



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
January 23, 2025  
6:00 PM

**A. AGENDA ITEMS**

1. Donation - Brian A. Mattson Recreation Center - ADA Ramp - Parks, Recreation and Cemeteries Department
2. Executed George Street Bridge Final Design Change Order - Public Works Department
3. 2024 FEMA SAFER Grant - Fire Department

**B. MORE TIME ITEMS**

**NON PUBLIC SESSION**

**ADJOURNMENT**



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** January 23, 2025  
**To:** Finance, Organization and Personnel Committee  
**From:** Andrew Bohannon, Deputy City Manager  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Donation - Brian A. Mattson Recreation Center - ADA Ramp - Parks, Recreation and Cemeteries Department**

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**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to accept the donation of \$10,000.00 from Savings Bank of Walpole and that the money be used for the construction of an ADA ramp at the Recreation Center.

**Attachments:**

None

**Background:**

In 2024, the City received \$801,250 from the CDFA Community Center Investment Program to support the renovation of the Brian A. Mattson Recreation Center. As part of the grant agreement, the City provided a 15% match and additional funding to address unanticipated increases in construction costs. Each phase of the project has exceeded original contractor estimates by 5% to 20%. Despite these challenges, significant progress has been made, particularly on energy efficiency upgrades. Renovations to the lobby are scheduled to begin in March 2025, following adjustments to the project scope and budget.

One remaining challenge is securing funding for the ADA-compliant ramp to the veterans' memorial. The City Engineering Division initially estimated the project at \$85,000, and the City budgeted \$115,000. However, the first public bid process yielded a low bid of \$225,000, leading to all bids being rejected. On October 31, the City closed the second public bid process with a revised design, resulting in bids of approximately \$180,000.

Although the City remains committed to completing this project, as it was part of the CDFA-funded scope of work, a third bidding process is now required since the 60-day contract award period has lapsed.

To bridge the funding gap, City staff have been actively pursuing community donations and additional grants. With \$65,000 still needed to complete the project, a generous donation from the Savings Bank of Walpole has reduced this amount to \$55,000. The City continues to seek financial support to ensure the successful completion of this critical project.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** January 23, 2025

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

**From:** Bryan Ruoff, City Engineer  
Donald Lussier, Public Works Director

**Through:** Elizabeth Dragon, City Manager

**Subject:** Executed George Street Bridge Final Design Change Order - Public Works Department

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**Recommendation:**

Move that the City Manager be authorized to execute a change order with McFarland-Johnson and NHDES in the amount of \$52,931.81 as part of the additional scope of work required for the George St Bridge Project (75M020A).

**Attachments:**

None

**Background:**

The project site for the removal and replacement of the existing George Street Bridge contains limits of previously documented and NHDES registered hazardous materials from the People's Linen property. The limits of these hazardous materials have been tested and quantified on People's Linen's property but have not been confirmed or quantified within the Public Right of Way or on the East side of the river on the adjacent property within the project limits for the George Street Bridge replacement. As part of the project, NHDES soil management plan approval the City and NHDOT are adding as part of this change order additional scope in the final design of the project to include test pits, borings and testing of the subsurface material to confirm the presence or absence of hazardous materials within the previously untested project limits to quantify the volume of materials required to be removed as part of the project. NHDOT has reviewed and approved this additional scope and associated costs included in this change order.

80% of this change order is paid by NHDOT with a corresponding 20% City match. For the proposed \$52,931.81 change order amount; \$42,345.45 of this change order amount will be reimbursed to the City by NHDOT and \$10,586.36 will be the responsibility of the City for this additional scope of engineering services for the project.



ITEM #A.3.

## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** January 23, 2025  
**To:** Finance, Organization and Personnel Committee  
**From:** Jason Martin, Fire Chief  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **2024 FEMA SAFER Grant - Fire Department**

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**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to apply for, accept and expend the 2024 FEMA SAFER Grant.

**Attachments:**

None

**Background:**

In October of 2024, the City Manager put together a committee to look at Fire Department staffing and needs. In December of 2024, Councilors Remy and Powers were added and brought onto the Staffing Committee. The members of this committee decided to bring the information gathered to the FOP Committee. The Fire Department has provided the FOP Committee with the information through two PowerPoint presentations. If awarded, the 2024 FEMA SAFER Grant would fund 100% of the salaries for a specified number of new positions at the Fire Department for a three-year period.