



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
January 9, 2025  
6:00 PM

**A. AGENDA ITEMS**

1. Continued Discussion: Councilor Filiault - Proposing that the City Council Consider a Delay in the Downtown Infrastructure Project
2. Bulletproof Vest Partnership Grant Program - 2024 - Police Department
3. 2025 Keene PD Highway Safety Grant - Police Department
4. Councilor Ed Haas - Annual Reports of Boards and Commissions
5. Relating to Class Allocation and Salary Schedule  
Ordinance O-2025-01
6. Relating to Boards and Commissions  
Ordinance O-2025-02
7. Relating to Appropriations for Tree Removal Work  
Resolution R-2025-01
8. Powerpoint Presentation: Call Volume and Staffing Needs - Fire  
Department

**B. MORE TIME ITEMS**

**NON PUBLIC SESSION**

**ADJOURNMENT**

**DOWNTOWN INFRASTRUCTURE IMPROVEMENT AND RECONSTRUCTION PROJECT**  
**CONSOLIDATED FUNDING OVERVIEW**

*As Published*

The proposed Downtown Infrastructure Improvements and Reconstruction project will combine funding from a number of general fund programs as well as funds from the water and sewer funds. The table below summarizes the source of funds and the year that funding is requested. Since the project is planned to occur in three separate construction phases, the timing of expenditures may be different than the schedule shown below, based on the development of final phasing plans.

Description	Fund	Prior Yr.	FY25	FY26	FY27	Subtotal by Program
Street/Sidewalk/Other Improvements	General	\$680,000	\$1,204,000	\$1,240,000	\$1,277,000	<b>\$4,401,000</b>
Traffic Signal Replacement	General	\$196,800	\$202,700			<b>\$399,500</b>
Stormwater Resiliency Program	General		\$1,669,000	\$1,311,900	\$1,537,700	<b>\$4,518,600</b>
Sewer Improvements	Sewer	\$339,035	\$615,300	\$1,267,600	\$1,305,600	<b>\$3,527,535</b>
Water Distribution Improvements	Water	\$242,000	\$1,299,300	\$1,911,800	\$590,800	<b>\$4,043,900</b>
<b>Subtotal by Annual Funding</b>		<b>\$1,457,835</b>	<b>\$4,990,300</b>	<b>\$5,731,300</b>	<b>\$4,711,100</b>	
<b>Project Grand Total</b>						<b>\$16,890,535</b>

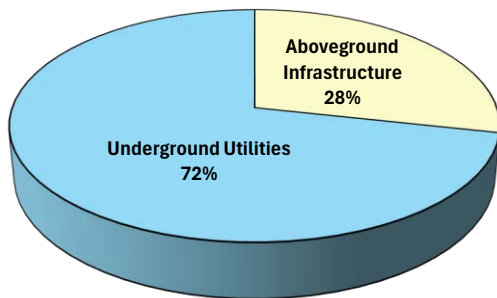
**Subtotal by Location**

Aboveground Infrastructure	<b>\$4,800,500</b>
Underground Utilities	<b>\$12,090,035</b>

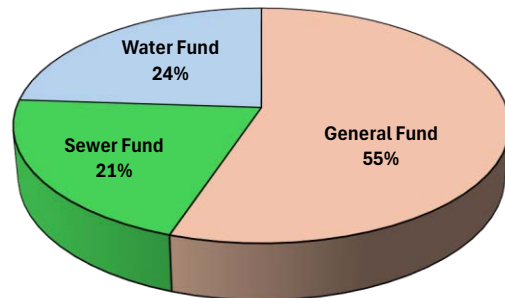
**Subtotal by Fund**

General Fund	<b>\$9,319,100</b>
Sewer Fund	<b>\$3,527,535</b>
Water Fund	<b>\$4,043,900</b>

**Subtotal by Location**



**Subtotal by Fund**



**DOWNTOWN INFRASTRUCTURE IMPROVEMENT AND RECONSTRUCTION PROJECT**  
**CONSOLIDATED FUNDING OVERVIEW**

**Corrected**

The proposed Downtown Infrastructure Improvements and Reconstruction project will combine funding from a number of general fund programs as well as funds from the water and sewer funds. The table below summarizes the source of funds and the year that funding is requested. Since the project is planned to occur in three separate construction phases, the timing of expenditures may be different than the schedule shown below, based on the development of final phasing plans.

Description	Fund	Prior Yr.	FY25	FY26	FY27	Subtotal by Program
Street/Sidewalk/Other Improvements	General	\$780,000	\$1,204,000	\$1,240,000	\$1,277,000	\$4,501,000
Traffic Signal Replacement	General	\$196,800	\$202,700			\$399,500
Stormwater Resiliency Program	General	\$128,970	\$1,669,000	\$1,311,900	\$1,537,700	\$4,647,570
Sewer Improvements	Sewer	\$433,375	\$615,300	\$1,267,600	\$1,305,600	\$3,621,875
Water Distribution Improvements	Water	\$453,246	\$1,299,300	\$1,911,800	\$590,800	\$4,255,146
<b>Subtotal by Annual Funding</b>		<b>\$1,992,391</b>	<b>\$4,990,300</b>	<b>\$5,731,300</b>	<b>\$4,711,100</b>	
<b>Project Grand Total</b>						<b>\$17,425,091</b>

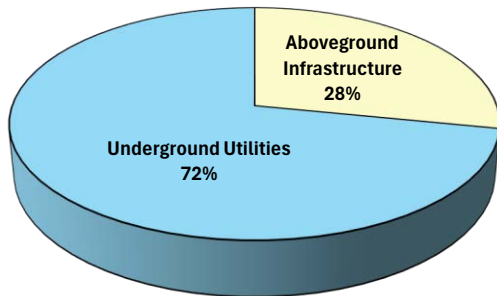
**Subtotal by Location**

Aboveground Infrastructure	\$4,900,500
Underground Utilities	\$12,524,591

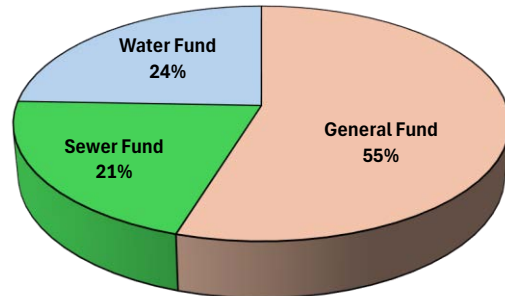
**Subtotal by Fund**

General Fund	\$9,548,070
Sewer Fund	\$3,621,875
Water Fund	\$4,255,146

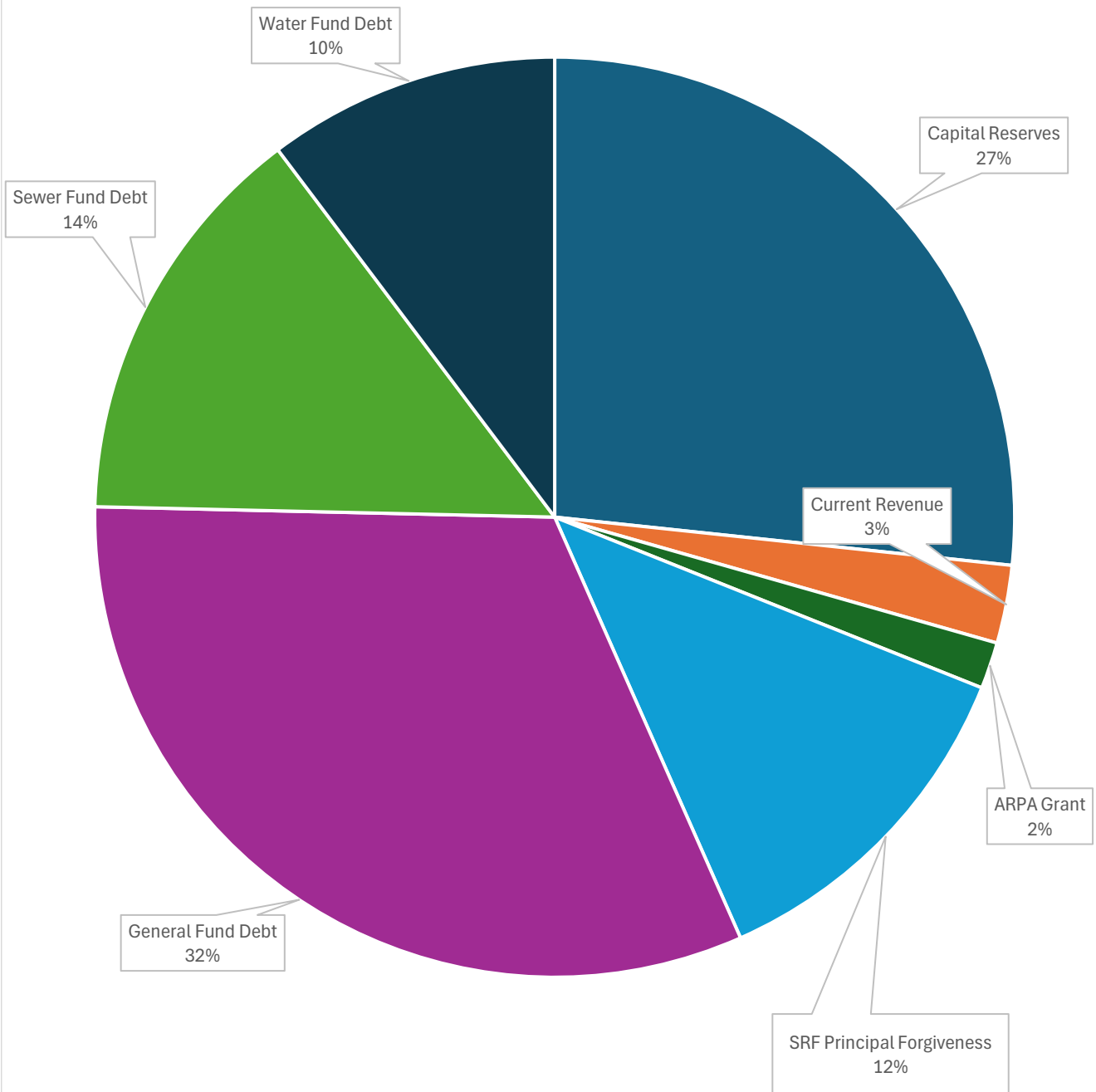
**Subtotal by Location**



**Subtotal by Fund**



## Downtown Infrastructure Project Source of Funds Summary



## Downtown Infrastructure Project Source of Funds Detail

Project Code	Project/Program	Fiscal Year	Prior Appropriations	Future Appropriations	Source of Funds
75J0034A (90315-20)	Downtown Revitalization	FY20 CIP	\$180,000	\$0	Downtown Infrastructure Capital Reserve
		FY21 CIP	\$100,000	\$0	Downtown Infrastructure Capital Reserve
		FY22 CIP	\$500,000	\$0	Downtown Infrastructure Capital Reserve
	Downtown Infrastructure Improve.	FY25 CIP	\$1,204,000	\$0	Downtown Infrastructure Capital Reserve
		FY26 CIP	\$0	\$1,240,000	Downtown Infrastructure Capital Reserve
		FY27 CIP	\$0	\$1,277,000	Debt
		<b>Subtotal - Street / Sidewalk / Other</b>	<b>\$1,984,000</b>	<b>\$2,517,000</b>	
75M012	Traffic Signals	FY24 CIP	\$196,800	\$0	Current Revenues
		FY25 CIP	\$202,700	\$0	Current Revenues
		<b>Subtotal - Traffic Signal Replacement</b>	<b>\$399,500</b>	<b>\$0</b>	
75M00623	Stormwater Resiliency - Downtown	FY22 CIP	\$128,970	\$0	Debt
		FY25 CIP	\$1,669,000	\$0	Debt
		FY26 CIP	\$0	\$1,311,900	Debt
		FY27 CIP	\$0	\$1,537,700	Debt
		<b>Subtotal - Traffic Signal Replacement</b>	<b>\$1,797,970</b>	<b>\$2,849,600</b>	
<b>Total General Fund Appropriations</b>			<b>\$4,181,470</b>	<b>\$5,366,600</b>	
32M102CC (08055-C)	Sewer Downtown	FY22 CIP (Arts & Culture)	\$235,535	\$0	Sewer Infrastructure Capital Reserve
		FY22 CIP	\$52,775	\$0	Sewer Infrastructure Capital Reserve
		FY21/FY22 CIP (Arts & Culture)	\$41,565	\$0	Intrafund Appropriation
32MI0222	Sewer Improvements - Downtown	FY24 CIP	\$103,500	\$0	Sewer Infrastructure Capital Reserve
		FY25 CIP	\$615,300	\$0	Sewer Infrastructure Capital Reserve
		FY26 CIP	\$0	\$1,267,600	Debt
		FY27 CIP	\$0	\$1,305,600	Debt
<b>Total Sewer Fund Appropriations</b>			<b>\$1,048,675</b>	<b>\$2,573,200</b>	
34MI0221 (05009-22)	Water Downtown	FY22 CIP	\$211,246	\$0	Water Infrastructure Capital Reserve
		FY22 CIP (Arts & Culture)	\$205,700	\$0	Water Infrastructure Capital Reserve
		FY21/FY22 CIP (Arts & Culture)	\$36,300	\$0	Intrafund Appropriation
34MI0222	Water Dist Improve - Downtown	FY25 CIP	\$1,299,300	\$0	Debt
			\$0	\$1,911,800	Debt
			\$0	\$590,800	Debt
<b>Total Water Fund Total Appropriations</b>			<b>\$1,752,546</b>	<b>\$2,502,600</b>	
<b>Project Grand Total Appropriations</b>			<b>\$17,425,091</b>		

Note: Amounts highlighted in yellow were omitted from pg. 86 of the FY25 CIP.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** January 9, 2025

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

**From:** Mike Kopcha, Police Captain

**Through:** Steve Stewart, Police Chief  
Elizabeth Dragon, City Manager

**Subject:** **Bulletproof Vest Partnership Grant Program - 2024 - Police Department**

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**Recommendation:**

Move the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and expend \$6,259 from the Bulletproof Vest Partnership Grant Program funds of the US Department of Justice, Bureau of Justice Programs.

**Attachments:**

None

**Background:**

Consistent with the provisions of the collective bargaining agreements and sound safety practices, the Keene Police Department provides all police officers with body armor for on-duty wear. The body armor or "bulletproof vest" has a warranted life of five years and then is replaced.

The Police Department has budgeted \$3,950.00 for the purchase of new vests. However the Police Department may spend up to \$6,259.00 per conditions of the grant, since it is a 50/50 match grant. It is anticipated that we may expend a total \$12,518.00 for replacement vests. The program will reimburse the City 50% of the actual cost, or up to a total of \$6,259.00.

These vests will be issued to new officers and will replace vests currently in service that are over five years old.



# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** January 9, 2025  
**To:** Finance, Organization and Personnel Committee  
**From:** Mike Kopcha, Police Captain  
**Through:** Steve Stewart, Police Chief  
Elizabeth Dragon, City Manager  
**Subject:** **2025 Keene PD Highway Safety Grant - Police Department**

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**Recommendation:**

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the grant from the New Hampshire Highway Safety Agency to fund the Highway Safety Grant - Keene.

**Attachments:**

None

**Background:**

This program is a statewide initiative sponsored by the NH Highway Safety Agency on an annual basis. In years past this grant was divided and applied for through different sub-projects such as DWI Patrols, Sustained Traffic Enforcement Patrols AND Bicycle and Pedestrian Patrols. The NH Highway Safety Agency has now combined all these different programs into one complete grant.

The purpose of this grant is to reduce the number of persons driving while intoxicated and related accidents, to combat all of the more prevalent motor vehicle safety infractions, and to reduce the number of persons who are violating pedestrian and bicycle laws in the downtown area.

The campaign runs from October 1, 2024 to September 30, 2025.

Below is the allocation of the Grant money:

**Project Grant Amount**

Speed	\$2,000
DUI	\$1,800
Distracted Driving	\$2,000
Pedestrian Bicycle	\$1,000
Mobilizations	\$3,400

**Total Grant Amount: \$10,200**

The total cost of this operation, \$10,200, will be reimbursed by the New Hampshire Highway Safety Agency; the reimbursement includes payroll-related deduction.

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114 Jordan Road  
Keene, NH 03431

December 17, 2024

Keene City Council  
City Clerk Office  
Keene, NH 03431

Council Agenda Item:  
Request for Annual Reports

Honorable Mayor and City Council:

A strength of our local government and community capabilities are the twenty-six Committees, Commissions, and Boards that make up the advisory service to the City staff and Council.

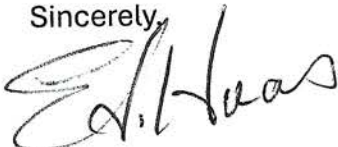
Unfortunately, many of these groups labor in quiet, without worthwhile public acknowledgement. Likewise, after a time some may have been concluded or no longer have relevance.

I ask the City Council to initiate a routine of each Commission, Board, or Committee presenting a brief annual report of their activities, accomplishments, challenges, and goals and ideas for the coming year. These reports could be as brief as desired by the submitters, and should be presented at a Council meeting, spaced out over the year for time efficiency.

The same annual reporting could at some time soon be extended to the Standing Committees as well as City departments.

I believe having this public forum will improve the visibility of the work done by these groups and will keep all Councilors aware of their accomplishments and goals.

Sincerely,



Ed Haas  
Councilor-at-Large  
603 633 8832



# CITY OF KEENE

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

AN ORDINANCE Relating to Class Allocation and Salary Schedules

*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 the stricken text and inserting the bolded text in Section 62-194, “Administrative, Office, Technical and Management Personnel” of Chapter 62 entitled “Personnel” as follows:

Sec. 62-194. Administrative, office, technical and management personnel

- 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; Recreation Specialist
- S 11 Office Manager; Parking Services Technician
- S 12 Librarian I; Planning Technician; Executive Secretary; Staff Accountant;  
Purchasing Specialist; Human Resource Specialist
- S 13 NO POSITIONS ASSIGNED
- S 14 NO POSITIONS ASSIGNED
- S 15 Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant; Youth  
Services Manager; Engineering Technician; Assistant City Clerk; Senior Paralegal; Police  
Dispatch Supervisor; Social Worker; Fire Department Administrator; Deputy Revenue Collector
- S 16 Planner; Laboratory Supervisor; GIS Coordinator
- S 17 Property Appraiser; Recreation Programmer; Librarian III; Airport Maintenance & Operations  
Manager; IT Systems Specialist; Parking Operations Manager; Recreation Facilities Manager
- S 18 Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue  
Collector; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services  
Manager; Treatment Plant Manager; Deputy City Clerk; **Infrastructure Project Manager**
- S 19 ~~Transportation/Stormwater Operations Manager~~; Senior Planner, Recreation Manager  
Fleet Services Manager, Accounting & Fund Manager; **Infrastructure Project Manager**;  
**Highway Operations Manager**
- S 20 Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney;

- Water/Sewer Operations Manager
- S 21 NO POSITIONS ASSIGNED
  - S 22 NO POSITIONS ASSIGNED
  - S 23 NO POSITIONS ASSIGNED
  - S 24 City Engineer; Database Administrator; Building/Health Official
  - S 25 Assistant Finance Director/Assistant Treasurer; Assistant Public Works Director/Division Head;  
Airport Director
  - S 26 City Assessor; Police Captain; Human Resources Director; Library Director; Deputy Fire Chief;  
Parks & Recreation Director
  - S 27 IT Director; Community Development Director
  - S 28 Finance Director/Treasurer
  - S 29 Police Chief; Fire Chief; Public Works Director
  - S 30 NO POSTIONS ASSIGNED
  - S 31 Deputy City Manager
  - S 32 NO POSITIONS ASSIGNED

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Jay V. Kahn, Mayor

In City Council January 2, 2025.  
Referred to the Finance, Organization  
and Personnel Committee.



City Clerk



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

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 to Section 2-712 "Membership" of Division 5, "Bicycle/Pedestrian Path Advisory Committee" and deleting the stricken text in Section 2-771 "Membership" of Division 7, "Conservation Commission" 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.

## DIVISION 7. - CONSERVATION COMMISSION

### Sec. 2-771. - Membership

The conservation commission shall consist of seven regular voting members. ~~one of whom shall be a member of the city council.~~

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Jay V. Kahn, Mayor

In City Council January 2, 2025.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

A RESOLUTION Relating to appropriations for Tree Removal work

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

That the sum of Fifty Thousand Dollars and no cents (\$50,000.00) be and here is appropriated from the unallocated fund balance for the purpose of unplanned tree removal work in and around the Sesame Street / Clark Circle neighborhood.

\_\_\_\_\_  
Jay V. Kahn, Mayor

In City Council January 2, 2025.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk