

**City of Keene**  
**New Hampshire**

**FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE**  
**MEETING MINUTES**

**Thursday, November 29, 2018**

**6:30 PM**

**Council Chambers**

**Members Present:**

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

**Staff Present:**

City Manager, Elizabeth Dragon  
City Engineer, Don Lussier  
Asst. City Manager, IT Director, Rebecca Landry  
Public Works Director, Kurt Blomquist  
Library Director, Nancy Vincent  
Engagement, Outreach, and Youth Services, Gail Zachariah

Chair Greenwald called the meeting to order at 6:30 PM.

**1) Use of Unspent Project Balance to Improve Park Avenue - Public Works Department**

City Engineer Don Lussier stated the Cheshire Rail Trail phase three is scheduled for construction in 2019 – the Rail Trail extends beyond Hurricane Road where it ends today. Phase 3 also includes an on street portion which would loop back to the Cheshire Rail Trail bridge. This project is funded through the Transportation Alternatives Program grant funds where the city pays 20% and the Federal Government pays 80%. In the design of the project it was noted there would be bike lanes constructed on the side of Park Avenue. Mr. Lussier noted the condition of Park Avenue is rather poor and this roadway is scheduled to be overlaid in 2021 but this would not be an eligible cost under the Transportation Alternatives Program. Hence, staff is recommending accelerating the 2021 work to coincide with the Rail Trail project next summer.

The work for Park Avenue is in the budget for FY21 in the amount of \$447,000. The last few years road projects have come in under budget which leaves the city with \$438,000 in unspent road rehab funds and staff is suggesting using these funds to accelerate this work.

Chair Greenwald asked when Park Avenue was last overlaid and why this road keeps falling apart. Mr. Lussier stated it was overlaid in 1996 and he also knows part of this road is under-laid with concrete. Councilor Powers clarified the entire length of Park Avenue is going to be overlaid. Mr. Lussier stated the plan is to start at the intersection of Park Avenue through the fork at Summit Road. The improvements for the bike lanes would be this entire length as well. The Councilor did not feel the stretch from Arch Street to West Street was suitable for bike traffic as it is not that wide. Mr. Lussier stated the existing curbs are going to be realigned; the bike lanes will be five-foot bike lanes and the travel lanes will be about a foot narrower than it exists now.

Councilor Chadbourne asked when the city applies for this grant funding. Mr. Lussier explained the city was approved for this funding in 2014 and as the work moves forward, periodic reimbursements are submitted and as the money comes in it will go back into the particular fund the money came out of.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to use \$438,000 in unspent balances from the completed FY18 Road Rehabilitation Projects (90018, 90237, and 90249) for the rehabilitation of Park Avenue and to move Park Avenue from Fiscal Year 2021 to Fiscal Year 2019.

2) **Design Change Order – Cheshire Rail Trail - Phase III Project - Public Works Department**

Mr. Lussier stated this item would use \$11,264 of the \$438,000 discussed previously to reimburse the consultant for additional design work for roadway improvements. Of the \$11,264 the city's share will be \$3,664.

Councilor Powers asked whether these accounts will be closed after this action or asked whether there is still money in these accounts. Mr. Lussier stated this would be a question for the Finance Director. Councilor Jacobs asked why this amount is not covered in what was just discussed – Mr. Lussier stated it is and the second item approves the change order for the design work for the consultant; it comes out of the first allocation which was discussed.

Councilor Powers made the following motion which was seconded by Councilor Jacobs.

On 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 design change order with CHA Consulting, Inc. for the Cheshire Rail Trail Phase III project in an amount not to exceed \$11,264.00, with funding for the participating and non-participating cost to come from the unspent project balance of the FY18 Road Rehabilitation projects.

3) **Project Evaluator for IMLS Grant- Little Makers: Library STEM and Maker Activities for Very Young Learners Contract - Keene Public Library**

Head of Engagement, Outreach, and Youth Services Gail Zachariah addressed the Committee. Ms. Zachariah stated the library was awarded the Institute of Museum and Library Services national leadership grant for their three year project for the little makers stem activities for young learners. This grant was accepted in September by the Council. The vital part of the grant is evaluation and it is important to assess the activities of this grant. Following the city's purchasing requirements, an RFP was sent out and only one response was received from Peer Associates; this is an entity the city has worked with in the past and they have always been responsive. Peer Associates is a small New England firm that specializes in science based education programs. Ms. Zachariah stated Peer Associates references came back positive and the selection committee recommends awarding them this contract.

Councilor Jacobs asked what *formative and summative work with a naturalistic mixed-methodology* means. Ms. Zachariah stated this is language used in the evaluation sector; parents are going to be required to complete a survey, librarians are also going to be trained in what to look for but added she was not sure what formative is and what summative work is.

A member of the audience asked what children will be learning in these focus groups what is going to be measured. Ms. Zachariah stated it is not so much the kids who would be responding to the focus groups but the parents who would be indicating what their kids have become interested in after attending the program. However, there will be an area where children would be also able to express themselves. Intellectual curiosity of the children is going to be encouraged.

Councilor Jacobs made the following motion which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends to the City Council that contract RFP 02-19-02 Project Evaluator for IMLS Grant be awarded to Peer Associates.

The meeting adjourned at 7:00 PM.

Respectfully submitted by,  
Krishni Pahl, Minute Taker