



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
November 13, 2025
6:00 PM

A. AGENDA ITEMS

1. 2025 Homeland Security Grant Program Award - Critical Care Equipment
- Fire Chief
2. 2025 Homeland Security Grant Program Award - Hazardous Materials
Allocation - Fire Chief
3. Execution of an Agreement for Engineering Services With Michael
Petrovick Architects, PLLC for the Design of the City Hall Structural
Repairs Project (65J0002B) - City Engineer
4. Execution of a Grant Agreement with the Recreational Trails Program
(RTP) for the Rehabilitation of the Ashuelot Rail Trail Bridge over the
Ashuelot River - City Engineer
5. Re-allocation of FY26 CIP Funds in the Traffic Signal Replacement
Program (75M012) for the Downtown Infrastructure Improvements and
Reconstruction Project — City Engineer
6. Re-allocation of FY27 CIP Funds in the Stormwater Resiliency Program
(75M006) for the Downtown Infrastructure Improvements and
Reconstruction Project — City Engineer
7. Re-allocation of Unspent CIP Project Funds from the Road Preservation
and Rehabilitation Program (75M002) for the Construction Phase of the
George Street Bridge Improvements Project - City Engineer
8. Relating to Class Allocation
Ordinance O-2025-32

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: November 13, 2025

To: Finance, Organization and Personnel Committee

From: Jason Martin, Fire Chief

Through: Elizabeth Ferland, City Manager

Subject: **2025 Homeland Security Grant Program Award - Critical Care Equipment
- Fire Chief**

Recommendation:

Move to recommend that the City Manager be authorized to do all things necessary to accept and expend the 2025 Homeland Security Grant Program Award – Critical Care Equipment in the amount of \$57,118.00

Attachments:

None

Background:

On October 27, 2025, the Fire Department was notified that our application for the 2025 Homeland Security Grant Program Award – Critical Care Equipment had been approved. 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.2.

Meeting Date: November 13, 2025

To: Finance, Organization and Personnel Committee

From: Jason Martin, Fire Chief

Through: Elizabeth Ferland, City Manager

Subject: **2025 Homeland Security Grant Program Award - Hazardous Materials Allocation - Fire Chief**

Recommendation:

Move to recommend that the City Manager be authorized to do all things necessary to accept and expend the 2025 Homeland Security Grant Program Award – Hazardous Materials Allocation in the amount of \$23,128.00

Attachments:

None

Background:

On October 27, 2025, the Fire Department was notified that our application for the 2025 Homeland Security Grant Program Award – Hazardous Materials Allocation had been approved. 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: November 13, 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 With Michael Petrovick Architects, PLLC for the Design of the City Hall Structural Repairs Project (65J0002B) - 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 Michael Petrovick Architects, PLLC for the Design of the City Hall Structural Repairs Project (65J0002B) for an amount not to exceed \$130,000.

Attachments:

None

Background:

In 2017 the City hired Engineering Ventures PC to perform an assessment of the structural conditions of Keene City Hall. As part of that study, inspections were performed in March 2017, and the results of those inspections identified deficiencies and recommended preliminary corrective action and prioritization was summarized in a memo to the City dated August 8, 2017. Separately, but related, in 2022 the City hired Dubois and King to perform an assessment and develop recommendations for the removal and/or closure and abandonment of an existing drain that runs under City Hall in an effort to improve the structural integrity of City Hall. In 2023 and 2024, the recommendations from the two reports that were identified as the most immediate and critical concerns were performed to maintain the structural integrity and function of City Hall, with the long-term plan to develop contract documents for bidding and construction for the remaining scope of the necessary structural repairs that weren't identified as immediate needs. In consideration of this, the City publicly advertised a request for scope and fee proposals in October 2025 with a corresponding bid opening of October 31, 2025, for the scope of engineering services necessary to perform an updated assessment, and develop contract documents (plans and specifications) for the repair to the current most urgent necessary structural repairs to City Hall. In response to the advertised request for proposals, one proposal was received from Michael Petrovick Architects with a corresponding proposed fee of \$182,600. Based on the Engineering Division's review of the scope and fee proposal, there was scope included in the proposal that extended to the bidding and construction

phases of the project, the Engineering Division negotiated the removal of this scope for a mutually agreed upon project fee of \$128,000 for engineering services for the Design of the City Hall Structural Repairs Project (65J0002B). Based on discussions, contract documents are anticipated to be ready for bidding the construction phase of the project at the start of FY27.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: November 13, 2025

To: Finance, Organization and Personnel Committee

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

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

Subject: **Execution of a Grant Agreement with the Recreational Trails Program (RTP) for the Rehabilitation of the Ashuelot Rail Trail Bridge over the Ashuelot River - 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 and expend a grant agreement with the Recreation Trails Program (RTP) for engineering services and the construction phase of the Ashuelot Rail Trail Bridge Rehabilitation Project (65J0022A).

Attachments:

None

Background:

In May 2025, the Engineering Division inspected the Ashuelot River Railroad Trail Bridge to evaluate its condition and determine the scope of work needed to rehabilitate or replace the existing timber components. The inspection found that the bridge's timber frame, decking, posts, and rails were generally loose, rotting, and not compliant with current AASHTO and ADA standards. Plywood patches installed as temporary repairs to keep the bridge in service were also noted to have remained in place for an extended period.

In response, the Parks and Recreation Department, in collaboration with the Engineering Division, applied in June 2025 for a Recreation Trails Program (RTP) grant to fund the rehabilitation of the bridge. The proposed scope includes developing construction plans and removing and replacing the deteriorated timber members.

On October 31, the City was notified of its selection for the grant, pending the completion of certain conditions, including formal approval by the City's governing body to execute the grant agreement. The project is estimated to cost \$100,000, with 80% funded through the RTP grant and a 20% City

match. The 2027–2033 Capital Improvement Program (CIP) will reflect the City’s matching funds and other related grant conditions.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: November 13, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Re-allocation of FY26 CIP Funds in the Traffic Signal Replacement Program (75M012) for the Downtown Infrastructure Improvements and Reconstruction Project — City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel recommend that the City Manager be authorized to do all things necessary to re-allocate CIP FY26 allocated funds in the Traffic Signal Replacement Program (75M012) to the Downtown Infrastructure Improvements Project.

Attachments:

None

Background:

In FY24 and FY25, funds were allocated in the Capital Improvements Plan for the design and construction of the traffic signal improvements that are included in the scope of improvements as part of the Downtown Infrastructure improvements project, as part of the Traffic Signal Replacement Program (75M012). Based on the Engineering Opinion of Probable Construction Costs for bidding, it is anticipated that this previously allocated funding for the scope of improvements will be insufficient to pay for the scope of the project to remove and replace the existing traffic signal infrastructure in Central Square. In consideration of this, we are requested to utilize the allocated FY26 funding in the amount of \$225,000, previously planned for the Ashbrook Road and Ashbrook Court traffic signal improvements, programmed in the CIP as part of the Traffic Signal Replacement Program (75M012), for the anticipated additional costs of the traffic signal improvements as part of the Downtown Infrastructure improvements project. In addition, the scope of work and costs associated with the Ashbrook Road and Ashbrook Court traffic signal improvements will be re-programmed in the 2027-2033 CIP for FY30. With this re-allocation of funding, there is no transfer of project funds between projects and the funding described herein will remain as part of the Traffic Signal Replacement Program (75M012), paid by the General Fund.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: November 13, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Re-allocation of FY27 CIP Funds in the Stormwater Resiliency Program (75M006) for the Downtown Infrastructure Improvements and Reconstruction 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 re-allocate CIP FY27 funds in the Stormwater Resiliency Program (75M006) to the Downtown Infrastructure Improvements Project.

Attachments:

None

Background:

In FY25 and FY26, funds were allocated in the Capital Improvements Plan (CIP) for the design and construction of stormwater system improvements— including culverts, catch basins, drain manholes, and stormwater treatment—associated with the Downtown Infrastructure Improvements Project, as part of the Stormwater Resiliency Program (75M006).

Based on the Engineering Opinion of Probable Construction Costs, it is anticipated that the previously allocated funding will be insufficient to cover the full cost of replacing the stormwater infrastructure included in the Downtown project.

To address this shortfall, we are requesting to utilize the planned FY27 funding of \$938,700—originally designated for the Court Street drainage improvements under the same Stormwater Resiliency Program (75M006)—to support the additional anticipated costs of the Downtown stormwater improvements.

The design and bid documents for the Court Street drainage replacement project will still be completed, and the project will be reprogrammed in the 2027–2033 CIP for FY30, based on available funding.

This reallocation does not represent a transfer between projects; all funds will remain within the Stormwater Resiliency Program (75M006) and will continue to be funded through the General Fund. This request is in addition to the FY27 funds already planned for the Downtown Infrastructure Improvements Project under the same program.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: November 13, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Re-allocation of Unspent CIP Project Funds from the Road Preservation and Rehabilitation Program (75M002) for the Construction Phase of the George Street Bridge 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 reallocate unspent allocated program funds in the amount of \$150,000 from the Road Preservations and Rehabilitation Program (75M002) to the George Street Bridge Replacement Project (75M0020A)

Attachments:

None

Background:

In October 2025, the City publicly bid the George Street Bridge Replacement Project. One bid was received, with a proposed price of \$2,579,028, which exceeded both the Engineer's Opinion of Probable Construction Costs and the available project funding.

The project will receive 80% funding from federal and State of New Hampshire sources, administered through NHDOT.

The Road Preservation and Rehabilitation Program (75M002) currently has approximately \$1.2 million in unspent funds from prior fiscal years, excluding FY26 and future planned funding for road rehabilitation and restoration projects within the program.

It is proposed that \$150,000 from the available funds in the Road Preservation and Rehabilitation Program (75M002) be reallocated to the George Street Bridge Replacement Project (75M0020A). This reallocation will provide the City's required 20% cost match for the federal funding grants supporting the project.

With this funding in place, the City will be able to award and execute contract agreements with the lowest responsive and responsible bidder, the Engineer for Construction Engineering (CE) Services, 2025-532

and the Department of Environmental Resources for CE Services. Construction is anticipated to begin in Spring 2026, with the removal and replacement of the George Street Bridge.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

AN ORDINANCE Relating to Class Allocation

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 inserting the bold text in Section 62-166 “Probationary public works hourly wage schedule” and 62-194, “Administrative, Office, Technical and Management Personnel” of Chapter 62 entitled Personnel as follows:

Section 62-166 Probationary public works hourly wage schedule

PPW 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
PPW 4	Water & Sewer Service Aide I
PPW 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II
PPW 7	Mechanic I
PPW 8	Motor Equipment Operator II; Water Meter & Backflow Specialist
PPW 9	Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator
PPW 10	Highway Foreman; Transfer Station Foreman; Maintenance Technician I; Lead Mechanic; Water/Sewer Senior Equipment Operator
PPW 11	Water Meter Technician ; Maintenance Electrician
PPW 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman; Senior Utility Operator; Highway Operations Foreman; Water Meter & Backflow Foreman

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; Building Construction Manager

S 20 Systems Administrator; Purchasing & Contract Services Manager; ~~Assistant City Attorney~~; Water/Sewer Operations Manager

S 21 NO POSITIONS ASSIGNED

S 22 **Assistant City Engineer**

S 23 NO POSITIONS ASSIGNED

S 24 City Engineer; Database Administrator; Building/Health Official; **Deputy City Attorney**

S 25 Assistant Finance Director/Assistant Treasurer; Assistant Public Works Director/Division Head; Airport Director

S 26 City Assessor; Human Resources Director; Library Director; Parks & Recreation Director

S 27 IT Director; Community Development Director; Police Captain; Deputy Fire Chief

S 28 Finance Director/Treasurer

S 29 Public Works Director

S 30 Police Chief; Fire Chief

S 31 Deputy City Manager

S 32 NO POSITIONS ASSIGNED

Jay V. Kahn, Mayor

In City Council November 6, 2025.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk