



Due to the COVID-2019 State of Emergency, the City Council will be holding its meetings remotely using the web-based program, Zoom. City Councilors will be participating in this meeting remotely. Members of the public will be able to assess this public meeting through a variety of options, described below. If you encounter any issues accessing this meeting, please call 603-757-0622 during the meeting. To view this Finance Organization and Personnel Committee meeting, please navigate to www.zoom.us and enter the Meeting ID# 864 6375 3809. To listen via telephone call 877-853-5257 and enter the Meeting ID # 864 6375 3809.

City of Keene

New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE**

**AGENDA
Council Chambers B
October 8, 2020
6:30 PM**

Thomas F. Powers, Chair
Stephen L. Hooper, Vice Chair
Terry M. Clark
Michael J. Remy
Raleigh C. Ormerod

-
1. Request to Purchase City Property - Corner News - City Attorney
 2. Winchester Street Reconstruction Project - Design Change Order - City Engineer
 3. Relating to the Transfer of Funds from the Solid Waste Fund Balance to the 2020/2021 Solid Waste Operating Budget for Repair of Existing Scale System
Resolution R-2020-37

MORE TIME ITEMS:

- A. Authorizing the Condemnation of Land for the Winchester Street Reconstruction Project - Resolution R-2020-36
- B. Councilors Remy, Bosley and Giacomo - Continued Remote Participation

Non Public Session
Adjournment



City of Keene
Transmittal Form

September 24, 2020

TO: Finance, Organization and Personnel Committee

FROM: Thomas P. Mullins, City Attorney

ITEM: 1.

SUBJECT: Request to Purchase City Property - Corner News - City Attorney

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend to the City Council that the City Manager be authorized to do all things necessary to effectuate the sale of the land at 2 Gilbo Ave to Roberta Mastrogiovanni, owner of the Corner News, upon the following conditions:

- obtaining a full market appraisal to establish value;
- obtaining a survey to establish existing conditions and a potential boundary line adjustment for some additional real property located behind the building;
- obtaining a façade easement;
- obtaining an Air Rights Lease for the overhang onto the City's right-of-way;
- obtaining a first right of refusal to the City if/when the buyer intends to sell the property.

BACKGROUND:

Last fall, the City received a communication from Attorney Joseph S. Hoppock, representing his client, Roberta Mastrogiovanni, regarding her interest in purchasing the land under the building she owns at 2 Gilbo Ave. Ms. Mastrogiovanni owns and operates the Corner News and currently leases the land from the City.

On November 21, 2019, the City Council authorized the City Manager to negotiate the sale of the land with Ms. Mastrogiovanni. The City Manager has been in contact with Ms. Mastrogiovanni and the parties are ready to move forward with finalizing negotiations and execution of a Purchase and Sale Agreement.



October 5, 2020

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Winchester Street Reconstruction Project - Design Change Order - City Engineer

RECOMMENDATION:

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a change order with McFarland Johnson for engineering and technical services associated with the Winchester Street Reconstruction Project, in an amount not to exceed \$18,971.70.

BACKGROUND:

The City selected McFarland Johnson (MJ) as our consultant for the design, bidding and construction phase of the Winchester Street Reconstruction Project in September of 2014. This project is funded through the New Hampshire Department of Transportation's (NHDOT) Local Public Agency program (NHDOT Project #10309B). Under this program the State pays for 80% of eligible project costs and the City is required to pay 20%. The City Council has appropriated approximately \$2.2M for the City's share of the project.

To date, MJ has successfully completed the Engineering Study and Preliminary Engineering Phases of the project. The current change order request is related to their assistance with the Right-of-Way acquisition process. As part of the City's negotiations with an affected parcel owner, it has been discussed the possibility of adding a new driveway into the gas station on the corner of Key Road/Winchester Street. This new driveway would replace the existing driveway that will be removed by the project. There were also discussions on modifications to on-site landscaping and circulation patterns that could ameliorate the project impacts. The proposed improvements are part of the proposed compensation for the property required for the construction of the roundabout. The City and the property owner have not come to a final agreement on the appropriate amount of total compensation for the required property.

The addition of a new driveway and changes to the on-site circulation will require review and approval by the Keene Planning Board. The recommended change order will provide a budget for the City's consultant to prepare a Site Plan modification for the impacted parcel and present the application to the Planning Board. The Consultant will also update the project documents to reflect these changes for project bidding.

The City's share of this change order will be \$3,794.34, to be taken from previously appropriated project budget (90266-A). The total cost of this change, and three previously approved design change orders is approximately 12.6% of the original contract value. This change order places the total amount of change orders

over the City Manager's authority and therefore, Council approval is required in accordance with Sec. 2-1334 of the Keene Code of Ordinances.



CITY OF KEENE

Twenty

In the Year of Our Lord Two Thousand and
Relating to an appropriation of Funds from the Solid Waste Fund Balance
A RESOLUTION to Operating Budget

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

That pursuant to Section 32 of the Rules of Order, the sum of forty nine thousand six hundred seventy seven dollars (\$49,677) is hereby transferred from the Solid Waste Fund Balance to the 2020/2021 fiscal year operating budget to fund expenses associated with repair of the Solid Waste Division weight scale.

FY 20/21 Solid Waste Expenditure Adjustment

<u>Account #</u>	<u>Description</u>	<u>FY 20/21 Budget</u>	<u>Fund Transfer Request</u>	<u>Revised Budget</u>
10002-62311	Equipment Maintenance	\$7,500	\$49,677	\$57,177

George S. Hansel, Mayor

In City Council October 1, 2020.
Referred to the Finance, Organization
and Personnel Committee.

Handwritten signature of William S. Dow.

Deputy City Clerk