



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
March 10, 2022
6:00 PM

A. AGENDA ITEMS

1. Acceptance of 2022 Wellness Grant - Human Resources Director
2. Acceptance of the Locality Equipment Matching Program Grant - Fire Department
3. Negotiate Lease of Airport Property - Airport Director
4. Airport Operating Rights Agreement - Monadnock Choppers - Airport Director
5. Airport Engineering and Architectural Services - Airport Director
6. Professional Services Contract for Mapping City Cemeteries and Associated Software - Parks, Recreation and Facilities Director
7. Body Worn Camera and In-Car Video System Implementation - Police Department
8. Relating to the Appropriation of Funds for the Winchester Street By-Pass Project
 - Resolution R-2022-03
 - Resolution R-2022-04
9. Winchester Street Reconstruction – Consultant Selection for Construction Engineering Services - City Engineer
10. Winchester Street Reconstruction – Design Consultant Services for Construction Support Services - City Engineer
11. Relating to the Appropriation of Funds for the Thompson Road Repair and Stabilization Project
 - Resolution R-2022-05
12. Council Policy: Relating to the Legislative Process

- Resolution R-2022-06

13. Proposed Capital Improvement Plan (CIP) for FY 2023-2029

B. MORE TIME ITEMS

1. Councilor Filiault - Charter Amendment Related to Municipal Primary

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: March 10, 2022
To: Finance, Organization and Personnel Committee
From: Elizabeth Fox, ACM/Human Resources Director
Through: Elizabeth Dragon, City Manager
Subject: **Acceptance of 2022 Wellness Grant - Human Resources Director**

Recommendation:

Move to recommend that the City Manager be authorized to do all things necessary to accept the wellness grant from HealthTrust to be used for employee wellness activities in 2022.

Attachments:

None

Background:

Our health insurance vendor, HealthTrust, rewards member groups that train employees to act as Wellness Coordinators. Each Coordinator, up to a maximum of four per organization, may be rewarded with \$500 each in wellness grant funds to be used as incentives for the group. The City put four people through HealthTrust's Wellness Coordinator Academy in January 2022, making us eligible for a \$2,000 grant, which has been received by the City. Our continuing Wellness Coordinators for this calendar year are Maria Castellano of Public Works and Vicki Flanders of Human Resources. New Coordinators for 2022 are Chelsea North of Parking Services and Megan Young, who joined the Human Resources Department during the summer of 2021.

The 2021 money was used primarily for healthier snacks and education regarding snack alternatives during the holiday season—primarily because we were limiting our interactions with employees in different departments as COVID lingered.

In addition, the City's health insureds were assigned four goals by HealthTrust in December 2020 related to wellness education, with the task of increasing participation in biometric screenings, quarterly wellness activities, HealthTrust portal setup, and SmartShopper programming. We are waiting for HealthTrust to notify us of any additional grant money available to our group of up to \$500.

If the money is not fully expended during the calendar year 2022, carry over into the next calendar year is supported by HealthTrust.

We are very appreciative of this grant opportunity for our employees, retirees, and their family members who are part of the HealthTrust group.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: March 10, 2022
To: Finance, Organization and Personnel Committee
From: Mark Howard, Fire Chief
Through: Elizabeth Dragon, City Manager
Subject: **Acceptance of the Locality Equipment Matching Program Grant - Fire Department**

Recommendation:

That the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to accept the GOEFERR Locality Equipment Matching Program Grant.

Attachments:

None

Background:

On February 23, 2022, the Fire Department received notification that on February 16, 2022, the Governor and Executive Council issued the final approval of our grant award totaling \$49,342. These grant funds will allow the department to purchase two (2) Lucas III chest compression devices, one (1) Nitronox system, and ten (10) Zoll AED + cardiac defibrillators. The City's 10% grant award match of \$5,482.44 will be drawn from 00810-62766.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: March 10, 2022
To: Finance, Organization and Personnel Committee
From: David Hickling, Airport Director
Through: Elizabeth Dragon, City Manager
Subject: **Negotiate Lease of Airport Property - Airport Director**

Recommendation:

That the Finance Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a lease agreement with Mr. Kevin Provost for land associated with a privately owned hangar.

Attachments:

None

Background:

Mr. Kevin Provost currently has three leases for land upon which he has three separate hangars, one of which has reached the end of its term with no renewal options. Mr. Provost has requested a new lease for this parcel.

Mr. Provost is the proprietor of Monadnock Choppers, a business he started less than two years ago which he operates from these hangars. This business is growing and he has plans for further future growth which will continue to benefit both the City and other airport businesses through increased revenues.

A new lease for this parcel would follow the Airport Land Leasing Policy.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: March 10, 2022
To: Finance, Organization and Personnel Committee
From: David Hickling, Airport Director
Through: Elizabeth Dragon, City Manager
Subject: **Airport Operating Rights Agreement - Monadnock Choppers - Airport Director**

Recommendation:

That the Finance Organization and Personnel Committee recommend that the City Manager be authorized to all things necessary to negotiate and execute an Operating Rights Agreement with Monadnock Choppers to provide aircraft maintenance services at the Keene Dillant-Hopkins Airport.

Attachments:

None

Background:

Monadnock Choppers has requested an operating rights agreement to perform aircraft maintenance and repair services at the Keene Dillant-Hopkins Airport.

The airport continues to be in high demand with a significant need for aircraft maintenance services. Currently, the demand for these services exceeds the capacity of the one maintenance provider currently providing these services, forcing aircraft owners to go elsewhere to meet their needs. Monadnock Choppers has certified aircraft mechanics on staff. However, their current operating agreement only allows them to perform maintenance on their own aircraft. Entering into an operating agreement with Monadnock Choppers to also provide these services will provide additional needed services to the airport while increasing revenues for the City.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: March 10, 2022
To: Finance, Organization and Personnel Committee
From: David Hickling, Airport Director
Through: Elizabeth Dragon, City Manager
Subject: **Airport Engineering and Architectural Services - Airport Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to enter into an agreement with McFarland Johnson Inc. for Airport Engineering and Architectural Services for the Keene Dillant-Hopkins Airport.

Attachments:

None

Background:

The Keene Dillant-Hopkins Airport has a substantial Airport Capital Improvement Plan with projects that are focused on airport safety, efficiency and future growth. The use of Federal funding will be maximized throughout this C.I. P. to minimize financial obligations to our community. To accomplish this we will need to work closely with an engineering firm familiar with airport infrastructure, F.A.A. funding sources and other obligations and requirements unique to the aviation industry.

An RFP was released by the City on 12/27/21 to solicit proposals for a qualified engineering firm to meet these needs to which there were four responses received on 1/27/22. These four proposals were reviewed by the Airport Director, the City Engineer, and the Director of Public Works and rated based on the criteria within the RFQ. Based on the combined ratings, it was determined that two of the proposals, Stantec and McFarland Johnson, demonstrated that they had the experience and resources required to meet our needs. A discussion between the reviewers determined that, based on the proposals and past experiences with these firms, McFarland Johnson Inc. would be best suited to fulfil our Airport Engineering and Architectural Services requirements.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: March 10, 2022

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Professional Services Contract for Mapping City Cemeteries and Associated Software - Parks, Recreation and Facilities Director**

Recommendation:

Move that the Finance, Organizational and Personnel Committee recommend the City Manager be authorized to do all things necessary to approve the expenditure of Cemetery Trust Fund B – Capital Reserve for \$8000 (\$5000 mapping + \$3000 annual maintenance fee) to hire Bahar Mapping for a professional services contract to map the City cemeteries, which includes an interactive navigation station that allows an ability for cemetery guests to "find their love one." In addition, the authorization includes approval for up to 3 years of an annual maintenance fee of \$3000.00, which may include a periodic increase.

Attachments:

None

Background:

In 2011, the City launched a staff driven online database utilizing Oracle application software that allowed the public to find a family member through the City cemetery records. The information was basic with name, dates, and lot location (not mapped). This served the City well until the software was no longer supported and firewall issues created a network security risk.

In 2017, alternative software applications were explored that could provide full data management and GIS capabilities and were approved by the Trustees. However, this opportunity was placed on hold as the City moved towards an asset management system called Cartegraph, in addition to it having an emergency culvert repair in Woodland Cemetery utilizing the funding source. Although Cartegraph is a powerful software application, cemetery management and operations are not its primary purpose and are customized with significant time consumption and with no public interface.

The purpose of the new software will be to provide an alternative solution that will allow users to search for their loved one's name and additional fields (e.g. cemetery name). Search results will include a list of matching records with limited info (e.g. deceased name and location info). Clicking on a specific result will open an additional tab with more detailed info regarding the deceased (e.g. date of burial, date of birth, etc.) as well as a map area with a marker on the estimated location of burials. Functionality to allow showing the location using Google Maps will be available as well. A sample

solution, developed by Behar Mapping, can be found using the following link:www.rcancem.org/find-a-loved-one-search

Behar Mapping will also be responsible for the development of an integration module to allow new deceased info to be added to the find-your-loved-one solution on an automated and recurring basis. An annual maintenance fee of \$3000.00 will be invoiced, and will be reviewed on an annual basis, but a request to support a 3-year period before returning for future funding.

Funds for this project are being utilized by the Cemetery Trust Fund B – Capital Reserve. The purpose of this Trust shall be a capital reserve fund to be utilized by the Cemetery Trustees from time to time for capital improvements to and enlargements of the public cemeteries of the City.

As of December 31, 2021, the current principle is \$1,378,792.99 and income is \$162,529.99. The fund was created in 1986 through Ordinance O-85-11A which states that the funds derived from the sale of lots will be split 50/50 between Monadnock Cemetery Trust Fund A and B.

On February 16, 2022, the Trustees of Trust Funds approved the expenditure for the purpose of executing the contract with Bahar Mapping and agreed to a 3-year annual fee.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: March 10, 2022

To: Finance, Organization and Personnel Committee

From: Steven Russo, Police Chief

Through: Elizabeth Dragon, City Manager

Subject: **Body Worn Camera and In-Car Video System Implementation - Police Department**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to begin implementation of the Body Worn Camera and In Car Video program; to apply for, accept and expend any available grant funding related to the Body Worn Camera program funding; and pursuant to Section 2-1336 of the City of Keene Code of Ordinances, waive bidding requirements in Section 2-1332 (1), and Section 2-1335 as recommended by the City Manager.

Attachments:

None

Background:

In June of 2020, as a result of a petition put forth, the City Council tasked the City Manager (CM) to have the Keene Police Department (KPD) research the implementation of a Body Worn Camera (BWC) system for the KPD. We immediately formed a research group.

In July 2020 we began to receive quotes and bring in vendors for product demonstrations. By the end of July 2020 we had selected the one vendor that we felt best met our needs, BodyWorn by Pileum Corporation.

Every vendor selling BWC and ICV systems have unique characteristics, operating systems, and software. The requested waiver will assure that we can, after review and demonstration of other systems prior to selection of BodyWorn, acquire the equipment that best meets our needs.

On August 27, 2020 I appeared before the Finance, Organization, and Personnel (FOP) committee and presented our initial findings. Our goal was to seek support to move forward with a Trial and Evaluation (T&E) period for the BWC's and In-Car Video (ICV) systems. The FOP, and ultimately the full Council, supported moving forward with the T&E period.

The T&E occurred in November 2020 and was documented in a January 29, 2021 memo outlining our findings and recommendations and presented to the FOP on February 11, 2020. Our

recommendation at that time was to delay any decision until several possible funding mechanisms worked their way through the State and Federal legislation.

As we speak, we have applied for a US DOJ matching grant for \$100,000, and a State matching grant for \$50,000.

The current cost of a five-year paid up-front contract for 44 BWC's and 16 ICV systems is \$445,025. This is inclusive of equipment, software, and support.

Additional costs for training (\$13,925), and necessary support equipment (\$25,765) comes to \$39,690, for a total implementation cost of approximately \$484,715.

If matching funds of \$150,000 are obtained, this would leave Keene with a total cost of \$334,715 for this 5-year program.

We would like to start the process as soon as possible once concurrence is received from the Council.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: March 10, 2022

To: Mayor and Keene City Council

From: Donald Lussier, City Engineer

Through: Kurt Blomquist, ACM/Public Works Director
Elizabeth Dragon, City Manager

Subject: **Relating to the Appropriation of Funds for the Winchester Street By-Pass Project**

- **Resolution R-2022-03**
- **Resolution R-2022-04**

Council Action:

In City Council March 3, 2022.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

Recommend that Resolutions R-2022-03 and R-2022-04 be referred to the Finance, Organization and Personnel Committee for their consideration and recommendation.

Attachments:

1. Resolution R-2022-03_referral
2. Resolution R-2022-04_referral

Background:

In 2012, the Keene City Council adopted the FY13-FY19 Capital Improvement Program, which contemplated improvements to Winchester Street corridor, between Rt. 101 and the Pearl St. / Island St. intersection as part of the State Bypass Improvement Program. Additional funds were appropriated to this project through the FY14, FY19 and FY20 Capital Improvement Programs. This project is funded with 80% federal transportation funds and 20% local match. Certain water and sewer upgrades are not eligible for federal funding and are paid 100% by local ratepayer funds.

Design of the project began in early 2016. The City Council selected the "roundabout alternative" for the project on February 2, 2017. Final plans and specifications were approved by the NHDOT on August 24, 2021. The project was advertised for construction on September 1, 2021 and bids were received on December 30, 2021.

To date, the City Council has appropriated a total of **\$2,194,191** for the Winchester Street project. This total includes appropriations from the General Fund (\$1,583,400), Water Fund (\$250,500) and Sewer Fund (\$360,291). Based on the actual final costs of design, anticipated costs for property acquisition and the low bid price for construction, the total cost of the project is estimated to be \$11,618,442. The City’s share of the total cost is estimated to be **\$2,722,170**. This amount exceeds currently available funding. A breakdown of the City’s share is provided in the table below:

	Budget	Actual / Anticipated	Excess (Shortage)
Design Phase	\$ 187,400	\$ 203,109	(\$ 15,709)
Right-of Way Phase	\$ 76,000	\$ 143,841	(\$67,841)
Construction			
General Fund	1,320,000	\$ 1,820,450	(500,450)
Water Fund	250,500	\$ 400,500	(\$ 150,000)
Sewer Fund	360,291	\$ 154,270	\$ 206,021
Total Construction	1,930,791	2,375,220	(\$ 444,429)
Project Total	2,194,191	2,722,170	(\$ 527,979)*

* Please note that the Project Total shortage shown in the table above is less than the total appropriations requested in the attached resolutions due to the sewer work being under budget.

Resolution R-2022-03 would appropriate an additional \$584,000 from the General Fund through debt funding. This sum would provide sufficient funding to cover the current known costs and provide a small contingency (4.6%) to cover changes that may occur during construction.

Resolution R-2022-04 would appropriate \$150,000 from the Water Infrastructure Capital Reserve.



CITY OF KEENE

R-2022-03

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

A RESOLUTION Relating to the Appropriation of Funds for the
Winchester Street By-Pass Project

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

That the sum of five hundred eighty-four thousand dollars (\$584,000.00) is hereby appropriated for the State By-pass Project (also known as the Winchester Street Reconstruction Project)(90266), and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred eighty-four thousand dollars (\$584,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

George S. Hansel, Mayor

In City Council March 3, 2022.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

PASSED



CITY OF KEENE

R-2022-04

Twenty-Two

In the Year of Our Lord Two Thousand and Relating to the Appropriation of Funds from the
A RESOLUTION Water Infrastructure Capital Reserve for the State Bypass Utilities Project

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

That the sum of one hundred fifty thousand dollars (\$150,000.00) is hereby appropriated from the Water Infrastructure Capital Reserve (614) for the State Bypass Utilities Project (05092) as part of the Winchester Street Reconstruction Project.

George S. Hansel, Mayor

In City Council March 3, 2022.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk

PASSED



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: March 10, 2022

To: Finance, Organization and Personnel Committee

From: Donald Lussier, City Engineer

Through: Elizabeth Dragon, City Manager

Subject: **Winchester Street Reconstruction – Consultant Selection for Construction Engineering Services - City Engineer**

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 Greenman-Pedersen, Inc., (GPI) for an amount not to exceed \$670,000 for Construction Engineering Services required for the Winchester Street Reconstruction Project.

Attachments:

None

Background:

The City expects to break ground for the Winchester Street Reconstruction Project in the spring of 2022. This project is funded by the Federal Highway Administration (FHWA) Surface Transportation Program (STP) and the City. Under the STP program, the federal government reimburses 80% of eligible project costs.

As a condition of obtaining FHWA funding for the project, the City must comply with FHWA regulations and procedures outlined in the New Hampshire Department of Transportation (NHDOT) Local Public Agency (LPA) program. The NHDOT acts as the agent for the FHWA to administer funding. For the construction phase, the LPA process requires daily record-keeping, quality assurance testing, confirmation of compliance with federal labor law, documenting payment of prevailing wages under the Davis-Bacon Act, among other responsibilities. FHWA regulations require a separate consultant for the construction services.

In March 2021, the City issued a Request for Qualifications (RFQ) for construction engineering services for two separate LPA Projects. This included Phase III of the Cheshire Rail Trail, and the Winchester Street Reconstruction Project. In April 2021, the project team interviewed three of the five firms who submitted qualifications. On May 20, 2021, the City Council voted to carry out the recommendation to award the contract for Phase III of the Cheshire Rail Trail construction engineering to GPI. As the RFQ covered both projects, the recommendation to utilize GPI stands.

We have negotiated with GPI over the past two months to reach an agreeable scope and fee. The LPA process requires that we perform an independent estimate for the work, which helps ensure the scope and fee are reasonable. The cost, while significant, is in line with the percentage of the total value of work for other LPA projects. The NHDOT has reviewed the scope and fee and found them to be acceptable.

It should be noted that a parallel recommendation for a contract with another consultant is included on the agenda for construction support services for the Winchester Street Reconstruction Project. Current FHWA and NHDOT guidelines require that the design consultant may not be retained for construction inspection and oversight.

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with Greenman-Pedersen, Inc. (GPI) for an amount not to exceed \$670,000. The City's share of this contract will not exceed \$134,000.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: March 10, 2022
To: Finance, Organization and Personnel Committee
From: Donald Lussier, City Engineer
Through: Elizabeth Dragon, City Manager
Subject: **Winchester Street Reconstruction – Design Consultant Services for Construction Support Services - City Engineer**

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 an amount not to exceed \$70,000 for Construction Support Services required for the Winchester Street Reconstruction Project.

Attachments:

None

Background:

The City expects to break ground for the Winchester Street Reconstruction Project this spring. This project is primarily funded by the Federal Highway Administration (FHWA) Surface Transportation Program (STP). Under the STP program, the federal government reimburses 80% of eligible project costs.

There is a parallel action for a contract with a different consultant for the provision of construction engineering services for the Winchester Street Reconstruction Project. Current FHWA and NHDOT guidelines require that the design consultant may not be retained for construction inspection and oversight. The intent is to prevent potential conflicts of interest. While the City would prefer to engage with only one consultant for construction phase services, we must comply with these guidelines to be eligible for FHWA funding for this work.

There are some aspects of construction administration that are best done by the design engineer. These include review and approval of submittals, shop drawings, and questions related to items designed specifically for this project. This includes the Island Street Bridge and its foundation, the traffic control plan, and precast drainage structures. The City has contracted with McFarland-Johnson since 2016 for the design of this project. As such, they are best suited to perform the review and verification of these items during the construction phase. Their work will supplement that is provided by a construction engineering services consultant. No duplicate effort is proposed.

The City has negotiated with McFarland-Johnson over the past two months to reach an agreeable scope and fee. The LPA process requires that the City perform an independent estimate for the work, which helps ensure the scope and fee are reasonable. The NHDOT has reviewed the scope and fee and found them to be acceptable.

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with McFarland Johnson, Inc., for an amount not to exceed \$70,000. The City's share of this contract will not exceed \$14,000.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.11.

Meeting Date: March 10, 2022

To: Mayor and Keene City Council

From: Donald Lussier, City Engineer

Through: Kurt Blomquist, ACM/Public Works Director
Elizabeth Dragon, City Manager

Subject: **Relating to the Appropriation of Funds for the Thompson Road Repair and Stabilization Project**

- **Resolution R-2022-05**

Council Action:

In City Council March 3, 2022.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

Recommend that Resolution R-2022-05 be referred to the Finance, Organization and Personnel Committee for their consideration and recommendation.

Attachments:

1. Resolution R-2022-05_referral

Background:

Thompson Road is a dead-end street in the southeastern corner of the city. The road serves 5 single-family homes and a number of undeveloped parcels. In the fall of 2019, Public Works staff observed pavement cracking and settling along the steep embankment adjacent to Thompson Road. To prevent further deterioration, a row of concrete barriers were installed along the edge of the roadway while more extensive investigations were undertaken.

In the spring of 2020, the City hired a geotechnical engineer to perform test borings and evaluate the stability of the embankment that supports the road. That evaluation was completed in June of 2020 and found that the slope was "marginally stable" but did not have the minimum recommended factor of safety for geotechnical stability. The consultant was asked to develop conceptual level alternatives for stabilizing the slope, along with associated cost estimates. These alternatives were submitted to the City in October 2020. City staff also developed alternatives for discontinuing the existing roadway and providing access to this neighborhood via an alternative route.

The two options (i.e., reconstruct in the current location or relocate the road) were presented to the Municipal Services, Facilities and Infrastructure Committee on January 27, 2021. The advantages and disadvantages of each option along with the range of expected costs were discussed. The table below provides a summary:

Option #1 – Reconstruct in Place		
<u>Advantages:</u> <ul style="list-style-type: none"> • Less property impacts • Potential to widen road • Existing water main remains in Right-of-Way 	<u>Disadvantages:</u> <ul style="list-style-type: none"> • Road remains steep • Difficult winter maintenance • Cost 	<u>Estimated Cost:</u> \$850K - \$1.3M
Option #2 – Relocate Road		
<u>Advantages:</u> <ul style="list-style-type: none"> • Long-term maintenance is simpler 	<u>Disadvantages:</u> <ul style="list-style-type: none"> • Substantial property impacts • Water main will be difficult to access • Cost 	<u>Estimated Cost:</u> \$1.3M

Relocating the roadway was expected to have a cost similar to reconstructing the current location and would present significant property impacts. Therefore, staff recommended that the City develop plans to reconstruct the roadway in place. Since this is the only access available for the property owners, the cost estimate includes temporary construction in order to provide access to the neighborhood during the work. Staff also recommended that this temporary widening be made permanent to provide a finished roadway with two 9-foot travel lanes (increased from the current total width of about 12.5 feet). This accounts for the range of pricing listed for option 1 above.

During the presentation of these options, staff suggested that the project be programmed for future funding as part of the FY23 – FY29 Capital Improvement Program. While the CIP was being developed in the fall of 2021, residents of the neighborhood asked Public Works to re-inspect the roadway. Between the spring and fall of 2021, areas along the eastern edge of the roadway were observed to settle as much as 8 inches. It became clear that the settlement first observed in 2019 is now accelerating and must be addressed sooner than originally anticipated. For that reason, funding for this work was not included in the FY23 CIP. Instead, staff requests that funds be appropriated immediately to begin detailed design of the reconstruction. Resolution R-2022-05 will appropriate \$210,000 from the unallocated fund balance to complete survey, engineering design and property acquisition. Additional funds will be requested for the construction phase once a final project budget is determined.



CITY OF KEENE

R-2022-05

In the Year of Our Lord Two Thousand andTwenty-Two.....

A RESOLUTION Relating to the Appropriation of Funds for the Thompson Road
Repair and Stabilization Project

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

That the sum of two hundred ten thousand dollars (\$210,000.00) is hereby appropriated from the unallocated General Fund balance to the Thompson Road Repair and Stabilization Project.

George S. Hansel, Mayor

In City Council March 3, 2022.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk

PASSED



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.12.

Meeting Date: March 10, 2022
To: Mayor and Keene City Council
From: Mayor George S. Hansel
Through: Patricia Little, City Clerk
Subject: **Council Policy: Relating to the Legislative Process**

- Resolution R-2022-06

Council Action:

In City Council March 3, 2022.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

Attachments:

1. Resolution R-2022-06_referral

Background:

This Council Policy on the legislative process clarifies what legislative initiatives or agency rules are within the purview of the City Council. It provides that legislative initiatives that do not have a direct local impact (administrative, community planning, budgetary and service delivery levels) shall be placed in the Council mailboxes for their information and not be placed before the City Council for their consideration.



CITY OF KEENE

R-2022-06

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

A RESOLUTION Council Policy: A Resolution Relating to the Legislative Process

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

WHEREAS: Legislation and Agency Rules adopted by the Federal Government and by the General Court of the State of New Hampshire (“Legislative Initiatives”) can impact local government from an administrative, community planning, budgetary and service delivery level (“Local Impact”); and

WHEREAS: The City of Keene’s effectiveness in influencing Legislative Initiatives is dependent upon identifying which Legislative Initiatives have a direct Local Impact, identifying procedures to communicate accurate and timely information about the Legislative Initiative, and creating opportunities to share perspectives; and

WHEREAS: With respect to Legislative Initiatives by the State of New Hampshire, which shall take priority under this policy, the City of Keene considers the New Hampshire Municipal Association as the single most important resource to learn about Legislative Initiatives and to represent the City’s interests in Concord; and

WHEREAS: The City of Keene’s administrative staff are authorized and encouraged to take an active role in the legislative process by identifying Legislative Initiatives that have a direct Local Impact, and testifying in person or through written submissions on Legislative Initiatives that have a direct Local Impact and pertain to their specific professions or expertise; and

WHEREAS: The City of Keene’s administrative staff and Keene City Council also take an active role by identifying for consideration by the City Council any Legislative Initiatives that have, or may result in, a direct Local Impact; and

WHEREAS Legislative Initiatives that do not have a direct Local Impact are beyond the purview of the City Council and constitute initiatives on which the City Council should not be requested to render an opinion;

NOW THEREFORE BE IT RESOLVED that participation in the New Hampshire Municipal Association’s legislative policy committees will be encouraged for City Councilors and

PASSED

City staff; and that those Legislative Initiatives with a direct Local Impact which are adopted by NHMA may be submitted to the Keene City Council for consideration and action; and

BE IT FURTHER RESOLVED that the City Manager, with the assistance of the City staff, will identify any other significant Legislative Initiatives that have a direct Local Impact that has not been incorporated into the NHMA legislative policies and may, in appropriate instances, take action with respect to the Legislative Initiatives, or communicate those Legislative Initiatives together with the potential Local Impact to the respective Standing Committee of the Keene City Council for recommendation; and

BE IT FURTHER RESOLVED that Legislative Initiatives that do not have a direct Local Impact shall not be placed before the City Council for consideration; provided, however, that the City Clerk shall place into the City Council mailboxes a copy of any communication regarding a Legislative Initiative which is determined to not have a direct Local Impact; and

BE IT FURTHER RESOLVED that the Mayor will be encouraged to host periodic meetings of the Keene City Council and the Keene Legislative Delegation to discuss and advance the City's positions on important legislative issues.

George S. Hansel, Mayor

In City Council March 3, 2022.
Referred to the Finance, Organization
and Personnel Committee.



City Clerk