

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, April 11, 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
Amanda Palmeira, Assistant City Attorney
Don Lussier, City Engineer
Aaron Costa, Assistant Public Works
Director/Operations Manager

Members Not Present:

All Present

Chair Powers called the meeting to order at 6 PM.

1) Arts Alive - Requesting a Waiver of Parking Fees - Elevate the Arts Event - August 11, 2024 Kathy Brooks/Jennifer Paone Board Members Nina Taylor-Dunn

Co-Chair Arts Alive, Jennifer Paone addressed the Committee and stated she was requesting the waiver of parking fees for the Arts Alive, Elevate the Arts Event on August 11. The event will be held at the Commercial Parking Lot from 11 a.m. to 4 p.m. This is the third year for this fundraiser. Cathy Brooks, Board member of Arts Alive, stated there will be extra expenses this year as they are installing portable toilets. She noted this is a great event that benefits Keene and its surrounding areas.

City Manager Elizabeth Dragon added Arts Alive has met with the City's Protocol Committee. She indicated as this event is going to be held on a Sunday and the only expense the City would have is setting up for the event on a Saturday, staff is in support of waiving the fees.

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

On a 5-0 show of hands vote, the Finance, Organization and Personnel Committee recommends approval of the requested parking spaces without charge.

2) West Side Downtown Parking Structure Project - Consultant Selection - City Engineer Don Lussier, City Engineer

City Engineer Don Lussier stated the item he is addressing tonight is consultant selection for the preliminary concept phase for the proposed West Side Parking Structure. He indicated the City

put out a request for proposals. He indicated as this is not a project that has federal or state funding it allows the City to consider cost as one of the criteria in the selection process. The City received four proposals from qualified firms. Interviews were conducted with three of the firms and the selection team is recommending Weston & Sampson be selected for the feasibility study work.

Councilor Lake stated he has reviewed Weston & Sampson's website to see what they have for a portfolio. They had one parking study they completed in Rhode Island and a parking garage they did for a transportation center. The Councilor noted they did not seem to have any experience with any downtown or urban area parking projects. The City Engineer in response stated as part of their proposal, Weston & Sampson has submitted different studies they have completed over the years which are very relevant to this work and added they are teaming up with a sub-consultant, THA, who is a specialty consultant who works on many garage projects. They are more focused on the financial aspect of the project and felt between the two firms they will have relevant experience.

Chair Powers clarified Weston & Sampson has done a lot of work for the City and noted what is being discussed is a feasibility study. The Chair stated he is very comfortable with this firm.

Councilor Chadbourne stated she wanted this project to be taken on by a private company and asked whether that clause would be outlined in the feasibility study. Mr. Lussier stated this is explicitly outlined in the scope. The Manager stated in the RFP the financing piece includes identifying the market needs. If there is a private developer interested in the project they would be able to look at that market analysis. It also includes developing the actual financial model for construction, operations and identifying financing sources, including grants, state programs and potential public/private partnerships. The Manager stated this is specifically noted in the financing section of the RFP.

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

On a 5-0 show of hands vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a Professional Services Agreement with Weston & Sampson, Inc. for the Feasibility Analysis and Concept Design phase of the West Side Downtown Parking Structure Project, for an amount not to exceed \$216,000.

3) ARPA Grant Funding - Request for time extension - City Engineer Don Lussier, City Engineer

Mr. Lussier addressed this item as well. He indicated in fall 2021 the City submitted a pre-application to DES for Clean Water SRF to fund the downtown project. The pre-application anticipated construction to start in 2024. The City was accepted for the SRF funding and the ARPA Grant. The grant document had a deadline of May 1, 2024 for completion. DES has agreed to permit the City to use these funds for the design costs. He indicated the City is submitting invoices for the storm water portion of the downtown projects design fee which is ongoing right now under this grant. Because the deadline is written into the grant agreement for

May 1, 2024, the City has ask to extend this timeframe, which the City has already done but the legislative body of the organization has to take a formal vote to make that request.

The Manager thanked Mr. Lussier for pursuing this extension.

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

On a 5-0 show of hands vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to request a time extension for the City's American Rescue Plan Act (ARPA) grant related to the Downtown Infrastructure project.

4) Sole Source- Filter Media and Underdrain Replacement Project Contract - Assistant Public Works Director/Operations Manager Aaron Costa

Assistant Public Works Director/Operations Manager Aaron Costa stated the City's Water Treatment Facility came online in 1993. The facility utilizes three filters and each filter unit is capable of filtering two million gallons of surface water per day. There are media and under drains that need to be cleaned and repaired. Mr. Costa noted one filter has been rehabilitated so far, and the work was completed in 2021. There are two more filters that need to be rehabilitated, and this work was approved as part of the FY22 & FY24 Capital Improvement Plan. In February 2024, the City advertised a Request for Bids for this work and received no bids. As a result, staff reached out to the lower bidder from 2021, Carbon Filtration Systems, a company that performs this type of work and has done similar work at the Water Treatment Facility. Carbon Filtration Systems stated they were unaware of the bid but were interested in doing the work and submitted a proposal.

Mr. Costa stated because the City did not receive any bids for his proposal, it technically falls under the sole source contract.

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

On a 5-0 show of hands vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a sole source contract with Carbon Filtration Systems for an amount not to exceed \$200,000.

There being no further business, Chair Powers adjourned the meeting at 6:16 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

Edits submitted by,
Heather Fitz-Simon, Clerk's Office