

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, March 28, 2024

6:00 PM

**Council Chamber,
City Hall**

Members Present:

Thomas F. Powers, Chair
Michael J. Remy, Vice Chair
Bettina A. Chadbourne
Bryan J. Lake
Kris E. Roberts

Staff Present:

Elizabeth A. Dragon, City Manager
Asst. City Manager/HR Director, Beth Fox
Parks, Recreation and Facilities Director,
Andy Bohannon
Amanda Palmeira, Assistant City Attorney

Members Not Present:

All Present

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

**1) Acceptance of 2024 Wellness Grant Megan Young, Human Resources Assistant
Beth Fox, ACM/ Human Resources Director**

Asst. City Manager/Human Resources Director Beth Fox addressed the committee and stated she was before the committee on behalf of the city's wellness coordinators, Maria Castellano, Chelsea North, Asah Cramer, Megan Young, and Brianna Rafford Varley who have come together to organize events so employees can be more attentive to their health.

Ms. Fox stated that Health Trust provides the city with grant funding to support these activities. Today's item is to accept a grant of \$2,000 to support activities related to the City's wellness programs. This year activities will be focused on each department.

Councilor Chadbourne made the following motion, which was seconded by Councilor Lake.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and expend the 2024 wellness grant from Health Trust in the amount of \$2,000 to be used for employee wellness activities.

**2) Construction Services Contract - Dog Park Andy Bohannon, Parks, Recreation and
Facilities Director**

Parks, Recreation and Facilities Director Andy Bohannon stated he was before the committee regarding the construction of the dog park, which has been a topic of discussion in the city for

quite a while. Mr. Bohannon stated this item was sent out to bid in the fall and no bids were received at that time. It was sent out to bid again this spring and the city received many responses; one came in under-budget, relative to the funding that has been donated. He stated the staff's request is for the City Manager to be authorized to negotiate and execute a contract to start construction of the dog park.

Councilor Remy noted the original funding target is higher than the amount included tonight. He asked what is included in this design and what items are not included. Mr. Bohannon stated this design will include all fencing, concrete pads and eliminate any electric or water service in that area and will be connecting a water service line outside the gate for dogs. With the extra funding they will be purchasing benches and signage and retaining the rest of the funds for any tree work that needs to be done.

Councilor Roberts stated he is happy to see this project finally coming to fruition. He commended the individuals who have been working on this item.

Councilor Lake made the following motion, which was seconded by Councilor Remy.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a construction services contract with David O'Neil Construction for services required for the construction of a new dog park for an amount not to exceed \$74,707.00 with funding to come from Project Cost Center (65J0012A).

There being no further business, Chair Powers adjourned the meeting at 7:08 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

Edits submitted by,
Terri M. Hood, Assistant City Clerk