

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, April 27, 2023

6:00 PM

**Council Chambers,
City Hall**

Members Present:

Thomas F. Powers, Chair
Bettina A. Chadbourne
Bryan J. Lake
Andrew M. Madison

Members Not Present:

Michael J. Remy, Vice Chair

Staff Present:

Elizabeth A. Dragon, City Manager
Amanda Palmeira, Assistant City Attorney
Duncan Watson, Asst. Public Works Director
Solid Waste Manager
Kurt Blomquist, Emergency Management
Director/Public Works Director
Aaron Costa, Asst. Public Works
Manager/WWTP Operations Manager
Andy Bohannon, Parks Recreation and
Facilities Director
Dan Langille, City Assessor
Airport Director David Hickling

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

1) **79E Community Revitalization Tax Relief Application for 310 Marlboro Street
- City Assessor Daniel Langille, Randall Walter, 310 Marlboro Street**

City Assessor Langille addressed the Committee first. Mr. Langille stated this item is regarding a 79E application for which a public hearing was held at the last City Council meeting. Today's discussion is to determine if there is a public benefit for this project and if so, how many years of tax relief should be provided. Mr. Langille stated the City Council in their resolution in 2018 determined that there were nine public benefits they were looking for. However, an applicant does not need to meet all nine but by Statute they have to meet at least one benefit.

Mr. Langille stated staff has reviewed this application and determined it is an eligible property in the correct district and it far exceeds the minimum of \$75,000 investment. He added the applicant is rehabilitating an existing structure. Mr. Langille clarified 310 Marlboro Street is already receiving 79E for their existing building as it stands today; their renovation just got completed this year and their tax relief just started. This property is being addressed in two different phases. Phase one has a relief on it, and after five years expires, the City will add any additional value for what has been completed to the property.

With that Mr. Langille introduced applicant Randall Walter. Mr. Walter stated they are seeking 79E tax relief from the City to allow the funds to be reinvested into this building in a consistent

manner with both the City Master Plan, Marlboro Street Corridor, BGR District and the interest of Keene as a sustainable and green community. He indicated the existing building has already become a destination in the City as a place for business and they have added 30 tenants to make it more vibrant; that is the work component. The next piece of this project is to add the living component, to create a live-work community in the City. Mr. Walter noted live-work communities have a strong appeal not only in New England but throughout the county.

Mr. Walter went on to explain that the base building as it exists today is artistically freshened. The first two stories are the existing building. There will be 57 net zero housing units added to the project. They will be about a 1/3, two-bedrooms and 2/3rds one bedroom and studios.

He went on to say the goal is to remain consistent with the City of Keene and to connect the Marlboro Street Corridor as well as to the Keene Rail Trail. Hence, there is a direct walking path to downtown. Mr. Walter noted they installed solar as part of the first 79E application and will continue adding solar to this project to offset the energy use of the apartments. All lighting fixtures will be energy efficient LED, and all appliances and other fixtures will be energy star. Heating and cooling will also be electric using air source heat pumps, and therefore these electric strategies can be matched with solar, deployed on both the roof of this new addition as well as the other solar field that was constructed last summer.

Mr. Walter stated it is worth noting that this project was granted and is part of the Invest New Hampshire program and received one of the maximum three million dollars grants and has construction starting now with an estimated completion date of next summer.

As far as the public benefit and the criteria: This project is consistent with the Keene Master Plan and also integrates with the Keene Energy Plan, there will be electric car charging on site and both a live and work community. The building is being built to a net zero standard, which means it exceeds code. The building is going beyond code so that it can match the solar with the energy use. At the same time wood construction is being used to sequester carbon. In other words, to store carbon in the building itself, as opposed to building with steel or concrete. The windows and insulation will also exceed building codes.

Mr. Walter stated there is one energy source that he has not mentioned which is independent of electric which is their biomass boiler. A froling system was installed to heat the base building. It was sized with the capacity to produce domestic hot water for the apartments. Another green strategy for this project is that they are not taking any open space. 57 apartments are being created without taking down any forests or open fields within the City limit. They are using existing infrastructure and using an already developed site.

Mr. Walter stated there is as mentioned earlier an emphasis on multimodal transportation; bikes, cars, and on foot using the rail trail. Another public benefit is job creation. They have already created two positions in the past year; office manager and a construction manager to oversee the project and anticipate further hires as property management starts in the coming year. He added they are also likely to create some adjacent growth for local contractors who are going to participate in this project. This concluded Mr. Walter's presentation.

Councilor Madison referred to page 11 of the application which lists the breakdown of the unit as three studios, 36 one bedrooms and three, 2 bedrooms. Mr. Walter stated it should be 18, two-bedrooms. The Councilor asked whether all these units will be used as housing units or will any be used as short-term rentals, like Airbnb's or Vrbos. Mr. Walter stated this project is a response to the housing shortage and their only goal has been on producing rental housing. He added the Invest New Hampshire Grant puts them on a five-year time frame for 15 units to be workforce housing. The Assessor's office will oversee to ensure that for five years those leases will be for workforce housing. He added it is their goal for this project to be a live-work community and don't have an outlook at this time to turn it into an Airbnb community.

Mr. Walter stated they are in a challenging time with the banking industry; there was a time where economically this project looked a lot more successful than it does right now. He stated in their performance when they are modeling interest rates above 7% which they hope would come down, it is increasingly important they have the opportunity for this tax relief. Invest New Hampshire has five-year horizon and for five years they are aware they will be accepting a lower rent for at least 15 units. Hence, they are requesting the five-year 79E relief to coincide with both the Invest NH Hampshire grant but also this period of interest rates being so elevated.

Councilor Chadbourne felt this was a great idea just in respect of addressing the City's housing need as well as addressing the priorities set out in the Master Plan and felt it was a win-win and was excited about this project.

Chair Powers stated it was important for the Committee to make sure this project meets the criteria that has been outlined within the five-year period.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends that the that the structure proposed for redevelopment located at 310 Marlboro Street is a qualifying structure as defined by RSA 79-E; that the structure is not within a currently defined Tax Increment Financing District; that the structure is not a residential property subject to an election for tax assessment relief under the low income housing tax credit program of RSA 75:1-a; that the proposed rehabilitation cost estimates exceed the threshold amount of \$75,000 and constitutes substantial rehabilitation; that at least \$5,000 of the total rehabilitation cost is devoted to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation; that the proposed rehabilitation is consistent with the City's Master Plan; and that the proposed rehabilitation provides the following public benefits as required by Resolution R-2018-33:

1. Enhances the economic vitality of downtown areas.
2. Enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level.
3. It promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan.

4. It will add to the City's employment base by creating at least one new, full-time job in Keene's downtown area.
5. It promotes development of a sustainable building stock in the downtown that achieves a nationally or internationally recognized green building standard.

Therefore, the Committee recommends that the Application for real property tax relief on any assessed tax increment resulting from the substantial rehabilitation of the qualifying structure be granted for a period of five years beginning with the substantial rehabilitation as determined by the City's Community Development Department, and conditioned upon the property owner granting to the City at the time of substantial completion a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for the period of the tax relief, to be recorded at the Cheshire County Registry of Deeds at the expense of the property owner.

2) Gilsum Road and Washington Street Extension Land Acquisition - Conservation Commission

Public Works Director Kurt Blomquist stated staff's intention was to place this item on more time for the Committee's next meeting. However, indicated as background this is the property the City intended to purchase known as the Washington Street Extension. The area has been logged and now the owner wishes to sell the property. They approached City and the Conservation Commission has reviewed the proposal and, in their opinion, they feel this is a property the City should be considering to purchase utilizing conservation funds.

City Manager Elizabeth Dragon stated when the Council reviewed these parcels as a potential purchase and authorized the Manager and the Conservation Chair to participate in a bid for the parcels. The City was not successful in the bid. The property owner is aware the City is interested in the property. The property has been logged and they have come back to the City. Staff is seeking authorization to go ahead and negotiate a purchase and sales with the property owner for the amount previously authorized.

Councilor Madison stated as the Manager indicated it was about two years ago the City placed a bid on this property and did not win that bid. The bid was won by a logging company that did a pretty minimal logging operation. He indicated the main aspect about this property is that it has very steep slopes and is adjacent to Beaver Brook which floods pretty routinely. Hence, the prospect that this could be sold to another logging company that could clear-cut it. This would substantially increase the flooding risk along Beaver Brook. Hence, the Conservation Commission feels the City retaining this property would be an ecosystem benefit. He felt the City would get its money's worth as it would be open to the public for hiking, nature walks and wildlife and would add to the character of that part of the City (more rural). It will also maintain privacy for those who live on Washington Street extension. The Councilor stated for him it is about adding a measure of flood protection for Beaver Brook.

Councilor Lake noted there is tax map reference for the northern property but not for the southern property and asked whether there needed to be an adjustment made. The Manager agreed it should be made. The Councilor also asked whether the same issue with flooding also

exists with the northern property as well. Councilor Madison stated there was concern with steep slopes here as well and added the other issue is the shallow ledge (thin layer of soil over bedrock) as a result water doesn't have room to infiltrate.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute the purchase of real property located at 0 Gilsum Road, tax map #218 042 000, and 0 Washington Street Extension tax map #229 006 000, for conservation purposes, and for a price to be paid from Project #90203, Conservation Land Use Tax, in an amount not to exceed the maximum bid amount previously authorized by the City Council.

3) Historical Society of Cheshire County Public Art Display Proposal - Public Works Director Kurt Blomquist, Judy Rogers, Trustee, Historical Society of Cheshire County

Public Works Director Kurt Blomquist stated this item is a request from the Historical Society of Cheshire County for the acceptance of an art display. He indicated this item had been in front of the MSFI Committee originally but because the MSFI Committee did not meet this month, the Historical Society is wishing to continue to move this item along in an expeditious manner.

Mr. Blomquist stated staff has provided to the Committee the 2018 City Council Public Art Acceptance and Placement Policy. He indicated the Committee has two recommendations for its review. The first that this particular proposal meets the policy, and the second is that this proposal does not meet the policy. He asked the Committee to discuss the number of questions that are outlined and to discuss whether what is being proposed complies with the City policy and make sure the decision is clear for the record.

He added a representative from the Historical Society Judy Rogers, and the artist are present tonight. There are also some pictures available that gives the Committee an idea of the location being proposed for this piece of art.

Judy Rogers Board Member of the Historical Society addressed the Committee and began by saying that the Society would love to do another public art piece for the City with a historical subject matter. She explained the Kingsbury Toy Company manufactured toys in the region from the 1800's until 1940. The Historical Society has a very comprehensive collection of Kingsbury Toys and felt it would be nice to have a piece of public art on Main Street.

She felt the marriage of public art and historical subject matter has been really great for the City. The mural project was a great addition and has benefited City and the Historical Society. This would be just another step forward in creating another piece in three dimensions.

She added the Kingsbury taxiplane was a piece that was manufactured around 1920. It is bright but not too big and the Society felt it would be a fun way to highlight the manufacturing history

of Keene. The piece would be displayed on Main Street as you enter the City and felt it seems to meet all the requirements of the City policy for public art.

Councilor Chadbourne stated she likes this idea but her only issue is, even though it is in front of the Historical Society and people are aware of its historical relevance, she would like to have seen a plaque added that had a bit of an explanation. Ms. Rogers stated originally the Society proposed the piece have a title plaque on it but there was some discussion as to whether that would qualify it as a sign more than a piece of public art and it might disqualify it from this process. Hence, it was removed. The Councilor stated that was disappointing and asked if there was a way around it.

The City Manager responded by saying when the City locates items in the City right of way, it becomes an issue. The City went through the process to come up with this public art policy to become more creative. The Manager clarified what the plaque originally said. Ms. Rogers stated the plaque said Kingsbury Toy Taxiplane, part of the collection of the Historical Society of Cheshire County, Artist Peter Poanessa. The Manager stated there was conversation between the City Attorney's office and Public Works trying to strike a balance to make it work within the guidelines. Councilor Chadbourne asked if reference to the Historical Society was removed and reference was made just to Kingsbury Taxiplane Toy with a date – whether that would work. The Councilor felt there has to be a way to engage visitors to the piece of art and without an explanation there would be no way to connect the piece of art to the history of Keene. Councilor Madison noted there is a description on the pole underneath the airplane.

Mr. Blomquist stated the challenge is how you document public art and indicated when you look at City Code as to the definition of a “Sign” it talks about where a service is etc. He indicated at Council’s direction staff could work with the Historical Society to come up with something that falls within the Code. Councilor Chadbourne stated she understands the advertising portion, but if she was a visitor the context would be lost. She felt a balance between removing the advertising portion but giving more of a description would enhance the work and engage a visitor.

Chair Powers asked for the Attorney’s input. Assistant City Attorney Palmeira referred to the Resolution and what is and what is not considered public art and if the City is reaching beyond what the Public Works Director described – then it is something entirely different. The Manager stated if the artist was agreeable to leaving out the reference to the Historical Society and adding some information regarding what the piece is about (more descriptive of the art) it could be a compromise. She stated the issue was the reference to the Historical Society. Councilor Chadbourne referred to the art by the Walldogs – there is art and there is context to go along with it.

Mr. Poanessa addressed the Committee next and stated he agreed adding a plaque which would not be misconstrued as a sign would be something he would like to see. Ms. Rogers suggested if the piece had a plaque on it which was considered a title plaque with the name of the piece and the artist on it. Mr. Poanessa added what Ms. Rogers is suggesting is something that would conform to the sign code, be a legal sign that would be on the Historical Society side of the property and not in the right way. Ms. Dragon stated if the Committee could give staff some

flexibility to work with the Society on this item without crossing the line of it becoming a sign – that could also work. It was noted because the motion indicates *the City Manager is authorized to do all thing necessary to negotiate and execute* the item would not need to come back before this Body.

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

That the Finance, Organization and Personnel Committee recommends that the that the City Council finds and accepts the Historical Society of Cheshire County’s Kingsbury Toy Taxiplane Public Art Display in accordance with Resolution R-2018-22, Council Policy Relating to the Acceptance and Placement of Public Art, and that the City Manager is authorized to do all thing necessary to negotiate and execute the necessary documentation as outlined in Resolution R-2018-22.

Mr. Blomquist stated when the Committee’s discusses this motion it would be helpful to go over all the items on the list and indicate for the record that the Committee recommends those items. He indicated he cannot stress enough that those items outlined in the Policy are what the Committee is approving and then vote on the proposed motion. This would help when a similar item comes before the Council for its consideration.

Councilor Madison stated he feels this item meets the 11 topic areas specified in the Memorandum. Chair Powers felt the Committee would not recommend the motion if it did not meet the outlined criteria. Attorney Palmeira stated the 11 bullet points outlined are the ones that need to be complied with. What needs to be included in the record is which portions the Committee finds are in compliance and why; it does not have to be lengthy.

The Manager reviewed the outlined criteria:

- *Whether the Public Art proposal reflects aspects of the City’s history, unique environment, cultural identity, or community at-large;* The Committee answered Yes
- *Whether the Public Art proposal aesthetically enhances public spaces or environments to which it relates or interacts;* The Committee answered Yes
- *Whether the Public Art proposal is commensurate in scale with its surroundings;* The Committee answered Yes
- *Whether the Public Art proposal is technically feasible to produce and to display;* The Committee answered Yes
- *Whether the Public Art proposal is unique and original and not mass produced or standardized;* The Committee answered Yes – it is a Peter Poanessa original
 - *Whether the Public Art proposal is durable, constructed of materials that will survive in the environment in which it will be placed, and reasonable to maintain in terms of time and expense;* The Committee answered Yes it will survive any environment
- *Whether the artist(s) and/or organization(s) submitting a proposal for Public Art can demonstrate that the artist(s) and/or organization(s) is (are) recognized by critics and peers as one who produces works of art;* The Committee answered Yes – Peter Poanessa produced many Wall Dog pieces and his reputation precedes him

- *Whether the Public Art proposal is in a location that allows for necessary maintenance;* The Committee answered Yes – it will be located in the City right of way
- *Whether the Public Art proposal is designed to be reasonably protected from environmental degradation, damage, vandalism, or theft;* The Committee answered Yes – looks like it is difficult to steal
- *Whether the Public Art proposal is affixed to a structure or building and whether the structure or building is expected to remain in good condition for twenty (20) years;* The Committee answered Yes – it won't be displayed on a building.
- *Whether the Public Art creates a public safety, health, or security concern.* The consensus of the Committee was they did not feel the piece would pose any issues

Councilor Chadbourne stated with all due respect to staff – this is information the Committee is aware of and these are items that have already been discussed and a decision has been made and felt it was insulting to the Committee. She stated it was frustrating.

The Manager agreed it was frustrating and felt perhaps in the future staff could go over the Resolution when the public art is being introduced so it will be done at the beginning.

On a 4-0 vote. the Finance, Organization and Personnel Committee recommends that the that the City Council finds and accepts the Historical Society of Cheshire County's Kingsbury Toy Taxiplane Public Art Display in accordance with Resolution R-2018-22, Council Policy Relating to the Acceptance and Placement of Public Art, and that the City Manager is authorized to do all thing necessary to negotiate and execute the necessary documentation as outlined in Resolution R-2018-22.

4) Councilor Remy - Requesting the City's Consideration - Centralized Solid Waste Group Default Rates and Billing

The Manager stated she has not discussed this letter with Councilor Remy and stated part of the reason for this proposal is because of the great success the City has had with community power. However, sanitation and garbage pickup are a little different. She indicated she looked at a few other communities and how they handle it to provide additional saving to Keene's residents. Laconia does participate in curbside pickup, but it is contracted out. It is \$700,000 plus and there are additional fees for bulk items. She noted there is something to be said about keeping the City clean but Keene's transfer station is self-funded (revenue received at the station not tax revenue). The Manager stated she would like this item to be referred to her so she could have some additional discussion with Council Remy to see if there are other ideas that could be reviewed.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends that this communication be referred to the City Manager.

5) Request for Sole Source Purchase - Sewer Software Inspection Software - Water/Sewer Operations Manager Christopher Pelletier

Water Sewer Operations Manager Chris Pelletier and Asst. Public Works Director Aaron Costa were the next two speakers. Mr. Pelletier stated this is a recommendation by staff to purchase sewer pipeline inspection software. He explained the purpose of this software is to allow staff to inspect, record, and document the condition of sewer pipelines in the City's collection system. This allows staff to create reports, document locations, accurately plan repairs and maintenance, maintain historical documentation for recurring issues, integrate existing video documentation into a format that is compatible to the City's current asset management software. It also allows engineering to have the same access to inspection videos for planning and rehabilitation efforts and allows staff to work together to improve the City's collection system.

Mr. Pelletier went on to say prior to the City's trial period with this company, which the City has been in a trial for about a year and a half; the division was using an open source based software which performed the most basic function, by simply recording video. He added when a camera is run down the drain and it discovers a blockage, staff might not be able to address every issue at that time, it depends on the priority of it. Staff is not able to share the video, edit the video, or attach the video to a location. The video could be several hours long, the camera would need to be pulled out, wheels or tracks changed, and the camera put back down again. He added it was difficult to locate videos.

This resulted in a disconnect between operational observations, future planning and upgrades. The proposed software will help realize full capabilities of the division's sewer cameras. What does the software do? The software allows operators to make observations of sewer pipeline in a standardized assessment format. The operator can take snapshots of each observation. You can record damage at different levels of severity. Root obstructions, grease, etc. are some of the items that can be discovered in the sewer system. Snapshots can be organized in one report and notes relating to the condition of that pipe based on the observations made by the operator can be documented. The report can then be attached to the City's current asset management software - to that particular location and then the information is available to inform planning decisions in the future.

The cost of the software is \$37,750 and is based on a number of factors. Staff has determined that it best meets the needs of the water, sewer and engineering divisions. Mr. Pelletier noted funds were appropriated in the 2019 Sewer Improvement Capital Project for this purpose.

Councilor Lake asked why the City decided not to go forward with any of the vendors outlined in 2019, but have since decided to go back. Mr. Pelletier stated there were a couple of reasons: At the time staff had lacked resources, his position wasn't filled, the pandemic was happening, and it had not risen to a priority that allowed staff to want to continue down this path. The second reason was that in using this open-source software mentioned earlier, IT had determined this would be a security risk and did not want staff to continue using it. Hence, he pursued other alternatives and engineering staff advised the department had already gone down this road and brought the original RFP and original bidders to his attention.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to sole source purchase pipe inspection software from POSM Software, LLC and pursuant to sec 2-1336 of the City Keene code of ordinance, waive bidding requirements in Section 2-1335.

6) Trail Improvements - Greater Goose Pond Forest - Parks, Recreation and Facilities Director Andy Bohannon

Parks, Recreation and Facilities Director Andy Bohannon stated this recommendation before the Committee is for a project staff has been discussing for a while; connecting the Comprehensive Masterplan with projects in the Active and Passive Recreation Management plan. He indicated these trail improvements are a perfect example of what is outlined in the Comprehensive Master Plan, a conversation about the Greater Goose Pond stewardship program. There was \$50,000 in the initial year FY23, tying those funds back to the program and the results of all the work previously completed is the project before the Committee tonight which is to improve the loop around Goose Pond. It will improve the entrance from the north trail head into the pond, ditch work, trail access improvement in various locations.

Mr. Bohannon noted Snowhawk LLC has done work for the City in the past and was the low bidder for the project. He indicated staff did attempt to obtain the Recreational Trail Grant program funding but were not successful.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional service contract with Snowhawk LLC Trail Design and Construction for trail improvements in the Greater Goose Pond Forrest. The contract will not exceed \$45,860.00 and funding will come from Project Cost Center (65M0012A).

7) FACT Community Access Television Public Programming Agreement Addendum - Rebecca Landry, ACM/Communication and Information Director

Asst. City Manager/IT Director Rebecca Landry addressed the Committee and stated the City has an arrangement with Fact TV where the previous public access provider owned the camera equipment in the studio, paid the lease rate, and paid the utilities in the space provided at the library. It is a different arrangement with Fact TV. The City is the owner of the equipment and the studio, the City pays the lease and utilities for that space and have contracted with Fact TV to provide a service; to do the public programming piece for community access television for the City of Keene.

The City has encountered a situation; a mechanism in the operating agreement for rental revenue to be paid to the City for the use of the City's equipment. Tonight staff is looking for the City Manager to have the opportunity to negotiate and execute an amendment to that agreement to add in proper mechanisms for revenue from those rentals.

Councilor Madison asked what this revenue would be used for. The Manager stated it would be retained with the franchise fee monies in the general fund.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute an addendum to the Falls Area Community Television Community Access Public Programming Agreement.

**8) Charter Communications Franchise Agreement Extension -
ACM/Communication and Information Director Rebecca Landry**

Ms. Landry stated this item is in reference to the franchise agreement with Spectrum, also known as Charter Communications. The original franchise term entered in 2003 is coming to an end. Staff anticipated having an agreement ready, but this is not just an agreement between the City and the consultant; there are State and Federal laws that govern franchise agreements for cable television and there is a lot of legal review that needs to happen.

The City secured the services of an outside attorney and there are number of things that have to be resolved that are not yet resolved. Hence, staff is looking for an extension for the Committee to authorize the City Manager to negotiate and execute an extension which staff hopes to have only for the remainder of this calendar year and would like to see that franchise agreement completed by the end of this calendar year.

Chair Powers stated he hope the past complaints consumers were having would also be addressed with this new agreement. Ms. Landry they will be as well as a couple of other things that are different compared to 20 years ago in terms of what is needed in the community. The City is looking for all channels to be high definition digital.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute an extension to the current Franchise Agreement with Charter Communications.

9) **Accept Federal Funding for Airport Capital Project - Airport Director David Hickling**

Airport Director David Hickling stated the next to two items are related to an airport capital project. The perimeter fence project has been in the CIP for a while. The airport has fence along the east side which is the more populated area but there is no fencing on the west side, where there is a lot of wildlife habitat which is not compatible with aeronautical activity and hence would like to locate a fence in that area to keep animals from getting on the runway.

Item 9 is to accept federal funding to fund phase one of this project. Phase one of the project is preliminary design. It mostly addresses the environmental assessment as well as a hazardous wildlife study completed by a consultant. The results of that study will help procure funding for construction

The grant is an FAAIP grant administered through the DOT. It is 90% of the funding of the project, 5% of the project by the State and the remaining 5% by the City.

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

On a 4-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and execute a grant for up to the amount of \$198,810 from the Federal Aviation Administration Airport Improvement Program.

10) **Agreement with McFarland Johnson Inc. - Wildlife Perimeter Fence Project - Airport Director David Hickling**

Mr. Hickling made reference to a segment of his memo where it says the work for this project will be completed for \$182,403 – noting this was just the cost of McFarland Johnson and did not include their consultant fees. Hence, would like to amend that to be \$215,935.

Mr. Hickling indicated McFarland Johnson would be doing this work and the grant the committee just authorized the City Manager to execute would be used to complete the preliminary design, environmental assessment, phase 1A and 1B of the archaeology surveys and a wildlife assessment will be completed under this contract.

The City obtained an independent estimate from an outside agency and found McFarland Johnson's fee to be consistent with that type of work.

Chair Powers asked when construction is estimated to being. Mr. Hickling stated it would be in FY24.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City

Manager be authorized to do all things necessary to execute a Professional Engineering Services contract with McFarland Johnson Inc. for Phase one of the Wildlife Perimeter Fence Project.

11) Relating to Use of the Solid Waste Unallocated Fund Balance to Enable Common Space Renovation at the Transfer Station/Recycling Center Resolution R-2023-20 Duncan Watson, Assistant Public Works Director

Assistant Public Works Director/Solid Waste Manager Duncan Watson stated he was here tonight to follow up on a resolution that came to Council last week for first reading. This is to authorize the City Manager to do all things necessary to take \$52,564 from the unallocated solid waste fund balance which has a balance of approximately 2.5 million dollars, to complete the renovation project of the common space up at the recycling center transfer station.

Mr. Watson stated the transfer station facility and recycling center facility were completed in 1994. In that time, it has had no renovation work done to it and it is beginning to show its age.

The City submitted a bid for this work and received two bidders. The low bidder Monadnock Construction was a little bit over project budget but based on the complexity of the necessary electrical work and fire alarm work, these additional funds are required to be able to complete this project and issue a notice to proceed to the contractor.

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

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2023-20.

12) Adjournment

There being no further business, Chair Powers adjourned the meeting at 7:23 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

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