



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
June 12, 2025  
6:00 PM

**A. AGENDA ITEMS**

1. Heritage Commission - City Support for a 250th Independence Day Celebration - July 4, 2026
2. Written Public Comments - Proposed Fiscal Year 2025-2026 Operating Budget  
Cameron Tease - In Support of Outside Agency Funding - Keene Senior Center
3. Request to expend funds from CDD Personnel funds to Purchase a Community Development Permitting Software Platform - Community Development Director
4. Request to Approve a Change Order to the OpenGov (Cartegraph) contract (PO20250067) for the inclusion of a Cloud Permitting Platform for the Planning, Building, Code Enforcement and Health Inspection Services of the City - Community Development Director
5. LWCF Grant Round 36 - Intent to Apply - Deputy City Manager
6. Levitt Music Series Grant - Letter of Commitment - Deputy City Manager
7. Acceptance of FAA AIP Grant for Airport – Airport Taxiway ‘A’ Reconstruction Project - Airport Director
8. Agreement for Construction Engineering Services with Greenman-Pedersen Inc, (GPI) for the Island Street Infrastructure Improvements Project - City Engineer
9. Request to Transfer FY 2025 Funds to the Ambulance CIP - Fire Chief

**B. MORE TIME ITEMS**

**NON PUBLIC SESSION**

**ADJOURNMENT**



Molly Ellis  
87 Cross Street  
Keene NH 03431

June 2, 2025

Office of the City Clerk  
3 Washington Street  
Keene NH 03431

To the Honorable Mayor and City Council:

My name is Molly Ellis, and I have the honor of serving as the Chair of Keene's Heritage Commission, where we are beginning to make plans for next year's Independence Day celebration – which happens to be the country's 250<sup>th</sup>. As the Council can imagine, such an historic anniversary requires a celebration of historic proportions. Keene is the jewel of Southwest New Hampshire, and it behooves us to give the Monadnock Region an Independence Day that shows how proud we are of our 250 years of being American.

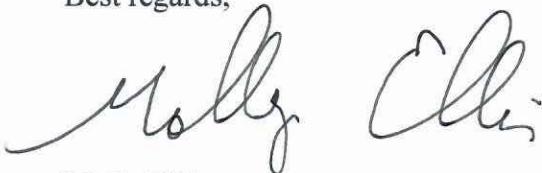
One of our ideas for making the 250<sup>th</sup> Independence Day celebration spectacular is to hold a festival with a parade. We envision a parade with steam tractors, the antique fire engine, horses, and bands. Immediately following the parade, there would be time for some more musical performances, words from local elected officials, and readings from the Declaration of Independence. Throughout the rest day, there would be stations where re-enactors would engage visitors in local history, bands would play, vendors would sell food, and so forth. The Colonial Theatre has already reserved the day for the festivities. Heritage Commission is filming clips of Keene local interest, and we would love to screen those, as well as perhaps some patriotic films, e.g. *Sergeant York*, *1776*, *The Patriot*. We have some funds that can be allocated to this project, but we can't do it alone. We would need support from the City and the community.

An alternative is that if anyone at the City or any other groups have a better idea for the 250<sup>th</sup> Independence Day celebration, Heritage Commission would be happy to throw our weight behind it. But planning needs to start soon.

I invite you to join us in this by amending the City's budget to include a line item for next year's Independence Day festivities. Let's make this an event that will draw people from throughout our region, the same way events such as Taste of Keene do. Doesn't it deserve the same support from the City?

I thank you for your time and consideration, and I look forward to celebrating with you on July 4, 2026!

Best regards,

A handwritten signature in cursive script, appearing to read 'Molly Ellis', followed by a second, less legible handwritten mark.

Molly Ellis

21 Grant Street  
Keene, NH 03431

June 10, 2025

Finance, Organization and Personnel Committee  
City of Keene  
3 Washington Street  
Keene, NH 03431

Re: Keene Senior Center

Dear Finance, Organization and Personnel Committee Members,

I am writing as a board member, treasurer, and past executive director of the Keene Senior Center. As our President, Ockle Johnson, testified at the City Council meeting last week, the senior center is very appreciative of the past funding assistance from the City. We want to make sure however that we are putting our “best foot forward” for consideration of the \$20,000 requested in our application.

Approximately 25% of our 400+ membership consists of low-income seniors. We strive to be accessible financially and although we are planning on increasing our membership fee which currently is \$75/yr for an individual, this will still cover less than 15% of our costs. We have recently updated our strategic plan and are working on a new development plan, however a significant deficit is still projected for the next several years.

As you know, Cheshire County has a substantial population of seniors facing social and economic challenges. Many seniors find comfort, companionship, and purpose at the Center and we are committed to remaining accessible to them and reaching even more. Our collaboration with the City of Keene goes beyond financial assistance, and we are working to find additional ways to serve seniors together.

We know that there are many deserving non-profits in need and that the City needs to balance impact with resources. As some of our traditional sources of funding are focused on the needs of other populations, we appreciate the City’s continued support of seniors. Thank you for your consideration of our full request.

Sincerely,

A handwritten signature in dark ink, appearing to read "Cameron Lease". The signature is written in a cursive, flowing style.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

**Meeting Date:** June 12, 2025

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

**From:** Paul Andrus, Community Development Director

**Through:** Elizabeth Ferland, City Manager  
Rebecca Landry, Deputy City Manager

**Subject:** **Request to expend funds from CDD Personnel funds to Purchase a Community Development Permitting Software Platform - Community Development Director**

---

**Recommendation:**

Move to recommend that the City Manager be authorized to expend \$93,557 from FY25 Community Development Department (CDD) Personnel funds for the purchase of the OpenGov Permitting Software Platform.

**Attachments:**

None

**Background:**

Sufficient wage-related funds are available in the Community Development Department's FY25 budget (due to vacancies) to fully cover the remaining cost required for the purchase and implementation of the OpenGov online permitting software platform.

Currently, the City lacks a permitting platform that offers a streamlined, intuitive, and responsive customer service experience. Implementing OpenGov supports the City's commitment to efficient, transparent, and customer-focused service delivery. This investment will significantly improve how planning, permitting, and code compliance services are delivered.

The OpenGov platform will promote a unified "One City" approach by consolidating permitting functions across departments, enhancing internal coordination and process consistency. It will streamline workflows, eliminate redundancies, and reduce processing times. For customers, it provides an intuitive interface with step-by-step guidance, real-time status updates, online payments, and centralized document access—resulting in a more accessible and user-friendly experience. Additionally, the platform features advanced reporting and dashboard tools. These include a public-facing component that offers real-time insights into permit activity, turnaround times, and trends—enhancing transparency, informing decision-making, and strengthening public trust.

If fully funded by the City Council, the projected three-year budget impact is as follows:

<b>Subscription Year</b>	<b>Software</b>	<b>Professional Services</b>	<b>Annual Total</b>
July 1, 2025 – June 30, 2026	\$57,106.08	\$70,200.00	\$127,306.08
July 1, 2026 – June 30, 2027	\$59,961.38	\$0.00	\$59,961.38
July 1, 2027 – June 30, 2028	\$62,959.45	\$0.00	\$62,959.45

CDD has already included \$33,750 in its FY26 Operating Budget for this project. Therefore, City Council approval is requested to reallocate \$93,557 from available wage funds to the Professional Services account to fully fund the platform's implementation.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

**Meeting Date:** June 12, 2025

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

**From:** Paul Andrus, Community Development Director

**Through:** Elizabeth Ferland, City Manager  
Rebecca Landry, Deputy City Manager

**Subject:** **Request to Approve a Change Order to the OpenGov (Cartegraph) contract (PO20250067) for the inclusion of a Cloud Permitting Platform for the Planning, Building, Code Enforcement and Health Inspection Services of the City - Community Development Director**

---

**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to execute a change order to the existing contract the City has with OpenGov for the inclusion of a cloud permitting platform.

**Attachments:**

None

**Background:**

The Community Development Department seeks to implement a modern, user-friendly online portal to improve permitting, planning, building, and code compliance services. After evaluation, staff determined that the OpenGov platform provides the functionality and long-term support needed to achieve a fully integrated "One City" permitting experience.

The City's Public Works Department has utilized the Cartegraph software platform for asset and work management since approximately 2008. Cartegraph is an OpenGov product. OpenGov is currently the only permitting platform that offers native integration with Cartegraph. This integration is essential to creating a cross-departmental system that supports comprehensive, citywide service delivery.

A change order to the existing contract the City has with OpenGov (PO20250067) is recommended to ensure seamless interdepartmental integration and to support the City's strategic goals for service coordination and efficiency.





## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

**Meeting Date:** June 12, 2025  
**To:** Finance, Organization and Personnel Committee  
**From:** Andrew Bohannon, Deputy City Manager  
**Through:** Elizabeth Ferland, City Manager  
**Subject:** **LWCF Grant Round 36 - Intent to Apply - Deputy City Manager**

---

**Recommendation:**

Move to recommend that the City Manager be authorized to execute an Intent to Apply for LWCF Grant Round 36 for the Ashuelot Green Space project.

**Attachments:**

None

**Background:**

The State of New Hampshire has opened Grant Round 36 of the Land and Water Conservation Fund (LWCF), a federally funded program administered by the National Park Service. The LWCF provides 50/50 matching grants to state and local governments for the acquisition and/or development of public outdoor recreation areas and facilities.

The City intends to submit an *Intent to Apply* for Grant Round 36 in partnership with Monadnock Conservancy and JRR Inc. The proposed project involves the development of recreational facilities at 0 Ashuelot Street. If the initial application is accepted, the City Council will be asked to endorse a full grant proposal for submission in December 2025. The City plans to request the maximum grant award of \$500,000.

This project has been included in the Capital Improvement Program (CIP) appendix, pending the subdivision of the property and completion of necessary storm water drainage improvements. Thanks to the efforts of JRR Inc, those preliminary steps are being completed, and the project is now ready to move forward. The City will identify the required capital match prior to the next phase of the grant application process.

If the grant is awarded, the City will have three years to complete the project, with the possibility of two one-year extensions if needed.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

**Meeting Date:** June 12, 2025

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

**From:** Andrew Bohannon, Deputy City Manager

**Through:** Elizabeth Ferland, City Manager

**Subject:** **Levitt Music Series Grant - Letter of Commitment - Deputy City Manager**

---

**Recommendation:**

Move to recommend that the City Manager be authorized to execute an Authorization for a Letter of Commitment to the Levitt Music Series grant project.

**Attachments:**

None

**Background:**

The Levitt Foundation's Levitt Music Series Grants provide three-year matching grants to bring free outdoor concerts to communities across the United States. Applications are accepted in the following categories: Levitt AMP is geared towards towns and cities with populations under 250,000. Applications for the 2026-2028 Levitt Music Series Grants are open through June 30, 2025.

The terms of the grant include up to \$40,000 per year and \$120,000 total. This is a 50/50 match program, half of which must be cash, and zero may be volunteer time, and in-kind must be pro bono professional services. This is a three-year grant and focused on providing free music in a public place.

The program must be a free music series of 7–10 concerts presented outdoors, easily accessible to people of all ages, backgrounds, and socioeconomic circumstances, and have a lawn-like setting with no fixed seating. The proposed public space is underused, and activation of the space would create a dynamic social and economic impact. A programming philosophy that is inclusive of all members of the community, is family-friendly, and represents a diverse range of music genres.

The location would be at the Recreation Center Fuller Park, and potentially another community partner providing a larger one-day event.

Funding for the match is already part of the City's operating budget, and no additional funding would be needed to secure the grant. If needed, sponsors could be generated as additional community support.

The grant application will be submitted by Cheshire County as a partner in the series.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

**Meeting Date:** June 12, 2025

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

**From:** David Hickling, Airport Director

**Through:** Elizabeth Ferland, City Manager  
Rebecca Landry, Deputy City Manager

**Subject:** **Acceptance of FAA AIP Grant for Airport – Airport Taxiway ‘A’  
Reconstruction Project - Airport Director**

---

**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to accept, execute, and expend grant funding for up to the amount of \$3,300,000 from the Federal Aviation Administration Airport Improvement Program for the Taxiway A reconstruction project.

**Attachments:**

None

**Background:**

The Airport CIP includes a project that will address deteriorating pavement on Taxiway A that has exceeded its useful life. This project will involve reconstruction of existing pavement and laying of new base and surface material as well as pavement marking, lighting and drainage improvements.

This project is eligible for funding from the FAA Airport Improvement Program and has been previously bid with grants awarded by the FAA. However, due to project cost escalations, contractors withdrew their bids and the project has yet to be awarded. This project is currently out to bid one more time and a new grant application will be submitted for which we are anticipating timely associated grant funding.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

**Meeting Date:** June 12, 2025

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

**From:** Bryan Ruoff, City Engineer

**Through:** Elizabeth Ferland, City Manager  
Donald Lussier, Public Works Director  
Rebecca Landry, Deputy City Manager

**Subject:** **Agreement for Construction Engineering Services with Greenman-Pedersen Inc, (GPI) for the Island Street Infrastructure Improvements Project - City Engineer**

---

**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to execute an agreement with Greenman-Pedersen Inc (GPI) for engineering services during construction as part of the Island Street Infrastructure Improvements Project (32MI0224, 34MI0224, 75M00624), up to the aggregate amount of \$250,000.

**Attachments:**

None

**Background:**

The City publicly advertised a Request for bid proposals for construction of the Island Street reconstruction and infrastructure improvement project in April/May 2025 with a corresponding bid opening on May 15th, 2025. The bids that the City received are within the available budget and construction is expected to begin on or before June 23rd. In anticipation of the start of construction, the Engineering Division advertised for a full-time construction inspector position to oversee and confirm compliance with the contract documents and construction activities on the project. To date, no qualified applicants have applied for this position and, in light of this and in an effort to expedite the selection of an engineer to oversee construction for the project, the City solicited scope and fee proposals from three NHDOT pre-qualified CE firms for the scope of work required for the project. Out of the engineering consultants that the City requested scope and fee proposals from, only GPI responded with a proposed scope and fee and confirmed that they had the capacity to perform these engineering services during construction. GPI is scheduled to perform engineering services during the construction of the Marlboro Street and George Street bridge replacement projects and hiring GPI for the scope of work on this project is the most cost-effective and efficient option for the City.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.9.

**Meeting Date:** June 12, 2025

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

**From:** Jason Martin, Fire Chief

**Through:** Elizabeth Ferland, City Manager  
Rebecca Landry, Deputy City Manager

**Subject:** Request to Transfer FY 2025 Funds to the Ambulance CIP - Fire Chief

---

**Recommendation:**

Move to recommend that the City Manager be authorized to transfer available FY2025 operating funds in the amount of \$39,564.00 from the Ambulance Transfer-Grant fund (line item 40200000-580080), to the FY2025 Ambulance Replacement Program CIP (#40M0002B).

**Attachments:**

None

**Background:**

The Fire Department had applied for the FY2024 AFG grant to purchase Durable Medical Equipment. There was a match component to this grant in the amount of \$43,559.00 which is in the FY2025 budget. The Fire Department was unsuccessful with being awarded the grant. A small portion of this account was used to pay the grant writer for the 2024 SAFER grant. The remaining account balance is \$39,564.00.

The Fire Department has a 2025 CIP to replace an ambulance (#40M0002B). With supply issues and backlogs of orders, prices for custom-built trucks have increased dramatically in the past few years. The Fire Department is looking to purchase a new ambulance from the company named Braun. Their ambulances are very durable and are meant to be remounted in the future. Unfortunately, the amount of funds in the 2025 CIP replacement, is not enough to purchase a new Braun ambulance (current balance is \$385,595.00). The contract price is \$420,286.00.

The Fire Department is requesting consideration of a transfer of available funds to the ambulance CIP. The Braun is superior to the current manufacturer the City uses, and there will be a considerable savings when remounting this ambulance in the future.