



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
April 10, 2025  
6:00 PM

**A. AGENDA ITEMS**

1. Acceptance of 2025 Wellness Grant - Human Resources Director
2. Life Insurance and Long Term Disability Insurance - Human Resources Director
3. Acceptance of Local Source Water Protection Grant - Assistant Public Works Director
4. Relating to the Appropriation of Funds from the General Fund Unassigned Fund Balance - Fire Department Staffing Resolution R-2025-11

**B. MORE TIME ITEMS**

**NON PUBLIC SESSION**

**ADJOURNMENT**



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

**Meeting Date:** April 10, 2025  
**To:** Finance, Organization and Personnel Committee  
**From:** Elizabeth Fox, ACM/Human Resources Director  
**Through:** Elizabeth Ferland, City Manager  
**Subject:** **Acceptance of 2025 Wellness Grant - Human Resources Director**

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**Recommendation:**

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the 2025 wellness grant from HealthTrust of up to \$2,500 to be used for employee wellness activities.

**Attachments:**

None

**Background:**

Our health insurance vendor, HealthTrust, rewards member groups that train employees to act as Wellness Coordinators. Each Coordinator, up to a maximum of four per organization, may be rewarded with \$500 each in wellness grant funds to be used as incentives for the group. Wellness Coordinators returned and were retrained at HealthTrust's Wellness Coordinator Academy this year, making us eligible for a \$2,000 grant, which was received by the City this month. Our continuing Wellness Coordinators for this calendar year are Chelsea North of Parking Services, Megan Young of Human Resources, Asah Cramer of Communications, and Brianne Rafford-Varley of Parks and Recreation.

The Wellness Coordinators are involved in promoting HealthTrust wellness activities and education, blood drives, financial wellness efforts, monthly health observances, understanding aspects of the health plan, etc. The greatest expense from last year was challenges that focused on one department each month and encouraged employees to spend more time on self-care and hobbies. Those who completed the task were entered into a drawing and the four winners will each receive a gift card for their hobby of choice.

The coordinators will launch different monthly challenges in 2025 consisting of a weekly healthy homecooked meal challenge, seasonal depression information and tools, a step challenge by department, healthy smoothies for employees, and more.

The Fire Department also received a \$500 HealthTrust grant for wellness activities at their department.

If the grant money is not fully expended during the calendar year 2025, carryover into the next calendar year is supported by HealthTrust. We are very appreciative of this grant opportunity for our employees, retirees, and their family members who are part of the HealthTrust group.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

**Meeting Date:** April 10, 2025  
**To:** Finance, Organization and Personnel Committee  
**From:** Elizabeth Fox, ACM/Human Resources Director  
**Through:** Elizabeth Ferland, City Manager  
**Subject:** **Life Insurance and Long Term Disability Insurance - Human Resources Director**

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**Recommendation:**

Move that the City Council authorize the City Manager to do all things necessary to execute a new multi-year contract renewing coverage with Symetra to administer the City's Life and Long-Term Disability Insurance program.

**Attachments:**

None

**Background:**

The City of Keene and Symetra have participated in a multi-year agreement since 2020 providing life and long-term disability insurance for employees and the City benefited from multi-year rate guarantees providing stable coverage costs over the past five years. With the expiration of the current multi-year agreement, the Richards Group solicited proposals for these coverages effective July 1, 2025.

Symetra and Mutual of Omaha responded to the RFP with competitive proposals providing a renewal rate 2.8 cents lower than the current for the basic life/AD & D coverage and a renewal rate for long-term disability coverage 2 cents higher than the current rate. With a competitive renewal quote from Symetra, it is recommended to renew with the current vendor for an additional 2-year term. Funding for these coverages, invoiced monthly considering enrolled employees, base salaries, terms of the city code and collective bargaining agreements, is included in the Employee Benefits portion of the Human Resources Department budget.



ITEM #A.3.

## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** April 10, 2025  
**To:** Finance, Organization and Personnel Committee  
**From:** Aaron Costa, Asst. Public Works Directors/ Operations Mgr.  
**Through:** Elizabeth Ferland, City Manager  
**Subject:** **Acceptance of Local Source Water Protection Grant - Assistant Public Works Director**

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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, execute and expend a Local Source Water Protection Grant from the New Hampshire Department of Environmental Services (NHDES) in the amount of \$12,800.00.

**Attachments:**

None

**Background:**

The Court Street and West Street well fields are a valuable water source and, together, can produce approximately 2 million gallons per day of high-quality drinking water for the City of Keene. The well facilities are located on city-owned property. However, there are no defined property boundaries at the Court Street property, and the City does not own the entire 400-foot Sanitary Protective Area (SPA) at either location.

The City of Keene will use NHDES grant funds to hire a qualified surveyor to perform a detailed property survey at both locations. Once a detailed land survey is completed, the City may want to pursue the purchase of privately owned property or easements within the Sanitary Protective Area (SPA) or install fencing along city-owned property boundaries in order to comply with the New Hampshire Code of Administrative Rules, Env-Dw 302.10 regarding the Sanitary Protective Area.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

A RESOLUTION Fire Department Staffing – Relating to the Appropriation of Funds from the General Fund Unassigned Fund Balance

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

WHEREAS: Resolution 2024-32 Relating to Fiscal Policies states all departments are authorized to vary actual departmental spending from line-item estimates provided the total department budget is not exceeded within each fund; provided however, that any item specifically eliminated by the City Council during the budget approval process cannot be purchased for another line item without City Council approval; and

WHEREAS: Any unexpended funds in a personnel line related to a vacancy cannot be expended without approval from the City Manager and the City Council unless funds are being expended to fill a vacancy, recruiting, or to employ temporary help including professional and contract services;

NOW, THEREFORE, BE IT RESOLVED by the City Council that use of General Fund Unassigned Fund Balance in the amount of seventy thousand sixty-seven dollars (\$70,067.00) be used to fund the appropriation for four (4) new firefighters in the Fire Department budget as follows:

Personnel and related personnel expenses	\$38,707.00
Operating-related expenses	<u>\$31,360.00</u>
	\$70,067.00

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Jay V. Kahn, Mayor

In City Council April 3, 2025.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

