FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers, Keene City Hall
November 12, 2026
6:00 PM

A. AGENDA ITEMS

1. Acceptance of Donation for Library Makerspace Staffing - Library Director
2. Authorization to Negotiate and Execute Agreements with Monadnock Aviation, Inc. - Airport Director
3. Relating to an Appropriation of Funds for Water Supply Technical Services Resolution R-2026-56
4. Sole Source - Professional services contract with Aries Engineering - Asst. Public Works Director/Operations Mgr.
5. Acceptance and Expenditure of FY2025 FEMA SAFER Grant – Fire Department

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: November 12, 2026

To: Finance, Organization and Personnel Committee

From: Martine Fiske, Library Director

Through: Kari Chamberlain, Finance Director/Treasurer
Elizabeth Ferland, City Manager

Subject: **Acceptance of Donation for Library Makerspace Staffing - Library Director**

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 a donation of $22,000 from the Friends of the Keene Public Library to fund Makerspace staff.

Attachments:
None

Background:
The Friends of the Keene Public Library have been funding Makerspace staffing at the Keene Public Library since at least 2016. Makerspace staff maintain the Makerspace equipment, provide training to community members, and work with librarians to design and provide materials used for outreach and programming. The Makerspace currently has one staff person and is open 25 hours per week.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: November 12, 2026

To: Finance, Organization and Personnel Committee

From: Ryan Cooley, Airport Director

Through: Elizabeth Ferland, City Manager

Subject: **Authorization to Negotiate and Execute Agreements with Monadnock Aviation, Inc. - Airport Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to negotiate and execute extensions of, or replacement agreements for, the Terminal Lease, Operating Rights Agreement for FBO Services, Fuel Operating Rights Agreement, and Refueling Equipment Lease with Monadnock Aviation, Inc. at Dillant-Hopkins Airport.

Attachments:

1. Lease and ORA Renewal Letter 2026

Background:

Monadnock Aviation, Inc. serves as the fixed base operator at Keene Dillant-Hopkins Airport under four primary agreements with the City: the Terminal Lease, Operating Rights Agreement for FBO Services, Fuel Operating Rights Agreement, and Refueling Equipment Lease, originally executed in December 2014. The Terminal Lease was amended in 2017, and the agreements were subsequently renewed in 2019 and 2024. The current agreements expire December 31, 2029, with no additional renewal options remaining.

In a letter dated October 19, 2026, Monadnock Aviation requested an extension of its current agreements consisting of an additional five-year term with two five-year renewal options. The request is intended to provide greater certainty for long-term business planning, financing, and future investment at the Airport.

The requested authorization would allow the City Manager to negotiate the terms, rental rates, responsibilities, and structure of these agreements and execute extensions or replacement agreements if acceptable terms are reached. No final lease term, rental rate, or other business terms are being submitted for approval at this time.

Monadnock Aviation, Inc.
80 Airport Rd
Main Terminal
Keene, NH 03431
(603) 357-7600

October 19, 2026

Ryan Cooley
Airport Director
Keene Dillant-Hopkins Airport

Dear Ryan,

Thank you for meeting with me regarding operations at Keene's Airport. As we discussed, I am requesting an extension of Monadnock Aviation's terminal and fuel farm leases and operating agreements, consistent with the term structure in our current existing agreements.

Monadnock Aviation's commitment to the Keene Airport has extended beyond investment in our facilities, personnel, equipment, and operations. We have provided aviation services which are essential to the airport's ability to operate 24/7 every day of every year. We have been drivers in community events at the airport and active in supporting nonprofit organizations and community events off-airport. We remain committed to continuing our corporate involvement in the community and being partners in the airport's operational stability, safety and growth.

Addressing the lease renewal at this time will allow us to plan for short and long term investments, financing, and business development with greater certainty. These decisions often require substantial lead time, coordination and bank financing, with lenders requiring sufficient lease terms to support appropriate amortization periods. Approval of this renewal request would facilitate continued investment during the remaining term of the agreements and planning for growth in the longer term.

I am requesting a five-year extension of the current agreements, with the right to renew for two additional five-year terms, as provided for in our current agreements. Extending these leases and agreements will provide the basis for long-term business planning and investment. Our existing hangar ground leases extend through 2035 and 2040, further reinforcing the value of sufficient lease terms to support long-term planning.

Thank you for your consideration and support of this request. I would appreciate your recommendation to the City Council and would be pleased to provide any additional information that may be helpful in its review.

Sincerely,

Elizabeth Bendel, President
Monadnock Aviation, Inc.

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Appropriation of Unallocated Water Fund Balance

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

That the sum of $75,000.00 be appropriated from the Unallocated Water Fund Balance to the Water Supply Protection Program (34MI010A).

_____
Jay V. Kahn, Mayor

In City Council November 5, 2026.
Referred to the Finance, Organization, and Personnel Committee.

City Clerk

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: November 12, 2026

To: Finance, Organization and Personnel Committee

From: Aaron Costa, Asst. Public Works Directors/ Operations Mgr.

Through: Elizabeth Ferland, City Manager

Subject: **Sole Source - Professional services contract with Aries Engineering - Asst. Public Works Director/Operations Mgr.**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to sole source procure a professional services contract with Aries Engineering in amount not to exceed $120,000.00.

Attachments:

None

Background:

The background information supporting this recommendation is also included in Resolution R-2026-56.

The Court Street Well facilities are bordered by Bretwood Golf Course and the Green Wagon Farmstand. Several monitoring wells are located around the production wells, and the City's Laboratory Division regularly collects and analyzes samples for various contaminants.

Pesticide and fungicide compounds have been detected in the monitoring wells. In 2025, Production Well 3 also had a low-level detection of the fungicide Iprodione. On May 27, 2026, the Laboratory Division presented information on chemical detections in groundwater to the Municipal Services, Facilities and Infrastructure Committee (MSFI).

Follow-up testing conducted in 2026 identified additional low-level detections of Butylate, Chlorfenson, and Hydramethylnon in the production wells. The Butylate and Hydramethylnon results were below their respective human health benchmarks. Because Chlorfenson is no longer in use, the exposure risk is considered low, and no benchmark has been established. Tertiary butyl alcohol (t-Butanol or TBA) was also detected at a level below the New Hampshire Ambient Groundwater Quality Standard (AGQS).

In March 2026, the New Hampshire Department of Environmental Services (NHDES) provided the City with a scope of work that includes installing additional groundwater monitoring wells, updating

the groundwater model, and conducting further data analysis and reporting. This work will help the City and NHDES better understand how pesticides are moving through the groundwater.

NHDES recommended that the City apply for Local Source Water Protection grant funding to help cover the cost of installing the additional monitoring wells. The application deadline was November 1, 2026. The City applied for $30,000 in grant funding and expects to be notified in early 2027 whether the application was successful.

City staff contacted Aries Engineering and received a proposal for the recommended scope of work. Aries Engineering is familiar with the Court Street Well Field, having previously completed groundwater modeling in 2017 and a dissolved arsenic evaluation in 2020. Staff recommend procuring Aries Engineering as a sole-source provider based on the firm's technical expertise and familiarity with the Court Street Well Field.

Partial funding for this project is available through the Water Supply Protection Program (34MI010A). Completion of the project is also dependent on the appropriation of unallocated funds, as described in Resolution R-2026-56.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: November 12, 2026

To: Finance, Organization and Personnel Committee

From: Gregory Seymour, Fire Chief

Through: Elizabeth Ferland, City Manager

Subject: **Acceptance and Expenditure of FY2025 FEMA SAFER Grant – Fire Department**

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 the FY2025 Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) Grant, Award No. EMW-2025-FF-01440, in the amount of $1,676,431 in federal funding, for the purpose of hiring eight (8) additional firefighters for the Keene Fire Department, in accordance with the terms and conditions of the grant award.

Attachments:

1. Funding Resolution Draft

Background:

The City of Keene was awarded $1,676,431 through the FY2025 Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program to support the hiring of eight (8) additional firefighters for the Keene Fire Department.

The grant provides federal funding toward the salaries and benefits of these positions over a three-year performance period, with the City responsible for the required local cost share. The currently approved performance period begins March 24, 2027. The Department intends to request a grant amendment from FEMA to advance the performance period to as early as January 2027, allowing the City to begin hiring and onboarding grant-funded firefighters sooner. Any adjustment to the performance period will be subject to FEMA approval.

The addition of these eight firefighters will increase the Department's authorized operational staffing from 52 to 60 personnel, allowing for an assigned shift strength of 15 firefighters across each of the Department's four shifts. Beginning in FY2028, the Department intends to increase its daily minimum staffing from 12 to 13 personnel, improving the availability of personnel for emergency response,

reducing operational staffing vulnerabilities, and strengthening the Department's ability to manage simultaneous incidents and increasing demands for service.

Acceptance of the award will require the City to comply with applicable grant conditions, including staffing maintenance requirements and the required municipal funding obligations. Additional appropriations necessary to support the City's share of the program will be addressed.

In the year of our Lord Two Thousand and Twenty-Six

A RESOLUTION relating to the appropriation of funds from the General Fund Unassigned Fund Balance:

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

That, pursuant to Section 31 of the Rules of Order, the sum of two hundred forty-two thousand and one hundred and ninety-seven dollars ($242,197.00) is hereby appropriated in the 2026/2027 Fiscal year for the purpose of establishing and funding eight (8) additional firefighter positions as part of the federally awarded Fiscal Year 2025 Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

Said appropriation shall be supported by SAFER Grant funds and shall be used for eligible personnel and related expenses associated with these positions.

FY 2026/2027 General Fund – Fire Department Expenditure Appropriation

401/40200000	Personnel Costs including wages, benefits & other related costs (NHRS, MEDI, WC)	$111,317.00
400/401/40200000	Operating related expenses	$130,880.00