

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, September 10, 2026

6:00 PM

**Council Chambers,
City Hall**

Members Present:

Thomas F. Powers, Chair
Bryan J. Lake
Kris E. Roberts
Michele A. Chalice

Jay V. Kahn, Mayor

Members Not Present:

Bettina A. Chadbourne, Vice Chair

Staff Present:

Elizabeth A. Ferland, City Manager
Amanda Palmeira, City Attorney
Brandon Latham, Deputy City Attorney
Kari Chamberlain, Finance Director
Steve Tenney, Police Captain
Gregory Seymour, Fire Chief
Ryan Cooley, Airport Director
Paul Andrus, Community Development
Director
Bryan Ruoff, City Engineer
Alyssa Bender, Youth Services Manager

Chair Powers called the meeting to order at 6:00 PM.

**1. FY25 Audited Financial Statements Presentation - CBIZ CPAs, P.C. CBIZ
Presentation Slides**

Finance Director, Kari Chamberlain addressed the Committee and welcomed the auditors joining the Committee remotely.

Auditors Scott Warnetsky and Amar Jalilovich addressed the Committee. Mr. Warnetsky explained that the audit process involves performing procedures on obtaining evidence about the amounts and disclosures in the financial statements. He stated they use different audit techniques in order to obtain reasonable assurance regarding the City's financial statements. They sample items but don't look at every single transaction and balance of the City. He indicated they verify that the financial statements are materially accurate and fairly presented.

As far as responsibilities, they are hired to express an opinion on the financial statements based on their audit procedures. Mr. Warnetsky noted the ultimate responsibility for the financial statements is City management.

He went on to say, auditors are not expressing an opinion on internal controls. Because the City is a government, they perform their audit in accordance with two sets of auditing standards; Government auditing standards as well as generally accepted auditing standards. For all intents and purposes, they are largely the same, with a few enhancements on the government auditing

standards. One of those is the requirement for auditors to report to the Finance Committee any deficiencies.

Mr. Jalilovich addressed the Committee next and stated he wanted to provide a brief context over the financial statements that they audited for fiscal year 2025. He stated the City received an unmodified or clean audit opinion, which means the financial statements are fairly presented in accordance with applicable accounting standards. He explained the financial statements are designed to provide two different perspectives on City finances.

The government-wide statements provide a longer-term perspective, looking at the City as a whole, including long-term assets and liabilities. While the fund financial statements provide a more short-term perspective, particularly for the City's governmental funds, the management discussion and analysis are intended to help put those numbers into context.

The notes and required supplementary information provide additional details behind the numbers and explain some of the City's more significant accounting principles, balances and activities.

Lastly, it is worth noting that the City has continued to receive the GFOA Certificate of Achievement for Excellence in financial reporting, which speaks to the quality and the transparency of the City's overall financial reporting.

Mr. Warnetsky next referred to actual budgeted amounts and variances. He spoke about the General Fund unassigned fund balance and explained that the numbers indicated might not always be a one-for-one comparison. He felt the unassigned fund balance was healthy overall.

Mr. Warnetsky next addressed Pension Liability. He stated these numbers fluctuate year after year. He indicated the liabilities allocated to the City from NHRS are related to net liability and those assets fluctuate over time; depending on how those investments perform in a particular fiscal year can send that net liability up and down over time. As of today, it is a \$35 million liability, which is going to be funded over time. This concluded the auditors' comments.

Councilor Chalice referred to the last slide, GISB 104 Disclosure of Certain Capital Assets Standard is expected to require certain information regarding capital assets to be presented by major class. The Councilor asked whether major class meant the City would have more information regarding what the capital assets the City is invested in. Mr. Warnetsky explained the accounting term class would be equipment, infrastructure, buildings, and land (fairly broad). GISB 104 would add a little more detail such as leased assets.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends accepting the presentation on FY25 Audited Financial Statements by CBIZ CPAs, P.C. as informational.

2. Warren Steinberg - Request for Temporary Free Parking within Active Downtown Construction Zones - Resolution R-2015-11 Council Policy - Relating to Free Parking

Mr. Warren Steinberg of 36 Concord Hill Drive addressed the Committee and stated he was before the Committee to request the City consider temporary parking relief for the public parking spaces located downtown in the construction area. He stated he submitted this request before construction reached his own business for many reasons. He stated the effects are not limited to the block behind the construction fencing. He is already seeing people on social media indicate they are avoiding downtown because of lane closures, detours, traffic, and uncertainty about access. Mr. Steinberg stated that when someone decides not to come downtown, it affects businesses well beyond the immediate construction zones. He stated the idea is to have a policy that can follow the project rather than repeatedly reacting after businesses have already absorbed the impact.

Mr. Steinberg stated he is not asking for any relief to enforcement. He would like enforcement to continue as it does today with two-hour limits in certain spots, which should remain. However, how this is enforced is something that would need to be discussed. He stated he would like parking relief to be addressed now and consider enforcement at another meeting. He stated he agrees that free parking alone may not be enough to convince someone to navigate construction, it might not fix all issues and it can't eliminate construction lane closures, detours, but, he felt the City can remove one inconvenience.

Mr. Steinberg stated communication is also an important aspect with temporary signs or some sort of online notification. This concluded Mr. Steinberg's presentation.

Councilor Chalice stated the Committee has been provided spreadsheets with the different options and agreed there are serious budget considerations.

Chair Powers asked Mr. Steinberg regarding enforcement whether he referred to just that area that is under construction or the entire downtown zone. Mr. Steinberg stated when he originally submitted his request, it was just for areas where active construction was happening but since that time, he has seen the impact construction is having on the entire downtown area.

Parking Manager Chelsea North addressed the Committee next. Ms. North with respect to enforcement stated staff has the capability of enforcing time limits by people registering through the ParkMobile app or at the pay stations which makes it easier for parking officers to perform their time limit monitoring compared to chalking tires which is time consuming and not efficient.

Councilor Lake questioned how free parking in certain sections could be accomplished. Ms. North stated her department works directly with the Communications Director to update social media, online website, and parking maps, which are more interactive. The other option would be to post signs and make sure they are consistent.

Mr. Roger Weinreich of 51 Railroad Street was the next speaker. He stated offering free parking is a mechanism to attract people downtown especially people visiting Keene from out of town. Mr. Weinreich went on to say some cities extend parking beyond 5 PM, especially to address

people visiting restaurants. He suggested perhaps free parking from 11 am to 1 PM to attract people to come downtown during their lunch breaks, while also giving people an opportunity to look at the machinery and see what is actually happening downtown.

He went on to say metered parking would start again at 1:00 PM and extend parking until 7:00 PM. He felt this could be just an experiment.

Councilor Chalice felt extending parking until 7:00 PM was a good idea and added people who are coming downtown for meals are ones who could perhaps afford to pay for parking.

Ms. Dorrie Masten Downtown Property Owner and Owner of the Pour House addressed the Committee next. She began by stating that parking is not income-based.

Ms. Masten read the following statement:

I am asking the City Council to provide free parking throughout the entire downtown for the duration of this almost \$30 million infrastructure project. Although construction is divided into three phases on paper, the disruption is not. Construction vehicles and equipment travel throughout the entire downtown. Traffic is congested and redirected. Roads are closed and changed, and customers often cannot tell which businesses remain accessible. The City and its contractor treat this as one project. Casella bid on one project they received one contract and carries insurance covering one project. The three phases are simply a schedule in completing different portions of this work. They do not turn this into three separate projects. If it is one project for bidding, contracting, and insurance, and contractor parking, then it should also be treated as one project when determining which merchants and customers get affected. To the public, the entire downtown feels like a construction zone. This is why the entire downtown, not merely one phase being actively excavated, should qualify for free parking throughout all of the downtown and all phases. I also want the public to understand what the City's contract with Casella allows.

Casella can use up to 50 downtown parking spaces every day at no charge (at a charge), but it's included in their contract. From what I have regularly observed and as we know, it started in front of Pour House. Casella generally uses about 10, maybe 15 spots a day. I'm not asking the City to take away their parking. Casella genuinely needs that parking to complete their work. I'm pointing out that the City has already recognized that the parking is a legitimate expense and a burden created by this project. The contractor receives that consideration while the merchants and customers suffering from the same construction receive no comparable relief.

Downtown businesses are losing customers and sales because of the congestion, the detours, the equipment traffic, and the perception that downtown is difficult to access. Charging people to park gives them one more reason to just go somewhere else. We did not create these conditions, but we are expected to absorb their financial consequences.

Our mortgages, property taxes, payroll, utilities, and other expenses do not decrease because construction causes our sales to decline. Resolution R-2015-11 gives this Council the framework for suspending parking fees during special circumstances, including construction impacts. Three phases, \$30 million construction of downtown clearly qualifies as a special circumstance.

Therefore, I am asking the Council to suspend parking fees throughout the entire downtown for the duration of all phases. The City can continue enforcing reasonable time limits, so space is turned over, and remain available to the customers. Free parking will not eliminate the disruption, but it will send a powerful message; Downtown is open. Customers are welcome and the City stands behind the merchants being asked to endure this project. The City is investing almost \$30 million in downtown's future. Please protect the businesses that are trying to survive to be a part of that future.

Ms. Brandie Wells owner of Shadow and Soul Emporium addressed the Committee next. Ms. Wells stated she has owned her business for nine years. She stated business has declined which forces her to think if she can retain the staff she currently has, or purchase inventory she needs for the holidays. She stated she is hearing from her customers that they are avoiding downtown. Ms. Wells stated she does not want her customers to have to be burdened with having to pay for parking in addition to the inconvenience they are experiencing. She added the notification about construction is not always accurate. She feels it is ironic that the City is worried about their budget impacts of losing parking revenues but she is worried that she might not be in business anymore due to the downtown construction.

Ms. Roberta Mastrogiovanni who is a business owner and downtown merchant agreed the project ahead of us is a needed project but the merchants in downtown need to also survive. She noted her water and sewer bill has gone up 5% and expects taxes to increase as well. Ms. Mastrogiovanni added the economy in general is difficult currently. She felt the free parking for customers is essential, which would help save businesses and in turn the downtown.

Mayor Kahn was the next speaker. He stated the proposal before the Committee needs to be addressed. He felt the City could experiment with some option but did not feel a three-year decision needed to be made right now, perhaps a two-month decision to address the rest of the construction season.

Councilor Haas asked to see the costs with and without construction discussed today and asked that this information be included in the minutes.

Chair Powers suggested staff meeting with the merchants and come up with an option. The Manager stated this could delay the decision because once a recommendation comes out of the Committee, it has to go to the full City Council which recommendation could be brought to the next Finance meeting versus the normal process of coming back to FOP first. The Chairman stated he wasn't expecting the item to be brought back to FOP.

Councilor Chalice stated the City has the winter to come up with a more creative idea but given there are only two months in the construction season, noted there is a motion in front of the Committee to remove parking for the 2026 construction season. Because time was of the essence. She would support removing parking for this construction season and come up with a plan in the winter for the next construction season. The Manager noted the motion refers to waiving the parking for each construction phase not for the entire downtown but should the Committee wish to change that, it is prerogative of the Committee.

Councilor Greenwald stated he agrees with Councilor Chalice, the City needs to act now and felt the entire downtown needs to be addressed. He commended Casella Construction and City staff but felt finer points are being missed. For example, there could be signs put up that say free parking but people are still likely to plug the meters. The other issue that has been raised is that merchants and the residents would use the spaces and felt this is something that needs to be self-enforced by the merchants and the property owners as well as the two-hour limit needs to be enforced. He felt the request is pennies compared to the entire construction project.

Councilor Lake stated the rough math gives a cost of \$45,000 in addition to what is estimated for the rest of the season. He stated this proposal makes sense and is a marketing tool to attract customers.

Ms. Pamela Slack addressed the Committee and asked how much the City has lost in parking to date. The Manager stated most of the parking used so far has been by Casella and this has been part of the contract but stated she did not have that number today.

The Manager stated instead of using the term date specific suggested remainder of the construction season, should the construction season extend longer.

The following motion by Councilor Lake was duly seconded by Councilor Roberts.

The Finance, Organization and Personnel Committee recommends that the Council grant free parking under the provisions of the Free Parking Policy (Resolution R-2015-11) for on-street public parking spaces within downtown for the remainder of the 2026 construction season, This to be coordinated with the Parking Division. Staff shall report back to the Finance Organization and Personnel Committee before the next construction phase for re-evaluation.

Councilor Roberts stated he will support this request but noted parking is not free; it is a delay. From next year to the end of the construction, there is a \$900,000 shift. To keep the parking account functional and to have the maintenance funds for downtown, the parking charges will need to increase to replace the losses during the free parking.

The Manager stated when this proposal came forward in addition to calculating loss of revenue for construction and free parking, staff also looked at other revenue sources related to the Wells Garage. She indicated since Council changed parking overnight for downtown, the City has seen a dramatic decrease in revenue. She stated there is an opportunity to open up those spaces that were used for permit parking for public parking. The Parking Manager will be bringing a proposal for Council review.

Councilor Greenwald clarified free parking was only for on-street parking. The Manager agreed.

The motion carried on a 4-0 vote.

Mr. Weinreich suggesting convening a Committee in the winter to review this issue.

3. Acceptance of NH Juvenile Court Diversion Network Funding - Youth Services Manager

Youth Services Manager Alyssa Bender addressed the Committee and stated each year a certain amount of money is awarded to her department based on prior three years of case numbers. This year, the State decided to transition from the administratively determined subcontract to a needs-based RFA process. The City was fortunate that the full RFA was awarded in the amount of \$46,988. This funding will allow the department to retain a 34-hour Intervention Specialist position. This individual has been with the department and has been expanding their hours throughout each year for the past nearly three years.

The rest of the funding the department was able to receive from this grant allows the department to provide more positive youth activities, trainings, substance use prevention and intervention, and wellness programs. Ms. Bender went on to say that they were able to use the funding that they received last year to expand certifications for the Youth Services Manager and the Intervention Specialist for motivational interviewing, restorative justice training, and to train others on how to hold restorative practice conferences.

She went on to say the statewide diversion network recently underwent an entire evaluation process through Georgetown University. In the past few years, the City has been attaining around a 92% successful completion rate statewide. In 2025, the department specifically for juvenile court diversion for Keene were also at 92% successful completion rate. In 2026, the department has had only four youth that either chose to drop out of the program or needed to be referred for further services. In previous years, the department ranges at around a 90% success rate, but this year for the first time in the five years the department has seen that number over 90%.

Ms. Bender stated some of the things this funding would assist with; Ms. Bender is one of an eight person New Hampshire team that is currently attending Georgetown University, the McCourt School of Public Policy where they attended an intensive week-long diversion certificate program. This program allows participants to create a capstone project to put together a standardized referral form. This referral form would be used by law enforcement throughout the State. This helps limit the burden law enforcement agencies being forced to train other officers that are moving from a diversion program to another diversion program. For example, the City covers all of Cheshire County, if a law enforcement officer in any of the 23 towns transitions to a different City within the County they would be entering a different diversion program and would have to learn an entirely new process. The hope is to standardize this process and make it easier for everyone.

Ms. Bender stated the City is also in the process of increasing juvenile justice training for all law enforcement agencies in the state. Staff was recently invited to the Police Academy to start increasing their juvenile justice-training category.

Councilor Chalice commended staff for their effort. She stated there is a new drug referred to as Kratom. She asked whether the substance abuse screening completed by the department now include Kratom. Ms. Bender stated they are looking into this and have already connected with the Monadnock Youth Coalition Director to discuss this drug. She went on to say that she has

been hearing from youth who know about it. She stated she is also looking to add this drug to the screener they use.

The following motion by Councilor Lake was duly seconded by Councilor Chalice.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends 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.

4. FY26 DOJ Byrne Justice Assistance Grant (JAG) Program Award - Police Captain

Police Captain Steve Tenney addressed the Committee and stated he was before the Committee regarding the JAG Grant, which he has been before the Committee in the past. This year the City has been awarded \$6,519 dollars, which is about \$1,000 more than last year's award. The funds will be used for cell phones in cruisers as well as data packages for cruisers to keep up with changing times. This is the 16th year for this award.

The following motion by Councilor Chalice was duly seconded by Councilor Roberts.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends 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.

5. Acceptance of FAA/NHDOT Grant Funding – Wildlife Perimeter Fence Phase II Construction - Airport Director

Airport Director Ryan Cooley stated this item is requesting acceptance of two companion state block grants through NHDOT for phase two construction of the airport's wildlife perimeter fence, which has been a project that has been going on for quite some time. He stated the department has an Airport Improvement Grant totaling \$295,657 and an Airport Improvement Program Grant of \$1,847,367, for a combined total of \$2,143,024.

He noted their requested action is to authorize the City Manager to do all things necessary to accept, execute, and expand the grant funding, which together funds 100% of the phase two construction scope. I would like to point out.

He stated the estimate came in under budget.

The following motion by Councilor Lake was duly seconded by Councilor Roberts.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends 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.

6. Carry Forward Request - 2026 Unspent Wages - to Support Two One-time Community Development Department Expenditures - Community Development Director

Community Development Director Paul Andrus addressed the Committee next. Mr. Andrus stated tonight's request is for authorization to carry over \$32,500 in FY26 unspent wages to fund two one-time Community Development line items.

The first item is the conversion of the Land Development Code in its current state to transfer over to Municode with the rest of City Code. This will bring it in line with the rest of the City Code, but also bring it in line with the upcoming ADA accessibility requirements with the changes in the City website. \$17,000 for initial conversion plus \$3,000 to accommodate amendments during the first year.

The second item is for a match for the Building Resilient Infrastructure and Communities Grant funding. The Department applied for a \$37,500 grant for software and equipment for electronic plan review capabilities as part of the City's Hazard Mitigation program. This will enhance the department's abilities to continue with the new permitting system (Open Gov System). The department should hear about receipt by end of this year but this would at least match what is accounted for.

Councilor Lake asked by bringing the entire LDC over to Municode whether there will be any additional fees accrued because of the extra capacity. Mr. Andrus stated his understanding is that there will be recurring cost on top of what the Clerk's Office is currently paying for those Municode updates. Hence, the reason for at least the first year, requesting funds to be able to cover that. In subsequent years, it would need to be accounted in the normal budget process. The Councilor asked whether Mr. Andrus knows what those costs might. Mr. Andrus stated he did not at this time and it will depend on how much the LDC is updated.

The following motion by Councilor Roberts was duly seconded by Councilor Chalice.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends 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 online Municode system and to provide a local match for a Building Resilient Infrastructure and Communities (BRIC) match.

7. 2025 Hazmat Equipment Grant - Period of Performance Extension - Fire Chief

Fire Chief Seymour stated he was before the Committee requesting authorization for the City Manager to be authorized to do all things necessary to execute a 2025 Homeland Security Grant amendment extending the period of performance for that grant from September 30, 2026 to August 31, 2028. He stated there were no other material changes to the grant. This is recommended after some changes to purchasing requirements giving staff time to complete those changes.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute the 2025 Homeland Security Grant agreement amendment.

8. FY28 Ambulance Replacement - Fire Chief

Chief Seymour stated the next item is to recommend the City Manager be authorized to do all things necessary to execute a contract with Autotronics for the purchase and construction of the new Fire Ambulance. He stated this is coming as a request to order the ambulance early. He stated the item is currently in the CIP for 2028 to order a new ambulance. The Chief stated the department has been having fleet issues as it relates to diesel motors.

In order to get ahead of these issues, the department would like to process the order now so it arrives in July/August of 2028 versus ordering in July/August 2028, which will place receipt of the truck out 24 to 36 months. Ordering it now will enable receipt of the ambulance in the next fiscal year.

Councilor Lake asked whether the City would be expending funds this year instead of in 2028. Chief Seymour stated it is payment on delivery. The City would not have to spend anything until next year.

Councilor Chalice stated she likes the idea of not paying 5% – 10% extra by purchasing the item sooner.

The following motion by Councilor Lake was duly seconded by Councilor Roberts.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends 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.

9. LWCF Grant Round 33 Amendment - Skate Park - Deputy City Manager

City Engineer Bryan Ruoff addressed the item on behalf of the Deputy City Manager. He stated this item is a request for the City Manager to be authorized to accept and execute an amendment to the existing Land and Water Conservation Fund sub-grant for the Patricia T Russell Park and Skate Park site.

He noted that about 18 months ago, the City successfully completed the demolition of the Findings building property as part of that demolition the monitoring wells that were on that site were accidentally removed. The City's consultant reached out to DES to relocate these wells, DES has advised the City to wait on the relocation of the wells due to soil issues. The Deputy City Manager as a result look at incorporating a parking area that covers that area of contaminated soils that DES is concerned about. He also concurrently asked the Land and Water

Conservation Fund Grant Committee if the City could receive an amendment for additional funds for that construction. The City has applied for those funds which have been conditionally approved. Staff is now looking for approval to accept and execute these grant funds.

Mr. Ruoff stated staff has gone before the MSFI Committee regarding this project and discussed some features that could be added as part of the project based on community and Council input.

Councilor Chalice stated the community has had a hard time with this part of the Pat Russell Park. These decisions were made very quickly and felt there could have been other options rather than adding another parking lot. She stated the community and the Conservation Commission have been encouraged by the negotiations, discussions and creative problem solving that has gone on to date and are looking forward to that continuing to move forward. She stated she looks forward to continuing discussions with the community as they finish these decisions.

The following motion by Councilor Roberts was duly seconded by Councilor Chadbourne.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends 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.

10. Relating to the Execution of an Agreement with KeyNetGPS - City Engineer

City Engineer Bryan Ruoff addressed the next time. This item relates to an agreement with KeyNet GPS. He stated the City has worked with this entity for the past 15 years. With this agreement, the City agrees to let them use our GPS base station to expand their network. It is essential infrastructure for the engineering division in order to design and construct projects. As part of that agreement, KeyNet GPS pays the City \$2,000 a year for the added coverage that they get from being able to utilize the City's base station.

The last agreement the City had with this entity has expired but are continuing to pay the City under the terms of the previous agreement.

Councilor Lake asked who would be a typical user of this product. Mr. Ruoff stated the simplistic way to explain this item is that it is a signal booster. Other individuals doing surveys get a better signal and better coverage by being able to use the City's signal and boost KeyNet's signal, which extends from Virginia to Maine. He stated it is mutually beneficial for the City and the community at large.

Councilor Chalice stated she is nervous about our data being out in the digital. She asked whether third parties will now be involved with this data and would this data become more vulnerable to commercial applications being able to access it. Mr. Ruoff stated this is not data as much as it is a signal.

The City has a base station that provides a signal for its GPS units. The City needs that to perform engineering tasks. The Councilor clarified our data is not being shared, we are just permitting their signal to become stronger. Mr. Ruoff agreed.

Councilor Haas asked whether the City requests an increase in the cost of \$2,000 because KeyNet GPS is getting much more use out the City's base station as they grow their business.

Mr. Ruoff stated it is written into the agreement; it is percentage-based on the revenue they generate. The \$2,000 is just a rough estimate. Recently, the City has seen it closer to \$3,000.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a Participant Agreement with KeyNetGPS.

11. Relating to the Execution of a Change Order with Structural Preservation Services - City Engineer

Mr. Ruoff stated this item relates to the execution of a change order or structural preservation services for the City Hall parking garage project. The City awarded the project with just the base bid. Additional needs have now been added to extend the life of that structure and maximize the benefit of those repairs, for example, items such having the upper deck as a lighted area, seal coat which lasts ten years versus just two years, additional steel repairs. Because of these changes additional repairs were identified during construction.

Mr. Ruoff stated even with these changes, the project still came under the overall budget by about \$33,500.

The following motion by Councilor Lake was duly seconded by Councilor Roberts.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends 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).

12. Relating to the Appropriation of funds for the Marlboro Street & Cheshire Rail Trail Improvements Project Resolution R-2026-40 Bryan Ruoff, City Engineer

Mr. Ruoff addressed the next item as well. This item relates to a Resolution for appropriations of funds for the Marlboro Street and Cheshire Rail Trail Improvements project. He explained what was designed and included in the contract documents for bidding, as far as sidewalk removal and replacement and granite curb removal and resetting was not a sufficient to complete all issues discovered during construction.

He stated once Marlboro Street Corridor is completed it will be ADA compliant, which is a requirement of DOT. DOT understands that these additional scope of work is needed for the project and has agreed to pay for their share. This resolution essentially covers the City's match. The actual change order is approximately \$265,000. The City's 20% match is slightly less than the amount that is being requested but it is to ensure there is sufficient money to complete the project.

The following motion by Councilor Roberts was duly seconded by Councilor Chalice.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2026-40.

13. Sale of Surplus Mechanical Ventilators - Fire Chief

Fire Chief Seymour addressed the Committee again. The Chief stated this is a request to suspend public auction or competitive quotation requirements, permitting the department to sell three surplus ventilators to the Town of Fitzwilliam Fire Department. The ventilators being replaced by Keene is as part of this fiscal year's CIP project. The \$6,000 will be placed in the General Fund and staff will be coming back with a Resolution to use those funds to purchase dry suits for swift water rescue.

Councilor Chalice thanked staff for being able to keep this in our system and being able to receive more from their sale.

Councilor Lake asked whether these suits are a replacement. The Chief stated they are a replacement for suits that are worn out.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends 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, with sale proceeds to be deposited to the General Fund; and direct staff to bring forward a separate resolution to the City Council requesting an appropriation for the purchase of swift water rescue dry suits for the Keene Fire Department.

There being no further business, Chair Powers adjourned the meeting at 7:43 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

Reviewed and edited by,
Terri Hood, City Clerk and Kathleen Richards, Deputy City Clerk