

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, April 14, 2022

6:00 PM

**Council Chambers,
City Hall**

Members Present:

Thomas F. Powers, Chair
Bettina A. Chadbourne
Bryan J. Lake

Members Not Present:

Michael J. Remy, Vice Chair
Andrew M. Madison

Staff Present:

Elizabeth A. Dragon, City Manager
Thomas P. Mullins, City Attorney
Amanda Palmeira, Assistant City Attorney
Kurt Blomquist, Emergency Management
Director/Public Works Director
Don Lussier, City Engineer
Andy Bohannon, Parks, Recreation and
Facilities Director,
Harry McKelvey, Transportation and
Stormwater Operations Manager

Chair Powers called the meeting to order at 6 PM.

**1) Redesign Wheelock Park Campground for Disc Golf and Dog Park - Parks,
Recreation and Facilities Director**

Councilor Lake stated for sake of transparency he wanted to remind the Committee that he had helped originally to bring the Disc Golf portion forward for the renovation of the Wheelock Park campground and had been recused when they separated the competing pieces. However, since they have been working jointly he did not believe he needed to be recused. The Committee agreed that the Councilor did not have a conflict.

Parks Recreation Facilities Director Andrew Bohannon addressed the Committee and stated he was before the Committee regarding the City entering into an agreement with Dubois and King for a design of a concept plan for Wheelock Park camp ground. He indicated in October 2021, two groups; the Dog Park and the Disc Golf group came forward looking to utilize the campground for their purposes. Staff came back and suggested that through a former Capital Improvement Program for repurposing of the campground, the City had some funding available which would allow for a conceptual design to be completed. This will give both groups the opportunity to have a public input process of the design and enable both groups to go out and fundraise and then bring back to the City for their amenity.

Mr. Bohannon added this will also give the City an opportunity to see if the both groups can coexist safely or whether it needs to be one or the other moving forward.

City Manager, Elizabeth Dragon stated she would like the Committee to support this request and move this process forward. She felt this will provide an opportunity to meet two needs in our community. The Manager stated she would like to alert the Council and remind them that there was a letter submitted by Councilors Lake, Workman, and Williams considering a homeless campground or a campground for the unhoused. If the Councilor was to consider that, this is one of the locations the Council would look at and that before the Committee recommending expending money on what its thinks is the direction for this campground she wanted to remind the Council of the a possible third use for the camp ground.

Councilor Chadbourne asked where a request for qualification is usually posted and how are people notified of the opportunity to submit a proposal. Mr. Bohannon stated staff works with the Purchasing Department which uses a software application, referred to as Public Purchase. All firms large and small register through the City website and anytime there is an RFP or RFQ, they get notified to review and submit an application. With respect to this proposal, Mr. Bohannon stated there is a lot of work out there for firms to bid on with the different types of funding coming in.

Councilor Lake stated with a good location such as this, there is going to be competing desires. He felt while there are a few competing ideas it is good for the City to explore further what the City campground should be used for and as the item moves forward the letter the City Manager had referred regarding a homeless camp can be taken into consideration.

Councilor Chadbourne referred to what the Manager had stated and indicated by voting on this item the Committee is giving its seal of approval and the Council would as well - and therefore the campground would not be considered for anything else. She added listening to Councilor Lake it sounded like the location of the homeless issue was still a consideration for him, which is a concern to her. The Councilor added a large amount of money is being expended and she hoped everyone was on the same page.

Councilor Lake made the following motion, which was seconded by Councilor Chadbourne.

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a professional service contract with Dubois & King for design services required for the redesign of Wheelock Park Campground into a Disc Golf course and Dog Park, for an amount not to exceed \$29,888 and with funding to come from Project Cost Center (90291).

2) Sole Source Imprinted Crosswalks Downtown - Transportation and Storm Water Operations Manager

Transportation and Stormwater Operations Manager for the Highway Division Harry McKelvey and Public Works Director Kurt Blomquist addressed the Committee next. Mr. McKelvey stated he was before the Committee to request the City sole source a vendor who has done work on the City's imprinted crosswalks in the downtown. This vendor is the authorized dealer for this application.

Councilor Lake noted keeping the downtown reconstruction in mind, what happens if this work

is not complete at this time. Mr. McKelvey stated it will remain as is until a different downtown phase takes place.

Councilor Chadbourne asked for the timeframe for the reconstruction. She asked if this work is done now whether it would wear down by the time the reconstruction happens. Mr. Blomquist stated downtown construction right now is slated for FY24 and normally the wear pattern is usually between 3 to 5 years and perhaps this work will not need to be redone because by the time that 3 to 5 years comes into play downtown will be in a different condition

Councilor Chadbourne made the following motion, which was seconded by Councilor Lake.

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to waive bidding requirement under Section 2-1336 (Waiver of Requirements) for the repair of the downtown imprinted crosswalks.

3) Relating to the Appropriation of Funds for the City Hall Parking Structure Maintenance Project Resolution R-2022-08

City Engineer Don Lussier was the next speaker and was before the Committee to address the City Hall Garage project specifically, a Resolution that would appropriate additional funds for the project.

Mr. Lussier explained this project had a total appropriation of \$52,300 included in the CIP. That number was derived from a report that was prepared in 2018 by a consultant who evaluated the garage and came up with a list of periodic maintenance items that needed to be addressed.

Being aware that pricing has changed since 2018, staff paired that list to what it felt was really the minimum work that needed to be done to prevent deterioration. Unfortunately, the project still ended up being over budget by \$16,200.

Mr. Lussier talked about the challenging bidding environment the City is currently experiencing. Pricing seems to have an effect in this season's construction. He referred to the Winchester Street project and gate valve project as examples of some of the projects that have come in over budget in the recent past. He also noted the challenge of getting materials as well as workforce challenges everyone is experiencing which is also contributing to price escalation

He further stated local talent pool is being pulled in a lot of different directions and the housing market at the present time is on fire. At least for this year, 16 new single family residential homes are being built in Keene. The other piece is the increase in governmental spending with a lot of money starting to flow out of Washington. Hence, Keene is having to compete against every other municipality that wants to spend those funds. Mr. Lussier stated they are seeing projects come in with single bids and at time with no bids. He added this might not be the last time he would be before the Committee asking for additional funds to cover cost of projects previously planned.

With respect to this Resolution R-2022-08 it would approach an additional \$20,000 out of the parking funds unallocated fund balance to cover the actual bid price and also leave a small contingency to cover about a 5.6% change order for the City Manager to approve.

Mr. Lussier noted the two specific items that were cut from the scope which were originally planned are lighting for the rear stairwell which was going to be replaced with the new LED fixture. The other item was small repair on the deck surface. This work was completed a few years ago by in house staff who did a fantastic job with it and if there are areas that really need to be addressed, it can be completed by staff. He added this contractor was the same contractor that did some repair work on the garage about 10 years ago

Councilor Lake made the following motion, which was seconded by Councilor Chadbourne.

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-08.

4) Adjournment

There being no further business, Chair Powers adjourned the meeting at 6:24 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

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