



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
July 24, 2025  
6:00 PM

**A. AGENDA ITEMS**

1. Sale of City Property - 100 Church Street - Public Works Director
2. Execution of a Change Order with Insituform for Additional Scope of Construction Services as Part of the Sewer Main Lining Project - City Engineer
3. Execution of an Agreement for Engineering Services During Construction with Greenman-Pedersen Inc, (GPI) as part of the Transportation Heritage Trail Phase 1 Project, NHDOT#40653 - City Engineer
4. Contract for 2026 City-Wide Property Revaluation - City Assessor
5. Amendment to FAA AIP Grant for Airport – Airport Taxiway A Reconstruction Project - Airport Director
6. Construction Agreement for Airport Taxiway A Reconstruction Project with Casella Construction Inc. - Airport Director
7. Airport Fuel Tank Replacement Project Close-out and Reallocation of Funds - Airport Director
8. Use of Unspent City Attorney's Office Personnel Funds - City Attorney
9. Relating to Proposed FY26 Budget Amendment  
Resolution R-2025-25
10. Relating to Class Allocation & Performance Bonus  
Ordinance O-2025-24

**B. MORE TIME ITEMS**

1. Heritage Commission - City Support for a 250th Independence Day Celebration - July 4, 2026
2. Councilor Favolise - Request to Place Keno Question on 2025 Municipal General Election Ballot

**NON PUBLIC SESSION**

## **ADJOURNMENT**



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

**Meeting Date:** July 24, 2025  
**To:** Finance, Organization and Personnel Committee  
**From:** Donald Lussier, Public Works Director  
**Through:** Elizabeth Ferland, City Manager  
**Subject:** **Sale of City Property - 100 Church Street - Public Works Director**

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**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to negotiate and execute the sale of 100 Church Street (parcel ID# #574-015-000-000-000) to abutting property owner Jiffy Real Estate, LLC.

**Attachments:**

1. 100 Church Street Letter of Intent
2. 2025\_06\_19 Complaint - City owned property - 100 Church St

**Background:**

On July 3, 2025, City staff received a letter of intent to purchase 100 Church Street from a private property owner/abutter of the public green space. This letter of intent came after City staff met with abutting property owners about the ongoing safety and health concerns related to public use of this green space.

The letter of intent also acknowledges more efficient and proactive property management being a positive use of City resources, citing the removal of City maintenance and oversight resulting in cost savings and reallocation of funds that could benefit the community.

The 100 Church Street property is 0.12 acres, listed as parcel #574-015-000-000-000 with a current valuation of \$59,800. It was one of four parcels surrounding the Church Street/Norway Avenue intersection that was acquired by the City in December 1977. The parcel is un-developable as currently configured without approval of zoning waivers or merger with an adjacent lot. If the Council approves this request, the City will prepare a boundary survey and Right-of-Way amendment so that existing sidewalks remain within the public ROW.

## Letter of Intent

To: The Mayor, City Council of Keene, NH, and Whom It May Concern

Date: 07/03/2025

This letter is to formally express the intent of **Jiffy Real Estate LLC** (the **BUYER**) to purchase the parcel of land located at **100 Church Street, Keene, NH 03431**, identified as **Deed Book 942, Page 182, Map #574 // 015 / 000 000 / 000**, currently owned by the **City of Keene** (the **SELLER**).

The **BUYER**, as the owner of the abutting properties located at **110 and 116 Church Street, Keene, NH 03431**, proposes to acquire the subject property **unencumbered**, for a purchase price mutually agreed upon by the **SELLER** and **BUYER**.

As discussed in our recent conference meeting, the existing park at 100 Church Street presents **ongoing safety and health concerns** not only for the residents of 110 and 116 Church Street, other abutting properties, but also for the public.

(Please see attached **Formal Complaint** for more details.)

Transferring ownership to a private party would provide for more efficient and proactive management of the property, including enforcement of trespassing and public safety measures, without continued strain on the City's resources. We believe that removing the burden of maintenance and oversight from the City will result in **cost savings** and allow the **reallocation of funds** toward initiatives that benefit all residents and visitors of Keene.

We appreciate your consideration and look forward to the opportunity to work collaboratively toward a solution.

Sincerely,

**Jiffy Real Estate LLC**

Owner: Akbar Ashoury



Real Estate Professional/Advisor: Paul Rodenhauser



**MGJ Realty LLC**  
P.O. Box 562  
Keene, NH 03431

**Jiffy Real Estate LLC**  
P.O. Box 150  
Walpole, NH 03608

**Date:** 06/19/2025

**To:**  
City of Keene  
c/o City Manager  
3 Washington Street  
Keene, NH 03431

**Re: Formal Complaint Regarding City-Owned Property at 100 Church Street, Keene, NH 03431** (Parcel ID: 574/ / 015/000 000/000 | Deed: Book 942 Page 182)

Dear City Manager,

We are writing as the owners of abutting properties located at:

- **103 Roxbury Street**, Keene, NH (Parcel ID: 569/ / 107/000 000/000 | Deed: Book 3059 Page 417)
- **110 Church Street**, Keene, NH (Parcel ID: 574/ / 016/000 000/000 | Deed: Book 3309 Page 1059)

This letter serves as a formal complaint regarding the ongoing and unaddressed issues stemming from the City of Keene-owned parcel at 100 Church Street. As abutting property owners, we are deeply concerned about the persistent and escalating nuisance conditions affecting the surrounding area.

The following issues have been observed repeatedly:

- Public intoxication
- Consumption of alcoholic beverages, open drug use.
- Public urination and defecation
- Unauthorized use of our trash receptacles
- Camping and squatting
- Littering, general uncleanness, loitering and disruptive behavior

These activities pose serious concerns for the health, safety, and wellbeing of our tenants and staff. They also violate numerous local ordinances and infringe upon our tenants' rights to quiet enjoyment of their leased premises.

Considering these ongoing disturbances, we respectfully request that the City of Keene take immediate action to fully shield and secure the property in question. Specifically, we are asking for:

- **Installation of a complete perimeter fence** (black, with no access points to abutting properties) to separate the City owned land from both 103 Roxbury Street and 110 Church Street.
- **Signage Posted** on City owned land describing code of conduct, hours of operation, etc.

This request is made in the interest of public health and safety, and to ensure compliance with applicable municipal codes and standards of conduct.

We appreciate your prompt attention to this matter and look forward to a timely and thorough resolution.

Sincerely,

**MGJ Realty LLC**  
**Jiffy Real Estate LLC**



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

**Meeting Date:** July 24, 2025

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

**From:** Bryan Ruoff, City Engineer

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

**Subject:** **Execution of a Change Order with Insituform for Additional Scope of Construction Services as Part of the Sewer Main Lining Project - City Engineer**

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**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to execute a project change order with Insituform Technologies as part of the Sewer Main Lining Project (32MI0425), in the amount of \$155,200.

**Attachments:**

None

**Background:**

As part of the City's Sewer Main Lining Project (32MI0425), during cleaning and CCTV of the sections of sewer main specified in the scope of the project to receive a liner, it was identified that some of the sewer mains require point repairs prior to lining those pipes. In light of this, the City requested from their hired contractor, Insituform, a scope a fee proposal, with supporting backup documentation to perform this additional scope of work necessary for the completion of the project. This scope and fee proposal that was received by the City from insituform proposed a contract increase of roughly \$155,200 to perform this additional scope of work for the project. This proposed change order amount, being a 20.92% project cost increase (greater than 20%) to the City's executed agreement with Insituform (\$741,959.00), requires City Council approval, in accordance with City Code, Chapter 2, Article IX, Section 2-1335. The City is receiving a CWSFR loan from NHDES for the scope of work on this project, with 10% loan forgiveness for the project. NHDES has received, reviewed and confirmed that the proposed scope and fee described in the change order and the supporting information provided by the contractor is acceptable, and a change order can be executed. In addition, funds are available in the capital improvements program account(s) to pay for this necessary additional scope of work for the Sewer Main Lining Project (32MI0425).



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

**Meeting Date:** July 24, 2025

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

**From:** Bryan Ruoff, City Engineer

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

**Subject:** **Execution of an Agreement for Engineering Services During Construction with Greenman-Pedersen Inc, (GPI) as part of the Transportation Heritage Trail Phase 1 Project, NHDOT#40653 - City Engineer**

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**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with Greenman-Pedersen Inc (GPI) for engineering services during construction as part of the Transportation Heritage Trail Phase 1 Project (NHDOT#40653) for an amount not to exceed \$300,000.

**Attachments:**

None

**Background:**

The City has selected GPI based on a Qualifications-Based Selection (QBS) process that included a publicly advertised request for qualifications for Engineering Services during construction as part of the Transportation Heritage Trail Phase 1 Project (City Project 65M0008A; NHDOT Project 40653), in conformance with NHDOT LPA and federal funding requirements. The Independent Government cost estimate (IGE) for the scope of engineering services required for the scope of construction on the project is roughly \$282,000.

The project and the execution of the associated agreement with GPI for these engineering services during construction is contingent on NHDOT approval and is 80% federally funded through NHDOT with a corresponding 20% City participating match for the project.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

**Meeting Date:** July 24, 2025  
**To:** Finance, Organization and Personnel Committee  
**From:** Daniel Langille, City Assessor  
**Through:** Elizabeth Ferland, City Manager  
**Subject:** **Contract for 2026 City-Wide Property Revaluation - City Assessor**

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**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to negotiate and execute a contract with Vision Government Solutions for the 2026 city-wide property revaluation.

**Attachments:**

None

**Background:**

The City will be conducting a city-wide property revaluation in 2026 as required by state law. Through the City's Purchasing Division, the Assessing Department issued a Request for Proposal for assistance with completing this project. Two qualified firms sent in proposals. Tyler Technologies came in at \$180,000 and Vision Government Solutions came in at \$134,500. The Assessing Department is recommending the city award the contract to Vision. Vision's proposal, in addition to being significantly lower in cost, demonstrates substantial knowledge and experience of completing similar projects in New Hampshire communities, including their successful completion of Keene's 2021 revaluation. The assessing department utilizes Vision's Computer Assisted Mass Appraisal (CAMA) software and, although Tyler Technologies would be capable of utilizing the software, there is an advantage to having Vision staff involved in the project. All staff working on the revaluation will be certified in New Hampshire to complete the work they are responsible for as required by the NH OPLC and the NH Department of Revenue.

The Assessing Department is anticipating the contractor starting to work with the City in October of this year before finalizing the project by September 2026. The final values will be used in the final tax billing of 2026. Property owners will be provided their new valuations and an opportunity to speak with representatives of the company involved in the revaluation prior to the values being finalized.





## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

**Meeting Date:** July 24, 2025  
**To:** Finance, Organization and Personnel Committee  
**From:** David Hickling, Airport Director  
**Through:** Elizabeth Ferland, City Manager  
**Subject:** **Amendment to FAA AIP Grant for Airport – Airport Taxiway A Reconstruction Project - Airport Director**

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**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 \$3,601,668.27 from the Federal Aviation Administration Airport Improvement Program for the Taxiway A Reconstruction Project.

**Attachments:**

None

**Background:**

At the June 19<sup>th</sup> City Council meeting, the Council approved the city manager 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. That amount was based on engineers' estimates for the project cost. Bids were received on June 19<sup>th</sup>, with bids coming in above what was expected. The FAA will be adjusting the grant funding to fund the project as bid. The updated project budget is as shown below.

FAA Funding:	\$3,601,668.27
NHDOT:	\$80,068.58
Local Match:	\$80,068.58
TOTAL PROJECT:	\$3,761,805.43



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

**Meeting Date:** July 24, 2025

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

**From:** David Hickling, Airport Director

**Through:** Elizabeth Ferland, City Manager

**Subject:** **Construction Agreement for Airport Taxiway A Reconstruction Project with Casella Construction Inc. - Airport Director**

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**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to enter into a construction agreement with Casella Construction Inc. for the Airport 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 milling of existing pavement and laying of new base and surface material as well as pavement marking, lighting and drainage improvements.

Bids for this project were received on June 19<sup>th</sup>. The bids were reviewed by the airport engineering consultant, who verified that the low bidder, Casella Construction, was qualified and met all criteria needed to complete the project.

Casella Construction Inc.'s bid was \$3,354,787.32.

This project will be 95% funded with federal funds with half of the remaining cost funded by NHDOT, leaving the city responsible for 2.5% of the total cost of the project.

FAA AIP Funding:	\$3,601,668.20
NHDOT:	\$80,068.58
Local Match:	\$80,068.58
TOTAL PROJECT:	\$3,761,805.42



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

**Meeting Date:** July 24, 2025

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

**From:** David Hickling, Airport Director

**Through:** Elizabeth Ferland, City Manager

**Subject:** **Airport Fuel Tank Replacement Project Close-out and Reallocation of Funds - Airport Director**

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**Recommendation:**

Move to recommend that the City Manager be authorized to do all things necessary to close the Fuel Tank Replacement Project (05J0006A) and reallocate remaining funds of \$37,480.24 to the Airport Taxiway A Reconstruction Project (05J0004B).

**Attachments:**

None

**Background:**

The Keene Dillant - Hopkins Airport has completed a project that replaced the aviation fuel tanks. There is currently \$37,480.24 remaining in that project. The airport is also about to begin the Taxiway A reconstruction project. The taxiway rehabilitation project will be mostly funded through FAA and DOT grants with minimal local match. The local match has been budgeted; however, we have little available for contingencies. Reallocating the remaining funds from the fuel tank replacement project to the taxiway reconstruction project will provide for unexpected project costs.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

**Meeting Date:** July 24, 2025  
**To:** Finance, Organization and Personnel Committee  
**From:** Amanda Palmeira, City Attorney  
**Through:**  
**Subject:** Use of Unspent City Attorney's Office Personnel Funds - City Attorney

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**Recommendation:**

Move to recommend that the City Attorney be authorized to use unspent monies from the Fiscal Year 2025 City Attorney Personnel budget for Legal Services.

**Attachments:**

None

**Background:**

As our previous Assistant City Attorney was promoted to City Attorney, beginning on March 1, 2025, the City Attorney's Office has not had an Assistant City Attorney. The job has been posted and thoroughly advertised since January 2025 but remains vacant. As such, two circumstances have resulted: first, there are unspent monies in the City Attorney's personnel funds budget; and second, the City Attorney's Office has a surplus of work to be done.

It is my intent to contract with a New Hampshire attorney experienced in municipal law to assist me with some of the outstanding work while the Assistant City Attorney role remains unfilled. I will be looking for an attorney to take on assignments on a regular basis, likely working up to 15 hours a week. Ideally, the attorney will take on non-urgent tasks and projects, such as: completing legal research and drafting memoranda, reviewing records compiled in response to Right-to-Know requests, filing small-claims complaints in district court, reviewing property transfer documents, drafting and revising administrative directives, and assisting in other matters as determined by the City Attorney.

The amount left unused from the Wages – Full Time budget line (the Assistant City Attorney's salary, in part) in the City Attorney's Office Personnel Funds is \$31,967.95. Additionally, there are \$56,931.70 in unused funds in the Wages – Charter budget line (the City Attorney's salary), as the line was funded for a full-time City Attorney at a higher step in the pay scale. I am requesting that \$60,000 of these amounts be made available for contracting with an attorney while the search for an Assistant City Attorney continues. In my estimate, this amount should provide for an attorney to work 15 hours a week for up to four months.



# CITY OF KEENE

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

A RESOLUTION Relating to the 2025/2026 fiscal year budget

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

That the FY2025/2026 fiscal year budget be amended to appropriate the amount of \$105,440 for police department personnel costs. This amendment further reflects additional revenue in the amount of \$105,440 related to an increase in the college liaison contract and a transfer of funding from the Opioid Special Revenue Fund. This amendment does not result in a tax rate impact.

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

In City Council July 17, 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 Class Allocation & Performance Bonus

***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 deleting the stricken text and inserting the bold text in Section 62-166, Section 62-194, “Administrative, Office, Technical and Management Personnel and Section 62-195, “Performance Bonuses” of Chapter 62 entitled Personnel effective August 24, 2025, as follows:

**Section 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 Senior Planner, Recreation Manager; Fleet Services Manager; Accounting & Fund 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; **Police Captain, Deputy Fire Chief**
- S 28 Finance Director/Treasurer
- S 29 ~~Police Chief, Fire Chief~~, Public Works Director
- S 30 **Police Chief; Fire Chief**
- S 31 Deputy City Manager
- S 32 NO POSITIONS ASSIGNED

**~~Sec. 62-195. Performance bonus.~~**

~~Employees holding the following positions with the City of Keene and who receive a satisfactory performance evaluation in the positions listed below shall be entitled to an annual performance bonus in the amounts specified. Such payment shall be made within the month of the anniversary date of hire, or at any other time as authorized by the city manager.~~

~~(1) Fire chief and deputy fire chief: annually \$4,000.00~~

~~(2) Police chief and police captain: annually \$4,000.00~~

In City Council July 17, 2025.  
Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk

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Jay V. Kahn, Mayor