



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
March 14, 2024
6:00 PM

A. AGENDA ITEMS

1. Conan Salada - Concerns Regarding the Issuance of Fire Permits
2. The Reverend Elsa Worth - Saint James Episcopal Church - Request for Parking Passes - Gilbo Avenue Parking Lot
3. Relating to Departments and Class Allocation
Ordinance O-2024-02
4. Construction Engineering Change Order #2 - Upper Winchester Street Reconstruction Project - City Engineer
5. Sole Source - Martell Court Pump Station Motor and Pump Repair - Asst. Public Works Director/Operations Mgr. *and* Utilities Maintenance Manager
6. Reallocation of Funds for the Martell Court Pump & Control Replacement Project - Asst. Public Works Directors/Operations Mgr.
7. Relating to the Reallocation of Unspent Bond Funds for the Martell Court Pump Control and Replacement Project
Resolution R-2024-07
8. Relating to the Appropriation of Funds and Use of Unassigned Fund Balance in the Amount of Nine-hundred Thousand Dollars (\$900,000) for the FY2024 Finance Department Operating Budget
Resolution R-2024-05
9. Capital Improvement Program

B. MORE TIME ITEMS

1. Keene Pride - Request for Community Funded Event Status - 2024 Pride Festival

NON PUBLIC SESSION

ADJOURNMENT

February 14, 2024

Mayor Kahn and Keene City Council,

I have concerns regarding the City of Keene Fire Department's issuance of Fire permits.

A few years back the Keene Fire Department adopted a new online program for the issuance of Fire/burn permits. Before this new change the act of obtaining a Seasonal burn permit involved driving down to the local station once a year and filling out a permit. This was a simple 5-10 min process.

This new adopted system has become something else entirely and I question its legality. Pursuant to RSA 227-L and Res 5600, I am unable to locate any clause stating that the residents of NH be forced to pay a \$5.50 processing fee to some 3rd party organization, have a PC with internet access, a credit card, a cell phone, and a printer to print out the completed permit. RSA 227-L:17, II. Simply states: No person, ... shall kindle any fire ... without first obtaining a written permit from the forest fire warden of the town where the burning is to be done. There are some additional requirements including name, age, address and safety considerations. And that is all.

This new issuance program is unnecessarily burdensome to the residents of New Hampshire and most likely utilized illegally in its implementation. I hope that the City Council will be able to address this problem.

Thank you for your time and consideration.



Conan Salada

132 Kennedy Dr

Keene, NH

[REDACTED]



St. James Episcopal Church

March 1, 2024

To the Honorable Mayor and Members of the Keene City Council,

St. James Episcopal Church would appreciate the council's help in obtaining five dashboard parking passes. These passes would only be for the public parking lot located behind St. James (see attached). The five passes would be kept in our church office and used on an as-needed basis by me, our staff, and various committee members or visitors.

In a preliminary discussion at the City Clerk's office, we briefly described how St. James has only metered parking available around the church. Our church office is open weekdays, Tuesday through Friday. It was suggested that a pass similar to those used by the Red Cross might be considered.

This August, St. James will be celebrating our 160th year in the beautiful historical district of downtown Keene. We're grateful to be Jonathan Daniels' home church and we are looking forward to serving our community as we grow together for the next 160 years.

Thanks you for your consideration and help in this request.

Faithfully,

A handwritten signature in black ink, appearing to read 'Elsa H. Worth', with a long horizontal line extending to the right.

The Rev Elsa H. Worth



City of Keene NH

DOWNTOWN PARKING SERVICES

METERED SPACES

8 AM to 5 PM, MONDAY thru SATURDAY. Sundays and Holidays are exempt. *Time limits are enforced.*
 On-street parking is \$1.00 per hour. For longer visits, parking lots are \$0.50 per hour.
Time limits vary so please check before parking.

RESERVED PERMIT PARKING

Quarterly pre-paid permits are available in various locations. Contact Parking Services for current rates and details. Residents and patrons of downtown are still responsible for complying with other nighttime restrictions.



NIGHTTIME PARKING RESTRICTIONS

There is **NO PARKING** permitted on any City street in the 'CENTRAL BUSINESS DISTRICT'
MAY 1 – OCT 31, 2 AM to 6 AM
NOV 1 – APR 30, 1 AM to 6 AM



CITY OF KEENE

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

AN ORDINANCE Relating to Departments and Class Allocation

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

That the ordinances of the City of Keene, as amended, hereby are further amended by deleting the stricken text and inserting the bolded text in Section 2-262, "Administrative Departments", Division 11, Section 2-466 "Functions" effective April 1, 2024 as follows:

Sec. 2-262. Administrative departments.

In addition to others created in the future by the city council, the city's administrative service shall consist of the following departments, and the department heads shall be known by the title shown:

	Department	Department Head
(1)	Airport	Airport director
(2)	Assessment	City assessor
(3)	Community development	Community development director
(4)	Finance	Finance director
(5)	Fire	Fire chief
(6)	Human resources	Human resources director
(7)	Information technology	Information technology director
(8)	Library	Library director*
(9)	Parks and recreation and facilities	Parks, and recreation and facilities director
(10)	Police	Police chief
(11)	Public works	Public works director

*This designation to be subject to the Thayer Agreement.

Division 11. Parks, ~~and~~ Recreation ~~&~~ Facilities, Sec. 2-466. Functions.

The major functions of the parks, **and** recreation ~~and~~ facilities department are to:

- (1) Provide, maintain and operate recreational facilities.
- (2) Provide recreational programs.
- (3) Facilitate the provision of public leisure activities through clubs, associations, and service organizations.
- (4) Provide adequate cemetery facilities and burial services.
- (5) ~~Maintain safe and functional municipal and departmental buildings.~~
- (6) Provide, through various programs, methods for diverting youth from the court and criminal justice system while holding youth accountable for their actions, support prevention through community collaboration and create positive opportunities for youth interactions within the community.

Sec. 58-1. Responsibility.

City parks, as defined below, and including city-owned bike paths, multi-use trails and any adjacent parking areas (collectively "city parks"), and city-sponsored recreation, shall be the responsibility of the parks, **and** recreation and facilities department, and under the supervision of the parks, **and** recreation and facilities director ("director").

That the ordinances of the City of Keene, as amended, hereby are further amended by deleting the stricken text and inserting the bolded text in Section 62-194, "Administrative, Office, Technical and Management Personnel" of Chapter 62 entitled "Personnel" effective April 1, 2024, as follows:

Sec. 62-194. Administrative, office, technical and management personnel

- S 4 Library Aide
- S 5 Minute Taker
- S 6 Administrative Assistant; Records Clerk
- S 7 Administrative Assistant I
- S 8 NO POSITIONS ASSIGNED
- S 9 NO POSITIONS ASSIGNED
- S 10 Audio Video Production Specialist
- S 11 Office Manager; Parking Services Technician
- S 12 Librarian I; Planning Technician; Executive Secretary; Staff Accountant;
Fire Department Administrator; Purchasing Specialist; Human Resource Specialist
- S 13 NO POSITIONS ASSIGNED
- S 14 NO POSITIONS ASSIGNED
- S 15 Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant;
Youth Services Manager; Mapping Technician; Engineering Technician; Assistant City Clerk;
Senior Paralegal; Police Dispatch Supervisor; Social Worker
- S 16 Planner; Laboratory Supervisor
- S 17 Appraiser; Recreation Programmer; Librarian III; Airport Maintenance & Operations Manager;
IT Systems Specialist; Parking Operations Manager; Recreation Facilities Manager
- S 18 Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager;
Revenue Collector; Records Manager/Deputy City Clerk; Laboratory Manager;
Human Services Manager; Treatment Plant Manager
- S 19 Transportation/Stormwater Operations Manager; Utilities Treatment Operations/Plant Manager;
Senior Planner; Recreation Manager; Fleet Services Manager, Accounting & Fund Manager;
Infrastructure Project Manager
- S 20 Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney;
Water/Sewer Operations Manager
- S 21 NO POSITIONS ASSIGNED
- S 22 NO POSITIONS ASSIGNED
- S 23 NO POSITIONS ASSIGNED
- S 24 City Engineer; *Database* Administrator; Building/Health Official
- S 25 Assistant Finance Director/Assistant Treasurer; Assistant Public Works Director/Division Head;
Airport Director
- S 26 City Assessor; Police Captain; Human Resources Director; Library Director; Deputy Fire Chief
Parks & Recreation Director
- S 27 IT Director; ~~Communications & Marketing Director~~; Community Development Director;

~~—Parks, Recreation & Facilities Director~~
S 28 Finance Director/Treasurer
S 29 Police Chief, Fire Chief; Public Works Director
S 30 NO POSITIONS ASSIGNED
S 31 Deputy City Manager
S 32 NO POSITIONS ASSIGNED

Jay V. Kahn, Mayor

In City Council March 7, 2024.
Referred to the Finance, Organization
and Personnel Committee.

Cheri M. Wood

Assistant City Clerk



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: March 14, 2024

To: Finance, Organization and Personnel Committee

From: Brett Rusnock, Civil Engineer

Through: Donald Lussier, City Engineer
Elizabeth Dragon, City Manager

Subject: **Construction Engineering Change Order #2 - Upper Winchester Street Reconstruction Project - City Engineer**

Recommendation:

Recommend that the City Manager be authorized to do all things necessary to negotiate and execute a professional services Change Order with McFarland-Johnson in an amount not to exceed \$16,500.00.

Attachments:

None

Background:

In June 2022, construction began on the Winchester Street Reconstruction Project. This project includes the replacement of the Island Street Bridge. In 2022, the City entered into a contract with McFarland-Johnson Inc. to perform design review services during the construction phase. These include detailed submittal and shop drawing reviews, and responses to contractor questions about specialized work items. The primary focus of their contract is to review structural items for the Island Street Bridge. McFarland Johnson is the design engineer of record for the project.

McFarland Johnson's completion of this contract has been satisfactory to date. Over 50 submittals and 40 contractor requests for information have been resolved. The contractor submittals and shop drawings required more time to review than expected, and several iterations of reviews were required. There have also been more contractor requests for information than originally expected. The requested change order will provide budget for McFarland Johnson to review final outstanding submittals and requests for information as the project nears completion.

The City will be responsible for 20% of the cost of this change order (up to \$3,300.00). The remaining 80% will be covered by federal funding sources. The City is awaiting concurrent approval from the New Hampshire Department of Transportation (NHDOT) for this change order request. The City has adequate funds within the project budget (75J0026A and 32JI010A) to cover the extra cost.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: March 14, 2024

To: Finance, Organization and Personnel Committee

From: Aaron Costa, Asst. Public Works Directors/ Operations Mgr.
Christian Tarr, Utilities Maintenance Manager

Through: Elizabeth Dragon, City Manager

Subject: **Sole Source - Martell Court Pump Station Motor and Pump Repair - Asst. Public Works Director/Operations Mgr. and Utilities Maintenance Manager**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to sole source Farrar Corporation for repairs and maintenance of four (4) raw sewage pumps at the Martell Court Pump Station.

Attachments:

None

Background:

The Martell Court pump station transports all the wastewater from the City of Keene and Town of Marlborough to the Wastewater Treatment Plant (WWTP). The station is equipped with three (3) 250 horsepower pumps and one (1) 50 horsepower pump. The pumps are manufactured by Flygt, which is a division of the Xylem Corporation. The motors and pumps were installed in 2013 and are due for service and repair.

Farrar Corporation is a reputable local company that has served the area for motor repairs and service since 1937. Farrar's service technicians are Flygt certified, which allows for the service of the pumps and motors all in one location. Farrar's also has a machine shop and the ability to manufacture parts in-house, which can reduce lead times. The ability to respond quickly in an emergency situation is also beneficial. In addition, using a local vendor reduces the carbon footprint associated with shipping long distances and reduces shipping costs.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: March 14, 2024
To: Finance, Organization and Personnel Committee
From: Aaron Costa, Asst. Public Works Directors/ Operations Mgr.
Through: Elizabeth Dragon, City Manager
Subject: **Reallocation of Funds for the Martell Court Pump & Control Replacement Project - Asst. Public Works Directors/Operations Mgr.**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to reallocate \$50,000 from the Rose Lane Maintenance Program (32MW012A) to the Martell Court Pump & Controls Replacement Project (32JM008A).

Attachments:

None

Background:

The City owns and operates a wastewater treatment plant (WWTP) that came online in 1985. The WWTP is designed to treat 6 million gallons of wastewater per day and operates 24 hours a day, 7 days a week. All the wastewater from the City of Keene and Town of Marlborough is pumped to the WWTP via the Martell Court Pump Station.

The Martell Court Pump Station is equipped with three (3) 250 horsepower pumps and one (1) 50 horsepower pump that are capable of pumping approximately 20 million gallons of wastewater per day. The pumps and motors were installed in 2013 and are due for service and repair.

Over the past decade, the City has seen an increase in non-flushable materials such as wipes and other materials in the collection system. This material gets caught in the pump assemblies causing blockages which can lead to mechanical issues.

To combat the issue with non-flushable materials and to protect the pumping systems at Martell Court as well as at the WWTP, the City recently completed a \$1.5 million dollar upgrade that installed a screening system specifically designed to remove trash and other non-flushable materials from the collection system.

Because these repairs are required sooner than expected, staff has not established a budget in the Capital Improvement Program and are requesting to use \$50,000 from the Rose Lane Maintenance Program to help fund the repairs.

Rose Lane is the site of the City's first WWTP that operated from the 1930s to 1985. Many years

ago, a capital project was established to close the site in accordance with New Hampshire Department of Environmental Services regulations. The site has been properly closed and there is \$83,500 remaining in that program from an Intrafund Balance transfer. There are continued gas monitoring and site inspection requirements at Rose Lane that are performed by a contracted consultant. However, the annual cost of those services is approximately \$5,000/year. After reallocation of the \$50,000, a balance of \$33,500 would remain and be used for the required monitoring and inspection program.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the reallocation of unspent bond funds for the Martell Court Pump Station Pump Control and Replacement Project

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

That the sum of \$27,767.58 in unspent bond proceeds from the WWTP Rose Lane Maintenance Program (32MW012A) be reallocated to the Martell Court Pump Station Pump Control and Replacement Project (32JM008A).

Jay V. Kahn, Mayor

In City Council March 7, 2024.
Referred to the Finance, Organization and Personnel Committee.

Assistant City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to an Appropriation of Funds and Use of Unassigned Fund Balance in the amount of nine-hundred thousand dollars (\$900,000) for the FY 2024 Finance Department Operating Budget

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

WHEREAS: Resolution R-2023-33 Relating to Fiscal Policies states all departments are authorized to vary actual departmental spending from line-item estimates provided the total departmental budget is not exceeded within each fund; provided however, that any item specifically eliminated by the City Council during budget approval cannot be purchased from another line item without City Council approval; and

WHEREAS: The Human Services office is a division of the Finance Department; and

WHEREAS: The budget of the Finance Department has a budgetary shortfall due to increase in demand for shelter assistance; and

WHEREAS: New Hampshire RSA 165:1 Who Entitled; Local Responsibility - I. “Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, where or not he has residence there. For the purposes of this chapter the term ‘residence’ shall have the same definition as in RSA 21:6-a;”;

and
WHEREAS: New Hampshire RSA 165:1-a Assisted Person Defined; Local Responsibility. – “Any person in a town or city who is poor and unable to support himself shall be known as a town or city assisted person, and shall be relieved and maintained at the expense of the town or city of residence”:

NOW, THEREFORE, BE IT RESOLVED by the City Council that funds from the general fund unassigned fund balance be appropriated to General Assistance Rentals Operating budget line totaling \$900,000.

In City Council February 15, 2024.
Referred to the Finance, Organization
and Personnel Committee.

Jay V. Kahn, Mayor

City Clerk