

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

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

**Thursday, November 10, 2022**

**6:00 PM**

**Council Chambers,  
City Hall**

**Members Present:**

Thomas F. Powers, Chair  
Michael J. Remy, Vice Chair  
Bryan J. Lake  
Andrew M. Madison

**Members Not Present:**

Bettina A. Chadbourne

**Staff Present:**

Elizabeth A. Dragon, City Manager  
Andy Bohannon, Parks Recreation and  
Facilities Director  
Aaron Costa, Asst. Public Works  
Director/Operations Manager  
Kurt Blomquist, Emergency Management  
Director/Public Works Director

Chair Powers called the meeting to order at 6:00 PM.

**1) Donation - Trees at Patricia T. Russell Park - Parks, Recreation and Facilities**  
**Director**

Parks Recreation and Facilities Director Andy Bohannon addressed the Committee and stated the first item is a potential donation that is coming from Gentle Dental. Gentle Dental is opening a new facility and in an effort to bring in new patients they will be donating a tree or \$57 for each new client. The donated trees will be for Russell Park. This promotion will run through the end of December and is anticipated to bring in about \$5,000 in donations.

Councilor Remy asked whether there were any stipulations with reference to the choice of tree. Mr. Bohannon stated the City will choose the trees, and there will be a marker added that the tree was donated by Gentle Dental.

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

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept donations of money for the purchase of trees for the Patricia T. Russell Park project.

**2) Donation - To Build the Keene Skatepark - Parks, Recreation and Facilities**  
**Director**

Mr. Bohannon noted that he was before the Committee to accept a donation of \$17,566.16 for the purpose of building the new skate park. Mr. Bohannon added the Committee may recall that

last year the City had accepted a donation of \$200,000 from the Keene Skate Park group through their fiscal agent, Pathways for Keene. Pathways for Keene has recently closed their account for the skate park to allow the group to shift their focus to fundraising for the Transportation Heritage Trail project. In total the project currently has \$242,566.16 towards their goal of \$300,000. The park is being designed at the \$225,000 level, which was the fund level available when the contract was signed with the consultant, Spohn Ranch.

Councilor Madison made the following motion, which was seconded by Councilor Remy.

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$17,566.16 for the purpose of building a new skate park.

**3) 12 Gilbo Ave - Lease - Keene Barber - Parks, Recreation and Facilities Director**

Mr. Bohannon addressed the Committee again and stated the Keene Barber at 12 Gilbo Avenue has his lease expiring in March 2023. He has a new stylist in the shop who would like to become a 50-50 partner. Instead of waiting for the lease expiration in March, staff is bringing forward a new lease to reflect the partnership. This lease would be a two-year lease with a one-year option and will utilize the same lease terms.

Councilor Remy made the following motion, which was seconded by Councilor Madison.

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a lease with John Brown and John Destromp for the space located at the 12 Gilbo Avenue.

**4) Engineering Services for Sludge Pump Replacement Project - Change Order 1 - Assistant Public Works Director/Operations Manager**

Asst. Public Works Director/Operations Manager Aaron Costa addressed the Committee next with request for a change order with Underwood Engineers for an amount not to exceed \$750,000. He explained the Wastewater Treatment Plant at the present time is working on a capital project to replace six sludge pumps. The City contracted with Underwood Engineers a year ago for design and construction services. At that time the contract did not include services to comply with the New Hampshire Department of Environmental Services State Aid Grant (SAG) program requirements. This project is SAG eligible and could potentially fund up to 20% or approximately \$76,000 of the construction cost of the project, but to remain eligible the City must comply with all NHDES requirements. As a result, there are some additional engineering services to do that. In addition, during the design process, a potential cost savings was identified by replacing six pumps with five and having one pump perform both scum and sludge pumping.

However, this pump should be equipped with a variable frequency drive that was not included in the original design. This additional work will cost approximately \$7,500.

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

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute Change Order 1

with Underwood Engineers to perform additional services for an amount not to exceed \$7,500 for Contract 02-21-11.

There being no further business, Chair Powers adjourned the meeting at 6:10 PM.

Respectfully submitted by,  
Krishni Pahl, Minute Taker

Reviewed and edited by,  
City Clerk's Office