



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
May 9, 2024
5:30 PM

A. AGENDA ITEMS

1. Drinking Water State Revolving Fund - Authority to Borrow - City Engineer
2. 2023 Hazardous Materials Emergency Preparedness Grant Award -Acting Fire Chief
3. 2021 State Homeland Security Program Award – Hazardous Materials Training - Acting Fire Chief
4. Acceptance of Cheshire County Funding for Youth Services 2024 - Youth Services Manager/JCC Coordinator
5. Reallocation of Personnel Funds - Airport Taxiway A Reconstruction Project - Airport Director
6. Reallocation of Capital Funds - West Keene HVAC - Deputy City Manager
7. Relating to Board Memberships
Ordinance O-2024-05
8. Relating to the 2024/2025 Fiscal Year Operating Budget
Resolution R-2024-20

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: May 9, 2024
To: Finance, Organization and Personnel Committee
From: Donald Lussier, City Engineer
Through: Elizabeth Dragon, City Manager
Subject: **Drinking Water State Revolving Fund - Authority to Borrow - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to apply for, accept, execute and expend the proceeds of a loan agreement with the New Hampshire Department of Environmental Services (NHDES) Drinking Water State Revolving Fund (DWSRF) for the Downtown Infrastructure Project for an amount up to \$3,801,900.

Attachments:

None

Background:

In the spring of 2023, City Staff submitted a "pre-application" to the New Hampshire Department of Environmental Services (NHDES) Drinking Water State Revolving Fund (DWSRF) for the water distribution portion of the downtown project. The project was ranked No. 10 (out of 111 projects submitted) on the state-wide priority project list and offered full SRF loan funding.

In previous years, the DWSRF has typically offered principal forgiveness of 10% for funded projects. However, based on the state's [2023 Intended Use Plan](#), Keene may be eligible for principal forgiveness of up to 60%. The final amount of principal forgiveness offered to the City will be determined after the final loan application is submitted to the NHDES.

It is recommended that the City Manager be authorized to borrow funds through the DWSRF in order to maximize the potential benefits of the state program. The amount to be borrowed is consistent with the current Downtown Infrastructure Project cost estimates as presented on page 86 of the 2025-2031 Capital Improvement Program.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: May 9, 2024
To: Finance, Organization and Personnel Committee
From: Jason Martin, Acting Fire Chief
Through: Elizabeth Dragon, City Manager
Subject: **2023 Hazardous Materials Emergency Preparedness Grant Award - Acting Fire Chief**

Recommendation:

Move to recommend that the City Manager be authorized to do all things necessary to accept and expend the 2023 Hazardous Materials Emergency Preparedness (HMEP) Grant Award in the amount of \$2,498.00.

Attachments:

None

Background:

On February 6, 2024, the City was notified that the Fire Department's application for the 2023 Hazardous Materials Emergency Preparedness Grant program had been approved. The next step in the review process is to execute the grant agreement. Once completed and returned, the application will move forward to the Department of Safety's Business Office for Governor and Executive Council approval. There is a 20% match of \$624.50, which will be city-funded.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: May 9, 2024
To: Finance, Organization and Personnel Committee
From: Jason Martin, Acting Fire Chief
Through: Elizabeth Dragon, City Manager
Subject: **2021 State Homeland Security Program Award – Hazardous Materials Training - Acting Fire Chief**

Recommendation:

Move to recommend that the City Manager be authorized to do all things necessary to accept and expend the 2021 State Homeland Security Program Award – Hazardous Materials Training in the amount of up to \$15,232.00

Attachments:

None

Background:

In October 2023, several department members attended the HazMat IQ Air Monitoring Training. In the past, the only requirement to obtain reimbursement for these classes was to complete a reimbursement packet, which was submitted. On March 25, 2024, the Department was notified by James Stone, the Hazardous Materials Coordinator, that the State will now require a signed grant agreement to be completed for these classes. The Department's reimbursement request is to cover the overtime/backfill and benefit load of the members who attended. The grant agreement has a limitation of up to \$15,232.00. However, the Department is only requesting \$5,293.61 as reimbursement. Additional classes may become available in the future, though nothing has been finalized.

All funds awarded by this grant are 100% funded by the program with no local contributions. These funds and this award have already been approved by Governor and Executive Council.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: May 9, 2024

To: Finance, Organization and Personnel Committee

From: Alyssa Bender, Youth Services Manager/JCC Coordinator

Through: Andrew Bohannon, Deputy City Manager
Elizabeth Dragon, City Manager

Subject: **Acceptance of Cheshire County Funding for Youth Services 2024 - Youth Services Manager/JCC Coordinator**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and administer funds provided by Cheshire County for Youth Services programs.

Attachments:

None

Background:

Youth Services was designated a total of \$51,180 in the 2024 Cheshire County budget. The Youth Intervention Program (YIP) was approved for \$15,600, and the Juvenile Court Diversion Program (JCC) for \$35,580. This county money is valuable because it allows these programs to provide services to youth and families that reside outside of the City of Keene, but live in Cheshire County. This revenue source will be included in the FY 24-25 budget.

These programs have been approved in the Cheshire County budget for many years.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: May 9, 2024
To: Finance, Organization and Personnel Committee
From: David Hickling, Airport Director
Through: Elizabeth Dragon, City Manager
Subject: **Reallocation of Personnel Funds - Airport Taxiway A Reconstruction Project - Airport Director**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to reallocate \$59,000 from unspent personnel funds (513030) to the Airport Taxiway A Reconstruction Project (05J0004B).

Attachments:

None

Background:

The Keene Dillant - Hopkins Airport received a grant through the FAA American Rescue Plan Act - (ARPA) for \$59,000. As with previous relief grants, this grant reimburses the City for wages paid. The \$59,000 represents wages (no benefits) for airport staff for the period 7/1/23 – 4/25/24. These wage expenses were moved into the ARPA Rescue Grant 05G0002A – SBG-08-25-2023 which created a \$59,000 surplus of wages in the Airport operating budget line 05000000 / 513030.

The airport currently has a capital project that has been delayed several times due to funding delays. This has resulted in rebidding costs that are not eligible for reimbursement under the primary grant funding for this project. Additionally, there has been a change in the engineering consultant for this project that also has resulted in ineligible costs for this project. Reallocating the unexpended wages of \$59,000 to be used for the Airport Taxiway A Reconstruction project – 05J 0004B will provide funds for these ineligible costs.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: May 9, 2024
To: Finance, Organization and Personnel Committee
From: Andrew Bohannon, Deputy City Manager
Through: Elizabeth Dragon, City Manager
Subject: **Reallocation of Capital Funds - West Keene HVAC - Deputy City Manager**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Council reallocate \$88,988 from the City Hall Structural Repairs Project (65J0002) to the Municipal Building Capital Maintenance Projects (65M0004).

Attachments:

None

Background:

The City's FY 2023 Capital Improvement Program appropriated \$75,000 to complete building upgrades to the West Keene Fire Station. After reviewing the living quarters at West Keene station # 2, it was determined that the mechanical systems in the current living quarters were inadequate and should be updated. The current systems cannot bring in any clean make-up air as required. Facilities worked with W.V. Engineering for assistance in designing an HVAC system that would meet today's air quality standards for bid specifications. W.V. Engineering generated specifications related to air quality and energy efficiency. It was determined the best process would be to add high-efficiency split heat pumps to the living quarters.

In addition, ERV's (Energy Recovery Ventilators) will be added to both the living quarters and turn-out gear room. In the living quarters, this will provide fresh air under positive pressure, keeping any fumes from the apparatus bay from entering. An ERV will also be installed in the turnout gear room. It has been shown that the potential off-gassing of this gear can release VOCs and other toxins.

After a public bid process, the costs exceeded the project funding source. Reallocating \$88,988 will allow the project to move forward before another cooling season passes in a building with little airflow.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to Boards and Commissions

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by adding the bolded text and removing the stricken text from Section 2-712 "Membership" of Division 5, "Bicycle/Pedestrian Path Advisory Committee" as well as Section 2-991 "Membership" of Division 14, "Human Rights Committee" of Article V. Boards and Commissions of Chapter 2 entitled "Administration" as follows:

DIVISION 5. BICYCLE/PEDESTRIAN PATH ADVISORY COMMITTEE

Sec. 2-712. Membership.

The bicycle/pedestrian path advisory committee shall consist of seven regular members. One member shall be a City Councilor. All appointed citizens to the committee must represent a cross section of bicycling clubs, organizations and interests in the region. **One member shall be a City Councilor.** Members shall be appointed by the mayor as provided in the Charter, section 29.

DIVISION 14. HUMAN RIGHTS COMMITTEE1

Sec. 2-991. Membership.

The human rights committee shall consist of nine regular members who have a demonstrated interest in the purpose of the committee. One member shall be an educator, ~~and~~ one member shall be an ex-officio member representing the Keene Public Library **and one member shall be a City Councilor. Members shall be appointed by the mayor as provided in the Charter, section 29.**

Jay V. Kahn, Mayor

In City Council May 2, 2024.
Referred to the Finance, Organization and
Personnel Committee.


City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the 2024/2025 fiscal year budget

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

That the sum of \$29,816,986 be raised by taxation during the current year which together with \$47,649,211 for estimated operating revenues aggregating \$73,466,197 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,788,812 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, 2024, as attached hereto and made a part thereof.

Jay V. Kahn, Mayor

In City Council May 2, 2024.
Referred to the Finance, Organization and
Personnel Committee. Public Hearing set
For June 6, 2024, at 7:00 PM.


City Clerk

R-2024-20 - 2024/2025 Annual Operating Budget

General Fund Revenue & Other Financing Sources:	Adopted	General Fund Appropriations:	Adopted
Property Tax Revenue	\$29,816,986	Elected & Appointed Officials	\$2,850,210
Use of Surplus	2,340,946	Capital Projects	7,480,839
Other Taxes	1,133,000	Administrative Services	6,610,501
Tax Increment Financing	1,086,549	Community Services	23,788,216
Licenses, Permits & Fees	4,367,892	Municipal Development Services	7,969,091
Intergovernmental	3,664,454	Debt Service	3,823,035
Charges for Services	2,621,597		
Fines & Forfeits	68,310		
Miscellaneous	2,048,450		
Other Financing Sources	5,373,708		
NET GENERAL FUND OPERATING REVENUES	\$52,521,892	NET GENERAL FUND OPERATING APPROPRIATIONS	\$52,521,892
TOTAL PARKING FUND REVENUES	\$1,172,532	TOTAL PARKING FUND APPROPRIATIONS	\$1,172,532
TOTAL PC REPLACEMENT FUND REVENUES	\$140,900	TOTAL PC REPLACEMENT FUND APPROPRIATIONS	\$140,900
TOTAL SOLID WASTE FUND REVENUES	\$5,678,289	TOTAL SOLID WASTE FUND APPROPRIATIONS	\$5,678,289
TOTAL SEWER FUND REVENUES	\$6,195,802	TOTAL SEWER FUND APPROPRIATIONS	\$6,195,802
TOTAL WATER FUND REVENUES	\$4,811,983	TOTAL WATER FUND APPROPRIATIONS	\$4,811,983
TOTAL EQUIPMENT FUND REVENUES	\$2,944,799	TOTAL EQUIPMENT FUND APPROPRIATIONS	\$2,944,799
TOTAL OPERATING REVENUES - ALL FUNDS	\$73,466,197	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS	\$73,466,197
CAPITAL:			
PARKING FUND CAPITAL FUNDING	\$215,700	PARKING FUND CAPITAL APPROPRIATIONS	\$215,700
SOLID WASTE FUND CAPITAL FUNDING	\$497,500	SOLID WASTE FUND CAPITAL APPROPRIATIONS	\$497,500
SEWER FUND CAPITAL FUNDING	\$2,485,100	SEWER FUND CAPITAL APPROPRIATIONS	\$2,485,100
WATER FUND CAPITAL FUNDING	\$1,066,400	WATER FUND CAPITAL APPROPRIATIONS	\$1,066,400
EQUIPMENT FUND CAPITAL FUNDING	\$1,524,112	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,524,112
TOTAL CAPITAL FUNDING - OTHER FUNDS	\$5,788,812	TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS	\$5,788,812