



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
May 26, 2022  
6:00 PM

**A. AGENDA ITEMS**

1. FY21 Hazardous Materials Emergency Preparedness Grant - Hubbard Consulting LLC - Fire Lieutenant/Training Officer
2. Airport Land Lease - Airport Director
3. Cheshire Rail Trail Phase 3 - Construction Change Order #2 - City Engineer
4. Relating to Class Allocations & Salary Schedules  
Ordinance O-2022-05
5. Councilor Lake - Recommended Operating Budget Adjustment - Keene Senior Center
6. Relating to the FY 2022-2023 Fiscal Year Budget  
Resolution R-2022-09
7. Relating to the Appropriation of Funds for Municipal Building Roofs;  
Relating to the Appropriation of Funds for Road Rehabilitation; Relating to  
the Appropriation of Funds for the Salt Shed Replacement; Relating to the  
Appropriation of Funds for the Wells Street Parking Structure  
Maintenance; and Relating to the Appropriation of Funds for the 3MG  
Water Tank Repair  
Resolution R-2022-10  
Resolution R-2022-11  
Resolution R-2022-12  
Resolution R-2022-14  
Resolution R-2022-15
8. Relating to the Establishment of a Parks and Facilities Infrastructure  
Capital Reserve  
Resolution R-2022-18
9. Relating to an Appropriation of Funds and Use of Unassigned Fund  
Balance for the FY 2022 Fire Department Personnel Budget

Resolution R-2022-21

**B. MORE TIME ITEMS**

1. Councilor Filiault - Charter Amendment Related to Municipal Primary

**NON PUBLIC SESSION**

**ADJOURNMENT**



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** May 26, 2022

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

**From:** Jeremy LaPlante, Lieutenant/Training Officer

**Through:** Donald Farquhar, Fire Chief  
Elizabeth Dragon, City Manager

**Subject:** **FY21 Hazardous Materials Emergency Preparedness Grant - Hubbard Consulting LLC - Fire Lieutenant/Training Officer**

---

**Recommendation:**

That the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to negotiate and execute a professional service contract with Hubbard Consulting LLC for an amount not to exceed \$15,000 for the delivery of a Hazardous Materials Response Plan.

**Attachments:**

None

**Background:**

The City of Keene Fire Department applied for and received grant funds under the FY21 Hazardous Materials Emergency Preparedness (HMEP) Grant. The Keene Fire Department Hazardous Materials Response Team has been recognized by the State of New Hampshire since 1994. Since that time, the City has made a major commitment to funding the team as well as supporting training, equipment purchases, and maintenance. This support has allowed the team to continue to operate in a safe, efficient and effective manner.

The City selected Hubbard Consulting LLC through a competitive request for proposals process. This contract will allow the Fire Department, through a qualified contractor, to establish its first formal Hazardous Materials Response Plan while concurrently updating existing Standard Operating Procedures. Additionally, this plan will include a review of deployment capabilities, a hazard and risk assessment, and a full capability assessment.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

**Meeting Date:** May 26, 2022  
**To:** Finance, Organization and Personnel Committee  
**From:** David Hickling, Airport Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Airport Land Lease - Airport Director**

---

**Recommendation:**

That the Finance, Organizational and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a land lease agreement with Mr. Lance Miller.

**Attachments:**

None

**Background:**

Mr. Miller has agreed to purchase a private hangar located on lot #12 at the Keene Dillant-Hopkins Airport. With this change in ownership of this hangar, the Airport wishes to negotiate and execute a new lease agreement following the recently established Airport Land Leasing Policy.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** May 26, 2022

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

**From:** Donald Lussier, City Engineer

**Through:** Elizabeth Dragon, City Manager  
Kurt Blomquist, ACM/Public Works Director

**Subject:** **Cheshire Rail Trail Phase 3 - Construction Change Order #2 - 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 contract Change Order with Adams Trucking & Excavation, Inc. for an amount not to exceed \$41,000 (Subject to NHDOT approval). Funding to be provided by Project Cost Center 90057-F.

**Attachments:**

None

**Background:**

Construction for the Cheshire Rail Trail Phase 3 project is underway. This project is funded with a Federal Highway Administration (FHWA) "Transportation Alternative Program" (TAP) Grant. Under the TAP Grant program, the Federal government reimburses 80% of eligible project costs.

Prior to the start of this project, Mr. Sandt Michner, The NHDOT Americans with Disabilities Act (ADA) Coordinator, suggested that the City evaluate adding curb ramps and accessible crosswalks at several locations. Many of these locations had been removed from the project scope earlier in the design phase due to cost constraints. At the NHDOT request, we directed the design engineer to prepare drawings and calculate the quantities needed to add these features. All of the proposed additional work is covered by existing contract pay items, and our Contractor has agreed to use the existing unit prices for the additional work. The total additional cost to add the recommended accessibility improvements will be \$40,878.50.

A previous change order added \$11,000 to the contract amount. The total amount of previous changes and this Change Order request represents over 12% of the original contract value. Of the requested amount, the City's share will be \$8,2175.70, which is available within the existing project budget. The remaining \$32,702.80 will be funded by the FHWA.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

**Meeting Date:** May 26, 2022  
**To:** Mayor and Keene City Council  
**From:** Elizabeth Fox, ACM/Human Resources Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Relating to Class Allocations & Salary Schedules  
Ordinance O-2022-05**

---

**Council Action:**

**In City Council May 19, 2022.**

**Referred to the Finance, Organization and Personnel Committee.**

**Recommendation:**

That the City Council refer Ordinance O-2022-05 to the Finance, Organization, and Personnel Committee.

**Attachments:**

1. O-2022-05 with Schedules\_Referral

**Background:**

The ordinance relating to salary and wage schedules for the 2022/2023 fiscal year reflects an across-the-board increase of 2% for non-bargaining unit wage schedules. The effective date of this increase would be July 1, 2022. This adjustment falls within the parameters of cost-of-living adjustments provided by the City's ratified collective bargaining agreements. The ordinance advanced also includes several adjustments to the class allocation schedule related to City Code Section 62-194.



# CITY OF KEENE

O-2022-05

Twenty-two

In the Year of Our Lord Two Thousand and .....

Relating to Class Allocations and Salary Schedules

AN ORDINANCE .....

*Be it ordained by the City Council of the City of Keene, as follows:*

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-141 "Call Firefighter Hourly Wage Schedule;," Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192 "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule," effective July 1, 2022.

---

George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

City Code Section 2-231

**COUNCIL APPOINTMENTS  
ANNUAL SALARY SCHEDULE**

(effective July 1, 2022)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	93,878	116,211	139,504
<u>E</u>	98,103	121,440	145,782
<u>V</u>	102,518	126,905	152,342
<u>E</u>	107,131	132,616	159,197
<u>L</u>	111,952	138,584	166,361
	116,990	144,820	173,847



**City Code Section 62-141**

**CALL FIREFIGHTER  
HOURLY WAGE SCALE**

Non-bargaining unit  
(effective July 1, 2022)

<u>Grade</u>		<u>Step 1</u>
CF1	Non-certified Probationary Firefighter	\$ 10.92
CF2	Probationary Firefighter (Level 1)	\$ 14.20
CF3	Probationary Firefighter (Level 2)	\$ 15.81
CF4	Firefighter (Level 1)	\$ 16.39
CF5	Firefighter (Level 2)	\$ 19.67
CF6	Special services (Chaplain, Photographer & Aide)	\$ 15.29

**City Code Section 62-166**

The hourly wage schedule for probationary public works employees is as follows:

**PROBATIONARY PUBLIC WORKS  
HOURLY WAGE SCHEDULE**

Non-bargaining unit  
(effective July 1, 2022)

<u>GRADE</u>	<u>1</u>	<u>2</u>	<u>3</u>
PPW 2	15.70	16.41	17.15
PPW 4	17.15	17.92	18.73
PPW 5	17.92	18.73	19.57
PPW 7	19.19	20.05	20.95
PPW 8	20.45	21.37	22.33
PPW 9	21.37	22.33	23.33
PPW 10	22.33	23.33	24.38
PPW 11	23.33	24.38	25.48
PPW 12	24.39	25.49	26.64

GRADE

PPW 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
PPW 4	Water & Sewer Service Aide I
PPW 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II
PPW 7	Mechanic I
PPW 8	Motor Equipment Operator II
PPW 9	Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator
PPW 10	Highway Foreman; Solid Waste Foreman; Maintenance Technician I; Lead Mechanic
PPW 11	Water Meter Technician; Maintenance Electrician
PPW 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman

**City Code Section 62-191**

**PROBATIONARY FIREFIGHTER  
HOURLY WAGE SCHEDULE  
Non-bargaining unit  
(effective July 1, 2022)**

<u>GRADE</u>		<u>STEP 1</u>
F 1	Firefighter/EMT B	\$21.05
F 2	Firefighter/A-EMT	\$22.31
F 3	Firefighter/Medic	\$23.74
F 4	Paramedic Only	\$22.31

**City Code Section 62-192**

**PROBATIONARY POLICE OFFICER  
HOURLY WAGE SCHEDULE  
Non-bargaining unit  
(effective July 1, 2022)**

<u>GRADE</u>		<u>STEP</u>
PP 1		\$25.43
PP 2		\$26.57

**City Code Section 62-194** Administrative, Office, Technical and Management Personnel

The annual salary schedule for administrative, office, technical and management personnel is as follows:

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT  
ANNUAL SALARY SCHEDULE**

Non-bargaining unit  
(effective July 1, 2022)

<u>GRADE</u>	<u>STEPS</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 4	37,254	38,930	40,682	42,513	44,426	46,425
S 5	38,930	40,682	42,513	44,426	46,425	48,514
S 6	40,682	42,513	44,426	46,425	48,514	50,697
S 7	42,513	44,426	46,425	48,514	50,697	52,978
S 8	44,426	46,425	48,514	50,697	52,978	55,362
S 9	46,425	48,514	50,697	52,978	55,362	57,853
S 10	48,514	50,697	52,978	55,362	57,853	60,456
S 11	50,697	52,978	55,362	57,853	60,456	63,177
S 12	52,978	55,362	57,853	60,456	63,177	66,020
S 13	55,362	57,853	60,456	63,177	66,020	68,991
S 14	57,853	60,456	63,177	66,020	68,991	72,096
S 15	60,456	63,177	66,020	68,991	72,096	75,340
S 16	63,177	66,020	68,991	72,096	75,340	78,730
S 17	66,020	68,991	72,096	75,340	78,730	82,273
S 18	68,991	72,096	75,340	78,730	82,273	85,975
S 19	72,096	75,340	78,730	82,273	85,975	89,844
S 20	75,340	78,730	82,273	85,975	89,844	93,887
S 21	78,730	82,273	85,975	89,844	93,887	98,112
S 22	82,273	85,975	89,844	93,887	98,112	102,527
S 23	85,975	89,844	93,887	98,112	102,527	107,141
S 24	89,844	93,887	98,112	102,527	107,141	111,962
S 25	93,887	98,112	102,527	107,141	111,962	117,000
S 26	98,112	102,527	107,141	111,962	117,000	122,265
S 27	102,527	107,141	111,962	117,000	122,265	127,767
S 28	107,141	111,962	117,000	122,265	127,767	133,517
S 29	111,962	117,000	122,265	127,767	133,517	139,525
S 30	117,000	122,265	127,767	133,517	139,525	145,804

**City Code Section 62-194**

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT**  
(effective July 1, 2022)

<u>GRADE</u>	<u>CLASS ALLOCATION</u>
S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	Audio Video Production Specialist
S 11	Office Manager; Parking Services Technician
S 12	Librarian I; Planning Technician; Executive Secretary; Staff Accountant; <del>Police Dispatch Supervisor</del> ; Fire Department Administrator; <b>Purchasing Specialist</b>
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Assistant City Clerk; Parking Operations Manager; Senior Paralegal; <b>Police Dispatch Supervisor</b>
S 16	Planner; Laboratory Supervisor
S 17	Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; <del>Fleet Services Operations Manager</del> ; Senior Staff Accountant; Airport Maintenance & Operations Manager; IT Systems Specialist
S 18	Water/Sewer Operations Manager; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager; Treatment Plant Manager
S 19	Transportation/Stormwater Operations Manager; Utilities Treatment Operations/Plant Manager; Senior Planner; Recreation Manager; <b>Fleet Services Manager</b>
S 20	Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	NO POSITIONS ASSIGNED
S 24	City Engineer; Assistant Public Works Director/Division Head; <del>Assistant IT Director</del> ; Database Administrator; Airport Director; Building/Health Official
S 25	Human Resources Director; Library Director; Assistant Finance Director/Assistant Treasurer; Police Captain; Deputy Fire Chief
S 26	Community Development Director; City Assessor; Parks, Recreation & Facilities Director
S 27	Finance Director/Treasurer; IT Director; <b>Communications &amp; Marketing Director</b>
S 28	Police Chief; Fire Chief; Public Works Director
S 29	NO POSITIONS ASSIGNED
S 30	<b>Deputy City Manager</b>

May 24, 2022  
City of Keene Clerk's Office 3  
Washington St  
Keene, NH 03431

To the City Clerk & FOP Committee,  
Please consider changing the Outside Agency funding for Keene Senior Center to \$15,000.

This change would maintain the City's funding with the level present in years past. The service that they provide to the people of Keene is important, particularly after 2 years managing through Covid with reduced social opportunities. This is not the time to reduce our contribution to this organization.



Bryan Lake  
City Councilor, Ward 3



# CITY OF KEENE

R-2022-09

In the Year of Our Lord Two Thousand and Twenty-one

Relating to the 2022/2023 fiscal year budget

A RESOLUTION

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

That the sum of \$26,757,681 be raised by taxation during the current year which together with \$38,227,487 for estimated operating revenues aggregating \$64,985,168 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$6,959,868 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2022, as attached hereto and made a part thereof.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 5, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.  
Public Hearing set for June 2, 2022 at 7:00PM.

  
City Clerk

PASSED

**2022/2023 Annual Operating Budget**

**R-2022-09**

<b>General Fund Revenue &amp; Other Financing Sources:</b>	<i>Adopted</i>	<b>General Fund Appropriations:</b>	<i>Adopted</i>
Property Tax Revenue	\$26,757,681	Elected & Appointed Officials	\$3,233,994
Use of Surplus	1,725,000	Capital Projects	4,401,977
Other Taxes	1,152,565	Administrative Services	5,065,171
Tax Increment Financing	1,171,750	Community Services	21,688,996
Licenses, Permits & Fees	3,973,867	Municipal Development Services	7,265,530
Intergovernmental	3,168,323	Debt Service	3,919,092
Charges for Services	2,197,792		
Fines & Forfeits	56,517		
Miscellaneous	1,401,996		
Other Financing Sources	3,969,269		
<b>NET GENERAL FUND OPERATING REVENUES</b>	<b>\$45,574,760</b>	<b>NET GENERAL FUND OPERATING APPROPRIATIONS</b>	<b>\$45,574,760</b>
<b>TOTAL PARKING FUND REVENUES</b>	<b>\$1,040,446</b>	<b>TOTAL PARKING FUND APPROPRIATIONS</b>	<b>\$1,040,446</b>
<b>TOTAL PC REPLACEMENT FUND REVENUES</b>	<b>\$93,160</b>	<b>TOTAL PC REPLACEMENT FUND APPROPRIATIONS</b>	<b>\$93,160</b>
<b>TOTAL SOLID WASTE FUND REVENUES</b>	<b>\$5,304,423</b>	<b>TOTAL SOLID WASTE FUND APPROPRIATIONS</b>	<b>\$5,304,423</b>
<b>TOTAL SEWER FUND REVENUES</b>	<b>\$6,134,188</b>	<b>TOTAL SEWER FUND APPROPRIATIONS</b>	<b>\$6,134,188</b>
<b>TOTAL WATER FUND REVENUES</b>	<b>\$4,152,007</b>	<b>TOTAL WATER FUND APPROPRIATIONS</b>	<b>\$4,152,007</b>
<b>TOTAL EQUIPMENT FUND REVENUES</b>	<b>\$2,686,184</b>	<b>TOTAL EQUIPMENT FUND APPROPRIATIONS</b>	<b>\$2,686,184</b>
<b>TOTAL OPERATING REVENUES - ALL FUNDS</b>	<b>\$64,985,168</b>	<b>TOTAL OPERATING APPROPRIATIONS - ALL FUNDS</b>	<b>\$64,985,168</b>
<b>CAPITAL:</b>			
PARKING FUND CAPITAL FUNDING	\$954,800	PARKING FUND CAPITAL APPROPRIATIONS	\$954,800
SOLID WASTE FUND CAPITAL FUNDING	\$375,000	SOLID WASTE FUND CAPITAL APPROPRIATIONS	\$375,000
SEWER FUND CAPITAL FUNDING	\$2,618,893	SEWER FUND CAPITAL APPROPRIATIONS	\$2,618,893
WATER FUND CAPITAL FUNDING	\$1,599,251	WATER FUND CAPITAL APPROPRIATIONS	\$1,599,251
EQUIPMENT FUND CAPITAL FUNDING	\$1,411,924	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,411,924
<b>TOTAL CAPITAL FUNDING - OTHER FUNDS</b>	<b>\$6,959,868</b>	<b>TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS</b>	<b>\$6,959,868</b>





# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

**Meeting Date:** May 26, 2022

**To:** Mayor and Keene City Council

**From:** Merri Howe, Finance Director/Treasurer

**Through:** Elizabeth Dragon, City Manager

**Subject:** **Relating to the Appropriation of Funds for Municipal Building Roofs; Relating to the Appropriation of Funds for Road Rehabilitation; Relating to the Appropriation of Funds for the Salt Shed Replacement; Relating to the Appropriation of Funds for the Wells Street Parking Structure Maintenance; and Relating to the Appropriation of Funds for the 3MG Water Tank Repair**  
**Resolution R-2022-10**  
**Resolution R-2022-11**  
**Resolution R-2022-12**  
**Resolution R-2022-14**  
**Resolution R-2022-15**

---

**Council Action:**

**In City Council May 19, 2022.**

**Referred to the Finance, Organization and Personnel Committee.**

**Recommendation:**

That Resolutions R-2022-10, R-2022-11, R-2022-12, R 2022-14, and R-2022-15 relating to appropriation of funds for Municipal Building Roofs, Road Rehabilitation, Salt Shed Replacement, Well Street Parking Structure Maintenance, and 3MG Water Rank Repair projects be introduced and read at the May 19, 2022 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council.

**Attachments:**

1. Resolution R-2022-10\_referral
2. Resolution R-2022-11\_referral
3. Resolution R-2022-12\_Referral
4. Resolution R-2022-14\_referral
5. Resolution R-2022-15\_referral

**Background:**

Included in the proposed 2022-2023 operating budget are several bond issues to fund projects advanced through the Capital Improvements Program (CIP) process, as follows:

Resolution	Fund	Description	Amount	Term
R-2022-10	General Fund	Municipal Building Roofs	\$541,000	10
R-2022-11	General Fund	Road Rehabilitation	\$298,000	10
R-2022-12	General Fund	Salt Shed Replacement	\$439,000	10
		<b>Subtotal - General Fund</b>	<b>\$1,278,000</b>	
R-2022-14	Parking Fund	Wells Street Parking Structure Maintenance	\$523,000	10
R-2022-15	Water Fund	3MG Water Tank Repairs	\$2,433,000	15
		<b>Subtotal - Other Funds</b>	<b>\$2,433,000</b>	
<b>Total - All Funds</b>			<b>\$3,711,000</b>	

These Resolutions require two readings before the City Council, the first of which will be May 19, 2022.



# CITY OF KEENE

R-2022-10

Twenty-Two

In the Year of Our Lord Two Thousand and .....

A RESOLUTION .....  
Relating to the Appropriation of Funds for Municipal Building Roofs

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

That the sum of five hundred forty-one thousand dollars (\$541,000.00) is hereby appropriated for Municipal Building Roofs, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred forty-one thousand dollars (\$541,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

PASSED



# CITY OF KEENE

R-2022-11

Twenty-Two

In the Year of Our Lord Two Thousand and .....

Relating to the Appropriation of Funds for Road Rehabilitation

A RESOLUTION .....

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

That the sum of two hundred ninety-eight thousand dollars (\$298,000.00) is hereby appropriated for Road Rehabilitation, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred ninety-eight thousand dollars (\$298,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

PASSED



# CITY OF KEENE

R-2022-12

In the Year of Our Lord Two Thousand and ..... Twenty-Two .....

A RESOLUTION ..... Relating to the Appropriation of Funds for the Salt Shed Replacement .....

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

That the sum of four hundred thirty-nine thousand dollars (\$439,000.00) is hereby appropriated for the Salt Shed Replacement, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to four hundred thirty-nine thousand dollars (\$439,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

PASSED



# CITY OF KEENE

R-2022-14

In the Year of Our Lord Two Thousand and ..... Twenty-Two

A RESOLUTION ..... Relating to the Appropriation of Funds for the Wells Street Parking  
..... Structure Maintenance

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

That the sum of five hundred twenty-three thousand dollars (\$523,000.00) is hereby appropriated for the Wells Street Parking Structure Maintenance, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred twenty-three thousand dollars (\$523,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

PASSED



# CITY OF KEENE

R-2022-15

Twenty-Two

In the Year of Our Lord Two Thousand and .....

A RESOLUTION ..... Relating to the Appropriation of Funds for the 3MG Water Tank Repair .....

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

That the sum of two million four hundred thirty-three thousand dollars (\$2,433,000.00) is hereby appropriated for the 3MG Water Tank Repair, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two million four hundred thirty-three thousand (\$2,433,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

PASSED



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

**Meeting Date:** May 26, 2022  
**To:** Mayor and Keene City Council  
**From:** Merri Howe, Finance Director/Treasurer  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Relating to the Establishment of a Parks and Facilities Infrastructure  
Capital Reserve  
Resolution R-2022-18**

---

**Council Action:**

**In City Council May 19, 2022.**

**Referred to the Finance, Organization and Personnel Committee.**

**Recommendation:**

That Resolution R-2022-18 relating to the establishment of a Parks and Facilities Infrastructure Capital Reserve have a first reading in front of the City Council and that the Resolution be referred to the Finance, Organization and Personnel Committee.

**Attachments:**

1. Resolution\_R-2022-18\_Referral

**Background:**

The purpose of a Parks and Facilities Infrastructure Capital Reserve is to fund, wholly or in part, upgrades, renovations, improvements, replacement, maintenance and the operation thereof of City facilities and Park components and apparatus, including but not limited to, buildings, building systems, roofs, paved areas, park equipment, play areas, and structures.

The current fiscal policies adopted by the City Council on September 2, 2021 emphasizes the use of other funding sources for projects in the Capital Improvement Program and stabilization funds. Creating capital reserves can serve two purposes. It can serve as a saving mechanism for a future purchase and can be used to stabilize funds from budget spikes. If enacted, this capital reserve will serve over time as a predictable and stable source of funding, reducing the reliance and amount of municipal debt and leveling out budget spikes.





# CITY OF KEENE

R-2022-18

In the Year of Our Lord Two Thousand and ..... Twenty-Two

A RESOLUTION ..... Relating to the establishment of a Parks and Facilities Infrastructure Capital Reserve

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

The City Council hereby authorizes the establishment of a Parks and Facilities Infrastructure Capital Reserve to fund, wholly or in part, upgrades, renovations, improvements, replacement, maintenance and the operation thereof of City facilities and Park components and apparatus, including but not limited to, buildings, building systems, roofs, paved areas, park equipment, play areas, and structures pursuant to the provisions of RSA 34.

---

George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

PASSED



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.9.

**Meeting Date:** May 26, 2022

**To:** Mayor and Keene City Council

**From:** Merri Howe, Finance Director/Treasurer  
Donald Farquhar, Fire Chief

**Through:** Elizabeth Dragon, City Manager

**Subject:** **Relating to an Appropriation of Funds and Use of Unassigned Fund Balance for the FY 2022 Fire Department Personnel Budget Resolution R-2022-21**

---

**Council Action:**

**In City Council May 19, 2022.**

**Referred to the Finance, Organization and Personnel Committee.**

**Recommendation:**

That R-2022-21 relating to an appropriation of funds and use of unassigned fund balance for the FY 2022 Fire Department personnel budget have a first reading in front of the City Council and that it be referred to the Finance, Organization and Personnel Committee.

**Attachments:**

1. Resolution R-2022-21\_referral

**Background:**

The Fire Department personnel budget is projected to be over expended by \$360,000 at the end of FY 2022 with no remaining operating budget anticipated to offset the shortfall of appropriations. Current fiscal policies provide authorization for departments to vary spending from individual lines with authorized appropriations. However, spending cannot exceed the budget of the department. Resolution R-2022-21 appropriates additional funds from the general fund unassigned fund balance to the fire suppression and ambulance general personnel budget lines totaling \$360,000. The \$360,000 appropriation is off-set by a projected budgetary savings of \$506,800 in the Police Department FY22 personnel budget



# CITY OF KEENE

R-2022-21

In the Year of Our Lord Two Thousand and Twenty-two  
A RESOLUTION Relating to the appropriation of funds from the General Fund Unassigned Fund Balance

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

WHEREAS: Resolution R-2021-37 Relating to Fiscal Policies states all departments are authorized to vary actual departmental spending from line item estimates provided the total departmental budget is not exceeded within each fund; provided however, that any item specifically eliminated by the City Council during budget approval cannot be purchased from another line item without City Council approval; and

WHEREAS: Any unexpended funds in a personnel line related to a vacancy cannot be expended without prior approval from the City Manager and the City Council unless funds are being expended to fill a vacancy, recruiting, or to employ temporary help including professional and contract services;

NOW, THEREFORE, BE IT RESOLVED by the City Council that the use of General Fund Unassigned Fund Balance in the amount of three hundred-sixty thousand dollars (\$360,000) be used to fund the appropriation for the over expenditure of the Fire Department personnel budget.

**FY 2022 General Fund – Fire Department Expenditure Appropriation**

Account#	Description	FY22 Budget	Additional Request	Revised Budget
00810-61304	Ambulance General Personnel	641,687.42	130,000.00	771,687.42
00811-61304	Fire Suppression-General Personnel	979,764.73	230,000.00	1,209,764.73

In City Council May 19, 2022.  
Referred to the Finance, Organization and Personnel Committee.

\_\_\_\_\_  
George S. Hansel, Mayor

City Clerk

PASSED