



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
June 13, 2024
6:00 PM

A. AGENDA ITEMS

1. Attorney Daniel S. Rich/PretiFlaherty Beliveau & Pachois, PLLP - Requesting that the City Quitclaim Any Interest - Former Railroad Easement - 120 Emerald Street
2. Engineering Services - 3 Million Gallon Water Storage Tank Repair Project - Assistant Public Works Director/Operations Manager
3. NHDES State Aid Grant Funding -Sludge Pump Replacement Project - Assistant Public Works Director/Operations Manager
4. Sale of City Property - Map 552 Lot 035, 270 Beaver Street - City Assessor
5. Relating to the City of Keene Organizational Chart Ordinance O-2024-10
6. Rescission of Resolutions Relating to Special Equipment Purchase Standardization - Acting Fire Chief

B. MORE TIME ITEMS

1. Relating to Boards and Commissions Ordinance O-2024-05

NON PUBLIC SESSION

ADJOURNMENT

Daniel S. Rich
drich@preti.com
603.410.1539

May 30, 2024

VIA OVERNIGHT MAIL TO:

Keene City Council
City of Keene, NH
3 Washington Street
Keene, NH 03431

RE: Request for the City of Keene (the “City”) to quitclaim any interest it has in the Railroad Easement (as defined below) to 120 Emerald Street LLC

Dear Council Members:

Our firm represents 120 Emerald Street LLC, a New Hampshire limited liability company (“120 Emerald Street”), which owns the real property and improvements, commonly referred to as the Arcadia Apartments, located at 120 Emerald Street, Keene, New Hampshire 03431 (the “Property”).

After conducting a substantive review of the back title for the Property, it is evident that the Property is subject to a right-of-way for the benefit of the Boston & Maine Corporation, or its successors and assigns, related to the use, construction and maintenance of a railroad side track as more particularly depicted on that certain plan entitled “Right-of-Way and Track Map, Connecticut River R.R. Co., Operated by the Boston and Maine R.R., Station 1108+80 to Station 1143+724” (the “Railroad Easement”). As you can see from an annotated copy of the Property’s as-built survey from 2019, a copy of which is enclosed with this letter, the Railroad Easement shares a border with the main access of the apartment building that is currently located on the Property.

Further diligence regarding the Railroad Easement has illustrated that: (i) pursuant to the terms of that certain Release Deed dated July 5, 1995, and recorded in the Cheshire County Registry of Deeds at Book 1530, Page 715, the Boston & Maine Corporation conveyed any and all rights it had in the Railroad Easement to the State of New Hampshire, Department of Transportation; and (ii) in connection therewith, the State of New Hampshire conveyed to the City of Keene, with quitclaim covenants, all of its right, title and interest in and to the Railroad Easement. See Quitclaim Deed recorded in the Cheshire County Registry of Deeds at Book 1259, Page 808. Therefore, title to the Railroad Easement is currently vested in the City of Keene.

Considering the history related to the Railroad Easement, coupled with the fact that the Railroad Easement technically runs through the middle of the Property, we are reaching out at this time – on behalf of 120 Emerald Street – to request that the City Council provide a quitclaim deed conveying all of the City of Keene’s interest in the Railroad Easement to 120 Emerald Street. In exchange for providing the requested quitclaim deed to 120 Emerald Street, and in connection with a recent request from the City Engineer, please note that 120 Emerald Street is willing to provide

PRETI FLAHERTY

May 30, 2024

Page 2

the City of Keene with a sidewalk easement (in customary form) along the City's existing right-of-way at the corner of Emerald Street and Ralston Street. We hope this request, and the exchange contemplated herein, is something that the City Council will favorably consider.

While it is certainly not our intention to rush the City Council, or its agents, please note that time is of the utmost importance with this request as 120 Emerald Street is presently in the process of seeking to sell the Property to an interested party and would like to resolve this title matter as soon as reasonably practicable so that parties can proceed to closing.

Should you have any questions or wish for our office to prepare any of the instruments contemplated herein (i.e., the City's quitclaim of its rights in the Railroad Easement or the grant of a sidewalk easement from 120 Emerald to the City), please do not hesitate to let us know. My direct office line is (603) 410-1539 and my email address is drich@preti.com.

Thank you in advance for your time and attention to this matter.

Sincerely,



Daniel S. Rich

Enclosures (as noted above)

CC:
120 Emerald Street, LLC (via email correspondence)

RELEASE DEED

The BOSTON AND MAINE CORPORATION, a corporation duly organized and existing under the laws of the State of Delaware, with its principal place of business at Iron Horse Park, North Billerica, Massachusetts 01862 (the "Grantor"), for consideration paid to it by the State of New Hampshire, Department of Transportation, whose mailing address is Hazen Drive, P. O. Box 483, Concord, New Hampshire 03302-0483 (the "Grantee") hereby grants to the Grantee without any warranties or covenants of title whatsoever, all of the Grantor's right, title and interest in and to the following described premises (the "Premises"):

SEE "EXHIBIT A" ANNEXED HERETO AND
MADE A PART HEREOF BY THIS REFERENCE

The Premises include any and all bridges, crossings, culverts, walls, buildings, ditches, trackage, except as hereinafter provided for, and other fixtures or improvements of any description located in, over, under or upon the Premises.

The Grantor excepts from this conveyance any and all rails and tie plates ("Trackage") located in whole or in part upon the Northern Railroad right-of-way described in "Exhibit A" hereof and this conveyance is subject to the right of the Grantor to enter said right-of-way from time to time and at any and all times up to December 31, 1995 for removal of the rails and up to May 11, 1996 for removal of tie plates, with such men, equipment and materials as, in the reasonable opinion of the Principal Engineering Officer of the Grantor, are necessary for the removal of said Trackage. If the Trackage is not removed from said right-of-way by the deadlines specified, then any remaining Trackage shall be deemed abandoned by the Grantor and shall then become the property of the Grantee.

The Premises are conveyed subject to all easements, restrictions, covenants, agreements or rights in others as may appear of record, or otherwise.

And for the consideration aforesaid, the NORTHERN RAILROAD hereby consents to the foregoing grant and joins herein to ratify and confirm the same so far as its interests may appear.

The requirement of deed stamps and the declaration of consideration do not apply to this transaction, pursuant to RSA 78-B:2 and RSA 78-B:10, III.

8X1530PG0716

IN WITNESS WHEREOF, the BOSTON AND MAINE CORPORATION and NORTHERN RAILROAD have each caused this Release Deed to be executed on their respective behalves, and their corporate seals to be hereto affixed by David A. Fink, President of each, thereunto duly authorized this 5th day of July, 1995.

BOSTON AND MAINE CORPORATION

Philip R. Buckley-Tenn
Witness

By: David A. Fink
David A. Fink, President

NORTHERN RAILROAD

Philip R. Buckley-Tenn
Witness

By: David A. Fink
David A. Fink, President

BK 1530 PG 0717

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

July 5, 1995

Then personally appeared the above-named David A. Fink, the President of the BOSTON AND MAINE CORPORATION and acknowledged the foregoing release deed to be his free act and deed and the free act and deed of said BOSTON AND MAINE CORPORATION, before me.


Notary Public
My Commission Expires: 7/6/2001

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

July 5, 1995

Then personally appeared the above-named David A. Fink, the President of the NORTHEAST RAILROAD and acknowledged the foregoing release deed to be his free act and deed and the free act and deed of said NORTHEAST RAILROAD, before me.


Notary Public
My Commission Expires: 7/6/2001

- 3 -

#8322-B30

21785896.1

EXHIBIT A

PROPERTY DESCRIPTION

Three certain strips or parcels of land (railroad right-of-way) located in New Hampshire and being portions of the railroad lines sometimes referred to as the "Ashuelot Branch", so-called, the "Cheshire Branch", so-called, and the "Northern Railroad", so-called, and being more particularly described as follows:

Ashuelot Branch

Beginning at approximately centerline engineering station ("CLE") 3+20 as shown on plans for federal valuation section V42.5 at map 1 in Hinsdale, New Hampshire;

Thence running in a generally northerly and easterly direction through said Hinsdale and continuing through the Towns of Winchester, Swansey and Keene, New Hampshire to the point of termination at CLE 1134+65 as shown on said valuation section V42.5 at map 22, all within Cheshire County, New Hampshire.

Said strip of land is the Ashuelot Branch, so-called, and includes the entire width of said portion of said rail line and any all appurtenances thereto and all fixtures attached or affixed thereon. Said strip of land runs generally in a northeasterly direction and is more particularly defined as shown outlined within heavy dashed lines (_____) as shown on federal valuation plans on file with the Chief Engineer of the Boston and Maine Corporation, Iron Horse Park, North Billerica, Massachusetts 01862 and the State of New Hampshire, Department of Transportation, Bureau of Railroads and Public Transportation, 91 Airport Road, P.O. Box 481, Concord, New Hampshire 03302-0481.

Cheshire Branch

Beginning at approximately CLE 569+58.5 as shown on plans for federal valuation section V19.1 at map 12 in Rindge, New Hampshire at the Massachusetts - New Hampshire state line;

Thence continuing in a generally northwesterly direction through Rindge and continuing through the Towns of Fitzwilliam, Troy, Marlboro, Swansey, Keene, Surry, Westmoreland and Walpole to the point of termination at CLE 2784+05 in said Walpole as shown on plans for federal valuation section V19.1 at map 54, all within Cheshire County, New Hampshire.

* INCLUDING THE TOWNS OF HINSDALE, WINCHESTER, SWANSEY, RINDGE, FITZWILLIAM, TROY, MARLBORO, KEENE, SURRY, WESTMORELAND AND WALPOLE.

said strip of land is the "Cheshire Branch", so-called, and includes the entire width of said portion of said rail line and any and all appurtenances thereto and all fixtures attached or affixed thereon. Said strip of land runs generally in a northwesterly direction and is more particularly defined as shown outlined within heavy dashed lines (_____) as shown on federal valuation plans on file with the Chief Engineer of the Boston and Maine Corporation, Iron Horse Park, North Billerica, Massachusetts 01862 and the State of New Hampshire, Department of Transportation, Bureau of Railroads and Public Transportation, 91 Airport Road, P.O. Box 483, Concord, New Hampshire 03302-0483.

Northern Railroad

Beginning at approximately CLE 383+59.4 as shown on plans for federal valuation section V32.1 at map 8 in Bowcaven, New Hampshire;

Thence continuing in a generally northwesterly direction through said Bowcaven and the Towns of Franklin, Andover, Wilmont and Danbury to the Danbury/Grafton, New Hampshire town line at CLE 21.90+15.5 as depicted on federal valuation section V32.1 on map 42, all within the County of Merrimack, New Hampshire;

Thence continuing from said Danbury/Grafton town line through the Towns of Grafton, Orange, Canaan, Enfield and through Lebanon to the point of termination at CLE 3515+69 as shown on plans for federal valuation section V32.1 on map 68, all within the County of Grafton, New Hampshire.

Said strip of land is the "Northern Railroad", so-called, and extends for approximately 59.32 contiguous miles of rail line and includes the entire width of said portion of said rail line including all appurtenances thereto and all fixtures attached or affixed thereon. Said strip of land runs generally in a northwesterly direction and is more particularly defined as shown outlined within heavy dashed line (_____) as shown on federal valuation plans on file with the Chief Engineer of the Boston and Maine Corporation, Iron Horse Park, North Billerica, Massachusetts 01862 and the State of New Hampshire, Department of Transportation, Bureau of Railroads and Public Transportation, 91 Airport Road, P.O. Box 483, Concord, New Hampshire 03302-0483.

8K1530PG0720

BOSTON AND MAINE CORPORATION

Secretary's Certificate

I, John R. Madolny, being the duly elected and presently serving Secretary of Boston and Maine Corporation (the "Corporation") do hereby certify that the following vote was duly adopted by the Directors of the Corporation at a meeting of the Board of Directors held on May 25, 1995.

VOTED: That for a consideration of Two Million Nine Hundred Fifty Thousand Dollars (\$2,950,000.00) the Corporation sell, assign, transfer and convey to the State of New Hampshire through its Department of Transportation three certain segments of railroad lines known as the "Ashuelot Branch", so-called, situated between centerline engineering station ("CLE") 3+20 as shown on plans for valuation section 42.5 at map 1 in Hinsdale, New Hampshire and CLE 1134+65 as shown on plans for valuation section 42.5 at map 22 in Keene New Hampshire; the "Cheshire Branch", so-called, situated between CLE 569+56.5 as shown on plans for valuation section 39.1 at map 12 in Rindge, New Hampshire and CLE 2784+05 as shown on plans for valuation section 39.1 at map 54 in Walpole, New Hampshire; and the "Northern Railroad", so-called, situated between CLE 383+49.4 as shown on plans for valuation section 32.1 at map 8 in Boscawen, New Hampshire and CLE 3515+59 as shown on plans for valuation section 32.1 at map 68 in Lebanon, New Hampshire.

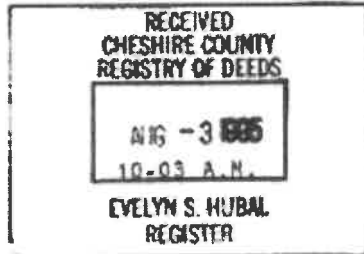
VOTED: That David A. Fink, President of the Corporation or Leonard A. Lucas, Vice President - Real Estate of the Corporation jointly or individually are hereby authorized, empowered and directed, on behalf of and in the name of the Corporation, to execute, seal and deliver such agreements of sale, deeds, certificates and other instruments as he or they shall deem necessary, appropriate or convenient to effect the transaction contemplated by the foregoing vote, and that all actions taken in furtherance of said transaction prior to the date hereof are hereby ratified, approved, confirmed and adopted in all respects.

BK 1530PG0721

I further certify that such vote has not been altered, amended or rescinded, and remains in full force and effect as of the date hereof.

WITNESS my hand and the seal of the Corporation as of this 13th day of June, 1995.


John R. Madolny, Secretary



010219

08 SEP -7 PM 3:10

Handwritten signature
REC'D BY THE CLERK
NEW HAMPSHIRE
SEP 7 1988

Handwritten signature

Handwritten signature

CHESHIRE COUNTY

REGISTRY OF DEEDS
KEENE, NEW HAMPSHIRE

SEP - 7 1988

Received at 3:10 o'clock PM

Recorded in Vol. 1259 Page 808

Attest *Handwritten signature* Registrar

(131)

Handwritten signature

①

Handwritten initials

Handwritten initials

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS that the State of New Hampshire, hereinafter referred to as "Grantor", for consideration paid, grants to the City of Keene, New Hampshire, with quitclaim covenants, all of its right, title and interest in and to those pieces or parcels of land situated in the City of Keene, Cheshire County, New Hampshire and bounded and described as follows:

- (a) All parcels shown on Boston and Maine Railroad Valuation Plan V39.1NH31 entitled "Right-of-Way and Track Map, Fitchburg R.R. Co.", dated June 30, 1914, between Station 1603+95 and Station 1623+20 thereon; and
- (b) All parcels shown on Boston and Maine Railroad Valuation Sheet Number V39.1NH S.L. 32, entitled "Station Map-Lands, Fitchburg R.R. Co.", dated June 30, 1914 between Stations 1623+20 and Station 1676+00 thereon; and
- (c) Those parcels shown on Boston and Maine Railroad Valuation Sheet Number V39.1NH33, entitled "Right-of-Way and Track Map, Fitchburg R.R. Co.", dated June 30, 1914 between Station 1676+00 and Station 1709+70, being the eastern boundary of Parcel No. 23; and
- (d) Those parcels shown on Boston and Maine Railroad Valuation Plan V42.5/SL22, entitled "Station Map-Lands, Connecticut River R.R. Co.", dated June 30, 1914, between approximately Station 1131+45, being the northeast boundary of Parcel No. 9, and Station 1143+72.4.

The Grantor also expressly releases any right or interest in the above-described properties created by statute under RSA 228:60-a, RSA 228:60-b, and RSA 228:60-c.

TO HAVE AND TO HOLD the above-described premises, with all the privileges and appurtenances thereto belonging, to the City of Keene, New Hampshire, its successors and assigns, to its own use and behoof forever.

IN WITNESS WHEREOF the said State of New Hampshire has caused these presence to be executed in its name, by the Commissioner of Transportation, thereunto duly authorized, this 23rd day of AUGUST, 1988.

THE STATE OF NEW HAMPSHIRE
Department of Transportation

By: Wallace E. Stickney
Wallace E. Stickney, Commissioner

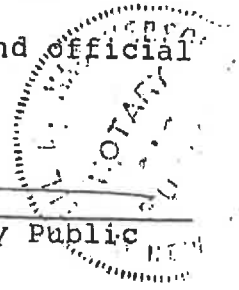
STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK, SS.

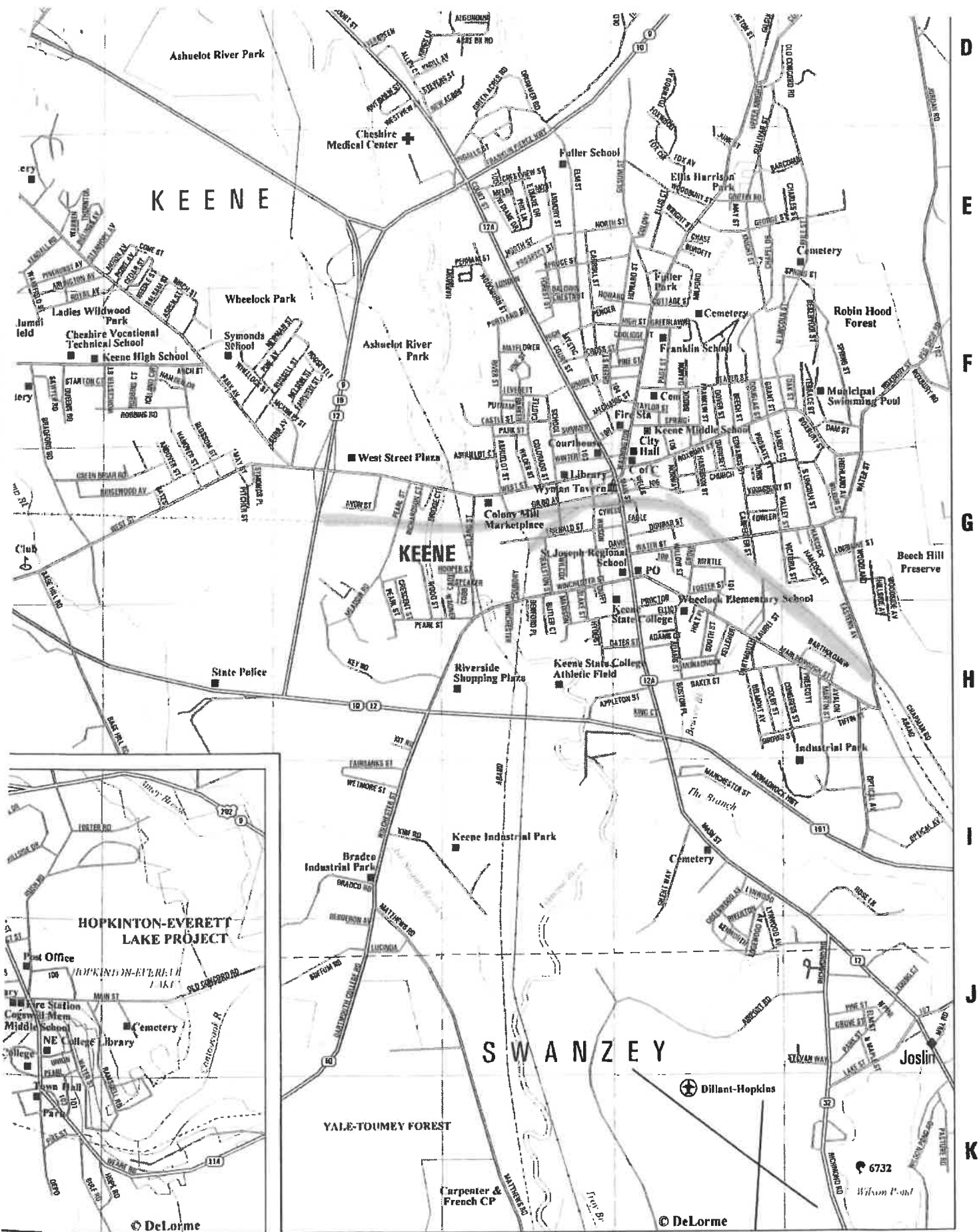
On this the 23rd day of August, 1988, before me, the undersigned officer, personally appeared WALLACE E. STICKNEY, Commissioner of the New Hampshire Department of Transportation, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he, being authorized to do so, has executed the same for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Neil D. MacPherson
Justice of the Peace/Notary Public

NEIL D. MacPHERSON, Notary Public
My Commission Expires April 9, 1991





1" = 0.4 mi (0.6 km)

63

**STATE OF NEW HAMPSHIRE
INTER-DEPARTMENT COMMUNICATION**

From: Louis A. Barker
Railroad Planner

Date: October 17, 2011

At: Dept. of Transportation
Bureau of Rail and Transit

thru: Christopher Morgan, Administrator, Bureau of Rail & Transit

SUBJECT: State-owned Ashuelot Branch Railroad Corridor, Keene
Ownership

TO: Mike Pillsbury
Deputy Commissioner

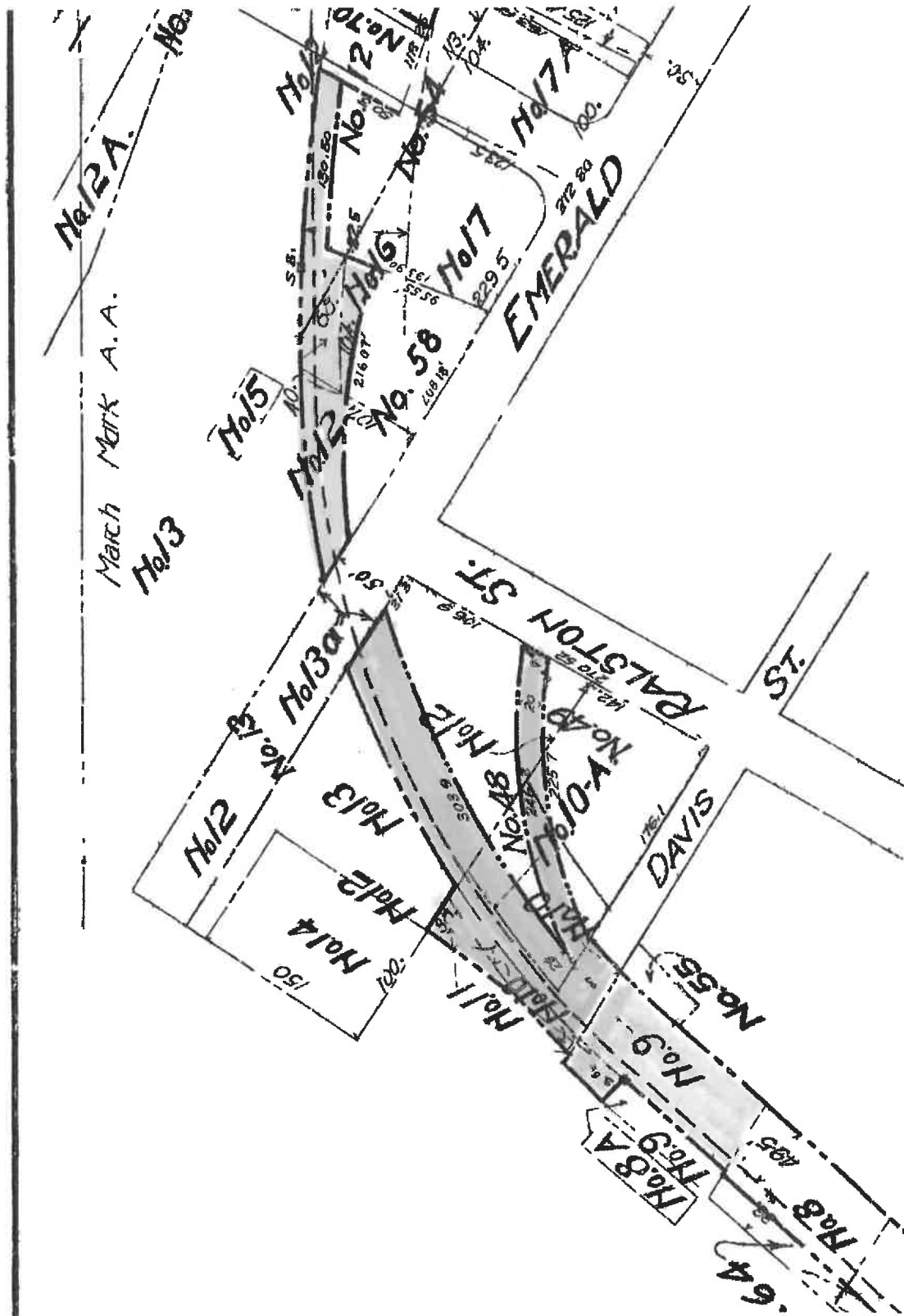
Please find attached a copy of the Quitclaim Deed dated August 23, 1988 from the State of New Hampshire, Grantor, to the City of Keene for segments of the State-owned Cheshire and Ashuelot Branch Railroad Corridors in Keene. Also, I have attached excerpts from the Ashuelot Branch Valuation Section 42.5/SL22, 42.5/22 and the City Tax Map.

In researching recent property request regarding railroad property I compared paragraph (d) to the valuation maps on file in the Bureau of Rail & Transit. It is my opinion that the State's ownership actually ends at what is known as Davis Street. This disagrees with what it shown the City of Keene tax maps therefore two property requests were referred by the City to this office.

Unless there are other steps necessary I request permission to inform the City of Keene of this finding and to redirect the property requests to the City of Keene as well.

Please review, comment and if acceptable I will prepare correspondence to the City of Keene and to the applicants.

Attachments



42.5 / 5222



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 13, 2024

To: Finance, Organization and Personnel Committee

From: Aaron Costa, Asst. Public Works Directors/ Operations Mgr.

Through: Elizabeth Dragon, City Manager

Subject: **Engineering Services - 3 Million Gallon Water Storage Tank Repair Project
- Assistant Public Works Director/Operations Manager**

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 with Weston & Sampson, Inc. for engineering services for the 3 Million Gallon Water Storage Tank Repair Project for an amount not to exceed \$127,550.00.

Attachments:

None

Background:

The City of Keene owns and operates a 3 million gallon water storage tank. This tank is an above ground, welded steel tank that was constructed in 1962. The interior and exterior of the tank have been re-coated at least twice since its original construction, first in the late 1970s and again in the mid-1990's. The existing exterior coating tested positive for lead and therefore will need to be addressed accordingly.

The November 2013 "Water Facilities Evaluation" performed by Tighe & Bond Engineers included an inspection that noted several deficiencies. The deficiencies included failure of the interior and exterior coating systems, corrosion on the tank walls, interior rust nodules on the floor of the tank, and holes and delamination on the roof of the tank. Tighe & Bond also recommend installing cathodic protection, foundation repairs and seam repairs, replacing the tank vent and safety improvements including a guard rail at the top of the tank for safe walking along the dome.

In 2019, Tata & Howard Engineers was selected to perform a more in-depth evaluation and develop a business case on whether the tank should be rehabilitated or replaced. After evaluating the tank and reviewing the current and future water storage requirements, as well as the tank's condition, Tata and Howard Engineers recommended rehabilitating the existing tank.

In November 2023, the City advertised an RFP for consulting services to address the identified deficiencies, perform design services, develop construction bid specifications and documents, bidding services and construction oversight services.

The City received two proposals. A review team consisting of Benjamin Crowder, Water & Sewer Operations Manager, Christian Tarr, Utilities Maintenance Manager and Aaron Costa, Assistant Public Works Director/WWTP Manager, independently reviewed the proposals. A decision could not be made based solely on the proposals. Therefore, the two firms were invited in for an interview.

The same City team conducted the interviews and firms were rated on their team's experience, project approach, quality of presentation, product description, total cost/hours of work and other important aspects. The maximum score is 100 points. All members of the interview team scored Weston & Sampson higher than Tighe & Bond. The following table summarizes the teams' average scores.

Firm Name	Cost	Interview Score
Weston & Sampson Inc.	\$127,550.00	92
Tighe & Bond Engineers Inc.	\$131,800.00	75

Based on the above-described scoring matrix, Weston & Sampson Inc. was selected by the interview team to be the best consultant for this project. Funding for this work is available in the 3 Million Gallon Water Storage Tank Repair Capital Improvement Project 34JI004A-340-O-541020.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: June 13, 2024
To: Finance, Organization and Personnel Committee
From: Aaron Costa, Asst. Public Works Directors/ Operations Mgr.
Through: Elizabeth Dragon, City Manager
Subject: **NHDES State Aid Grant Funding -Sludge Pump Replacement Project - Assistant Public Works Director/Operations Manager**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute, accept, and expend State Aid Grant Funds from the New Hampshire Department of Environmental Services for the Sludge Pump Replacement Project.

Attachments:

None

Background:

The City of Keene owns and operates a wastewater treatment plant (WWTP) that was constructed in the mid 1980s. The City, through its Capital Improvement Program, funded a Sludge Pump Replacement Project. This project replaced five (5) original sludge pumps. The project was completed in April 2024.

The City applied for the New Hampshire Department of Environmental Services (NHDES) State Aid Grant (SAG) funds for this project. The SAG will potentially fund up to 20% or approximately \$100,000 of the construction cost of the project. To comply with NHDES requirements, there are project documents that require the City Manager's signature.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 13, 2024
To: Finance, Organization and Personnel Committee
From: Daniel Langille, City Assessor
Through: Elizabeth Dragon, City Manager
Subject: **Sale of City Property - Map 552 Lot 035, 270 Beaver Street - City Assessor**

Recommendation:

Recommend that the City sell 270 Beaver Street, Map 552 Lot 035 through a sealed bid process and authorize the City Manager to negotiate and execute the sale with the chosen bidder.

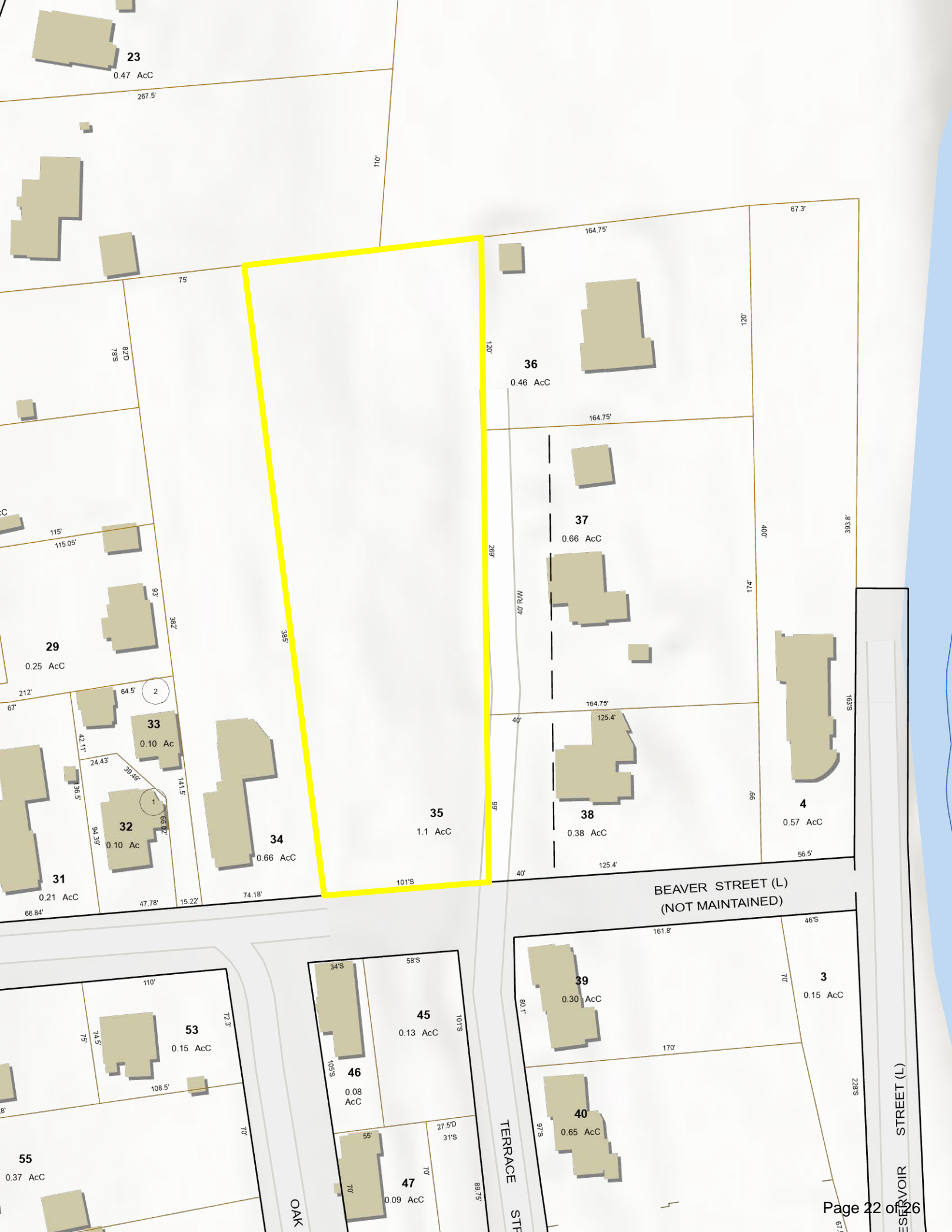
Attachments:

1. Map 552 Lot 035

Background:

Map 552 Lot 035 is located at the end of Beaver Street and consists of 1.00 acre of land. The zoning is Medium Density. On March 22, 2016, the City became the owner of this parcel by virtue of a tax collector's deed recorded in book 2938 page 1185 at the county registry of deeds. The City attempted to sell the property back in 2016 through a sealed bid process which ended up unsuccessful. When the City took over the parcel, it included a building built circa 1911 in very poor condition. The City has since demolished the building since it was deemed hazardous and would not be able to be salvaged. The parcel is now a vacant piece of land.

Recently, the City was contacted by two separate parties with an interest in acquiring the property. They have suggested their intent is to build a home on the property. The City has no need to retain this parcel and adding another housing unit in the City would be beneficial to all. The parcel will be sold "as is" without covenants.



23

0.47 AcC

267.5'

110'

75'

82'D
78'S

36

0.46 AcC

164.75'

67.3'

120'

164.75'

37

0.66 AcC

120'

269'

40' R/W

174'

163'S

29

0.25 AcC

115'

115.05'

382'

385'

33

0.10 Ac

64.5'

141.5'

32

0.10 Ac

66.02'

94.39'

35

1.1 AcC

34

0.66 AcC

164.75'

125.4'

40'

99'

99'

4

0.57 AcC

31

0.21 AcC

212'

67'

24.43'

36.5'

42.11'

39.49'

15.22'

47.78'

66.84'

74.18'

101'S

BEAVER STREET (L)
(NOT MAINTAINED)

40'

125.4'

56.5'

53

0.15 AcC

110'

75'

74.5'

108.5'

72.3'

70'

34'S

58'S

45

0.13 AcC

101'S

105'S

46

0.08 AcC

39

0.30 AcC

80.1'

70'

3

0.15 AcC

46'S

161.8'

170'

228'S

TERRACE STREET (L)

40

0.65 AcC

97'S

47

0.09 AcC

70'

70'

27.5'D
31'S

93.75'

OAK

RESERVOIR STREET (L)



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: June 13, 2024
To: Mayor and Keene City Council
From: Elizabeth Dragon, City Manager
Through:
Subject: Relating to the City of Keene Organizational Chart
Ordinance O-2024-10

Council Action:

In City Council June 6, 2024.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

That Ordinance O-2024-10 be referred to the Finance, Organization and Personnel Committee for review and a recommendation back to the full City Council.

Attachments:

1. O-2024-10 - Organizational Chart_Referral
2. Organizational Chart_FINAL_EFF_Jun_2024

Background:

This ordinance updates the City's Organizational Chart to incorporate the two Deputy City Manager positions, removes references to the Assistant City Manager role, and removes "Facilities" from the Parks and Recreation Department. The Ordinance further acknowledges the recent disbanding of the Agricultural Commission.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to the City of Keene Organizational Chart

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

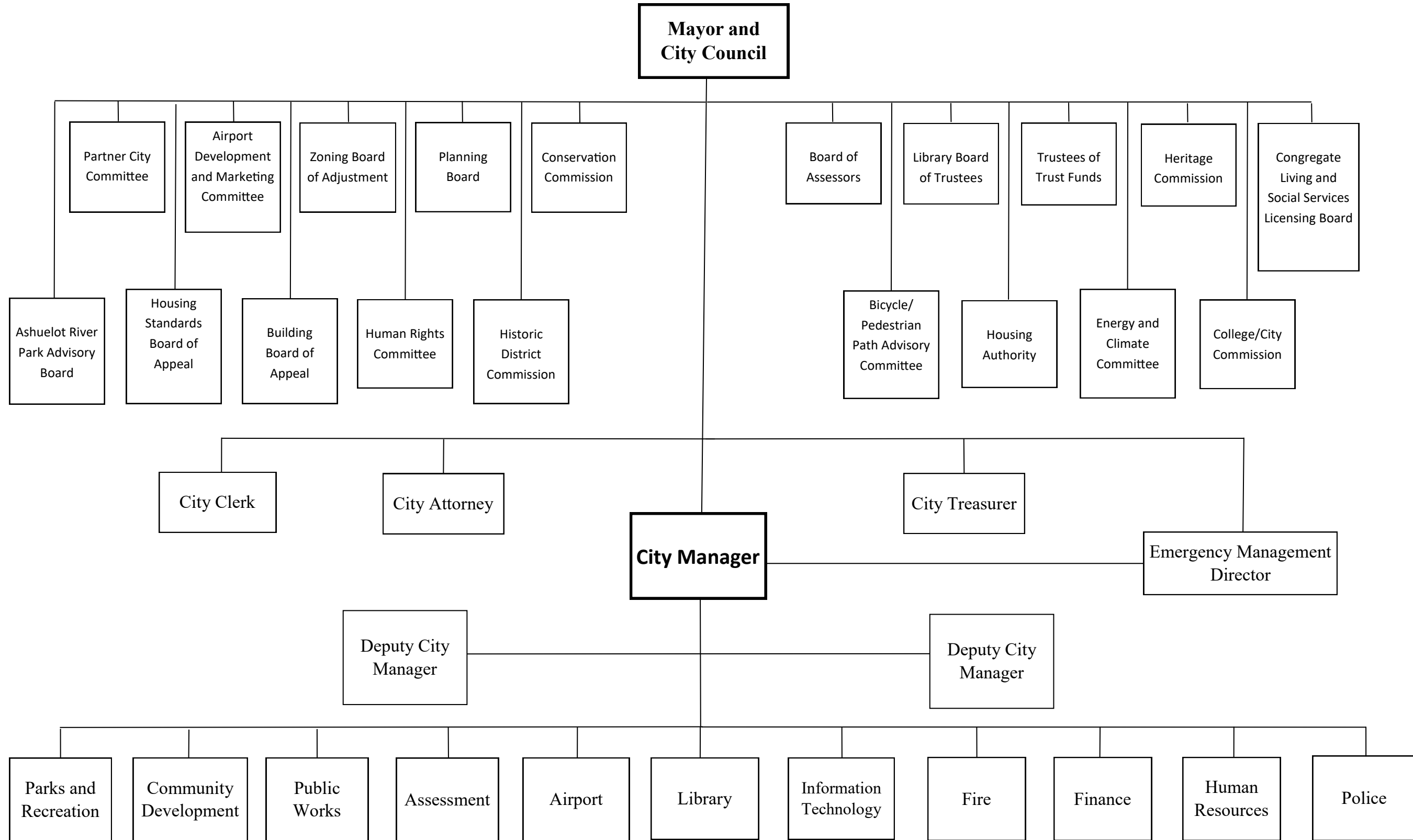
That the Ordinances of the City of Keene, as amended, are hereby further amended by replacing the organizational chart contained within Section 2-111, "Functions and Powers" of Chapter 2, "Administration" of Article III, "Charter Officers" of Division 2, "City Manager" with the attached organizational chart.

In City Council June 6, 2024.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk

Jay V. Kahn, Mayor

City of Keene Organizational Chart





ITEM #A.6.

CITY OF KEENE NEW HAMPSHIRE

Meeting Date: June 13, 2024
To: Finance, Organization and Personnel Committee
From: Jason Martin, Acting Fire Chief
Through: Elizabeth Dragon, City Manager
Subject: **Rescission of Resolutions Relating to Special Equipment Purchase Standardization - Acting Fire Chief**

Recommendation:

Recommend that The Finance, Organization, and Personnel Committee rescind Resolutions R-2010-33, R-2010-34, R-2010-35, and R-2010-39 Relating to Special Equipment Purchase Standardizations.

Attachments:

None

Background:

In collaboration with the Purchasing & Contract Services Office, the Fire Department evaluated the current Special Equipment Purchase Standardization resolutions. After the review, the Fire Department determined that the current resolutions inhibit the department's ability to procure competitively the best equipment available required to aid the public and carry out the department's mission to the best of our abilities.

The market for extrication tools (Hurst), structural protective firefighting gear (Bergeron Protective Clothing), defibrillators (Physio-Control) and SCBA's (Scott) has experienced significant expansion since the issuance of these sole source Resolutions. This expansion underscores the need for a more flexible procurement process, as maintaining these sole source requirements limits the Department's ability to purchase the best equipment available on the market today. It also prevents the Department from working with more competitive vendors who offer better pricing, better products, better customer service, and better preventative maintenance plans.