



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers, Keene City Hall
September 10, 2026
6:00 PM

A. AGENDA ITEMS

1. FY25 Audited Financial Statements Presentation - CBIZ CPAs, P.C.
CBIZ Presentation Slides
2. Warren Steinberg - Request for Temporary Free Parking within Active
Downtown Construction Zones
Resolution R-2015-11 Council Policy - Relating to Free Parking
3. Acceptance of NH Juvenile Court Diversion Network Funding - Youth
Services Manager
4. FY26 DOJ Byrne Justice Assistance Grant (JAG) Program Award - Police
Captain
5. Acceptance of FAA/NHDOT Grant Funding – Wildlife Perimeter Fence
Phase II Construction - Airport Director
6. Carry Forward Request - 2026 Unspent Wages - to Support Two One-
time Community Development Department Expenditures - Community
Development Director
7. 2025 Hazmat Equipment Grant - Period of Performance Extension - Fire
Chief
8. FY28 Ambulance Replacement - Fire Chief
9. LWCF Grant Round 33 Amendment - Skate Park - Deputy City Manager
10. Relating to the Execution of an Agreement with KeyNetGPS - City
Engineer
11. Relating to the Execution of a Change Order with Structural Preservation
Services - City Engineer
12. Relating to the Appropriation of funds for the Marlboro Street & Cheshire
Rail Trail Improvements Project
Resolution R-2026-40
13. Sale of Surplus Mechanical Ventilators - Fire Chief

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: September 10, 2026
To: Finance, Organization and Personnel Committee
From: Kari Chamberlain, Finance Director/Treasurer
Through: Elizabeth Ferland, City Manager
Subject: **FY25 Audited Financial Statements Presentation - CBIZ CPAs, P.C.**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend accepting the presentation of the City of Keene's Fiscal Year 2025 Audited Financial Statements by CBIZ CPAs, P.C. as informational.

Attachments:

None

Background:

The City of Keene is required to conduct an annual independent audit of its financial statements pursuant to City Code and federal single audit requirements, given the City's receipt of federal funds.

Representatives from CBIZ CPAs, P.C., the City's independent audit firm, will present the results of the Fiscal Year 2025 audit (for the year ended June 30, 2025). The presentation will include an overview of:

- The Independent Auditor's Report and audit opinion on the City's financial statements
- Results of the audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States (General Auditing Standards)
- Management letter recommendations

City of Keene, New Hampshire

Summary of Audit Results for the Year
Ended June 30, 2025

September 10, 2026

Presented By:

Scott Warnetski, CPA
Managing Director

Audit Process

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements.

Auditors express an opinion on the financial statements that are the responsibility of management.

No opinion is expressed on the effectiveness of the City's internal controls.

Overview of the Financial Statements

- ▶ Auditor's Report – unmodified opinions
- ▶ Management Discussion & Analysis – provides reader with summary to have a basic understanding of how the City is doing
- ▶ Dual perspective financial statements:
 - ▶ Government-Wide Financial Statements – long term perspective
 - ▶ Fund Financial Statements – short term perspective for governmental funds
- ▶ Notes to the financial statements and required supplementary information
- ▶ The City has been receiving an award from GFOA for excellence in financial reporting for its Annual Comprehensive Financial Report (ACFR), which in addition to basic financial statements, includes introductory and statistical sections and individual combining statements.

Results of Audit

In our opinion, the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Keene, New Hampshire as of June 30, 2025, and for the year then ended in accordance with accounting principles accepted in the United States of America.

No difficulties encountered in performing the audit.

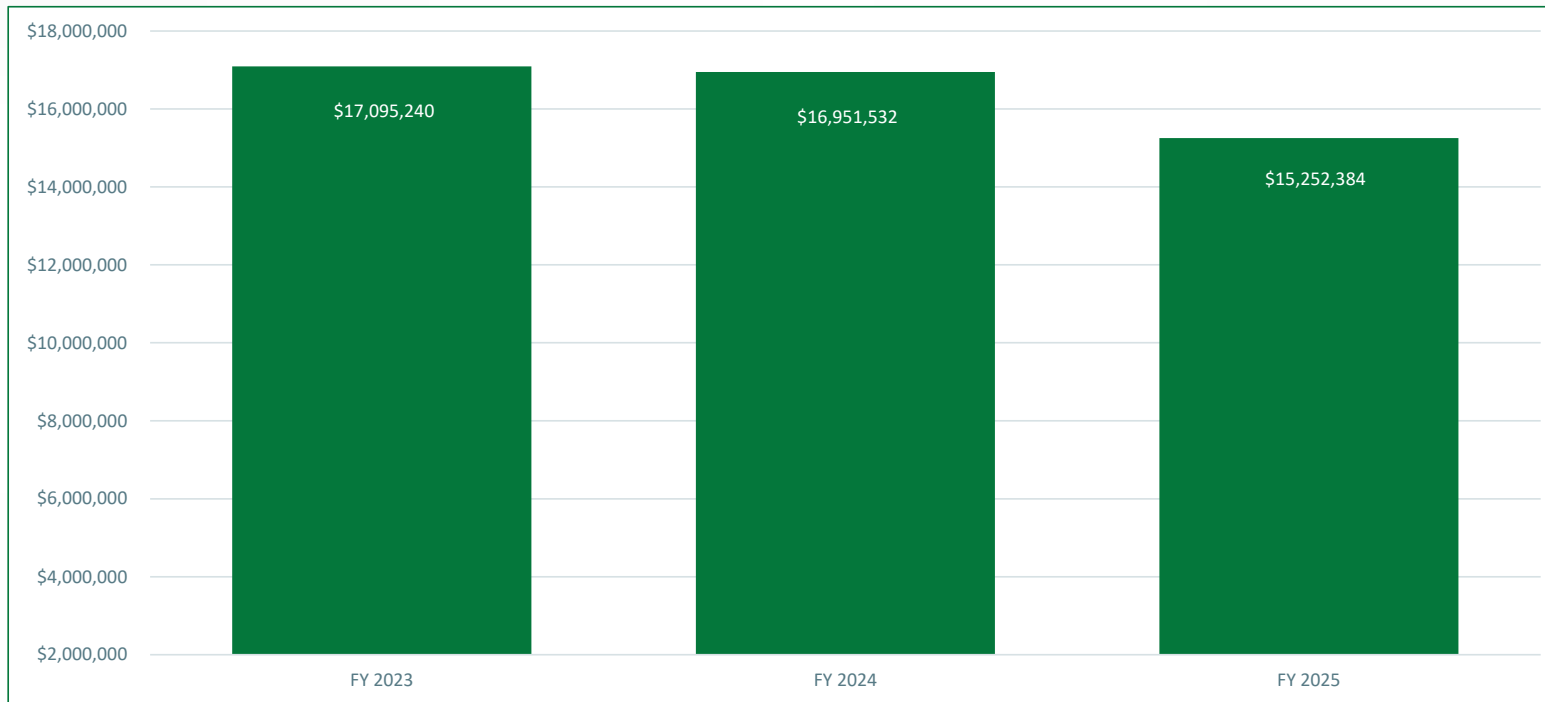
No material, corrected misstatements.

No disagreements with Management.

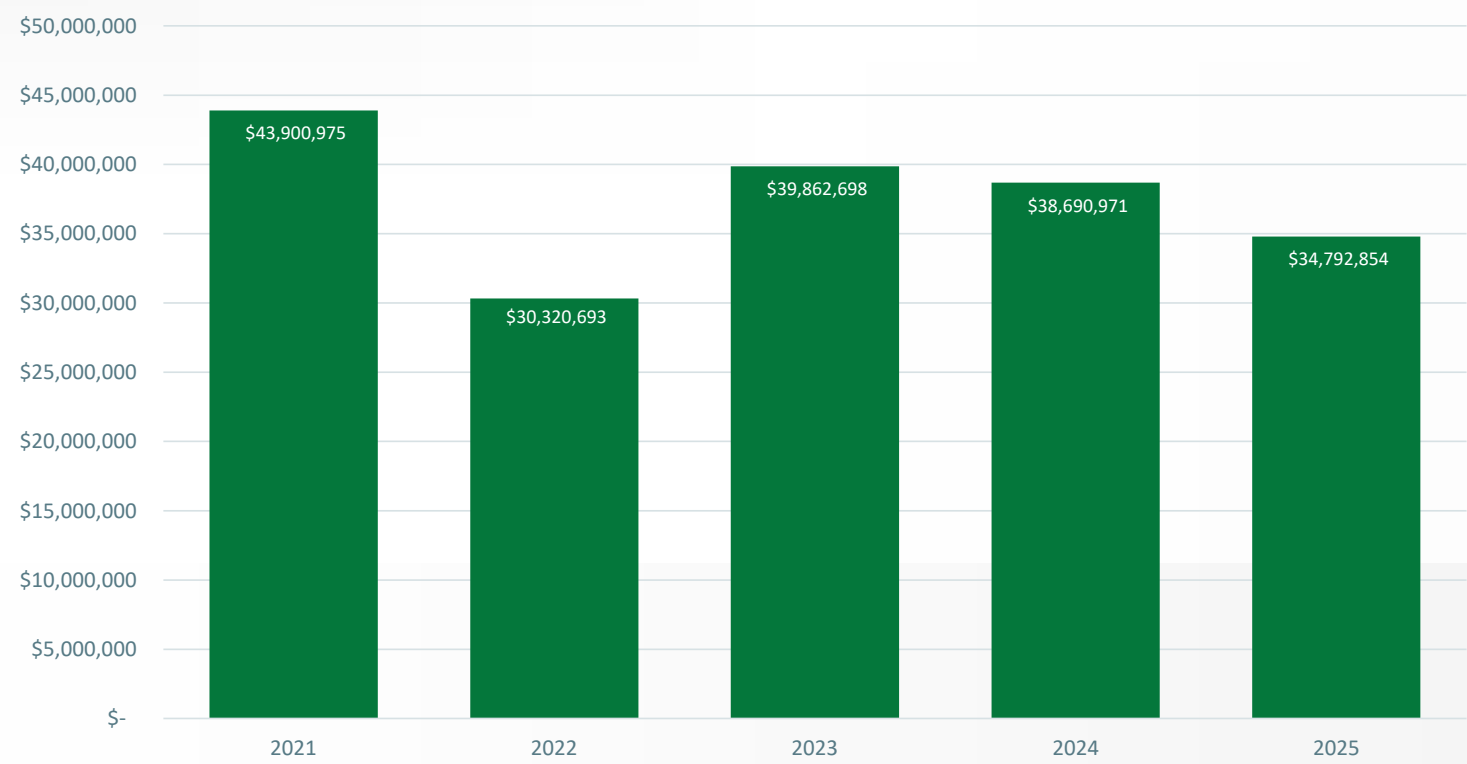
Budget vs. Actual Comparison – General Fund – Fiscal Year Ended June 30, 2025 – Gross Budgetary Basis

	Budgeted Amounts	Actual Amounts	Variance
Revenues	\$44,704,546	\$44,732,022	\$27,476
Expenditures	\$45,442,749	\$43,369,957	\$2,072,792
Other Financing Sources	\$738,203	\$(2,077,545)	\$(2,815,748)
Net	\$0	\$(715,480)	\$(715,480)

Unassigned Fund Balance – General Fund – Last 3 Fiscal Years



Net Pension Liability— Last 5 Fiscal Years



Governmental Accounting Standards Board (GASB) Statements

To be implemented by the City in FY 2026:

GASB Statements 103 and 104 are required to be implemented in fiscal year 2026.

- GASB 103, *Financial Reporting Model Improvements*
This standard is expected to improve key components of the financial reporting model to enhance effectiveness in providing information that is essential for decision making and assessing government's accountability.
- GASB 104, *Disclosure of Certain Capital Assets*
This standard is expected to require certain information regarding capital assets to be presented by major class.

NOTE

This presentation is intended as a tool to assist in understanding the financial results. The information contained in this presentation should be read in conjunction with the audited Annual Comprehensive Financial Report and related disclosures.

Communication to the Honorable Mayor and City Council

Submitted through the Office of the City Clerk

Subject: Request for Temporary Free Parking Within Active Downtown Construction Zones

Honorable Mayor and City Council:

I respectfully request that the City Council consider adopting a temporary free parking policy for all public parking spaces located directly within the active downtown construction area during the current downtown infrastructure project.

As construction progresses through its various phases, the designated free parking area should move with the active construction zone so that the businesses and customers most directly affected receive relief while work is occurring in front of or adjacent to them.

This request is consistent with Resolution R-2015-11. The ongoing downtown construction is a City-led project that temporarily disrupts access, visibility, and customer traffic for downtown businesses. Providing free parking within the active construction area would help offset these impacts, encourage continued patronage of local businesses, and support the continued vitality of downtown Keene throughout the duration of the project.

The requested waiver would apply only to parking spaces located within the current construction limits for each phase of the project. As work advances, the free parking area would move accordingly so that assistance remains targeted to the businesses and visitors most directly affected.

Because this request relates to a government project and is intended to preserve the vitality of downtown during construction, I respectfully request that the City Council grant this temporary parking waiver and refer this communication to the appropriate committee for consideration.

Thank you for your time, consideration, and continued service to the City of Keene.

Respectfully submitted,



36 Concord Hill Dr
Keene, NH 03431

[Redacted]



CITY OF KEENE

R-2015-11

In the Year of Our Lord Two Thousand and fifteen

A RESOLUTION RELATING TO FREE PARKING

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

WHEREAS: The Keene City Council routinely receives requests for free parking for events and activities downtown; and

WHEREAS: Having standards and criteria by which these requests are evaluated is good public policy and assures consistency and equity in managing the approval of these requests; and

WHEREAS: The Keene City Council wishes to establish uniform standards and practices to which it would judge the merits of future requests.

NOW THEREFORE BE IT RESOLVED, to the extent that parking space(s) is either necessary for the placement of materials for an event, or to provide free parking for vehicles, or necessary to assure public safety during the event, the Keene City Council may grant a waiver of applicable parking regulations based upon a demonstration of compliance with the following criteria:

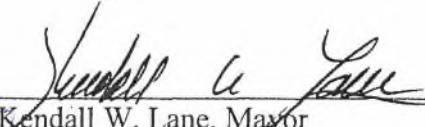
1. Must either be sponsored by a non-profit entity or must be for the exclusive financial benefit of a non-profit entity, or must be a governmental entity; and
2. Must be an activity that appeals to a cross section of the community and which contributes to the vitality of the downtown area of Keene.

Any request must be reviewed by the City's public safety agencies to confirm compliance with City laws and public safety issues.

ASSED March 19, 2015

A true copy;

Attest:


Kendall W. Lane, Mayor


City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: September 10, 2026

To: Finance, Organization and Personnel Committee

From: Alyssa Bender, Youth Services Manager/JCC Coordinator

Through: Carrah Fisk-Hennessey, Parks and Recreation Director
Elizabeth Ferland, City Manager

Subject: **Acceptance of NH Juvenile Court Diversion Network Funding - Youth Services Manager**

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 funds provided by New Hampshire Juvenile Court Diversion Network for Youth Services programs.

Attachments:

None

Background:

Youth Services has been granted a second funding opportunity from the NH Diversion Network to deliver services from July 1st, 2026, to June 30th, 2027, totaling \$46,988.00 for work related to substance abuse screening for youth.

This contract is funded with Federal funds from the New Hampshire Department of Health and Human Services, Division for Behavioral Health, on behalf of the Opioid Abatement Advisory Commission; and State of New Hampshire General Funds through the Department of Health and Human Services. The amount is decided based on SBIRT Data for cases closed within Juvenile Court Diversion as well as a request for application process.

The City Attorney has reviewed and approved this contract.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: September 10, 2026

To: Finance, Organization and Personnel Committee

From: Steve Tenney, Police Captain

Through: Steve Stewart, Police Chief
Elizabeth Ferland, City Manager

Subject: **FY26 DOJ Byrne Justice Assistance Grant (JAG) Program Award - Police Captain**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to co-apply with Cheshire County, NH and to accept and expend the U.S. Department of Justice FY26 Byrne JAG in the amount allocated to the city in the amount of \$6,519.00

Attachments:

None

Background:

We have partnered with Cheshire County on this grant for at least 16 years. Cheshire County is the fiscal agent of this grant and the City of Keene is a sub-recipient of the proposed grant. This grant period runs to September 30, 2027. The funds from this grant are used for the continued deployment of cellular phones and data air cards that are equipped in each of our police cruisers. By approving the recommendation, the City Council is approving the submission of the grant application and entering into a Memorandum of Understanding with Cheshire County, NH for the allocation of these funds.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: September 10, 2026

To: Finance, Organization and Personnel Committee

From: Ryan Cooley, Airport Director

Through: Elizabeth Ferland, City Manager

Subject: **Acceptance of FAA/NHDOT Grant Funding – Wildlife Perimeter Fence Phase II Construction - 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 from the Federal Aviation Administration and New Hampshire Department of Transportation for the Wildlife Perimeter Fence Phase II Construction Project, SBG 08-32-2026 and SBG 08-33-2026.

Attachments:

1. EEN Wildlife Fence Phase II Grant Acceptance Memo
2. NHDOT Companion Grant Offer – Wildlife Fence Phase II
3. Wildlife Fence Grant Acceptance Deadline Extension

Background:

The Wildlife Perimeter Fence Project is a multi-phase airport safety project intended to reduce wildlife incursions onto the airfield. In October 2025, the Finance, Organization and Personnel Committee considered and recommended acceptance of FAA funding for the Phase II design, permitting, and bidding portion of the project. At that time, staff advised the Committee that the Airport planned to pursue grant funding for construction in the following fiscal year. City Council subsequently approved that grant authorization on November 6, 2025.

The Airport has now received the anticipated construction funding through companion FAA/NHDOT grant agreements for Phase II construction. The project includes approximately 17,000 linear feet of perimeter/wildlife fencing and approximately 13 gates. The companion grant structure consists of AIP and AIG funding that, together, support the installation and construction of the project.



Meeting Date: September 10, 2026
To: Finance, Organization and Personnel Committee
From: Ryan Cooley, Airport Director
Through: Elizabeth Ferland, City Manager
Subject: Acceptance of FAA/NHDOT Grant Funding – Wildlife Perimeter Fence Phase II Construction

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 from the New Hampshire Department of Transportation, Bureau of Aeronautics, under the FAA State Block Grant Program for the Keene Dillant-Hopkins Airport Wildlife Perimeter Fence Construction Project, consisting of AIG Companion Grant SBG 08-32-2026 in the amount of \$295,657 and AIP Companion Grant SBG 08-33-2026 in the amount of \$1,847,367, for a combined total of \$2,143,024.

Attachments:

1. NHDOT Grant Offer Letters (SBG 08-32-2026 and SBG 08-33-2026) — Two grant agreement packages from the New Hampshire Department of Transportation, Bureau of Aeronautics, dated August 13, 2026, addressed to Airport Director Ryan Cooley at Dillant-Hopkins Airport. The first letter covers Grant No. SBG 08-32-2026 (AIG Companion Grant) in the amount of \$295,657, representing approximately 13.7963% of Phase II installation and construction costs for the Wildlife Perimeter Fence. The second letter covers Grant No. SBG 08-33-2026 (AIP Companion Grant) in the amount of \$1,847,367, representing approximately 86.2037% of Phase II installation and construction costs. Together, the two companion grants fund 100% of the Phase II construction scope, which includes approximately 17,000± linear feet of perimeter/wildlife fencing and approximately 13± gates. Each letter encloses three copies of the respective grant agreement for execution and specifies a return deadline of September 14, 2026. The letters also identify required accompanying documents, including certificates of general liability insurance from both the airport sponsor and its airport consultant, and a stamped/sealed Certificate of Vote or other instrument demonstrating the City's legal authority to execute the agreements.

Background:

Keene Dillant-Hopkins Airport has a documented history of wildlife incursions onto the airfield, creating a significant aviation safety concern. In May 2016, an aircraft struck a white-tailed deer on the runway, resulting in substantial damage to the aircraft. A Wildlife Hazard Site Visit completed in 2024 recommended construction of a perimeter fence to reduce wildlife, particularly deer, from entering aircraft movement areas.



The Wildlife Perimeter Fence project consists of approximately 17,000 linear feet of fencing and associated gates along the western, northern, and eastern portions of the airfield. The project has progressed through environmental review, permitting, archaeological coordination, engineering, and design over several years. The

City Council previously authorized grant funding and engineering services associated with the project in May 2023, March 2025, and November 2025.

In March 2026, the construction phase was included in the City's Capital Improvement Program at an estimated cost of approximately \$3.97 million. Airport staff subsequently worked with NHDOT and the FAA to advance construction of the full perimeter fence rather than dividing the work into several smaller phases over multiple years. Construction bids have since been received and awarded under budget.

On August 13, 2026, the NHDOT Bureau of Aeronautics issued two companion grant offers for the construction phase of the project: SBG 08-32-2026 in the amount of \$295,657 and SBG 08-33-2026 in the amount of \$1,847,367, for a combined total of \$2,143,024.

City Council authorization is required for the City Manager to accept, execute, and expend the grant funding. Following City execution, the grant agreements will proceed to the State of New Hampshire Governor and Executive Council for final approval. The project will allow the Airport to address a longstanding wildlife safety hazard and improve the overall safety and security of the airfield.



The State of New Hampshire
Department of Transportation



David Rodrigue, P.E.
Commissioner

Susan M. Klasen, P.E.
Assistant Commissioner

Michelle L. Winters
Deputy Commissioner

August 13, 2026

Ryan Cooley, ACE
Dillant-Hopkins Airport
80 Airport Road
Keene, NH 03431

Dear Mr. Cooley:

The New Hampshire Department of Transportation, Bureau of Aeronautics (Bureau) is pleased to offer a grant for the project described below:

SBG 08-32-2026 Construct Perimeter/Wildlife Fencing (approx. 17,000± LF) and Gates (approx. 13±) - Phase II (approx. 13.7963±% of Installation and Construction) - AIG Companion Grant

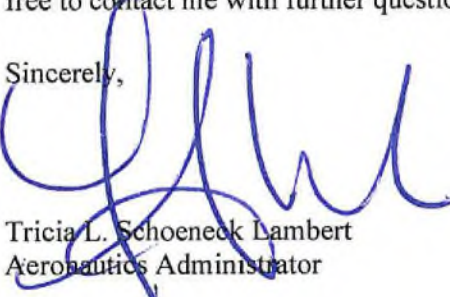
The Bureau requests the three (3) enclosed Grant Agreements be executed by the City of Keene and returned by **September 14, 2026**.

The Bureau continues to require certificates of general liability insurance from both the airport sponsor and its airport consultant as well as a stamped/sealed Certificate of Vote or other instrument showing the airport's legal right to sign this offer (please replace the yellow pages in the offer). Please note that the order of grant agreement signatures is important. All the local signatures must be on the same day or in sequence as follows: City Manager→City attorney→City Clerk→notary.

Once the Bureau has received the executed Agreements, insurance documentation and Certificate of Vote, we will submit the Agreements to the Governor & Council for approval. Your office will then be forwarded a fully executed Agreement and authorization to proceed with the project.

The Bureau thanks you in advance for your prompt attention and looks forward to a successful project. Please feel free to contact me with further questions at (603) 271-1674.

Sincerely,



Tricia L. Schoeneck Lambert
Aeronautics Administrator

Enclosures (3)



The State of New Hampshire
Department of Transportation



David Rodrigue, P.E.
Commissioner

Susan M. Klasen, P.E.
Assistant Commissioner

Michelle L. Winters
Deputy Commissioner

August 13, 2026

Ryan Cooley, ACE
Dillant-Hopkins Airport
80 Airport Road
Keene, NH 03431

Dear Mr. Cooley:

The New Hampshire Department of Transportation, Bureau of Aeronautics (Bureau) is pleased to offer a grant for the project described below:

SBG 08-33-2026 Construct Perimeter/Wildlife Fencing (approx. 17,000± LF) and Gates (approx. 13±) - Phase II (approx. 86.2037±% of Installation and Construction) - AIP Companion Grant

The Bureau requests the three (3) enclosed Grant Agreements be executed by the City of Keene and returned by **September 14, 2026**.

The Bureau continues to require certificates of general liability insurance from both the airport sponsor and its airport consultant as well as a stamped/sealed Certificate of Vote or other instrument showing the airport's legal right to sign this offer (please replace the yellow pages in the offer). Please note that the order of grant agreement signatures is important. All the local signatures must be on the same day or in sequence as follows: City Manager→City attorney→City Clerk→notary.

Once the Bureau has received the executed Agreements, insurance documentation and Certificate of Vote, we will submit the Agreements to the Governor & Council for approval. Your office will then be forwarded a fully executed Agreement and authorization to proceed with the project.

The Bureau thanks you in advance for your prompt attention and looks forward to a successful project. Please feel free to contact me with further questions at (603) 271-1674.

Sincerely,

Tricia I. Schoeneck Lambert
Aeronautics Administrator

Enclosures (3)

RE: Extension for Grant Acceptance SBG 08-32-2026 and SBG 08-33-2026

From Niewola, Carol <carol.l.niewola@dot.nh.gov>
Date Thu 9/3/2026 12:29 PM
To Ryan Cooley <rcooley@keenenh.gov>
Cc Garber, Daniel <Daniel.J.Garber@dot.nh.gov>

Ryan,

Based on your request below, we concur with the extension of the submission deadline on Dillant-Hopkins Airport's grant offers for "Construct Perimeter/Wildlife Fencing (approx. 17,000± LF) and Gates (approx. 13±) - Phase II (approx. 13.7963±% of Installation and Construction) - AIG" (SBG 08-32-2026) and Construct Perimeter/Wildlife Fencing (approx. 17,000± LF) and Gates (approx. 13±) - Phase II (approx. 86.2037±% of Installation and Construction) - AIP" (SBG 08-33-2026) until **September 30, 2026**.

If you have any questions or your schedules change, please contact us at your earliest convenience.



Carol L. Niewola, PE, CM, Senior Aviation Planner

NHDOT/Bureau of Aeronautics, 7 Hazen Drive, P.O. Box 483, Concord, NH 03302-0483

O 603-271-1675 | C 603-419-0683 | F 603-271-1689 | carol.l.niewola@dot.nh.gov

<https://www.dot.nh.gov/about-nh-dot/divisions-bureaus-districts/aeronautics>

Supporting New Hampshire Aviation Since 1941

From: Ryan Cooley <rcooley@keenenh.gov>
Sent: Thursday, September 03, 2026 11:17 AM
To: Niewola, Carol <carol.l.niewola@dot.nh.gov>
Subject: Extension for Grant Acceptance SBG 08-32-2026 and SBG 08-33-2026

EXTERNAL EMAIL WARNING! This email originated outside of the New Hampshire Executive Branch network. Do not open attachments or click on links unless you recognize the sender and are expecting the email. Do not enter your username and password on sites that you have reached through an email link. Forward suspicious and unexpected messages by clicking the Phish Alert button in your Outlook and if you did click or enter credentials by mistake, report it immediately to helpdesk@doit.nh.gov!

Good morning, Carol,

Keene City Council and its committees have just returned from summer recess. The first opportunity we have to bring this forward for approval is the Finance Committee meeting on September 10, followed by City Council on September 17, at which point Council can authorize the City Manager to execute the grant documents.

With that timing in mind, I am hoping NHDOT can grant us an extension to return the fully executed grant packets no later than September 30, 2026.

Thank you for your understanding and flexibility.

Best,



Ryan T. Cooley, ACE

Airport Director

Keene Dillant-Hopkins Airport | City of Keene

Address: [80 Airport Road](#), Keene, NH 03431

Office: [603-357-9835](#)

Web: www.keenenh.gov/airport/

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CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: September 10, 2026

To: Finance, Organization and Personnel Committee

From: Paul Andrus, Community Development Director

Through: Elizabeth Ferland, City Manager

Subject: **Carry Forward Request - 2026 Unspent Wages - to Support Two One-time Community Development Department Expenditures - Community Development Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Council authorize the Community Development Department to carry forward \$32,500 in unexpended Fiscal Year 2026 personnel appropriations and repurpose those funds to pay for the conversion of the Land Development Code to the on line MuniCode system and to provide a local match for a Building Resilient Infrastructure and Communities (BRIC) match.

Attachments:

None

Background:

1. Land Development Code Conversion to Municode

As part of the City's ongoing efforts to bring its website into compliance with ADA accessibility requirements, the Community Development Department will need to convert the Land Development Code from its current PDF format into Municode, consistent with the remainder of the City Code.

The estimated cost for this work is **\$17,000** for the initial conversion, plus **\$3,000** to accommodate amendments during the first year following conversion. The Department is requesting **\$20,000** in carryover funding for this purpose.

In addition to addressing accessibility requirements, conversion to Municode will provide a more accessible and user-friendly format for residents, applicants, property owners, and staff and will provide a more efficient means of incorporating future amendments to the Land Development Code.

2. Building Resilient Infrastructure and Communities (BRIC) Program Match

The City has submitted an application for **\$37,500** in BRIC grant funding to purchase software and equipment to improve electronic plan review capabilities as part of the City's Hazard Mitigation Program. The required City match for the grant is **\$12,500**, which was initially anticipated to be absorbed within the Community Development Department's existing equipment and training budgets.

The Department is requesting **\$12,500** in carryover funding to satisfy the match requirement. Using carryover funds for this purpose will allow the Department to preserve its FY27 equipment and training resources to address the needs of existing staff as well as the onboarding and training of the two positions currently being filled.

Funding Summary

The requested **\$32,500** carryover consists of **\$20,000** for conversion of the Land Development Code to Municode and **\$12,500** for the BRIC grant match. Both expenditures represent one-time uses of FY26 salary savings and will allow the Department to complete these initiatives without creating additional pressure on its FY27 operating budget.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: September 10, 2026
To: Finance, Organization and Personnel Committee
From: Gregory Seymour, Fire Chief
Through: Elizabeth Ferland, City Manager
Subject: **2025 Hazmat Equipment Grant - Period of Performance Extension - 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 the 2025 Homeland Security Grant agreement amendment.

Attachments:

None

Background:

On July 8, 2026, the Department was notified that the period of performance for the 2025 Hazardous Materials Equipment Grant, in the amount of \$23,128, had been extended from September 30, 2026, to August 31, 2028. All other terms and conditions outlined in the original grant award remain unchanged and in full effect. A signed amendment reflecting the revised period of performance is required to be forwarded to the Governor and Executive Council for approval.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: September 10, 2026
To: Finance, Organization and Personnel Committee
From: Gregory Seymour, Fire Chief
Through: Elizabeth Ferland, City Manager
Subject: **FY28 Ambulance Replacement - 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 Autotronics of Maine for the purchase and construction of the Fire Department ambulance.

Attachments:

None

Background:

This authorization is intended to secure a production position and reduce the period during which the City must continue operating an increasingly unreliable ambulance fleet. Funding for the completed ambulance would remain subject to the FY28 Capital Improvement Program appropriation. Should the City ultimately be unable to proceed with the purchase, Fleet Funds would be utilized to satisfy any applicable contractual cancellation obligation in accordance with the terms of the agreement. The Keene Fire Department has experienced a significant increase in mechanical failures within its diesel-powered ambulance fleet. These failures have caused extended periods when ambulances are unavailable and have placed the Department in increasingly difficult operational positions. When reserve capacity is reduced or unavailable, the Department must rely more heavily on mutual aid ambulances, increasing the potential for delays in emergency medical service to the community.

The City currently has an ambulance scheduled for replacement through the FY28 Capital Improvement Program. The Department is not requesting that the planned replacement be moved forward. Rather, it is requesting authority to place the order now so the ambulance can be delivered near the beginning of its planned replacement period. Autotronics is currently estimating approximately 12 to 13 months from order to delivery. Waiting until the FY28 budget process is complete would add the budget-cycle delay to the manufacturer's production time and could result in delivery approximately 24 to 36 months from now. The Department has also been advised that ambulance pricing may increase approximately 5 to 10 percent during that period.

The current estimated cost of the ambulance is approximately \$475,000 before any applicable trade allowance or discounts. The FY28 CIP identifies \$533,595 for the replacement, including

approximately \$58,496 for a Power-LOAD system and powered cot. The executed Autotronics agreement used for the City's current ambulance provides that the net price is due upon delivery. Accordingly, the primary financial exposure created by early ordering is the contractual cancellation obligation.

The Department and Fleet Services have worked collaboratively to improve long-term fleet reliability and cost effectiveness. Beginning with the most recent ambulance, KFD transitioned from diesel to gasoline-powered chassis. Gasoline chassis are less expensive to purchase, have greater parts availability, and allow a greater percentage of repairs to be completed locally. Fleet Services has also participated directly in developing ambulance specifications to eliminate or modify components that have historically contributed to failures and extended downtime. The proposed FY28 ambulance would continue this approach.

Contractual Opt-Out Provision:

Section 9, Cancellation/Termination, of the executed Autotronics agreement provides:

"Except as provided in Paragraph 7, in the event this Agreement is cancelled or terminated by Customer before completion of the Vehicle due to no fault by Company, Company may charge a cancellation fee as follows:

- (a)** 10% of the Purchase Price after the execution of this Agreement by both parties;
- (b)** 20% of the Purchase Price after completion of approved drawings, and;
- (c)** 30% of the Purchase Price upon the commencement of construction of the Vehicle; provided, however, that Company shall mitigate and reduce the 30% cancellation fee through the sale of the partially completed Vehicle to a third party purchaser, less commercially reasonable costs and expenses incurred by Company to complete any such sale; and provided further that funds remaining from any Pre-Payment, less any cancellation fee as described in this paragraph, shall be refunded to the Customer within 30 days after the date of cancellation by Customer, or sale of the Vehicle whichever is the later to occur."

This language establishes a defined financial exposure if the City elects not to proceed and requires Autotronics to mitigate the 30 percent construction-stage cancellation fee through resale of a partially completed vehicle. If cancellation became necessary because the FY28 purchase was not ultimately funded, Fleet Funds would be used to satisfy the applicable contractual obligation.

Given the continuing mechanical failures within the existing fleet, the operational effect of reduced ambulance availability, current manufacturer lead times, and the potential for higher acquisition and maintenance costs if replacement is delayed, early ordering is the most responsible way to align delivery with the replacement already contemplated in the City's FY28 Capital Improvement Program.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.9.

Meeting Date: September 10, 2026
To: Finance, Organization and Personnel Committee
From: Andrew Bohannon, Deputy City Manager
Through: Elizabeth Ferland, City Manager
Subject: **LWCF Grant Round 33 Amendment - Skate Park - Deputy City Manager**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to accept and execute an amendment to Land and Water Conservation Fund sub-grant #33-00761_Patricia T Russell Park-II, with the State of New Hampshire to increase the award limit by \$75,000 (from \$225,000 to \$300,000), and to extend the completion date by one-year (from 9/30/2026 to 9/30/2027), and to increase the agreed-to project scope further including a parking lot and pathway extensions at Patricia T Russell Park in addition to the development of the skate park.

Attachments:

None

Background:

The original sub-grant in the amount of \$225,000, from the National Park Service (NPS), as passed through the New Hampshire Department of Natural and Cultural Resources (NHDNCR) was approved by the Governor and Executive Council (G&C) at the May 1, 2024, meeting, item #90A.

The City Council supported the grant amendment application to the NPS via the NHDNCR, as described in the recommendation above, at the December 18, 2025, meeting. On behalf of the City, the NHDNCR submitted the federal amendment application to the NPS on May 18, 2026. NPS provided notice to the NHDNCR of the federal amendment award between the NPS and the NHDNCR on August 11, 2026. However, approval of the sub-award amendment between the NHDNCR and the City is dependent on G&C approval. A motion passed by the City Council authorizing the City Manager to accept and execute the amendment, in addition to the original grant, must be provided to the NHDNCR to include in the pending G&C request for approval.

Additionally, the project was reviewed by the MSFI Committee at its April 29, 2026, meeting. Staff continue to work with neighboring property owners to further refine the design, incorporating additional plantings as well as stormwater and vegetative improvements.

As a result of the timing of this award amendment, construction will happen in the spring of 2027.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.10.

Meeting Date: September 10, 2026

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 with KeyNetGPS - 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 a Participant Agreement with KeyNetGPS.

Attachments:

1. City of Keene Agreement

Background:

The Public Works Department, Engineering Division, as part of its ongoing operations, previously installed and currently maintains a Trimble GPS base station for the purposes of surveying, collecting GPS information, and supporting the management, design, and record keeping of the City's infrastructure. For roughly the past 15 years, as part of the City's ownership and operation of this infrastructure, the City has participated in a user agreement with KeyNETGPS that permits other surveying and GPS users to utilize the City's base station. In consideration of the City's participation in this program and the use of its base station, KeyNETGPS has compensated the City in the approximate amount of \$2,000 per year.

The funds received through these user fees are included in the Public Works Department's annual revenue estimate as "Direct Reimbursement" (75023503 - 441090).

The most recent agreement executed between the City and KeyNETGPS for use of the City's GPS base station was entered into in 2013 and is now overdue for renewal. Although a new agreement has not been formally executed for approximately thirteen years, KeyNet has continued to compensate the City during that period for the continued use of the City's base station.

Renewal of the user agreement will formally establish the terms and conditions governing KeyNETGPS's continued use of the City's GPS base station and allow the City to continue receiving this revenue.

KeyNetGPS

KeyNetGPS is a business venture of Keystone Precision Instruments.

KeyNetGPS is a series a continuously operating, high precision GNSS reference stations. These reference stations have all been linked together using Trimble PIVOT Software, creating a Virtual Reference Station System (VRS). For a more detailed explanation of a Trimble Virtual Reference Station Network, see <http://www.trimble.com/infrastructure/vrs3net-software.aspx?dtID=overview> . The business model is to sell subscriptions to KeyNetGPS and provide real-time data and static data to clients using the Internet. The real-time receiver or rover is linked to the Network using wireless Internet technology.

Currently KeyNetGPS operates a continuous network from Virginia to Maine and from the Ohio/Pennsylvania border to the Atlantic Ocean. KeyNetGPS plans to densify this network based upon the needs of customers.

KeyNetGPS Benefits

- *Productivity*: There is no need for a base station. Your Trimble RTK System base station may be suitable as a 2nd rover, doubling your production. Since there is no base station set up, the survey start up time is usually less than one minute.
- *Affordability*: With only one GPS rover receiver required, the cost of equipment and survey personnel is reduced significantly.
- *Accuracy*: Instant survey-grade accuracy within the KeyNetGPS Network. Perform surveys in any coordinate system; state, local or assumed.

KeyNetGPS Participant Offer

As part of the strategy to densify the KeyNetGPS coverage area and increase GNSS coverage, KeyNetGPS is proposing that strategically located firms are given the opportunity to Participate in KeyNetGPS by installing an approved GNSS receiver (see Appendix A) and streaming data to KeyNetGPS. Participants benefit from the technology, receive a discount on the subscriptions to the KeyNetGPS service for their company (see Appendix C) and also participate in a cost recovery model (see Appendix B).

KeyNetGPS Commitments

KeyNetGPS commits to meet the following conditions under this agreement:

- Operation of the VRS Networks for a minimum of three (3) years and will continue to operate the networks indefinitely if technology warrants.
- Provide hardware/software and IT resources to host and manage the entire network.
- Provide the sales, marketing and distribution of the KeyNetGPS service. This will include a dedicated website www.keynetgps.com and other marketing materials such as mailers, flyers and promotional seminars.
- Provide administration of entire network and all customers and users.
- Manage all financial aspects of the Network, including billings, collections, account management and reporting of the KeyNetGPS Network to participants.
- Provide monitoring of reference stations and assume responsibility for network up-time (including hot spares of GNSS receivers and antennas).
- Provide a share of revenues from KeyNetGPS subscriptions to the participants, according to the formulas contained in Appendix B.

Participant Commitments

The Participant commits to meet the following conditions under this agreement:

- Provide an approved Trimble GNSS Reference Station with a Geodetic quality antenna and a VRS3Net license. Details of this equipment can be found in Appendix A.
- Install, configure and document the base station according to KeyNetGPS procedures. KeyNetGPS can provide installation advisement if needed.
- Provide electric power and a high-speed Internet connection for the reference station. A static IP address is recommended but not required.
- Participate for a minimum period of three (3) years from the date of this agreement.
- Assume responsibility of participant's reference stations' up time and to work diligently with KeyNetGPS personnel to help trouble shoot and solve problems that may affect the network up time.

Furthermore, both KeyNetGPS and Participants agree that:

- KeyNetGPS management shall have the sole right to select participants and locations for base stations. The long-term goal is to expand the network coverage. Participants will be selected based on this goal.
- The system will be constructed and maintained according to the KeyNetGPS specifications and guidelines. It is imperative that the network be up and running at all times. KeyNetGPS will work closely with participants to resolve problems and down time.
- A discount on subscriptions purchased by participants for their own use will be provided. Subscriptions are nontransferable and may not be resold by Participants. The discount schedule can be found in Appendix C.

KeyNetGPS Participant Agreement

THIS AGREEMENT ("Agreement") is made and entered into this _____ day of

_____, 2026 between Participant, City of Keene

having a place of business at 3 Washington St., Keene, NH 03431
and KeyNetGPS, on behalf of itself and its subsidiaries, having a place of business at
1670 East Race Street, Allentown, PA 18109.

Reference Station (RS) Locations:

Address: 350 Marlboro St, Keene NH
Lat/Long N 42° 55' 31.57792 W 72° 15' 54.25367"
RS make/model: Trimble Alloy

Address:
Lat/Long
RS make/model:

Address:
Lat/Long
RS make/model:

Address:
Lat/Long
RS make/model:

Address:
Lat/Long
RS make/model:

Address:
Lat/Long
RS make/model:

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by
their duty-authorized representatives as of the day and date first written above.

KeyNetGPS Representative:

Name _____

Date _____

Recipient Company Name:

Name _____

Date _____

Appendix A

Acceptable Reference Stations

The recommended Reference Station is a Trimble Alloy Receiver or equivalent with a compatible Trimble Zephyr Geodetic Antenna, and a Trimble PIVOT Software license.

Appendix B

Cost Recovery Model (Networked RTK)

The Network will share its subscription sales among the participants of the network using the following model:

-
- Participants Share = $\{(\text{Total Revenue of subscriptions} - 50\% \text{ retained by KeyNetGPS}) / \text{Number of Base Stations}\} \times \text{Number of participants base stations}$. Each reference station up time throughout the year is also used in share calculations. A station that goes offline for an extended amount of time will receive a reduced share.
 - Participants in a network solution will have access to the entire network for their companies' or departments' operations at a reduced cost.
 - Cost Recovery Distributions will be done after December 31 of each calendar year. The portion of cost recovery to each participant will be pro-rated based on the date participants' reference station becomes operational.

Appendix C

Participants Discount on Subscription Purchases

1 base = 25% discount

2 bases = 35% discount

3 bases = 45% discount

4 bases = 55% discount

5+ bases = 65% discount



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.11.

Meeting Date: September 10, 2026

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 a Change Order with Structural Preservation Services - 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 a change order with Structural Preservation Services, Inc in an amount not to exceed \$65,325 for the City Hall Parking Garage Rehab Project (22M006AA).

Attachments:

None

Background:

As part of the City Hall Parking Garage Rehab Project (22M006AA), additional repair work was identified during construction that was necessary to complete the project as intended. The additional scope primarily includes the full-depth removal and replacement of concrete at a construction joint that initially appeared to be in good condition but was subsequently determined to be completely deteriorated; replacement of expansion joints; sandblasting and repainting of the existing stairs; weld repair of the lowest stair tread; and overhead and wall concrete repairs at the lower level of the parking garage.

The change order costs are based on the quantities determined in the field and the additional scope of work identified as necessary by the City's Engineering Division during construction. The costs are based on the as-bid unit prices for the applicable additional quantities.

With execution of this change order, the contract and associated purchase order amount for the City Hall Parking Garage Rehab Project (22M006AA) would increase by \$65,325, which represents a 26.02% cost increase from the original purchase order amount. These project costs represent all the necessary costs to complete the scope of work for the project and the project will be completed at roughly \$33,500 under the planned project budget for the scope of project improvements.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to the Appropriation of funds for the Marlboro Street & Cheshire Rail Trail Improvements Project

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

Related to an Appropriation of funds for the Marlboro Street & Cheshire Rail Trail Improvements Project NHDOT#42515 (75J0018B)

WHEREAS, The City has been awarded Federal, Transportation Alternative Project (TAP) funding, administered through NHDOT for the construction of our Marlboro Street & Cheshire Rail Trail Improvements Project, NHDOT#42515 (75J0018B); and,

WHEREAS, The funding agreement for the project includes eighty percent (80%) federal funding and a twenty percent (20%) City funding match for the qualifying costs for the projects; and,

WHEREAS, The City is required as part of the project to bring all sidewalks within the project limits in compliance with the applicable City, State and Federal standards; and,

WHEREAS, The City desires to maximize the benefits of this project for the community;

NOW THEREFORE BE IT RESOLVED That the sum of Eight thousand dollars (\$80,000), is hereby appropriated from the unallocated General Fund balance for the purpose of allocating the additional necessary funds, from what has been previously allocated in the CIP to pay for the City's required twenty percent (20%) funding, described in the federal funding agreement, for the Marlboro Street & Cheshire Rail Trail Improvements Project, NHDOT#42515, City of Keene Project#75J0018B.

Jay V. Kahn, Mayor

In City Council August 6, 2026.

Referred to the Finance, Organization and
Personnel Committee.



Assistant Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.13.

Meeting Date: September 10, 2026
To: Finance, Organization and Personnel Committee
From: Gregory Seymour, Fire Chief
Through: Elizabeth Ferland, City Manager
Subject: **Sale of Surplus Mechanical Ventilators - Fire Chief**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Council suspend the public auction or competitive quotation requirements of City Ordinance O-2023-15, Section 2-1341; authorize the City Manager to do all things necessary to sell three surplus Zoll Z-Vent mechanical ventilators to the Town of Fitzwilliam for \$6,000; and authorize the establishment of a special project utilizing the sale proceeds for the Keene Fire Department to purchase swift water rescue dry suits.

Attachments:

None

Background:

The Keene Fire Department is replacing three Zoll Z-Vent mechanical ventilators through the FY27 Capital Improvement Program.

The existing ventilators will become surplus upon placement of the new units into service. Zoll has offered a trade-in allowance of \$1,000 per ventilator, or \$3,000 total. The Fitzwilliam Fire Department has offered to purchase the three units for \$2,000 each, providing the City with \$6,000 in proceeds and an additional \$3,000 in value over the available trade-in allowance.

The proposed sale will keep serviceable equipment within the regional mutual aid system while providing additional value to the City.

The Fire Department is requesting that the sale proceeds be placed into a special project for the purchase of swift water rescue dry suits to support the Department's technical rescue operations. Council authorization is required to suspend the normal surplus disposal process, authorize the direct sale to the Town of Fitzwilliam, and establish the special project for use of the proceeds.