



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers, Keene City Hall
May 28, 2026
6:00 PM

A. AGENDA ITEMS

1. Continued Discussion - Draft Resolution for Consideration Addressing the Burden on Local Property Taxpayers
2. Appointment of Emergency Management Director effective July 1, 2026 - City Manager
3. Execution of Contract - Design Services for Ashuelot River Park Greenspace Playground Consultant Selection - Deputy City Manager
4. Execution of Contract - Fire Department – Professional Health Services (PHS) - Fire Chief
5. Acceptance of 2025 FEMA SAFER Grant - Fire Chief
6. Fire Department Staffing Presentation - Fire Chief and Deputy Fire Chief
7. Execution of an Agreement with Wright Pierce for Engineering Services During Construction for the Martel Court Pump Station Bypass Force Main Project - City Engineer
8. Execution of a Contract Change Order for Construction Services with Vortex for the FY26 Stormwater Spot Repairs Project - City Engineer
9. Relating to Water & Sewer Utility Charges
Ordinance O-2026-07
10. Fiscal Year 2027 Wage Schedules
Ordinance O-2026-11
11. Relating to the 2026/2027 Fiscal Year Budget
Resolution R-2026-09
12. Relating to Appropriation of Funds for the FY 2026-2027 Bond Issues: Ashuelot River Green Space, Ashuelot River Dam Repair or Removal, Downtown Infrastructure Improvements & Reconstruction Project, Gilbo Ave Solar Pavillion Project, Lower Winchester Street Reconstruction, Roadway Preservation & Rehabilitation Program, Robin Hood Park Improvement Project, Stormwater Resiliency Program, Martell Court Bypass Project, Downtown: Sewer Improvements Program, Water

Distribution Improvements Program.

Resolution R-2026-10

Resolution R-2026-11

Resolution R-2026-12

Resolution R-2026-13

Resolution R-2026-14

Resolution R-2026-15

Resolution R-2026-16

Resolution R-2026-17

Resolution R-2026-18

Resolution R-2026-19

Resolution R-2026-20

13. Relating to Funding for the Downtown Infrastructure Project
Resolution R-2026-21

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT

DRAFT RESOLUTION

A RESOLUTION REQUESTING TERMINATION OF STATE OF NH POLICIES AND DOWNSHIFTS THAT BURDEN LOCAL PROPERTY TAXPAYERS

WHEREAS, Recent New Hampshire state budgets have reduced or eliminated key revenue sources, forcing the City of Keene along with other municipalities, school districts, and counties to raise property taxes to maintain education, healthcare, county nursing homes, public safety, and infrastructure; and

WHEREAS, the erosion and unpredictability of state grant funding to municipalities has further shifted financial responsibility to local governments, increasing reliance on property taxes to sustain essential programs and services; and

WHEREAS, the State created a statewide retirement system intended to support municipal, county, school, police, and fire employees and slowly reduced its share of contributions, resulting in more than a million dollars a year in additional costs to the City (total additional costs of approximately \$13 million).

WHEREAS, the State created a broader revenue sharing program in 1969 to return a portion of state revenues back to municipalities as a result of the elimination of towns' and cities' ability to tax part of the agricultural economy. The City of Keene in 2008 had been receiving approximately \$992,000 per year; this was reduced by the State in 2010 to \$550,000 and subsequently eliminated. (To date, the City has lost approximately \$15.8 million as a result of this change.)

WHEREAS, The Meals and Rooms Tax was enacted in 1967 as a statewide tax tied to tourism and economic activity. At the time, the intent was for the State to retain 60% of the revenue and distribute 40% to municipalities, recognizing that local roads, infrastructure, police and fire protection, utilities, and other municipal services support tourism and economic development. Over time, the State reduced the municipal share, and although a 1993 catch-up formula was created to work back toward the 60/40 split, that formula was later suspended repeatedly. As a result, communities have received substantially less than the original 40% municipal share contemplated under the original framework. Based on historical distribution percentages since 2001 — all below 30% —

the City estimates Keene has received approximately \$15–\$20 million less than it would have under the original 40% formula. At current distribution levels, the annual difference for Keene is estimated at approximately \$700,000 per year.

WHEREAS, these downshifts burden working families, strain local budgets, limit flexibility, and undermine long-term community prosperity; and

WHEREAS, a state budget that prevents cost-shifting and restores municipal revenue-sharing eases the tax burden on local property taxpayers and strengthens communities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEENE AS FOLLOWS: We the governing body of the City of Keene call upon Governor Kelly Ayotte, the State of New Hampshire Executive Council, and the New Hampshire State Senate and House of Representatives to protect local taxpayers by ensuring adequate state revenues for essential services, and by avoiding policies that downshift costs onto local property taxpayers.

DRAFT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: May 28, 2026
To: Finance, Organization and Personnel Committee
From: Elizabeth Ferland, City Manager
Through:
Subject: **Appointment of Emergency Management Director effective July 1, 2026 - City Manager**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend, in accordance with RSA 21-P:39, I and City Code of Ordinances Section 30-58(a), the appointment of Rick Wood as the City's Emergency Management Director effective July 1, 2026.

Attachments:

None

Background:

The City of Keene maintains an Emergency Management organization under the City Manager's Office pursuant to City Code of Ordinances Section 30-56. The purpose of this organization is to prepare for, respond to, recover from, and mitigate the impacts of emergency events. This is accomplished through education, training, and resource coordination, empowering citizens and stakeholders to build a culture of preparedness and promoting a unified approach to safeguarding lives, property, businesses, and the environment in Keene. This office serves as the coordinating agency for all activities related to emergency planning and is the instrument through which the City may exercise the authority and discharge the responsibilities vested in it by RSA 21-P, Homeland Security and Emergency Management (as amended), the City Charter, and the City Code of Ordinances.

The Emergency Management Director is responsible for overseeing the activities of the Emergency Management organization. The individual appointed to this position should be trained and experienced in coordinating planning and operational activities involving multiple City departments and outside agencies. This position is an additional duty assignment.

RSA 21-P:39, I requires that the Emergency Management Director be appointed by the City Council. City Code of Ordinances Section 30-58(a) further requires the City Manager to forward a recommendation for appointment.

I recommend Rick Wood for the position of Emergency Management Director. Rick has been

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employed with the City since 2024 and, through his role as Fire Marshal, has developed a strong working knowledge of City operations and the roles and responsibilities of the various municipal departments. He regularly coordinates with City staff, regional partners, state agencies, and outside stakeholders on emergency planning, fire prevention, life safety, and incident response matters.

Rick is familiar with emergency management activities at the local, state, and federal levels and has extensive experience working within the Incident Command System and emergency response environment. In his current role, he has been involved in emergency preparedness planning, code enforcement, hazard mitigation efforts, public education initiatives, and coordination associated with complex incidents and special events. He is currently credentialed as a Certified Emergency Manager through the International Association of Emergency Managers.

In addition, Rick is a nationally recognized instructor in fire and life safety codes, existing building codes, and building code application and interpretation. He has extensive experience in code analysis, plan review, inspections, and regulatory compliance. His technical expertise, leadership experience, and collaborative working relationships across departments make him well qualified to serve in this additional role.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: May 28, 2026
To: Finance, Organization and Personnel Committee
From: Andrew Bohannon, Deputy City Manager
Through: Elizabeth Ferland, City Manager
Subject: **Execution of Contract - Design Services for Ashuelot River Park Greenspace Playground Consultant Selection - Deputy City Manager**

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 service contract with Lu-La Studio for conceptual design services required for the Ashuelot River Park Greenspace project for an amount not to exceed \$34,980.00 with funding to come from Project Cost Center (65M002BB-300-O-521020).

Attachments:

None

Background:

Through the Capital Improvement Program (CIP), the City is requesting services for the design phase of improvements to the Ashuelot River Park Greenspace Playground, located at 0 Ashuelot Street adjacent to the Ashuelot River Park arboretum. This playground enhancement project represents an important investment in expanding recreational opportunities and strengthening community use of this signature public space. Requested services include community outreach, preliminary and final design, cost estimating, and preparation of construction documents. Assuming successful completion of the design phase in partnership with SWRPC and the Monadnock Conservancy, the City will request a proposal for construction oversight to be negotiated at a later date. The selected consultant will be responsible for developing a distinctive and engaging natural recreational environment that fits within the available site, schedule, and budget. The anticipated overall construction budget is approximately \$1,000,000, and construction funds are represented in the FY 2028 CIP along with various grant funding opportunities and community fundraising.

The City issued a Request for Proposals (RFP) for conceptual design services in April 2026. A staff team consisting of the Deputy City Manager, Parks and Recreation Director, and Executive Director of the Monadnock Conservancy, a Planner from Southwest Regional Planning Commission, reviewed and ranked the four responses that were received. Proposals were reviewed based on the following criteria and weighting.

Project Approach	35%
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Project Team	20%
Past Project Experience & Client Reference	15%
Project Schedule	15%
Project Fee Structure & Cost Estimate	10%
Presentation of Proposal	5%

From the four (4) proposals, the team agreed to interview all four firms.

- Ashley McGraw
- Learning Landscapes
- Lu-La Studio
- Sashie Misner

Interviews were held on May 20 and 21, and the same review team evaluated the firms on the following criteria:

Understanding of Project	15%
Approach to Solving our Needs	15%
Presentation Skills of Project Manager	15%
Fee Proposal	15%
Rapport between City and Team	10%
Quality of Presentation	10%
Proposed Schedule & Resources	5%
Innovation and Creativity	5%
Public Engagement Plan	10%

Below is a table of the composite scores of the team and the ranking of the four firms.

<u>Firm</u>	<u>Score</u>
Lu-La Studio	19.26
Learning Landscapes	19.19
Sashie Misner	16.83
Ashley McGraw	10.75

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with Lu-La Studio.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: May 28, 2026
To: Finance, Organization and Personnel Committee
From: Jason Martin, Fire Chief
Through: Elizabeth Ferland, City Manager
Subject: **Execution of Contract - Fire Department – Professional Health Services (PHS) - Fire Chief**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute a contract with Professional Health Services (PHS) to provide NFPA 1582 occupational medical physicals.

Attachments:

None

Background:

The Fire Department issued a Request for Proposals for firefighter occupational medical examinations, specifically NFPA 1582 occupational medical physicals. After reviewing the proposals received, the department recommends awarding the contract to Professional Health Services (PHS).



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: May 28, 2026
To: Finance, Organization and Personnel Committee
From: Jason Martin, Fire Chief
Through: Elizabeth Ferland, City Manager
Subject: **Acceptance of 2025 FEMA SAFER Grant - Fire Chief**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to apply for, accept and expend the 2025 FEMA SAFER Grant.

Attachments:

None

Background:

In October 2024, the City Manager put together a committee to look at Fire Department staffing and needs. The members of this committee decided to bring the information gathered to the FOP Committee. The City applied for the 2024 FEMA SAFER Grant and was unsuccessful. This request is a continuation from the original Staffing Committee. If awarded, the 2025 FEMA SAFER Grant would fund 75% of the salaries for two years, then 25% for a third year.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: May 28, 2026

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 with Wright Pierce for Engineering Services During Construction for the Martel Court Pump Station Bypass Force Main 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 negotiate and execute an agreement with Wright Pierce for the scope of Engineering Services during Construction for the Martel Court Sewer Pump Station Bypass Force Main Project (32JM012A) in an amount not to exceed \$465,000.

Attachments:

None

Background:

As part of the Martel Court Sewer Pump Station Bypass Force Main Project (32JM012A), the City advertised a request for qualifications (RFQ) for engineering services related to the project's final design. One (1) qualifications submission was received from Wright-Pierce, which also completed the project's preliminary engineering services. Following receipt and review of the qualifications submission, the City identified Wright-Pierce as the preferred consultant and, in May 2025, negotiated and mutually agreed upon a scope of services, level of effort, and associated fee for the final design phase of the project.

In spring 2026, in anticipation of completing the final design and bidding the project for construction, the City requested that Wright-Pierce provide a proposed scope for Engineering Services During Construction, including services as both the Design Engineer of Record (DEoR) and Construction Engineering (CE) Services Consultant. The City received a draft scope for review and subsequently negotiated and mutually agreed upon the scope of engineering services during construction. Following City approval of the draft scope, the Engineering Division developed an Independent Government Estimate (IGE) for the proposed services. Upon completion of the IGE, Wright-Pierce submitted a final scope, level of effort, and associated fee for City review and approval.

The proposed fee, approximately \$465,000, exceeded the City's IGE by roughly 20%. However,

following discussions with Wright-Pierce, the City determined that the proposed level of effort and associated costs were based on reasonable assumptions and were appropriate for the scope and complexity of the project.

The project is currently being bid for construction services, with bids scheduled to be opened on May 28, 2026. Execution of an agreement for engineering services with Wright-Pierce will be deferred until construction bids have been reviewed and the City confirms that a qualified contractor can be awarded the project within the available project funding.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: May 28, 2026

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 Contract Change Order for Construction Services with Vortex for the FY26 Stormwater Spot Repairs Project - City Engineer**

Recommendation:

Move to recommend that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a contract change order with Vortex in an amount not to exceed \$78,000 for the FY26 Stormwater Spot Repairs project.

Attachments:

None

Background:

In the fall of 2025, the City publicly bid for the Stormwater Drain Lining project and awarded the project to Vortex Companies. That project is receiving NHDES CWSRF funding for the scope of that project and is nearing completion. During the project, the Highway Division identified a number of storm drains in immediate need for rehabilitation that were confirmed as good candidates for lining to minimize the costs associated with the disturbance and associated necessary repairs for the work. Those drain repairs were issued as a separate contract in order to avoid confusion with the separate funding sources. In requesting pricing, the City's Engineering Division requested pricing for the scope of the drain lining spot repairs from three other contractors capable of performing the scope of the work, but Vortex, because they were already mobilized and working in the City consistently provided the most competitive pricing for the scope of drain repairs that pricing was requested for. In consideration of this, the Highway Division and Engineering Division identified an additional scope of drain repair work to be performed as part of the FY26 stormwater spot repairs program. Hiring Vortex for this additional drain lining scope is the most cost-effective and efficient option to the City. These additional costs from the initial contract exceed a 25% increase of the original executed agreement for construction services and require City Council authorization to execute.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to Water & Sewer Utility Charge

Be it ordained by the City Council of the City of Keene, as follows:

That Sec. 98-165.1 “Fees and charges” of the Ordinances of the City of Keene, as amended, are hereby further amended, effective as of July 1, 2026, by deleting the stricken text and inserting the bolded text, as follows:

Sec. 98-165.1. - Fees and charges.

The fees for backflow prevention device permits are found in Appendix B to this Code. ~~The An initial Permit Issuance fee will be assessed at the time the permit is issued and again upon reissuance, at a minimum every five years.~~ **application is submitted to the City permit is issued and again upon reissuance, at a minimum every five years. A Permit Renewal fee will be assessed with each required backflow device testing report submission.** Changes in ownership of a building or change in use of a building that requires a change in type of backflow prevention device will require a new permit. Failure to pay any fees associated with the backflow prevention program, or failure to comply with any of the provisions of this division 5, will be subject to the provisions in Code [sections 1-15](#) and [98-515](#), including turning off the water service to the building.

And further, that Appendix B “Fee Schedule” of the Ordinances of the City of Keene, as amended, are hereby further amended, effective as of July 1, 2026, by deleting the stricken text and inserting the bolded text in, as follows:

§ 98-165. Backflow operating permit fees:

~~Original-Backflow preventer operating Permit Issuance Fee~~ ~~\$ 25.00~~ **\$50.00**

Permit Renewal **Fee.....**-\$10.00

§ 98-216. Private wastewater disposal permit and inspection fee \$50.00

§ 98-359. Fee for industrial users to defray the administrative costs of the industrial discharge permits (IDP) program:

Significant industrial users, flat fee per year \$2,000.00

Additional fee per gallon based on one day's average flow \$0.02

Minor industrial users, flat fee per year \$200.00

§ 98-511(a). Water meter rates:

Volumetric Rate for water passing through the meter	\$5.62 \$5.90 per hcf
Volumetric Rate for water dispensed into a tanker truck or other bulk container from a City dispenser	\$22.44 \$23.56 per hcf \$0.03 \$0.032 per gallon
Fixed Quarterly Charge (meter size in inches)	
5/8"	\$25.55 \$26.83
3/4"	\$38.33 \$40.25
1"	\$63.87 \$67.06
1 1/2"	\$127.73 \$134.12
2"	\$204.37 \$214.59
3"	\$383.21 \$402.37
4"	\$638.67 \$670.60
6"	\$1,277.35 \$1,341.22

§ 98-511(c). Flat Rates:

Unmetered 5/8" service; flat fee per quarter... ~~\$78.71~~ **82.65**

§ 98-511(g). Public and private fire protection service charges:

Private Fire Protection (per connection, per year)	
Private Fireline 1 1/2"	\$30.89 \$32.43
Private Fireline 2"	\$65.84 \$69.13
Private Fireline 4"	\$407.55 \$427.93
Private Fireline 6"	\$1,183.83 \$1,243.02
Private Fireline 8"	\$2,522.79 \$2,648.93
Private Fireline 10"	\$4,536.85 \$4,763.69
Private Fireline 12"	\$7,328.27 \$7,694.68
Private Hydrant (per hydrant, per year)	\$1,183.83 \$1,243.02

§ 98-512(a). Sewer rates:

Volumetric Rate (\$ per hcf)	\$6.60 \$6.93
Fixed Quarterly Charge (meter size in inches)	
5/8"	\$53.48 \$56.15
3/4"	\$80.21 \$84.22
1"	\$133.69 \$140.37
1 1/2"	\$267.36 \$280.73
2"	\$427.78 \$449.17
3"	\$802.08 \$842.18
4"	\$1,336.81 \$1,403.65
6"	\$2,673.63 \$2,807.31

§ 98-512(b) Septage and holding tank charges:

Septage, per gallon \$0.095

Minimum fee for each load of septic waste \$10.00

Holding tank waste, per gallon \$0.065

Minimum fee for each load of holding tank waste \$10.00

§ 98-513(b) Letting-on and letting-off charges:

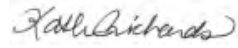
The minimum charge for any service requiring staff to visit a customer's premises shall be ~~\$75~~ **\$80.00**, or shall be billed based on the basis of actual labor, equipment and materials.

§ 98-514(a) Meter testing charges:

Flat rate charge for meter testing, regardless of size... \$150

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.


Deputy City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to Class Allocations and Salary Schedule

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules;" of Chapter 2, entitled "Administration;" as well as Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule;" of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192 "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule;" effective July 1, 2026.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kathleen Richards
Deputy City Clerk

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**
(effective July 1, 2026)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
CA1	105,660	130,797	157,013
CA2	110,415	136,683	164,079
CA3	115,384	142,834	171,463
CA4	120,576	149,262	179,179
CA5	126,002	155,979	187,242
CA6	131,672	162,998	195,668

City Code Section 62-141

**CALL FIREFIGHTER
HOURLY WAGE SCALE**

Non-bargaining unit
(effective July 1, 2026)

<u>GRADE</u>		<u>STEP 1</u>
CF1	Non-certified Probationary Firefighter	\$ 12.30
CF2	Probationary Firefighter (Level 1)	\$ 15.99
CF3	Probationary Firefighter (Level 2)	\$ 17.79
CF4	Firefighter (Level 1)	\$ 18.45
CF5	Firefighter (Level 2)	\$ 22.15
CF6	Special services (Chaplain, Photographer & Aide)	\$ 17.21

City Code Section 62-166

The hourly wage schedule for probationary public works employees is as follows:

**PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE**

Non-bargaining unit
(effective July 1, 2026)

<u>GRADE</u>	<u>STEP 1</u>
PPW 1	\$17.84
PPW 2	\$18.64
PPW 3	\$19.48
PPW 4	\$20.36
PPW 5	\$21.28
PPW 6	\$22.23
PPW 7	\$23.23
PPW 8	\$24.28
PPW 9	\$25.37
PPW 10	\$26.52
PPW 11	\$27.70
PPW 12	\$28.95

GRADE

PPW 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
PPW 4	Water & Sewer Service Aide II; Household Hazardous Waste Coordinator
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	Maintenance Electrician
PPW 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman; Senior Utility Operator; Highway Operations Foreman:Water Meter and Backflow Foreman

City Code Section 62-191

PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
Non-bargaining unit
(effective July 1, 2026)

<u>GRADE</u>		<u>STEP 1</u>
PF 1	Firefighter/EMT B	\$23.84
PF 2	Firefighter/A-EMT	\$25.60
PF 3	Firefighter/Medic	\$27.50
PF 4	Paramedic Only	\$26.52

City Code Section 62-192

PROBATIONARY POLICE OFFICER
HOURLY WAGE SCHEDULE
Non-bargaining unit
(effective July 1, 2026)

<u>GRADE</u>		<u>STEP 1</u>
PP 1	Uncertified Hire	\$32.40

City Code Section 62-194 Administrative, office, technical and management personnel.

The annual salary schedule for administrative, office, technical and management personnel is as follows:

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT
ANNUAL SALARY SCHEDULE**

Non-bargaining unit
(effective July 1, 2026)

<u>GRADE</u>	<u>STEPS</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 4	41,912	43,798	45,769	47,829	49,981	52,230
S 5	43,798	45,769	47,829	49,981	52,230	54,580
S 6	45,769	47,829	49,981	52,230	54,580	57,036
S 7	47,829	49,981	52,230	54,580	57,036	59,603
S 10	54,580	57,036	59,603	62,285	65,088	68,017
S 11	57,036	59,603	62,285	65,088	68,017	71,078
S 12	59,603	62,285	65,088	68,017	71,078	74,277
S 13	62,285	65,088	68,017	71,078	74,277	77,619
S 14	65,088	68,017	71,078	74,277	77,619	81,112
S 15	68,017	71,078	74,277	77,619	81,112	84,762
S 16	71,078	74,277	77,619	81,112	84,762	88,576
S 17	74,277	77,619	81,112	84,762	88,576	92,562
S 18	77,619	81,112	84,762	88,576	92,562	96,727
S 19	81,112	84,762	88,576	92,562	96,727	101,080
S 20	84,762	88,576	92,562	96,727	101,080	105,629
S 21	88,576	92,562	96,727	101,080	105,629	110,382
S 22	92,562	96,727	101,080	105,629	110,382	115,349
S 23	96,727	101,080	105,629	110,382	115,349	120,540
S 24	101,080	105,629	110,382	115,349	120,540	125,964
S 25	105,629	110,382	115,349	120,540	125,964	131,632
S 26	110,382	115,349	120,540	125,964	131,632	137,555
S 27	115,349	120,540	125,964	131,632	137,555	143,745
S 28	120,540	125,964	131,632	137,555	143,745	150,214
S 29	125,964	131,632	137,555	143,745	150,214	156,974
S 30	131,632	137,555	143,745	150,214	156,974	164,038
S 31	137,555	143,745	150,214	156,974	164,038	171,420
S 32	143,745	150,214	156,974	164,038	171,420	179,134

City Code Section 62-194

ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT

(July 1, 2026)

- 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 **Assistant Planner**
- S 15 Executive Assistant; Librarian II; Payroll Administrator; Human Resources-Assistant **Administrator**;
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: 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; **Fire Marshal**
- 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



CITY OF KEENE

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

A RESOLUTION Relating to the 2026/2027 fiscal year budget

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

That the sum of \$32,434,768 be raised by taxation during the current year, which together with \$47,345,766 for estimated operating revenues aggregating \$79,780,534 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,446,533 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2026, as attached hereto and made a part thereof.

Jay V. Kahn, Mayor

In City Council May 7, 2026.
Referred to the Finance, Organization and Personnel
Committee meeting on May 28, 2026. Public Hearing
set for Thursday, June 4, 2026, at 7:00 PM.

Ceri Wood
City Clerk

R-2026-09 2026/2027 Annual Operating Budget

General Fund Revenue & Other Financing Sources:	<i>Proposed</i>	General Fund Appropriations:	<i>Proposed</i>
Property Tax Revenue	\$ 32,434,768	Elected & Appointed Officials	\$ 2,868,367
Use of Surplus	3,842,085	Capital Projects	7,425,049
Other Taxes	1,760,000	Administrative Services	7,532,731
Tax Increment Financing	485,032	Community Services	25,767,180
Licenses, Permits & Fees	4,621,819	Municipal Development Services	8,520,848
Intergovernmental	4,003,216	Debt Service	4,897,076
Charges for Services	2,867,086		
Fines & Forfeits	64,910		
Miscellaneous	2,565,371		
Other Financing Sources	4,366,964		
NET GENERAL FUND OPERATING REVENUES	\$ 57,011,251	NET GENERAL FUND OPERATING APPROPRIATIONS	\$ 57,011,251
TOTAL PARKING FUND REVENUES	\$ 1,216,657	TOTAL PARKING FUND APPROPRIATIONS	\$ 1,216,657
TOTAL PC REPLACEMENT FUND REVENUES	72,020	TOTAL PC REPLACEMENT FUND APPROPRIATIONS	72,020
TOTAL SOLID WASTE FUND REVENUES	6,089,039	TOTAL SOLID WASTE FUND APPROPRIATIONS	6,089,039
TOTAL SEWER FUND REVENUES	6,948,343	TOTAL SEWER FUND APPROPRIATIONS	6,948,343
TOTAL WATER FUND REVENUES	5,310,227	TOTAL WATER FUND APPROPRIATIONS	5,310,227
TOTAL EQUIPMENT FUND REVENUES	3,032,997	TOTAL EQUIPMENT FUND APPROPRIATIONS	3,032,997
TOTAL COMPENSATED ABSENCE FUND REVENUES	100,000	TOTAL COMPENSATED ABSENCE FUND APPROPRIATIONS	100,000
TOTAL OPERATING REVENUES - ALL FUNDS	\$ 79,780,534	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS	\$ 79,780,534
CAPITAL:			
PARKING FUND CAPITAL FUNDING	\$ 181,000	PARKING FUND CAPITAL APPROPRIATIONS	\$ 181,000
SOLID WASTE FUND CAPITAL FUNDING	700,000	SOLID WASTE FUND CAPITAL APPROPRIATIONS	700,000
SEWER FUND CAPITAL FUNDING	1,342,000	SEWER FUND CAPITAL APPROPRIATIONS	1,342,000
WATER FUND CAPITAL FUNDING	1,830,300	WATER FUND CAPITAL APPROPRIATIONS	1,830,300
EQUIPMENT FUND CAPITAL FUNDING	1,393,233	EQUIPMENT FUND CAPITAL APPROPRIATIONS	1,393,233
TOTAL CAPITAL FUNDING - OTHER FUNDS	\$ 5,446,533	TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS	\$ 5,446,533



CITY OF KEENE

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

A RESOLUTION Relating to the 2026/2027 fiscal year budget

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

That the sum of \$32,434,768 ~~416,668~~ be raised by taxation during the current year, which together with \$47,345,766 for estimated operating revenues aggregating \$79,780,534 ~~762,434~~ is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,446,533 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2026, as attached hereto and made a part thereof.

Jay V. Kahn, Mayor

In City Council May 7, 2026.
Referred to the Finance, Organization and Personnel
Committee meeting on May 28, 2026. Public Hearing
set for Thursday, June 4, 2026, at 7:00 PM.

Ceri Wood
City Clerk

R-2026-09-A 2026/2027 Annual Operating Budget

General Fund Revenue & Other Financing Sources:	<i>Proposed</i>	General Fund Appropriations:	<i>Proposed</i>
Property Tax Revenue	\$ 32,416,668	Elected & Appointed Officials	\$ 2,771,867
Use of Surplus	3,842,085	Capital Projects	7,492,049
Other Taxes	1,760,000	Administrative Services	7,532,731
Tax Increment Financing	485,032	Community Services	25,782,180
Licenses, Permits & Fees	4,621,819	Municipal Development Services	8,520,848
Intergovernmental	4,003,216	Debt Service	4,893,476
Charges for Services	2,867,086		
Fines & Forfeits	64,910		
Miscellaneous	2,565,371		
Other Financing Sources	4,366,964		
NET GENERAL FUND OPERATING REVENUES	\$ 56,993,151	NET GENERAL FUND OPERATING APPROPRIATIONS	\$ 56,993,151
TOTAL PARKING FUND REVENUES	\$ 1,216,657	TOTAL PARKING FUND APPROPRIATIONS	\$ 1,216,657
TOTAL PC REPLACEMENT FUND REVENUES	72,020	TOTAL PC REPLACEMENT FUND APPROPRIATIONS	72,020
TOTAL SOLID WASTE FUND REVENUES	6,089,039	TOTAL SOLID WASTE FUND APPROPRIATIONS	6,089,039
TOTAL SEWER FUND REVENUES	6,948,343	TOTAL SEWER FUND APPROPRIATIONS	6,948,343
TOTAL WATER FUND REVENUES	5,310,227	TOTAL WATER FUND APPROPRIATIONS	5,310,227
TOTAL EQUIPMENT FUND REVENUES	3,032,997	TOTAL EQUIPMENT FUND APPROPRIATIONS	3,032,997
TOTAL COMPENSATED ABSENCE FUND REVENUES	100,000	TOTAL COMPENSATED ABSENCE FUND APPROPRIATIONS	100,000
TOTAL OPERATING REVENUES - ALL FUNDS	\$ 79,762,434	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS	\$ 79,762,434
CAPITAL:			
PARKING FUND CAPITAL FUNDING	\$ 181,000	PARKING FUND CAPITAL APPROPRIATIONS	\$ 181,000
SOLID WASTE FUND CAPITAL FUNDING	700,000	SOLID WASTE FUND CAPITAL APPROPRIATIONS	700,000
SEWER FUND CAPITAL FUNDING	1,342,000	SEWER FUND CAPITAL APPROPRIATIONS	1,342,000
WATER FUND CAPITAL FUNDING	1,830,300	WATER FUND CAPITAL APPROPRIATIONS	1,830,300
EQUIPMENT FUND CAPITAL FUNDING	1,393,233	EQUIPMENT FUND CAPITAL APPROPRIATIONS	1,393,233
TOTAL CAPITAL FUNDING - OTHER FUNDS	\$ 5,446,533	TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS	\$ 5,446,533

FY 2027 Budget – Bond Resolutions				
Resolution	Fund	Description	Amount	Term
R-2026-10	General Fund	Ashuelot River Green Space	\$ 200,000	10
R-2026-11	General Fund	Ashuelot River Dam Repair or Replace	144,000	15
R-2026-12	General Fund	Downtown Infrastructure Improvements & Reconstruction	3,932,830	10
R-2026-13	General Fund	Gilbo Ave Solar Pavillion	439,200	10
R-2026-14	General Fund	Lower Winchester Street Reconstruction	143,550	10
R-2026-15	General Fund	Roadway Preservation & Rehabilitation	500,000	10
R-2026-16	General Fund	Robin Hood Park Improvements	1,117,000	15
R-2026-17	General Fund	Stormwater Resiliency	3,509,300	15
Subtotal – General Fund			\$ 9,985,880	
R-2026-18	Sewer Fund	Martell Court Bypass Project	\$ 825,000	15
R-2026-19	Sewer Fund	Downtown: Sewer Improvements	\$ 1,369,200	15
Subtotal – Sewer Fund			\$ 2,194,200	
R-2026-20	Water Fund	Water Distribution Improvements	1,690,200	15
Subtotal – Water Fund			\$ 1,690,200	
TOTAL – ALL FUNDS			\$ 13,870,280	



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Ashuelot River Green Space Project

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

That the sum of two hundred thousand dollars (\$200,000) is hereby appropriated for the Ashuelot River Green Space Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred thousand dollars (\$200,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kathleen Richards
Deputy City Clerk



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Ashuelot River Dam Repair or Removal Project

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

That the sum of one hundred forty-four thousand dollars (\$144,000) is hereby appropriated for the Ashuelot River Dam Repair or Removal Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one hundred forty-four thousand dollars (\$144,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kathleen Richards
Deputy City Clerk



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Downtown Infrastructure Improvements & Reconstruction Project

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

That the sum of three million nine hundred thirty-two thousand eight hundred thirty dollars (\$3,932,830) is hereby appropriated for the Downtown Infrastructure Improvements and Reconstruction Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three million nine hundred thirty-two thousand eight hundred thirty dollars (\$3,932,830) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kath Richards
Deputy City Clerk



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Gilbo Ave Solar Pavillion Project

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

That the sum of four hundred thirty-nine thousand two hundred dollars (\$439,200) is hereby appropriated for the Gilbo Ave Solar Pavillion Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to four hundred thirty-nine thousand two hundred dollars (\$439,200) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Deputy City Clerk



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Lower Winchester Street Reconstruction

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

That the sum of one hundred forty-three thousand five hundred fifty dollars (\$143,550) is hereby appropriated for the Lower Winchester Street Reconstruction, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one hundred forty-three thousand five hundred fifty dollars (\$143,550) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kelli Richards
Deputy City Clerk



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Roadway Preservation & Rehabilitation Program

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

That the sum of five hundred thousand dollars (\$500,000) is hereby appropriated for the Roadway Preservation & Rehabilitation Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred thousand dollars (\$500,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kelli Richards
Deputy City Clerk



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Robin Hood Park Improvement Project

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

That the sum of one million one hundred seventeen thousand dollars (\$1,117,000) is hereby appropriated for the Robin Hood Park Improvement Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million one hundred seventeen thousand dollars (\$1,117,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kath Richards
Deputy City Clerk



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Stormwater Resiliency Program

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

That the sum of three million five hundred nine thousand three hundred dollars (\$3,509,300) is hereby appropriated for the Stormwater Resiliency Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three million five hundred nine thousand three hundred dollars (\$3,509,300) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kathleen Richards
Deputy City Clerk



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Martell Court Bypass Project

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

That the sum of eight hundred twenty-five thousand dollars (\$825,000) is hereby appropriated for the Martell Court Bypass Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to eight hundred twenty-five thousand dollars (\$825,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kathleen Richards
Deputy City Clerk



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Downtown: Sewer Improvements Program

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

That the sum of one million three hundred sixty-nine thousand two hundred dollars (\$1,369,200) is hereby appropriated for the Downtown: Sewer Improvements Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million three hundred sixty-nine thousand two hundred dollars (\$1,369,200) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kelli Richards
Deputy City Clerk



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Water Distribution Improvements Program

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

That the sum of one million six hundred ninety thousand two hundred dollars (\$1,690,200) is hereby appropriated for the Water Distribution Improvements Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, six hundred ninety thousand, two hundred dollars (\$1,690,200) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

Jay V. Kahn, Mayor

In City Council May 21, 2026.
Referred to the Finance, Organization and
Personnel Committee.

Kath Richards
Deputy City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to Funding for the Downtown Infrastructure Project

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

That the remaining unspent project balance of approximately \$291,524, including bond proceeds, from the Upper Winchester Street Reconstruction Project (75J0026A) be reallocated to the Downtown Infrastructure Project (75J0034A); and

Further, that the remaining unspent project balance of approximately \$77,923, including bond proceeds, from the Carpenter Street Drainage Improvement Project (75M00622) be reallocated to the Downtown Infrastructure Project (75J0034A); and,

Further, that the sum of \$350,000, including bond proceeds, from the Thompson Road Repair & Stabilization Project (75J0036A) be reallocated to the Downtown Infrastructure Project (75J0034A) ; and

Further, that the sum of \$125,000 from the Stormwater System Analysis Program (75M010) be reallocated to the Downtown Infrastructure Project (75J0034A); and

Further, that the remaining unspent project balance of approximately \$742,410, including bond proceeds, from the FY 24 Road Preservation and Rehabilitation Program (75M00224) be reallocated to the Downtown Infrastructure Project (75J0034A); and

Further, that the remaining unspent project balance of approximately \$735,803, including bond proceeds, from the FY 25 Road Preservation and Rehabilitation Program (75M00225) be reallocated to the Downtown Infrastructure Project (75J0034A); and

Further, the sum of \$1,402,000 in unspent bond proceeds from the FY 26 Road Preservation and Rehabilitation Program (75M00226) reallocated to the Downtown Infrastructure Project (75J0034A), in lieu of those roadways identified within the FY25 - FY31 Capital Improvement Plan; and,

Further, that the sum of \$1,200,000 be appropriated from the General Fund unassigned Fund Balance to the Downtown Infrastructure Project (75J0034A).

In City Council May 21, 2026.
Referred to the Finance, Organization
and Personnel Committee.

Kathleen Richards
Deputy City Clerk

Jay V. Kahn, Mayor