



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
December 11, 2025  
6:00 PM

**A. AGENDA ITEMS**

1. 2025 Homeland Security Grant Program - Hazmat Training Award - Fire Chief
2. Professional Services Contract—WWTP HVAC Replacement & Grit Chamber Ductwork Insulation Repair Project - Assistant Public Works Director
3. Relating to the Execution of an Agreement for Engineering Services With Stantec Consulting Services, Inc. (Stantec) for the Design of the Gilbo Avenue Solar Pavilion Project (75J0034B) - City Engineer
4. Acceptance and Execution of a Grant Agreement with the New Hampshire Fish and Game Department for the Jordan Road Salamander Crossing Project - City Engineer
5. Acceptance of Donations for the Jordan Road Salamander Crossing Project - City Engineer
6. Acceptance of Donation - Ashuelot River Park Greenspace - Deputy City Manager & Parks and Recreation Director
7. Land and Water Conservation Fund Grant Round 36 - Patricia T. Russell Park Phase II - Deputy City Manager & Parks and Recreation Director
8. Transfer of Capital Improvement Project Funds For The Airport Taxiway A Reconstruction Project - Deputy City Manager

**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:** December 11, 2025

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

**From:** Jason Martin, Fire Chief

**Through:** Elizabeth Ferland, City Manager

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

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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 and expend the 2025 Homeland Security Grant Program – Hazmat Training award.

**Attachments:**

None

**Background:**

The City of Keene Fire Department has been awarded \$33,000 as part of the 2025 Homeland Security 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.

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:** December 11, 2025

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

**From:** Aaron Costa, Asst. Public Works Directors/ Operations Mgr.  
Donald Lussier, Public Works Director

**Through:** Elizabeth Ferland, City Manager

**Subject:** **Professional Services Contract—WWTP HVAC Replacement & Grit Chamber Ductwork Insulation Repair Project - 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 negotiate and execute a professional services contract with Precision Temperature Control LLC to perform design and construction services for the WWTP HVAC Replacement & Grit Chamber Ductwork Insulation Repair Project for an amount not to exceed \$396,700.

**Attachments:**

None

**Background:**

The City advertised a Design/Build Request for Proposals (RFP) for the Wastewater Treatment Plant (WWTP) Heating, Ventilation, and Air Conditioning (HVAC) System Replacement and Grit Chamber Ductwork Insulation Repairs Project and received one proposal. The proposal was reviewed by Neil Goodell, Utilities Maintenance Technician II & Master Electrician, Christian Tarr, Utilities Maintenance Manager and Aaron Costa, Assistant Public Works Director/WWTP Manager.

Precision Temperature Control LLC is a full-service mechanical contractor with 40 years of operation in the Monadnock region and has performed various mechanical installations and repair work at the WWTP as well as at other treatment plants in the area including Peterborough, Franklin Pierce University and Jaffrey.

This project replaces one of the HVAC units at the WWTP that has reached the end of its useful life, as well as repairs to the ductwork in the grit chamber. In addition to the base bid, Precision recommended the HVAC System controller in the boiler room be upgraded. Staff are recommending the City contract with Precision Temperature Control LLC to perform design and construction services for an amount not to exceed \$396,700. Funds are available in the WWTP HVAC Replacement Project 32JW004A and WWTP Grit Chamber Ductwork Insulation Repair Project

2025-557

32JW006A.

- Base Bid \$389,500
- Upgrade HVAC System Controller \$7,200



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

**Meeting Date:** December 11, 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 Stantec Consulting Services, Inc. (Stantec) for the Design of the Gilbo Avenue Solar Pavilion Project (75J0034B) - City Engineer**

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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 execute an agreement with Stantec for engineering services for the design of the Gilbo Avenue Solar Pavilion Project, for an amount not to exceed \$340,000.

**Attachments:**

None

**Background:**

As part of the City's Downtown Infrastructure Improvements Project—and in compliance with federal funding requirements—the City publicly solicited Requests for Qualifications (RFQs) for engineering design services for the Gilbo Avenue Solar Pavilion Project. Two qualification packages were received in response.

Both firms were interviewed by a selection committee consisting of Public Works Director Donald Lussier, City Engineer Bryan Ruoff, Infrastructure Project Manager T.J. O'Brien, and Parking Operations Manager Chelsea North. The committee reviewed and evaluated the written submittals and interview results.

Following the committee's scoring and evaluation process, Stantec was identified as the preferred engineering consultant for this project. The Engineering Division and Stantec subsequently negotiated and mutually agreed upon the final scope and associated fee for engineering design services for the Gilbo Avenue Solar Pavilion Project.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

**Meeting Date:** December 11, 2025

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

**From:** Bryan Ruoff, City Engineer

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

**Subject:** **Acceptance and Execution of a Grant Agreement with the New Hampshire Fish and Game Department for the Jordan Road Salamander Crossing Project - City Engineer**

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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 execute, accept and expend a grant agreement with the New Hampshire Fish and Game Department for the engineering, permitting and construction of the Jordan Road Salamander Crossing Project.

**Attachments:**

None

**Background:**

For the past twenty years, the Harris Center for Conservation Education and City staff have coordinated the annual spring closure of Jordan Road to support the Jefferson salamander migration. Each year, volunteers help document the migration and assist amphibians crossing Jordan Road and North Lincoln Street, which are occasionally closed from sunset to sunrise during rainy weather conditions, to through traffic during the early spring period.

In April 2024, City staff met on Jordan Road with environmental professionals from the Harris Center and New Hampshire Fish and Game to develop a scope, conceptual plans, and a cost estimate for designing, permitting, and constructing an amphibian crossing beneath Jordan Road. This proposed under-road passage would provide a protected route for Jefferson salamanders and eliminate the need for seasonal road closures.

Following that site visit, a project scope was finalized. With support from the City Council, the Harris Center, and NHDES, the City submitted a grant application in June 2024 to fund the design, permitting, and construction of the crossing.

In April 2025, the City was notified that it had been selected for the grant award. Funding was appropriated in November 2025 through a National Fish and Wildlife Foundation Grant Agreement to New Hampshire Fish and Game, which will distribute the award to the City. The \$375,000 grant will reimburse the City for 90% of project costs and requires a 10% local match to be shared by the City and the Harris Center.

The Engineering Division will prepare contract documents for permitting, bidding, and construction, which will serve as the City's in-kind contribution. The Harris Center will provide volunteer support for assessing, tracking, recording, and reporting amphibian activity as its in-kind match.

Construction is anticipated to begin in summer 2027, followed by streamlined monitoring through the grant deadline in March 2029. After the grant period ends, the Harris Center and New Hampshire Fish and Game will continue monitoring the crossing and providing regular updates through interim reports.





## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

**Meeting Date:** December 11, 2025

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

**From:** Bryan Ruoff, City Engineer

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

**Subject:** **Acceptance of Donations for the Jordan Road Salamander Crossing Project - City Engineer**

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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 in-kind donations from the Harris Center for Conservation Education.

**Attachments:**

None

**Background:**

For the past twenty years, the Harris Center for Conservation Education and City staff have coordinated the annual spring closure of Jordan Road to support the Jefferson salamander migration. Each year, volunteers help document the migration and assist amphibians crossing Jordan Road and North Lincoln Street, which are occasionally closed from sunset to sunrise during rainy conditions in early spring.

In June 2024, the City applied for a federal grant, and in April 2025, it was notified of its selection for funding. In November 2025, the National Fish and Wildlife Foundation appropriated the funds through a grant agreement with New Hampshire Fish and Game, which will distribute the award to the City. The \$375,000 grant will reimburse the City for 90% of project costs and requires a 10% local match, to be shared by the City and the Harris Center in accordance with federal funding requirements.

Because volunteer hours provided by Harris Center staff and volunteers will be used by the City to meet its portion of the 10% in-kind match—and because those hours will have a defined cost value to the project—Public Works is formally requesting acceptance of these volunteer contributions as the required in-kind match for the grant.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

**Meeting Date:** December 11, 2025

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

**From:** Andrew Bohannon, Deputy City Manager  
Carrah Fisk-Hennessey, Parks and Recreation Director

**Through:** Elizabeth Ferland, City Manager

**Subject:** **Acceptance of Donation - Ashuelot River Park Greenspace - Deputy City Manager & Parks and Recreation 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 a donation of \$35,000.00 from an anonymous donor, and that the money is allocated for a conceptual design for the Ashuelot River Park - Greenspace.

**Attachments:**

None

**Background:**

A donation from an anonymous donor will launch the request for qualifications (RFQ) to secure professional design and public engagement services for Ashuelot River Park – Greenspace project. This centrally located park, with its manicured arboretum, connects woodlands and riverside trails, serving as a natural retreat at the intersection of residential, commercial, and downtown districts. While ideal for quiet reflection, the park lacks amenities for children to play, learn, and explore—activities currently limited to other city parks.

The Ashuelot River Park - Greenspace project seeks to change that. In 2014, the City of Keene partnered with JCC Properties, LLC, the Conway School of Landscape Design, and the Monadnock Conservancy to create a master plan for transforming 3.5 acres of former asphalt into a vibrant natural play space. The vision includes lawns, a wildflower meadow, event space, a kayak/canoe launch, and an all-natural playground. The project also enhances stormwater management and will house Monadnock Conservancy's new headquarters. With 2 acres donated to the City, the park space is now complete and ready for the next phase: issuing an RFQ for conceptual design services.

Completing this phase of the project will allow for a complete application for the next round of the Land and Water Conservation Fund grant program. The process starts in May with the final submission at the end of 2026. In addition, this project will now be aligned and brought forward with the Capital Improvement Program.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

**Meeting Date:** December 11, 2025

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

**From:** Andrew Bohannon, Deputy City Manager  
Carrah Fisk-Hennessey, Parks and Recreation Director

**Through:** Elizabeth Ferland, City Manager

**Subject:** **Land and Water Conservation Fund Grant Round 36 - Patricia T. Russell Park Phase II - Deputy City Manager & Parks and Recreation Director**

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**Recommendation:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to execute the submission of the application for Land and Water Conservation Fund Grant Round 36 for the Patricia T. Russell Park – Phase 2 project amendment.

**Attachments:**

None

**Background:**

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

The City of Keene intends to submit a full grant proposal on January 9, 2026, requesting \$75,000 in funding through LWCF. This amount will be matched by the City in the upcoming Capital Improvement Plan (CIP) cycle, resulting in a total project budget of \$150,000.

Previously, in Grant Round 33, the City was awarded \$225,000 for the construction of a new park and the demolition of the former Findings building located at 160 Water Street. Additionally, the City received \$117,000 from the Invest NH Municipal Demolition Program to support the demolition efforts.

Due to rising project costs, the originally planned parking lot was removed from the scope of work. To address this, the City is now applying for an Increased Amendment to the original LWCF grant. This amendment will provide the necessary funding to complete the originally designed project, including the construction of a parking area and improved connectivity within the overall park.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

**Meeting Date:** December 11, 2025

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

**From:** Rebecca Landry, Deputy City Manager

**Through:** Elizabeth Ferland, City Manager

**Subject:** **Transfer of Capital Improvement Project Funds For The Airport Taxiway A Reconstruction Project - Deputy City Manager**

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**Recommendation:**

That the Finance, Organization, and Personnel Committee recommend that the City Council authorize the transfer of remaining project balances from projects 05J0006A, Airport Fuel Tank Remove/Replace, and 05J0008A, Airport Hazard Beacon Replacement, to project 05J0004B, AIP Taxiway A Reconstruction, to fund unanticipated taxiway paving expenses.

**Attachments:**

None

**Background:**

Due to unpredictable early winter weather conditions after a period in early November of rain and cold, the Taxiway A Reconstruction project contractor, Casella Construction, reported that its subcontractor closed its asphalt plant on November 13. This early closure delayed placement of the two-inch wearing course pavement, potentially leaving a portion of the airport's Taxiway A unusable. A change order was executed on November 21 requiring the contractor to provide kerosene-fueled road dryers and keep the asphalt plant open. This change order allowed paving of the two-inch wearing course on November 24.

The contractor submitted the project schedule on September 17, including a plan for paving activities between November 4 and 10, which was reasonable according to historical weather patterns. The temperatures from November 10 through the subsequent two weeks, however, were at or below the FAA minimum base temperature of 45°F. Kerosene-fueled road dryers were deployed starting at 4:00 A.M. on November 24 to dry and warm the existing pavement. This was to ensure meeting the minimum base temperature of 45°F.

The costs to start and keep the asphalt plant open, use kerosene-fueled road dryers, and use light towers to aid the use of the dryers were unforeseeable expenses not included in the grant. The funding to cover the costs, estimated to be about \$49,800, can be provided by the transfer of funds from other Airport CIP project balances, including the Fuel Tank Replacement and Hazard Beacon Replacement projects. The fuel tank project is complete, and the hazard beacon project includes

funding in the FY 2030 CIP.

The options in this early-winter predicament were to A) incur the unanticipated costs to complete the paving within FAA specifications and open the taxiway for the winter, or B) close the taxiway until next spring when the weather is conducive to paving the taxiway, which would require back-taxiing on the primary runway and would directly impact airport customers in addition to being significantly more expensive than option A due to the fact that the taxiway reconstruction grant was not eligible for any further extensions and will expire in February next year. Completing the paving now was the least costly option that also meets the needs of Airport customers.