seconded by Councilor Hooper

On 3-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2021-36.

**7) Waiver of Purchasing Requirements – Wetmore Street and Winchester Street  
Emergency Water Main Repair**

Mr. Blomquist noted this is a follow-up from the prior item – he began by reminding the committee the Council has purchasing regulations for contract services, construction materials, etc. for over \$20,000 and they must be publicly bid. The City has to generate a set of design drawings, specifications and go through that formal process. Unfortunately, this is now August and these customers need to be brought back online soon as possible. The other challenge is the availability of contractors. The City is looking at a general contractor and one contractor to assist with installing line stops; these are temporary valves to help shut the main down. This is used for temporary situations. Because the line would have to be drained to do the repair those customers will need to be under a boil order. Mr. Blomquist noted he would like to minimize placing customers on boil order because of the hotel and dialysis center in the area. So the idea would be to use those valves to shorten up the amount of area that would need to be taken offline and maintain water in the 12 inch while the new one is installed. The City will then negotiate with another contractor to come in for the actual pipework.

Mr. Blomquist stated what he is recommending waiving the seal bidding process, which the Council can do per Section 133-7 of the City Code.

Mr. Blomquist noted to a scrivener’s error in the proposed recommendation and requested to change the word “contract” to “contracts” in the motion as he anticipates the need to execute more than one to facilitate this project.

Councilor Ormerod asked because it is going to take another month for the Council to approve it what else this committee can do to speed things up. Mr. Blomquist stated not having to go through the sealed bid process does speed things up.

Chair Powers stated he would like see this move faster especially with college opening and Labor Day getting close. The City Manager suggested that perhaps this could be completed under her emergency authority if the Committee was in agreement. To complete that process, staff advised this item will need to be accepted as informational.

Councilor Hooper made the following motion, which was seconded by Councilor Ormerod.

On 3-0 vote, the Finance, Organization and Personnel Committee accepts the Wetmore Street and Winchester Street Emergency Water Main Repair as informational.

There being no further business, Chair Powers adjourned the meeting at 7:05 PM.

Respectfully submitted by,  
Krishni Pahl, Minute Taker

Edits submitted by,  
Terri M. Hood, Assistant City Clerk