



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

A. AGENDA ITEMS

1. Acceptance of FAA AIP Grant Funding for Airport Perimeter Fence Project - Airport Director
2. 2025 Homeland Security Grant Program - Local Hazmat Training Award - Fire Chief
3. Relating to the Acceptance of Donations for the Goose Pond Pedestrian Bridge Project (65M0012C) - Parks and Recreation Director & City Engineer
4. Relating to the Execution of an agreement for Engineering Services With Weston & Sampson for the Design of the Court Street Water Main Replacement Project (34MI0226) - City Engineer
5. Relating to the Execution of an agreement for Engineering Services With Fuss & O'Neil for the Design of the Court Street Culvert Replacement Project (75M00626) - City Engineer
6. Agreement for Engineering Services During Construction (CE) With Greenman Pedersen Inc (GPI) for the Construction Phase of the Downtown Infrastructure Improvements Project — City Engineer
7. Relating to the Execution of an Agreement for "Engineer of Record" services with McFarland Johnson for the George Street Bridge replacement Project (75M020A) - City Engineer
8. Relating to Approval of Designation as Sole Source Contractor of Record - Minkland, LLC (C.M. Minkler) - City Engineer
9. Authorization to borrow NHDES CWSRF loan funds for the replacement of two existing galvanized water services in accordance with EPA Lead and Copper Rule mandates - City Engineer
10. Relating to the reallocation of NHDES CWSRF loan funds from the Sewer Main Lining Program (32MI04) to the Sewer Manhole Lining Program (32MI06) - City Engineer
11. Subordination Agreement - 310 Marlboro Street

B. MORE TIME ITEMS

1. Heritage Commission - City Support for a 250th Independence Day Celebration - July 4, 2026

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: October 23, 2025

To: Finance, Organization and Personnel Committee

From: David Hickling, Airport Director

Through: Elizabeth Ferland, City Manager

Subject: **Acceptance of FAA AIP Grant Funding for Airport Perimeter Fence Project
- Airport Director**

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 grant funding for up to the amount \$350,000 from the Federal Aviation Administration Airport Improvement Program for the Airport Perimeter Fence Project.

Attachments:

None

Background:

The Airport CIP includes a project to construct a parameter fence to protect aircraft operations from dangerous wildlife. The environmental assessment (EA) has been completed for this project, and the next phase of the project will include the design, permitting and bidding. The airport has applied for funding for this project through the FAA and NHDOT grants and is anticipating a grant offer to cover 95% of this project.

This project will be funded as follows:

\$326,591	FAA Grants
\$8,594	NHDOT Grant
\$8,595	City Funds



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: October 23, 2025

To: Finance, Organization and Personnel Committee

From: Jason Martin, Fire Chief

Through: Elizabeth Ferland, City Manager

Subject: **2025 Homeland Security Grant Program - Local Hazmat Training Award - Fire Chief**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and expend the 2025 Homeland Security Grant Program – Local Hazmat Training award.

Attachments:

None

Background:

The City of Keene Fire Department has been awarded \$15,833.00 by the Office of the Fire Marshall as part of the 2025 Homeland Security Hazardous Materials Team Grant Program. This funding will be utilized to pursue training to allow the team to further improve their ability to meet the State of New Hampshire's Homeland Security Goals. This will also improve upon the team's response capacity in detection, mitigation and decontamination when operating at CBRNE and other hazardous materials incidents both locally and regionally.

The next step in the review process is to execute the grant agreement. Once completed and returned, the application will move forward to the Department of Safety's Business Office for Governor and Executive Council Approval. All funds and equipment awarded by this grant are 100% funded by the program with no local contribution.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: October 23, 2025

To: Finance, Organization and Personnel Committee

From: Carrah Fisk-Hennessey, Parks and Recreation Director
Bryan Ruoff, City Engineer

Through: Elizabeth Ferland, City Manager

Subject: **Relating to the Acceptance of Donations for the Goose Pond Pedestrian Bridge Project (65M0012C) - Parks and Recreation Director & City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and expend donations from Savings Bank of Walpole up to the amount of \$10,000 and donations from the public up to \$20,000 for the construction of the Goose Pond Pedestrian Bridge Project (65M0012C).

Attachments:

None

Background:

As part of the coordination and project development that was achieved by the collaboration of the Goose Pond Stewardship Committee, the Parks and Recreation Department, and the Public Works Department, a timber pedestrian bridge was studied, designed, and submitted to the NHDES dam bureau for review and approval, and is currently scheduled for construction in the late fall of 2025. Most of the equipment and labor necessary for the construction of the project will be primarily provided by volunteers, Parks & Rec staff, and Public Works staff. The material costs for the abutments, modifications, and improvements to the adjacent trail to tie into the bridge, timber, and hardware/fasteners for the construction of the bridge account for the majority of the costs necessary for the construction and execution of the scope of the project. In consideration of this, the City has solicited and received donations and financial commitments for the cost of the construction materials required for the project. To date, the City has received a financial commitment from the Savings Bank of Walpole for a donation match of up to \$10,000. Public donations have also been received to date by the City and are anticipated to total roughly \$20,000; in addition to the \$10,000 commitment by Saving Bank of Walpole for the necessary costs and expenses for the construction of this pedestrian bridge as part of the Goose Pond Pedestrian Bridge Project (65M0012C). By the City's acceptance of these donations, the project and the pedestrian bridge are anticipated to be primarily paid for without spending City Capital Improvement Project or Operating Budget Funds.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: October 23, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Relating to the Execution of an agreement for Engineering Services With Weston & Sampson for the Design of the Court Street Water Main Replacement Project (34MI0226) - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute an agreement with Weston & Sampson for engineering services for the design of the Court Street Water Main Replacement Project (34MI0226) for an amount not to exceed \$165,000.

Attachments:

None

Background:

As part of the CIP planned water system infrastructure improvements for the Court Street Water Main Replacement Project (34MI0226) the City publicly solicited requests for qualifications for the scope of engineering services necessary for the design of the project, including preliminary engineering, design and development of contract documents for the project. Four (4) qualifications packages were received in response to the City's advertised request for qualifications. The selection committee consisted of the City Engineer and Project Manager, whom, upon their independent review of the received qualifications, both identified Weston & Sampson as the preferred engineer consultant for the scope of services on the project. The Engineering Division and Weston & Sampson negotiated and mutually agreed upon a scope, fee and delivery deadline of final contract documents for the bidding and construction of the Court Street Water Main Replacement Project (34MI0226).



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: October 23, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Relating to the Execution of an agreement for Engineering Services With Fuss & O'Neil for the Design of the Court Street Culvert Replacement Project (75M00626) - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute an agreement with Fuss & O'Neil for engineering services for the design of the Court Street Culvert Replacement Project (75M00626) for an amount not to exceed \$128,000.

Attachments:

None

Background:

As part of the CIP planned drainage infrastructure improvements for the Court Street Culvert Replacement Project (75M00626) the City publicly solicited requests for qualifications for the scope of engineering services necessary for the design of the project, including preliminary engineering, design and development of contract documents for the project. One (1) qualifications package was received from Fuss & O'Neil in response to the advertisement. The Engineering Division and Fuss & O'Neil negotiated and mutually agreed upon a scope, fee and delivery deadline of final contract documents for the Court Street Culvert Replacement Project (75M00626).



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: October 23, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Agreement for Engineering Services During Construction (CE) With Greenman Pedersen Inc (GPI) for the Construction Phase of the Downtown Infrastructure Improvements Project — City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee 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 for the Downtown Infrastructure Improvements Project, for an amount not to exceed \$1,800,000.00.

Attachments:

None

Background:

As part of the City's Downtown Infrastructure Improvements Project, the City publicly solicited requests for qualifications for the scope of engineering services during construction (construction administration and inspection) for the project. Three (3) qualifications packages were received in response to the advertisement. All three consultant firms were interviewed by the selection committee, which consisted of: MSFI Chair and City Councilor, Mitchell Greenwald, Deputy City Manager, Rebecca Landry, Public Works Director, Donald Lussier, Colonial Board of Trustees Member, Thomas Minkler, City Engineer, Bryan Ruoff and Infrastructure Project Manager, TJ O'Brien. The selection committee reviewed and evaluated the statements of qualifications received and interviewed all three firms. Upon the review, evaluation and weighted scoring of the consulting firms, Greeman Pedersen Inc (GPI) was identified by the selection committee as being the preferred engineer consultant for the scope of engineering services for the project. In light of this, the Engineering Division and Greeman Pedersen Inc (GPI) negotiated and mutually agreed upon a scope and associated fee for the scope of engineering services included in the Downtown Infrastructure Improvements Project.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: October 23, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Relating to the Execution of an Agreement for "Engineer of Record" services with McFarland Johnson for the George Street Bridge replacement Project (75M020A) - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel recommend that the City Manager be authorized to do all things necessary to execute an agreement with McFarland Johnson for design engineer of record engineering services during construction for the George Street Bridge Replacement Project (75M020A) up to \$60,000.

Attachments:

None

Background:

The George Street Bridge Replacement Project is currently advertised for construction, with bids due on November 6, 2025. The project is funded through the Federal Highway Administration (FHWA), with 80% of eligible costs reimbursed through NHDOT and 20% paid by the City. FHWA policies prohibit the engineering firm that prepared the design from performing most construction phase engineering services. The City Council approved a contract with Greenman Pederson, Inc. on June 5, 2025 to complete the bulk of those construction services (e.g., daily inspection, material testing, federal compliance, etc.). However, the design engineer is required to participate in a limited capacity to review documents and answer questions that only the design engineer can address.

In accordance with these policies and NHDOT Local Public Agency (LPA) requirements, the City negotiated a scope for construction-phase "Engineer of Record" services with McFarland Johnson. Following agreement on the proposed scope, the City prepared an Independent Government Estimate (IGE) for these services. The IGE established an estimated cost of \$57,538.87. McFarland Johnson's proposed fee was approximately \$1,000 lower (within two percent) of the City's estimate—demonstrating consistency with federal requirements for cost reasonableness. The City has submitted the negotiated scope, fee, and supporting documentation to NHDOT for review and approval.

Pending NHDOT concurrence, the City anticipates awarding the agreement for engineer of record services in December 2025, concurrent with the award of the construction contract to the lowest responsive, responsible, and qualified bidder.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: October 23, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

Through: Elizabeth Ferland, City Manager

Subject: **Relating to Approval of Designation as Sole Source Contractor of Record - Minkland, LLC (C.M. Minkler) - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel recommend that the City Manager be authorized to do all things necessary to designate Minkland, LLC (C.M. Minkler) as a "Contractor of Record" in accordance with City Code Sec 2-1332 (5).

Attachments:

None

Background:

Throughout the last eighteen months, the City has had multiple major water main breaks on higher-traffic volume roads that have created large areas of disturbance that were both beyond what the Public Works Department staff was able to repair and required, in the interest of public safety, expedited repairs. These roads include but are not limited to Winchester Street (multiple occurrences), Water Street, West Street, Old Walpole Road, Main Street (NH Rte 12) and NH Rte 101. Given the necessary scope and associated costs for these paving repairs, in accordance with City's purchasing requirements, the scope and fee proposals were requested by Public Works from pre-selected qualified paving contractors capable of performing the work, including but not limited to Minkland, LLC. In almost everyone one of these instances, Minkland, LLC (C.M. Minkler) proposed a scope and schedule to perform these repairs that expedited the restoration of the road and minimized the impacts to businesses, traffic, property owners, residents and the City of Keene as a whole. In some instances, performing the necessary scope of work in the middle of the night and the same day that Public Works Department requested a scope and fee for the work. Minkland, LLC is a veteran-owned and operated, local business with over 25-years of experience and has supported the City as well as any other contractor / consultant that has worked for the City. In light of this history of providing exemplary service to the City and in accordance with City Code, Sec. 2-1332, subpart 5, the Public Works Department recommends the designation of "contractor of record" to Minkland, LLC (C.M. Minkler); with the primary intended purpose to have a designated and pre-approved paving / pavement repair contractor capable of mobilizing and performing road repairs, which are deemed by the Public Works Department as being required to be expedited in the interest of public safety for scope of work with an associated project cost ranging between \$5,000 and \$50,000. Designating

Minkland, LLC as a contractor of record is the most efficient and cost-effective option for the City. The Engineering Division will continue to perform their due diligence for all requested projects by developing an independent government estimate (IGE) for all requested work to ensure that the proposed cost(s) for requested services are consistent with current competitively bid projects of similar scopes of work and bidding results.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.9.

Meeting Date: October 23, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Authorization to borrow NHDES CWSRF loan funds for the replacement of two existing galvanized water services in accordance with EPA Lead and Copper Rule mandates - City Engineer**

Recommendation:

Move to recommend that the City Manager be authorized to do all things necessary to apply for, accept and expend NHDES CWSRF funds for the replacement of two (2) existing galvanized water services.

Move to recommend that the City Manager be authorized to do all things necessary to negotiate and execute agreements with the owners of properties served by two (2) existing galvanized water services for the purposes of financing the replacement of private water services. The payment plans shall not exceed 10 years with an annual interest rate equal to the CWSRF loan rate in effect at the time.

Attachments:

None

Background:

The Environmental Protection Agency (EPA) established the Lead and Copper Rule (LCR) in 1991 to protect public health and reduce exposure to lead and copper in drinking water systems. In October 2024, the EPA adopted the Lead and Copper Rule Improvements (LCRI), which further enhances the LCR by strengthening public health protections. The LCRI requires all lead and galvanized water service lines "under the control of the water system" to be identified, inventoried, and replaced. It also mandates improved tap sampling protocols, a reduced lead action level, expanded filter requirements, and enhanced communication between public water systems and their customers.

In response to these updated federal and state mandates, the City of Keene Public Works Department – Water Division conducted a review of the City's water service records and confirmed the existence of two galvanized water services located on East Surry Road requiring removal and replacement. Based on the length and location of these services, the Engineering Division estimated the total cost of the required work to be approximately \$58,000.

Due to the cost and the compliance requirements associated with the LCRI, the Water Division, in coordination with the Engineering Division, submitted an application for funding through the Clean Water State Revolving Fund (CWSRF) program administered by NHDES. As part of the loan application process, NHDES conducted an environmental review and issued the required environmental assessment and approval for the proposed improvements.

To proceed with the CWSRF loan application, the City must provide formal authorization to borrow funds for this project. The CWSRF loan includes a 10% principal forgiveness component, estimated at approximately \$6,000. Following completion of the work, the associated costs will be recovered from the property owner, consistent with New Hampshire RSA Section 38:27

38:27 Assessment for Water Supply. – *The governing body, or board of water commissioners if any, may assess upon the persons who are served by the water system, or whose lands receive special benefit from the water system, their just share of the expense of constructing, acquiring, and operating the system or paying any capital debt or interest incurred for the system.*

When a water system has "access" (e.g., legal access, physical access) to conduct full service line replacement, LCRI considers the service line to be "under its control", and the water system must replace the service line. When a water system does not have "access" to conduct a full service line replacement, the water system is not required to replace the line. In the case of the two services on E. Surry Road, the City controlled portion of the service line (i.e., from the main to the curb stop) has already been replaced with Copper. Therefore, the CWSRF loan and service line replacements authorized by this Council Action would only be undertaken if the property owners agree. If the property owner(s) do not agree to participate in the replacement of their service line, the City will have satisfied its obligations under the LCRI.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.10.

Meeting Date: October 23, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

Through: Elizabeth Ferland, City Manager

Subject: Relating to the reallocation of NHDES CWSRF loan funds from the Sewer Main Lining Program (32MI04) to the Sewer Manhole Lining Program (32MI06) - City Engineer

Recommendation:

Move that the Finance, Organization and Personnel recommend that the City Manager be authorized to do all things necessary to amend the NHDES Clean Water State Revolving Fund agreements to reallocate the remaining available funds in the NHDES CWSRF Sewer Main Lining Program (32MI04) to the NHDES CWSRF Sewer Manhole Lining Program (32MI06) in an amount not to exceed \$130,000.00.

Attachments:

None

Background:

In 2022, the City applied for and obtained two NHDES Clean Water State Revolving Fund (CWSRF) loans for sewer infrastructure improvement projects. One for the Sewer Manhole Lining Program (32MI06) in the amount of \$836,700 and a second for Sewer Main Lining Program (32MI04) in the amount of \$1,029,000. Both loans include 10% principal forgiveness to the City. The scope of the projects was publicly bid for construction in the Winter of 2024/2025 with a corresponding bid opening in January 2025. Based on the bid prices that were received by the City a portion of the Sewer Manhole Lining project scope that was bid needed to be removed from the project in order to award that contract within the available CWSRF loan amount and allocated City budget for the project. Alternatively, based on the bids that were received for the Sewer Main Lining project, the full scope of the project was awarded to the low bidder with roughly \$280,000 remaining in unencumbered funds. The construction on both projects has progressed in 2025 and both projects are nearing substantial completion, with the Sewer Main Lining project anticipated to be completed under the budgeted and allocated NHDES CWSRF loan amount by roughly \$130,000. In consideration of this, and in an effort to maximize the benefit of the loan to the rate payers, the Engineering Division proposed to reallocate the remaining CWSRF Sewer Main Lining unspent loan amount to pay for the project scope in the Sewer Manhole Lining project that was un-awarded at the bid opening and award of the contract. NHDES reviewed this proposal and is in general agreement with this reallocation of loan funds, pending City Council approval and the execution of a federal

funding agreement amendment for this reallocation of funds. With this reallocation of funds, the City will utilize the remaining unspent CWSRF loan for scope of improvements in the Sewer Main Lining Program (32MI04) and will receive an additional \$13,000 in loan forgiveness, maximizing the full benefit of the CWSRF loans to the City and their rate payers.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.11.

Meeting Date: October 23, 2025
To: Finance, Organization and Personnel Committee
From: Amanda Palmeira, City Attorney
Through:
Subject: Subordination Agreement - 310 Marlboro Street

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend to the City Council that the City Manager be authorized to sign a Subordination Agreement to a mortgage from 310 Marlboro Street, LLC to Newburyport Five Cents Savings Bank.

Attachments:

None

Background:

In 2023, the City designated property located at 310 Marlboro Street for redevelopment as a qualifying structure defined by RSA 79-E. A Declaration of Covenants was entered into by 310 Marlboro Street, LLC and the City of Keene, and recorded at the Cheshire County Registry of Deeds. Provisions of the Declaration include a lien by the City on any proceeds from any casualty and flood insurance claims to ensure restoration of the property. The City has been requested to subordinate its claim to those proceeds to allow the property to secure an additional loan. In January 2024, a similar request was made by the same financing entity for this property, which was granted by the City Council at that time. If authorized, the City Manager would sign a Subordination Agreement to subordinate the City's Declaration and rights of the bank's mortgage with respect to the property and casualty proceeds.