



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
September 28, 2017  
6:30 PM**

Mitchell H. Greenwald  
Carl B. Jacobs  
Terry M. Clark  
Thomas F. Powers  
Bettina A. Chadbourne

- 
1. Holiday Family Sponsorship - Human Services Department
  2. Safe Routes to School Non-Infrastructure Grant - Planning Department
  3. Main Street Bridge Replacement Project - Public Works Department
  4. Professional Services Contract - Flood Management - Public Works Department
  5. CIP Advancement for Police Communications System Replacement  
Resolution R-2017-33
  6. Black Brook Water Storage Tank Repair  
Resolution R-2017-34

**MORE TIME ITEMS:**

- A. Library Renovation Construction Contract - Parks, Recreation and Facilities Department

Non Public Session  
Adjournment



City of Keene, N.H.  
*Transmittal Form*

September 28, 2017

**TO:** Finance, Organization and Personnel Committee

**FROM:** Elizabeth C. Sayre, Human Services Manager

**THROUGH:** Steve Thornton, Finance Director

**ITEM:** 1.

**SUBJECT:** Holiday Family Sponsorship - Human Services Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to accept donations associated with the City's 2017 Holiday Family Sponsorship Program.

**BACKGROUND:**

Annually the Human Services Department contacts sponsors who will provide gifts, food and holiday items for a family or older adult. The sponsored families and adults are clients who have received assistance from Human Services within the past year. Families who have children with special needs and person who have been struggling to make ends meet are considered for sponsorship. The goal of the program is to provide holiday gifts and food items for those in need who will then use their own resources to maintain housing, utilities and essentials of daily living.

This request is very early because sponsors have requested information and details prior to big fall retail sales weekends.

Human Services appreciates the support of the Council for this annual project that provides happy holidays for those we serve. Families are so appreciative and humbled by the generosity of our Keene community.



City of Keene, N.H.  
*Transmittal Form*

September 15, 2017

**TO:** Finance, Organization and Personnel Committee

**FROM:** Michele Chalice, Planner

**THROUGH:** Rhett Lamb, Planning Director/Assistant City Manager

**ITEM:** 2.

**SUBJECT:** Safe Routes to School Non-Infrastructure Grant - Planning Department

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**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee authorize the City Manager to do all things necessary to apply for, accept and execute a “Non-Infrastructure” grant from the New Hampshire Department of Transportation (NH DOT) to continue to supervise and coordinate the Safe Routes to School, “Walk & Roll” program at the Symonds Elementary Schools. This program endeavors to increase the number of children’s walking and biking to school.

**ATTACHMENTS:**

**Description**

2017 Application for Symonds Elem. School Non-Infrastructure Funding

Symonds School Walk & Ride, 2017 Spring Season Results

NH DOT SRTS Fall Newsletter

**BACKGROUND:**

This grant extends the initial non-infrastructure grant providing remuneration to the part-time Symonds staff member to continue coordinate parent and teacher volunteers for their vigorous SRTS, “Walk & Ride” program (see attached Spring 2017 Summary). Additionally, the part-time SAU29 employee organizes, tracks and coordinates the various awards and acknowledgments that the children receive for their various levels of participation. This grant will provide up to \$4,750 which is paid to the SAU29 employee initially by SAU29, and then SAU29 is reimbursed by the City of Keene. Then the City of Keene submits these expenses to the NH DOT for reimbursement from the Federal grant. Staff time is limited to the review and signature of submitted timesheets as well as the submittal of the expenses to NH DOT for reimbursement.

This will be the last grant for the initial Safe Routes to School federal program which has now morphed into the TAP, Transportation Alternative Program. An attached flier outlines the accomplishments of the Symonds program for Spring 2017.

Attachments: 2017 Application for SRTS Non-Infrastructure Funding  
Symonds School Walk, Roll & Ride, 2017 Spring Season Results  
NH DOT SRTS Fall Newsletter

Date received by NHDOT:

**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION**

**SAFE ROUTES TO SCHOOL**

**Application Form for SRTS Non-Infrastructure Funding**

Send completed applications to the Regional Planning Commission for your region. (See <http://www.nharpc.org/> for information on the RPCs or contact the SRTS [coordinator](#).)

Provide a copy to:

John W. Corrigan  
Safe Routes to School Coordinator  
Bureau of Planning and Community Assistance  
N.H. Department of Transportation  
7 Hazen Drive  
Concord, NH 03302-0483  
[jcorrigan@dot.state.nh.us](mailto:jcorrigan@dot.state.nh.us)

Applicant: Name of municipality and/or school district. Include mailing and physical address, telephone number and e-mail address:

City of Keene New Hampshire  
3 Washington Street  
Keene, NH 03431  
(603) 352-5474  
[mchalice@ci.keene.nh.us](mailto:mchalice@ci.keene.nh.us)

Name, title, mailing address, telephone number, and e-mail address of contact person:

Michele Chalice, City of Keene Planner  
Planning Department  
3 Washington Street, 4<sup>th</sup> Floor  
Keene, NH 03431  
(603) 352-5474  
[mchalice@ci.keene.nh.us](mailto:mchalice@ci.keene.nh.us)

List by name, physical and mailing address, telephone number and e-mail address, each of the schools affected by this application:

Symonds School  
79 Park Avenue  
Keene, NH 03431  
603-352-3405  
School contact person: Chris Verville, [cverville@sau29.org](mailto:cverville@sau29.org)

Identify by name, title, and mailing address the individuals authorized to sign a binding agreement on behalf of the school or municipality.

Michele Chalice, City of Keene Planner  
Planning Department  
3 Washington Street, 4<sup>th</sup> Floor  
Keene, NH 03431  
(603) 352-5474  
[mchalice@ci.keene.nh.us](mailto:mchalice@ci.keene.nh.us)

Sponsoring Regional Planning Commission (RPCs will attach comments and recommendations. Please confirm that a copy of the application has been submitted to the RPC.)

- a) Include a budget of anticipated costs associated with your SRTS program.

Evaluation	\$ 1,000
Education	\$ 1,375
Encouragement	\$ 2,375
Enforcement	\$ 0
Total	\$ 4,750

Attach, immediately following this page, an itemized description of each budget item.

### Itemized Budget for Evaluation Activities

Activity	Description	Hrs./wk.	# weeks	Total hrs.
Program wrap-up Activities	Analyze student participation data for Spring 2018; Create a summary report to send home to families; Administer student in-classroom tally and enter data in to the National Center for Safe Routes to School database; Administer parent survey about walking and biking to school and enter data; Create a report showing student travel trends over time (2011-2018).	20	2	40
Hourly rate				\$25
<b>Total Cost</b>				<b>\$1,000</b>

### Itemized Budget for Education Activities

Activity	Description	Hrs./wk.	# weeks	Total hrs.
Weekly Activities	Prepare and send out periodic flyers to families with program goals, safety information, and educational information about active transportation; Work with community partners and school staff to organize a student assembly with educational information about pedestrian and bicyclist safety; Work with community partners to coordinate a bicycle rodeo in the spring of 2018; Share information about the WRR program and benefits of SRTS with the wider community.	5	11	55
Hourly rate				\$25
<b>Total Cost</b>				<b>\$1,375</b>

### Itemized Budget for Encouragement Activities

Activity	Description	Hrs./wk.	# weeks	Total hrs.
Program start-up Activities	Recruit & train parent volunteers; Coordinate with remote drop-off locations (Yankee Lanes and St. Margaret Mary Parish Church); Ensure insurance certificate is in place for Yankee Lanes; Create program punch cards; Gather materials and distribute to parent volunteers (for example, traffic cones, safety vests, hole punchers); Prepare and send program kick-off flyers home to parents; Prepare for program kick-off at all-school assembly; Distribute punch cards and zip ties to students.	10	2	20
Weekly Activities	Set out punch card stations before school every Tuesday and Thursday; Communicate with parent volunteers; Arrange for coverage if a parent volunteer cannot be at their station; Respond to correspondence from parents about the program.	5	11	55
Program wrap-up Activities	Prepare personalized recognition materials for program participants; Prepare for all-school assembly to recognize participants and volunteers; Coordinate incentive activity for class with the highest participation rate (e.g. bowling party, pool party); Prepare thank you gift for volunteers and leadership team; Prepare and send letters and recognition cards home to all student families.	10	2	20
Hourly rate				\$25
<b>Total Cost</b>				<b>\$2,375</b>

b) List the members of the community SRTS Task Force (insert additional lines if needed):

Name	Affiliation
Chris Verville	SAU 29/SRTS Coordinator
Mari Brunner	Southwest Region Planning Commission
Beth Corwin	Community member
Allyssa Zalaski	Parent
Emily Coey	Parent
Brianna Thatcher	Parent
Leslie Percival	Community Member

c) Describe the overall objective of the non-infrastructure project.

The Symonds School “Walk, Roll, and Ride” program is a school-wide program that encourages students and their parents to walk and bike to school. The program, which is starting its ninth year, runs for approximately 11 weeks in the fall and 11 weeks in the spring on Tuesdays and Thursdays, or a total of about 44 days. Students who walk or ride their bikes to school on these days get a student Walk, Roll and Ride card scanned by a parent volunteer to show that they walked or biked to school on that date. There are two volunteer-staffed remote drop-off locations so that students who live farther away or who are too young to walk alone can also participate.

At the end of each season, individual students are recognized for their level of participation. Levels include “Participant” (walked to school 1 – 9 times), “Ten plus club” (walked to school 10 or more times), and “Hall of Fame” (walked to school every day of the program). Students are also incentivized to participate with prizes, such as a bowling party or pool party, which is given to the class with the highest participation rate. Other SRTS activities include a “bicycle rodeo” event each year to teach students bicyclist safety skills, in-class pedestrian and bicyclist safety education, bicycle and pedestrian safety presentations at all-school assemblies, and newsletters that are sent home to families with resources and tips for walking and bicycling to school.

The Symonds School “Walk, Roll, and Ride” program was started and maintained through the efforts of the previous SRTS coordinator, Beth Corwin, for six years. Chris Verville, a former parent volunteer, stepped up to run the program when Beth Corwin retired. This grant proposal will help to keep the program running during the transition from the previous SRTS coordinator to the new coordinator, who would be unable to run the program without funding to reimburse her for her time.

d) Describe the evaluation, education, encouragement and enforcement components of the project.

**Evaluation:**

The Safe Routes to School Coordinator, Chris Verville, will perform the following evaluation activities as part of this project: Analyze student participation data; Create a summary report of the Spring 2018 Walk, Roll and Ride programs to send home to families; work with school teachers and staff to administer the National Safe Routes to School student in-classroom tally, and work with the school

and parents to administer a parent survey about walking and biking to school to better understand parent attitudes and opportunities for improving the program.

The Walk, Roll, and Ride summary reports will be sent home to all Symonds School families in the fall and the spring, and contain information about the number of students who participated in the program, including the number who are in the "Hall of Fame" (i.e. students who walked or biked to school on all program days), students who are in the "Ten Plus Club" (i.e. students who walked or biked to school 10 or more times on program days), and the total number of participants (i.e. students who walked or biked to school one or more times on program days). Summary reports will also include a general program overview, information about program goals, and public recognition for student safety patrols, the crossing guard, the Walk, Roll and Ride Leadership team, and punch card station volunteers. A copy of the Spring 2017 Walk, Roll, and Ride report is attached to the end of this document. The results show that, in total, 69.5% of the school (or 242 students) participated in the Spring 2017 Walk, Roll, and Ride program, 106 students participated 10 or more times, and 38 students participated on all program dates (or 24 times).

The student in-classroom tallies will be used to determine overall student walking and biking rates for the school. This information is useful for understanding whether the Walk, Roll, and Ride program is successfully encouraging students to walk or bike every weekday, not just on Tuesdays and Thursdays. Past data from these surveys show that, between 2011 and 2015, student walking rates increased from 11% to 26%, and student biking rates increased from 2% to 5%. The number of children who arrive to school in a family vehicle decreased from 55% to 37% during the same period of time.

#### **Education:**

The Safe Routes to School Coordinator, Chris Verville, will perform the following education activities in support of this project: Prepare and send out periodic flyers to families with program goals, safety information, and educational information about active transportation; help coordinate a bike safety presentation at an all-school assembly; help coordinate a bicycle rodeo in the spring of 2018; and prepare and give presentations about Safe Routes to Schools to the wider community.

According to the previous Safe Routes to School Coordinator, the educational flyers have been helpful in the past for keeping momentum going throughout the program, and they also serve as a resource for families to learn more about pedestrian and bicyclist safety. The schoolwide bike safety presentation and the annual bicycle rodeo are fun and educational events that teach students about pedestrian and bicyclist safety. The presentations to the wider community help to share lessons learned from the WRR program, help build excitement and support for the WRR program at Symonds School, and educate the general public and community leaders about the health benefits of Safe Routes to School.

Funding is requested to reimburse the SRTS coordinator for her time spent on these activities during the spring of 2018, which is about 5 hours per week. The cost of materials for the educational flyers are covered by Symonds School, and the bike safety presentations and bike rodeo are supported by volunteers from community partner organizations.

#### **Encouragement:**

The Safe Routes to School Coordinator, Chris Verville, will perform the following encouragement activities in support of this project: Recruit and train approximately 20 parent volunteers; Coordinate with remote drop-off locations, Yankee Lanes and St. Margaret Mary Parish Church; Ensure insurance certificate is in place for Yankee Lanes; Create program punch cards; Gather materials and distribute to parent volunteers (such as traffic cones, safety vests, hole punchers/scanning information); Prepare and send program kick-off flyers home to parents; Prepare for the program's kick-off at a schoolwide assembly; Distribute punch cards and zip ties to students; Set out punch card stations before school every Tuesday and Thursday; Communicate with parent volunteers on a



regular basis; Arrange for coverage if a parent volunteer cannot be at their station; Respond to correspondence from parents about the program; Prepare personalized recognition materials for program participants; Prepare for all-school assembly to recognize participants and volunteers; Help coordinate an incentive event such as a bowling party or a pool party for the class with the highest participation rates in the WRR program; Prepare thank you gift for volunteers and leadership team; and prepare and send letters and recognition cards home to all student families. The coordinator spends about 5 hours per week on these activities throughout the program, and 10 hours per week on program start-up and program wrap-up activities.

**Enforcement:**

Safe walking and biking behavior is enforced in three ways: 1) school crossing guard, 2) student safety patrols, and 3) parent volunteers. The school crossing guard is located at the intersection of Park Avenue and Arch Street, and she encounters all of the children from both of the remote drop-off locations in addition to others who walk or bike to school. The parent volunteers are trained to teach children safe walking and biking behaviors, and they enforce those behaviors for the walking school buses. The student safety patrols enforce safe road crossings around the school. In addition, school staff are posted outside the school every day to enforce safe motorist behavior in the parent pick-up and drop-off area, where there are a couple motorists-pedestrian conflict areas. No funding is being requested for enforcement activities.

## Important Information: Filing and Formatting Requirements

Please note: The N.H. Department of Transportation treats SRTS applications as public documents. If you believe that part of the application is exempt from the state Right-to-Know law, identify the section and explain why the information should be confidential under RSA 91-A:5.

Please follow the application format exactly, and answer questions in order. For budget information, list only the total amounts requested in the spaces provided. Provide additional information in the attached detailed budget. The information will be entered into a spreadsheet and later used in preparing local agreements. Please do not submit letters of support with an application for startup funding.

Applicants are encouraged to submit an electronic file as well as a hard copy of the application. The preferred electronic form is MS Word. Applications will be distributed to members of the Statewide Advisory Committee (SAC) as an e-mail attachment. For this reason, please submit the paper copy on standard 8 ½" by 11" sheets without any type of binding. Do not put text in shaded boxes.

NHDOT and the SAC reserve the authority to reject any applications that do not meet the formatting requirements.



## 2017 Spring Season Results

Symonds School CONCLUDES our 8<sup>th</sup> year promoting active and healthy commuting to school, IN STYLE! Each Tuesday and Thursday morning during 12 weeks this spring, participating students walked, biked, or rode the bus to school. Students then recorded their healthy choice by visiting a playground WRR card station where a parent volunteer punched that date on the student's card or scanned the card with our new electronic EZ Scan system.

### **OUR WALK ROLL AND RIDE PROGRAM GOALS INCLUDE:**

- Kids arrive at school ready to learn
- Community Partnerships
- Kids and adults get the physical activity they need to be healthy
- Promote bus ridership to reduce traffic and air pollution. Fewer cars in our school area increase safety and improve the quality of air our children breathe at school.
- Friendly, neighborhood connections are made. This boosts our sense of community and safety.
- Riding, biking and walking with friends and/or family is FUN!!!

### **CONGRATULATIONS TO OUR PARTICIPATING STUDENTS AND FAMILIES**

**Hats off to our 2<sup>nd</sup> Graders** who enjoyed a Pool Party at Wheelock pool for having the highest Walk, Roll and Ride participation rate of all grades! 72% of second graders participated in WRR.

### **Walk, Roll and Ride Hall of Fame**

38 Symonds Students completed all of our Walk Roll and Ride days!

### **10 Plus Club**

106 Symonds Students completed 10 or more Walk Roll and Ride days! This is way up from our 87 students in our 10 Plus Club last spring. That is a huge increase!

### **Participants**

All together, 242 Symonds Students participated in Walk Roll and Ride days! It great to see an increase in the number of families participating in Walk, Roll and Ride with 12 more students participating than in the fall. We now have 69.5% of our Symonds students and families using this program to put into action their value in and practice of preparing brains and bodies for learning, personal wellness. We also have data that proves when kids ride the bus, walk and ride bikes to school; traffic is reduced to create a safer and cleaner school environment.

### **Safety Patrols**

Seven, 5th grade students serve as Symonds Safety Patrols. Safety Patrols help students travel safely to and from school, plus help kids inside the school building and outside at their safety posts. Thank you to our student leaders for helping children learn and practice commuting safely!

### **Our Symonds Crossing Guard**

Thank you to Ruth, our dedicated Crossing Guard for keeping our students safe each day!

### **Walk Roll and Ride Leadership Team**

More than 25 dedicated volunteers work to make this program a success. Many thanks go to-

Gayle Gray- Arch St. Co-Captain	Lin Murray- Arch St. helper
Alyssa Zalaski- Arch St. Co-Captain	David Grover- Yankee helper
Catherine Koning- Yankee Lanes Tri-Captain	George Downing- WRR Card Station
Nichole Noonan- Yankee Lanes Tri-Captain	Terry Downing- WRR Card Station
Chris Verville- Yankee Lanes Tri-Captain	Adrienne Conboy- Bus Card Station
Emily Coey- Grade 4 & 5 Bike Safety instructor	Brenda Haencheon- Library Card Station
Leslie Percival- Punchcard crafter	
Jen English- Communications	
Lauren Waterman- Art Director	
Kelly Fry and Rachele Cyr- WRR database and materials handling	

### **Walk Ride and Roll and Walking Volunteers**

Thank you to the many more parent and grandparent volunteers who walked to school with children and staffed the playground WRR Card stations before school each Tuesday and Thursday.

### **Please Thank & Support our Valuable Walk Roll and Ride Community Partners**

**Symonds PTA-** for their support and recognition of the importance of school wellness for children and families

**Southwest Regional Planning Commission-** for help with logistics, traffic and air quality measurement and data collection and grant preparation

**Healthy Monadnock-** supporting us and working to make Keene the healthiest community by 2020

**Yankee Lanes-** for use of their parking lot for our Yankee Neighborhood meeting point

**Saint Margaret Mary-** for use of their parking lot for our Arch St. Neighborhood Meeting point

**City Of Keene-** for financial management and logistical support

**Keene State College-** For measuring our air quality during morning parent drop off time.

### **Information for Students Receiving WRR Recognition Packets**

- o Student recognition is based on punches COUNTED and SCANNED on the WRR card turned in at the end of the program. If there seems to be an error, please contact Mrs. Corwin **in writing** to explain the correction to be made. Email- bcorwin@sau29.org

### **Fall 2017 WALK ROLL AND RIDE WILL BE HERE SOON!!**

We hope even more students, families and volunteers will make Walk Roll and Ride their healthy choice and join in the fun! To volunteer for this program, please email new program coordinator, Chris Verville at cverville@sau29.org



From: [Corrigan, John](#)  
To: [Corrigan, John](#)  
Subject: NHDOT: SRTS Fall Newsletter  
Date: Friday, September 15, 2017 9:38:28 AM

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*New Hampshire SRTS News, Fall 2017:*

Encouraging Safe Bicycling and Walking to School  
[Walk-to-School Day and Month](#)  
[Non-Infrastructure Funding](#)  
[2017 Infrastructure Projects](#)  
[NHDOT Publishes Guide](#)  
[Bicycle Safety Training](#)  
[Tell Your Story](#)

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## October is Walk-to-School Month

Many children and the adults who care about and for them have already marked **Oct. 4, 2017**, on their calendars as **International Walk-to-School Day**. Others are planning events throughout October, a month recognized as an excellent time to encourage safe walking between home and school.

Eight schools in New Hampshire had registered events at newsletter deadline time, and others are strongly encouraged list their walks on a [Web Site](#) maintained by the National Center for Safe Routes to School.

**Safe Routes to School (SRTS)** provides support to local communities interested in **safe walking and bicycling between home and school**. Eligible programs serve children, including those with disabilities, in kindergarten through eighth grade. The program focuses on school commutes of two miles or less, although remote drop-off areas can be used for students who live farther out. The N.H. Department of Transportation (NHDOT) manages the program in partnership with the Federal Highway Administration (FHWA).

Walk-to-School Day and Month emphasize events designed to **showcase new programs** and **celebrate** the educators, adults and children who recognize that walking between home and school offers an opportunity for **healthy exercise** while **reducing traffic congestion** near our schools.

Now approaching its **11<sup>th</sup> anniversary** in New Hampshire, SRTS is part of a national program to enable and encourage safe non-motorized commuting. The program has funded sidewalks, traffic calming infrastructure, improved access for people with disabilities, and now innovative bicycle/pedestrian lanes near schools in Keene.

Once an existing or new safe route is identified, the program focuses on group walks known as “**walking school buses**.” The idea is as simple as it is effective. Students gather at points within a mile or two of school and walk there accompanied by a

responsible adult. **Bike-to-School** Day and Month in **May** will focus on bicycling and “rolling bike trains.”

If your school is planning an event, **please notify the [coordinator](#)**.

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## Limited Non-Infrastructure Funds Remain Available

Providing safe routes is important, but SRTS take a comprehensive approach to bicycling and walking. A limited pool of funding remains available for new **non-infrastructure awards**. These funds will be available for communities that can organize programs scheduled for **completion by the fall of 2018**.

**NHDOT will continue to accept applications and make awards on a first-come, first served basis until Dec. 1, 2017.**

Available funds can reimburse communities for pre-approved efforts based on four of what are known as the **5Es**: evaluation, education, encouragement, and enforcement. (The fifth “E” is engineering, the term used to describe infrastructure projects.)

The department offers three types of non-infrastructure awards:

1. **Startup**
2. **Travel Plan**
3. **General Non-infrastructure**

**Startup awards** of up to **\$5,000 per school** provide seed money for initial efforts. Program funds have reimbursed sponsors a wide range of expenses. These include bicycle and pedestrian safety programs; incentive prizes such as helmets, pedometers, and water bottles for participating youngsters; healthy snacks for children and volunteers; and costs for publicizing an event. **Startup awards are a good way to support an event during both International Walk-to-School Day and Month and Bike-to-School Day and Month.**

**Travel plan** awards of up to **\$15,000 per school** are used to develop a walking and bicycling plan tailored to a specific location. Usually working with a **Regional Planning Commission (RPC)** or private-sector consultant, communities develop plans that show the connections between residential neighborhoods and nearby schools. The best existing or potential route or routes between the destinations are identified. Most plans show infrastructure changes needed to make the route safe and convenient for children. A travel plan also describes any non-infrastructure efforts to encourage use of the new and existing facilities. Awards can include up to \$5,000 per school **for engineering consulting services**. A travel plan can support an application for an award under the newer Transportation Alternatives Program (**TAP**) under the federal **FAST Act** (Fixing America’s Surface Transportation).

In addition, NHDOT will consider applications for **general non-infrastructure** programming in communities that have already initiated SRTS programs or may need more funds than are available under the startup awards. These will be particularly useful in communities that have already built new infrastructure but need to work on the other “Es.” Awards of up to **\$10,000** are available.

Application forms can be found on the home page of the New Hampshire [SRTS Web](#) site. They are filed with the Regional Planning Commission serving the applicant’s community and with the NHDOT.

Potential sponsors should contact the [coordinator](#) for an orientation and required pre-application workshop.

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## **Busiest Year Yet for SRTS Construction Projects**

Construction season 2017 has been the busiest yet for Granite State SRTS infrastructure projects.

**Keene** resident Jonathan Daniels walked in the 1965 Selma-to-Montgomery Voting Rights March organized by Dr. Martin Luther King. It was part of Daniels’ civil rights work in Alabama before he was killed in August of that year. Decades later, both walking and bicycling are safer in a Keene neighborhood near a school named in his honor. Local planners took an innovative approach, creating striped-off lanes for both pedestrians and bicyclists.

“Traffic calming” is a term used by transportation professionals to describe features designed to make our roadways safer for all users. They can include bump-outs, narrowed travel lanes, pavement markings, and various types of flashing lights to alert drivers to pedestrians.

**Littleton** has combined new sections of sidewalk with traffic calming in front of the Mildred C. Lakeway School. The school has had long had one of the most active SRTS non-infrastructure projects in the state.

Farther north, a new sidewalk is in place next to the access road to **Colebrook** Elementary School.

**Farmington** has added a number of spot improvements on the roads around the town’s school complex. Improvements include tip-down ramps and improved crosswalk markings as well as new flashing lights.

The community that prides itself as the “Only **Henniker** on Earth” was a hub of construction activity in a combined sidewalk and intersection project funded jointly under SRTS and the Highway Safety Improvement Program (HSIP).

**Dublin** was the home town of one the country’s most famous walkers. The late Doris “Granny D” Haddock hiked across America in support of a cause she believed in, campaign finance reform. SRTS and the Transportation Enhancements (TE) have

been used to build sidewalks in the village center and along the driveway to the Dublin Consolidated School.

**Lebanon** has organized numerous Walk to School Day events over the years. Three new flashing beacons near the school complex remind drivers to slow down and watch for students. Speed feedback signs are expected to be installed soon near the Birch Hill Elementary School in **Nashua**.

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## **New Resource for Promoting Walking and Bicycling**

NHDOT has published a new guide intended to help community leaders improve conditions for bicycling and walking. [Your Guide to Promoting Walking and Bicycling Accommodations in New Hampshire](#) can be downloaded from the NHDOT Web site. It is a result of a collaborative effort organized by the NHDOT Bicycle and Pedestrian Transportation Advisory Committee. It explains the advantages of non-motorized forms of transportation and explains the process for taking a project from concept through construction.

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## **Bike-Walk Alliance Offers Safety Training in Schools**

The Bike-Walk Alliance of New Hampshire (BWANH) continues to offer free biking and walking presentations to students in Grades 4 and 5 across the state. The education effort is supported with a SRTS non-infrastructure grant.

The classes are led by instructors certified by the League of American Bicyclists, a nationally recognized leader in bicycle safety. The sessions are 45-minutes long and are presented during the class day. Each participant receives two informational flyers to take home and share with their parents. For more information about these important classes please contact

Leslie Thompson  
Bike-Ed Coordinator  
Bike Walk Alliance of NH  
2 Whitney Rd., Suite 11  
Concord, NH 03301  
Phone: 603-410-5848 or e-mail: [Leslie@bwanh.org](mailto:Leslie@bwanh.org)

Or visit the [BWANH Web Site](#)

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Get Your Story Out

Visit New Hampshire's [SRTS Web site](#) to learn more about the program and to see



what other Granite State communities are up to. If your school and community are sponsoring SRTS-related events – from walking school buses to bike rodeos – please let the [coordinator](#) know.

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## No Spam

This SRTS electronic newsletter is a resource for individuals and communities that are interested in the program. Feel free to forward it. Please notify the coordinator if you want to be added to or removed from the distribution list.

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John W. Corrigan  
Safe Routes to School Coordinator  
Bureau of Planning and Community Assistance  
N.H. Department of Transportation  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483  
(603) 271-1980  
[John.Corrigan@dot.nh.gov](mailto:John.Corrigan@dot.nh.gov)

SRTS Web site: <http://www.nh.gov/dot/org/projectdevelopment/planning/srts/index.htm>



City of Keene, N.H.  
*Transmittal Form*

September 18, 2017

**TO:** Finance, Organization and Personnel Committee

**FROM:** Donald R. Lussier, P.E., City Engineer

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 3.

**SUBJECT:** Main Street Bridge Replacement Project - Public Works Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee Recommend that the City Council allocate \$16,989.20 from the Bridge Capital Reserve to the Main Street Bridge Replacement Project (90151).

**BACKGROUND:**

The City recently received bid for the construction of the Rt. 12 / Main Street Bridge Replacement Project. We have also negotiated for the construction phase engineering services. The total project cost to date, including design, construction and construction engineering is \$2,447,579.67. Since this project is being completed through the New Hampshire Department of Transportation's State Aid Bridge program, the City's share is 20% of the total cost: \$489,515.93. The City previously appropriated \$476,200.00 for this project (including water and sewer utility funds). Therefore, an additional \$13,315.93 is required to cover the City's share of the current project cost.

Under resolution R-2017-27A, the City Council authorized the reallocation of unspent bond proceeds from the FY15 Roadway Overlay program to the Bridge Capital Reserve. Staff recommends that these funds be designated for the Rt. 12 / Main Street project.



City of Keene, N.H.  
*Transmittal Form*

September 22, 2017

**TO:** Finance, Organization and Personnel Committee

**FROM:** Donald R. Lussier, P.E., City Engineer

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 4.

**SUBJECT:** Professional Services Contract - Flood Management - Public Works Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a professional service contract with McFarland Johnson, Inc. for engineering and technical services for the Ralston Street / Winchester Street Flood Management Project for an amount not to exceed \$135,000 with funding from Project Cost Center 90298.

**BACKGROUND:**

The neighborhood surrounding the intersection of Winchester and Ralston Streets is an area that has been subjected to repetitive localized flooding in recent years. In 2012, the City hired a consultant to develop a drainage master plan with recommendations for flood management projects. This area was identified as one of the areas that should be addressed. The City Council appropriated funds for the design and construction of this project as part of the FY 2018 Capital Improvement Program (CIP).

The City issued a Request for Proposals (RFP) for engineering and technical services to prepare permit applications and construction plans for the project. A staff team comprising of an Assistant Public Works Director, the City Engineer and a Civil Engineer reviewed and ranked the four responses that were received. Proposals were reviewed based on the following criteria and weight:

Understanding of project	20%
Record of successful completion of similar projects	20%
Fee	20%
Experience of assigned personnel	10%
Quality of proposal	10%
Compliance with schedule	10%
Client references	10%

From the four responses, the team selected the following two firms for interviews:

- DuBois & King, Inc.
- McFarland Johnson, Inc.

Interviews were held on September 21, 2017 by the review team. The firms were evaluated on the following criteria:

Understanding of project	20%
Quality of Presentation	20%
Project Approach	10%
Qualifications of Key Personnel	10%
Pertinent Experience	10%
Cost/Fee	10%
Proposed Schedule	10%
Responsiveness to Concerns	10%

Below is a table of the composite scores of the team and the ranking of the two firms.

<u>Firm</u>	<u>Score</u>
Dubois & King, Inc	12.3
McFarland Group	12.4

Both firms are well qualified to complete this project and their scores from the interview process were quite close. The review team agreed that McFarland Johnson's discussion and examples of alternative stormwater management methods gave them a slight advantage. It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with McFarland Johnson, Inc. for design and technical services for the Ralston Street / Winchester Street Flood Management Project.



*Transmittal Form*

September 8, 2017

**TO:** Mayor and Keene City Council

**FROM:** Steven Russo, Police Chief

**THROUGH:** Medard Kopczynski, City Manager; Steven Thornton, Finance Director

**ITEM:** 5.

**SUBJECT:** CIP Advancement for Police Communications System Replacement

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**COUNCIL ACTION:**

In City Council September 21, 2017.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That Resolution R-2017-33, related to an appropriation for the Police Communications System Replacement be forwarded to the Finance, Organization, and Personnel Committee for consideration and a recommendation back to City Council.

**ATTACHMENTS:**

Description

Resolution R-2017-33

**BACKGROUND:**

Keene Police Department has a police radio system that is critical to its function of public safety. The system itself is somewhat complicated, comprising numerous components that must all work together to form solid, dependable, radio communications between the dispatch center, police portable radios, vehicle mobile radios, and other first responder dispatch centers. The current system was installed when the Department moved into the then new 400 Marlboro Street building in January 2006, but some components pre-date that time. The system is now almost 12 years old, or older, and is failing.

In 2016, KPD experienced significant radio transmission and reception problems that prevented our officers from having reliable communications between KPD dispatch and themselves, as well as other dispatch centers and law enforcement agencies with which we assist or assist us as needed. Those issues were documented in a 2016 grant application submitted in an attempt to receive Federal / State funding to immediately replace the system. That grant was subsequently denied.

The issue has been temporarily resolved through a series of preventive maintenance inspections and repairs, including borrowing components of the system from other agencies due to the fact that the components are no longer produced due to the age of the system. Since then, we have experienced intermittent radio reliability issues that affect not only officer safety but citizen safety.

As a continuation of these radio system malfunctions, one of the major components, a voting station, located at the Monadnock View Cemetery failed on or about June 29, 2017. Repair costs totaled over \$1,900 to remove it, repair it, and replace it. Extenuating this breakdown was the fact that while removing it for repairs it was noted that the

current location no longer suffices due to vegetation growth and other radio system requirements.

This voting system was subsequently repaired and reinstalled at the same location but once the entire system is replaced, this location will need to be changed.

Beginning about the first week of August of this year, KPD has experienced significant radio interruptions and outright failure. On two occasions in August, KPD had to switch to a temporary repeater system as our primary communications means. This portable repeater is not manufactured or intended to be a primary communications system but rather a portable repeater system to be used for emergency incidents or localized preplanned City events. The worst part of these malfunctions is that we have not been able to isolate the issue(s) and fix them. In this regard, KPD has been monitoring frequencies, testing components, and maintaining a log of failed transmissions in an attempt to identify the causes. The difficult part of identifying a specific cause is the complexity of the system, meaning issues can be caused by radio equipment failures ranging from microphones to a radio itself, mechanical / electrical issues, phone line failure or partial failure (portions of the current system operate over conventional FairPoint phone lines of which we have no direct ownership or control), atmospheric interference, and finally operator error (such as not holding the transmission button down long enough).

The current plan of the above listed actions and diagnostics of the phone lines has still not identified any issues. There had been several times in August when back up officers had to be dispatched to the last known location of an officer to ensure their safety after communications with them failed, and where officers had to resort to the use of cell phones to communicate with KPD dispatch. This is an unacceptable risk to our officers and the citizens we serve.

In summary, the current system is antiquated, has multiple components, many of which are not under City control or able to be secured by us, and replacement parts are no longer available for much of the system.

As approved for 2020, the new system will discard phone lines and operate from either a combination of City-owned fiber optics and microwave antennas, or solely by City-owned fiber optic lines (this is still being worked out). We also plan to install all components that are currently in public locations to locations owned, controlled, and securable by either the City of Keene, the State of New Hampshire, and / or SAU 29.



# CITY OF KEENE

R-2017-33

In the Year of Our Lord Two Thousand and ....Seventeen.....

A RESOLUTION ..... Related to an appropriation for the Police Communications System  
Replacement.....

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

That the sum of three hundred fifty three thousand dollars (\$353,000) is hereby appropriated in the 2017-2018 fiscal year for the purpose of funding the replacement of the Police Communications System.

Said appropriation to be funded by the General Fund unassigned fund balance (\$353,000).

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Kendall W. Lane, Mayor

In City Council September 21, 2017.  
Referred to the Finance, Organization and Personnel Committee.

  
City Clerk



September 13, 2017

**TO:** Honorable Mayor and City Council

**FROM:** Donna Hanscom, Assistant Public Works Director, and Aaron Costa, WWTP and WTF Operations Manager

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 6.

**SUBJECT:** Black Brook Water Storage Tank Repair

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**COUNCIL ACTION:**

In City Council September 21, 2017.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

Refer Resolution R-2017-34 to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Resolution R-2017-34

**BACKGROUND:**

All of the City's water storage tanks are subject to regular internal and external inspections. Every three to five years, a specialized team of divers cleans and inspects all six (6) of the City's water storage tanks and in 2013 Tighe and Bond evaluated the tanks' exteriors to allow the City to identify and schedule ongoing maintenance tasks.

During the October 2015, internal tank inspection, divers reported that five (5) of the six (6) water storage tanks were in acceptable condition, but noted a significant increase in the deterioration of the interior coating in the Black Brook water storage tank compared to the previous inspection. The deterioration has worsened such that the tank is in need of repair to prevent further damage. This repair is urgent because the tank's interior will continue to deteriorate if not repaired in the next few months, but is not an emergency because it will not fail immediately.

Constructed in 1996, the 380,000-gallon Black Brook water storage tank is a pre-cast concrete tank that provides water to the Black Brook pressure zone, including the Black Brook Industrial Park.

The diver's inspection report provided a general overview of the tank's deficiencies; but to thoroughly inspect the interior and identify the level and cost of repair, the tank needed to be taken offline, drained, and cleaned. Because the tank was not designed to be taken offline and continue to supply water and fire protection to its customers, over the past year City staff made a series of modifications to the tank's pumping station that allow



the Black Brook pressure zone to operate without interruption while the tank is offline. Staff made a presentation of these modifications to the MSFI committee on June 7, 2017.

In June 2017, staff emptied the tank and invited three qualified tank repair vendors to inspect the interior, develop a scope of work, and provide cost estimates to repair the tank's interior and exterior. All three vendors submitted cost proposals based on their own onsite evaluation. Repair work identified in the 2013 Tighe and Bond evaluation for the tank's exterior and currently scheduled in the City's FY20 and FY22 CIP program was included in the proposals. After evaluating the proposals, it became obvious the vendors' repair costs were higher than expected and were high enough to be subject to the City's purchasing rule requiring formal bid solicitations.

The following table is a summary of the proposals received and associated cost estimates.

<b>Firm Name</b>	<b>Quote</b>
DN Concrete Tank Services	\$83,885
Comm Tank	\$102,705
Utility Service Company	\$190,022

Staff believes that bidding this work would not result in a lower cost because the three vendors that provided cost proposals for the tank repair represent the major tank repair companies and each knew it was competing against other vendors. In addition, the effort required to take the tank offline again to allow prospective bidders the opportunity to inspect its condition before creating a bid would delay the work even longer.

DN Tank, had a more comprehensive work scope at a lower cost than the other two vendors, therefore staff recommends contracting with them for this work and requests the City Council waive the solicitation of competitive bids for this work using the authority found in section 2-1336 of the City's Purchasing regulations.

The cost of this repair is not contained in the FY18 budget because it was received after the budget planning cycle. To fund the repair work, staff proposes using two funding sources: the balance of a previous capital improvement project and the Water Infrastructure capital reserve.

A balance of \$56,535 remains in a previous Water Storage Tanks Upgrade project because in-house staff completed most of the work and the higher cost items were re-evaluated by the tanks' manufacturers who advised against the work.

The remaining \$47,678 required for the Black Brook tank repairs can be appropriated from the Infrastructure Capital reserve fund and will be offset by a reduction in spending on the Black Brook project in FY22. Because the work described in the proposals includes all the work included in the future capital improvement project except for the electrical upgrade, performing the work now will reduce the scope of the FY20 and 22 projects from \$96,929 to approximately \$35,000.

Staff requests the Finance, Organization and Personnel committee recommend the City Council waive the bidding requirement and authorize the City Manager to execute a contract with DN Concrete Tank Services and to fund the contract through a reallocation of the remaining project balance in project 05053, Water Storage Tanks Upgrade and through an appropriation of capital reserve funds.



# CITY OF KEENE

R-2017-34

Seventeen

In the Year of Our Lord Two Thousand and .....  
Relating to the Reallocation of funds from the FY07 Water Storage Tanks  
A RESOLUTION ..... Upgrade Project (05053) and from the Water Infrastructure Capital Reserve  
..... (05019) for repairs to the Black Brook water storage tank.

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

That the sum of fifty six thousand, five hundred thirty five dollars (\$56,535) be allocated from the FY07 Water Storage Tanks Upgrade Project Account (05053) and forty seven thousand, six hundred seventy eight dollars (\$47,678) from the Water Infrastructure Capital Reserve fund (05019) for repairs to the Black Brook water storage tank.

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Kendall W. Lane, Mayor

In City Council September 21, 2017.  
Referred to the Finance, Organization and Personnel Committee.

City Clerk