



Due to the COVID-2019 State of Emergency, the Finance, Organization and Personnel Committee will be holding its meeting remotely using the web-based program, Zoom. Members of the public will be able to access 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 access the meeting online navigate to Zoom.us and enter the Webinar ID # 820 1187 4349. To listen via telephone call 877-853-5257 and enter the Meeting ID: 820 1187 4349. When the meeting is open for public comment, callers may press *9 if interested in commenting or asking questions.

City of Keene

New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
January 28, 2021
6:30 PM**

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

1. Acceptance of Grant Funding - Complete Street Infrastructure - Parks, Recreation and Facilities Director
2. Lease Agreement with Senator Shaheen at 12 Gilbo Avenue - Parks, Recreation and Facilities Director
3. Upgrades to HVAC systems at City Hall - Parks, Recreation and Facilities Director
4. City Hall Rear Wall Project - Consultant Selection - City Engineer

MORE TIME ITEMS:

- A. Councilor Manwaring - Evaluation Process for Charter Employees
- B. Councilors Remy, Bosley and Giacomo - Continued Remote Participation

Non Public Session
Adjournment



December 29, 2020

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Acceptance of Grant Funding - Complete Street Infrastructure - Parks, Recreation and Facilities Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute the Project Agreement with Southwest Regional Planning Commission for the award of the Monadnock Alliance for Sustainable Transportation (MAST) 2020 Complete Streets Implementation Grant and accept the grant in the amount of \$41,000.00 for complete streets infrastructure.

ATTACHMENTS:

Description

MAST 2020 Grant location map

BACKGROUND:

The City Council supported the grant application through a Council action on August 6, 2020. The grant application provided a successful award to the City for \$41,000.00 to execute complete street infrastructure in key areas identified by the Bicycle Pedestrian Pathways Advisory Committee.

The goal of this project is to enable all users, including people with disabilities and mobility impairments, to utilize the trail and sidewalk network more freely and easily through accessibility and safety improvements at key transition zones in our downtown area between on-street and separate grade facilities. A secondary project goal is to increase awareness and knowledge of the connections between City trails through a pilot wayfinding program.

Major project components include:

- **West Street/Island Street intersection (red star #3 in map- first priority)** - reconstruct curb ramps/sidewalks around the intersection with the correct slopes, tactile warnings, and push buttons to bring this intersection into compliance with ADA standards.
- **Cheshire Rail Trail/Gilbo Avenue/School Street (red star #1 in map – second priority)** - relocation of the push buttons in line with ADA requirements (on separate posts) as well as reconstruction of curb ramps in Northwest and Southeast corners of the intersection.
- **Cheshire Rail Trail/Ashuelot Rail Trail on Emerald Street (red star #2 in map – third priority)** - Improved overhead lighting at this mid-block crossing to provide trail and sidewalk users improved nighttime visibility to automobiles.
- **Area Wide** – along the major trails that intersect the project area, a pilot wayfinding program will be

implemented with temporary signage. This wayfinding system will be part of a public input campaign to help guide the City's decision-making with respect to future investments in a formalized wayfinding system.

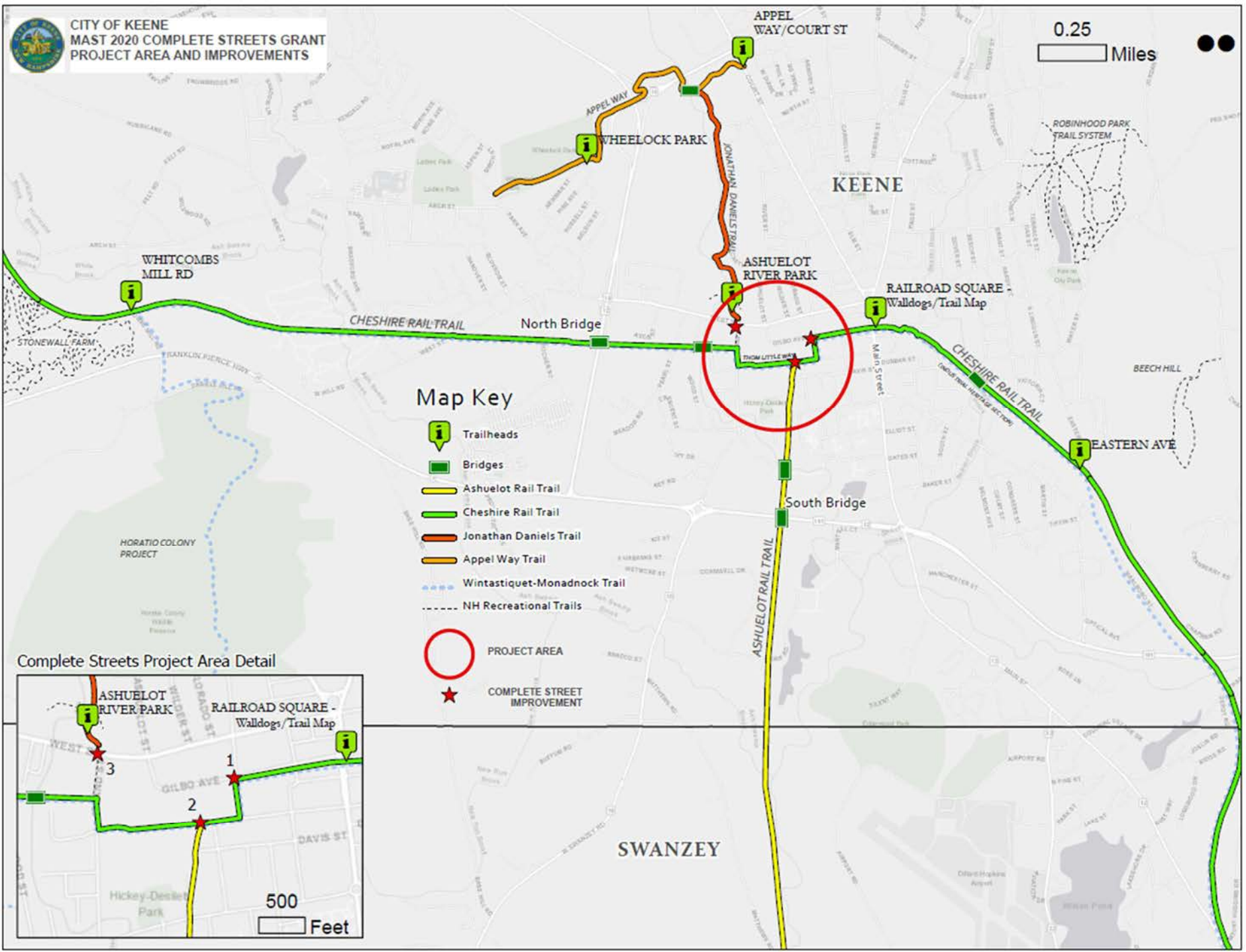
The City anticipates no significant environmental impacts from the proposed work and improvements. The scope of these improvements are all within City owned right of ways. The wayfinding component to this project is part of a greater initiative by the City of Keene. It will serve as a pilot project to assess public input and garner data for a formal wayfinding project. The Bicycle Pedestrian Path Advisory Committee (BPPAC) has prioritized the West Street corridor in its top projects list and has also been compiling Bicycle and Pedestrian counts for the last three years to have baseline data on usage to support an overhaul of the on-street facilities along the corridor. Anticipated users include rail trail users (pedestrians, bicyclists, families) connecting between different rail trails, as well as pedestrians utilizing the City's sidewalk network to access destinations in and near downtown Keene.

The City will complete the grant before December 2022.



**CITY OF KEENE
MAST 2020 COMPLETE STREETS GRANT
PROJECT AREA AND IMPROVEMENTS**

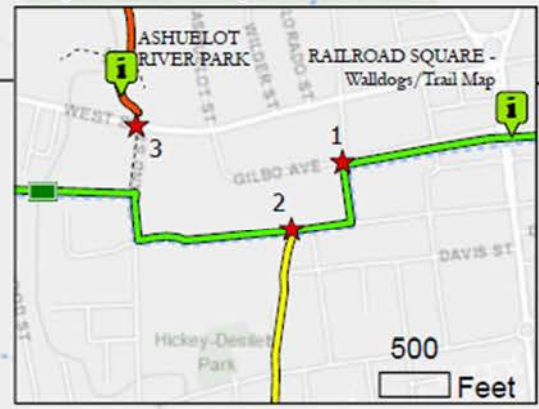
0.25 Miles



Map Key

- Trailheads
- Bridges
- Ashuelot Rail Trail
- Cheshire Rail Trail
- Jonathan Daniels Trail
- Appel Way Trail
- Wintastiquet-Monadnock Trail
- NH Recreational Trails
- PROJECT AREA
- COMPLETE STREET IMPROVEMENT

Complete Streets Project Area Detail





City of Keene
Transmittal Form

January 22, 2021

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Lease Agreement with Senator Shaheen at 12 Gilbo Avenue - Parks, Recreation and Facilities Director

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 lease renewal with United States Senator Jeanne Shaheen for the office space located at 12 Gilbo Avenue.

BACKGROUND:

The City of Keene has leased office space located at 12 Gilbo Avenue to United States Senator Jeanne Shaheen since 2011. The lease expired in January 2021, under good faith; the Sargent of Arms of the United States Senate requested the lease be revised. Upon review of the negotiated terms of the lease from the City Attorney, the new lease agreement will be brought to the City Manager for execution. Additional language will be added to the terms with reference to the potential development on Gilbo Avenue, similar to the other tenants in the building.

The lease extension would terminate in 2027 when the Senator's current term in office expires.



City of Keene
Transmittal Form

January 22, 2021

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Upgrades to HVAC systems at City Hall - Parks, Recreation and Facilities Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to award and execute a contract with KPMB Enterprises LLC for specifications to upgrade the ventilation and HVAC system at City Hall in the amount of \$165,500.00.

BACKGROUND:

The Facilities division requested a carryover of \$90,000.00 in order to upgrade the ventilation and HVAC system at City Hall. This request was granted in relation to improving the air quality in City Hall, especially during a pandemic spread by air-borne transmission. The carryover amount was the original estimate from the mechanical engineer based on the initial review of the current systems and plans available at that time. The designs were recently sent out to bid and the cost came back considerably higher.

To cover the deficit in funding, the Facilities division will see a cost savings from the generator replacement at City Hall. In addition, various project timelines will be adjusted to a later date, such as painting the exterior trim at City Hall, in an effort to cover the cost increase. Shifting the timeline for the painting project relates to the current COVID-19 challenges and restrictions in place for several businesses. The painting project will require the closure of the front entrances to both 10 and 11 Central Square for several days to allow for the project to take place. The painting also aligns with 4th floor roof replacement at City Hall in FY25. This provides the needed funding to complete the HVAC project.

The HVAC project is important because it will increase air quality for employees and visitors. Areas that will be impacted the most benefit will be the 3rd and 4th floors, Council Chambers, Human Services, the 2nd floor conference room, lobby area, and the Parking Office. Facilities will also have more control over temperature settings and energy conservation. The adjusted projects will be realigned in the CIP scope for next cycle and will appear on the updated list.

It is recommended that the City Manager be authorize to award and execute a contract with KPMB Enterprises LLC, which was the low bid in an amount \$165,500.00.



January 22, 2021

TO: Finance, Organization and Personnel Committee

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: City Hall Rear Wall Project - Consultant Selection - 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 DuBois & King, Inc., in an amount not to exceed \$150,000 for engineering and technical services for the City Hall Rear Wall Project.

BACKGROUND:

The City's FY 2020 Capital Improvement Program appropriated funds to repair the City Hall rear wall. The budget for this project is \$175,000. The City issued a Request for Proposals (RFP) for engineering services required for the project. The City received proposals from two firms:

- Simpson Gumpertz & Heger
- Dubois & King, Inc.

A selection team consisting of the City Engineer, the Facilities Manager, and a Civil Engineer conducted interviews on January 15, 2021. They evaluated proposals on the following criteria and weights:

Firm's experience performing similar structural designs:	20%
Strength of the team in all aspects of the project:	20%
Experience of staff assigned to the project:	20%
Total project cost:	20%
Quality of proposal:	10%
Proposed schedule:	5%

<u>Proposal</u>	<u>Score</u>
Dubois & King, Inc.	11.9
Simpson Gumpertz & Heger	11.4

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with Dubois & King, Inc. in an amount not to exceed \$150,000. This contract will include the services required to take the project through preliminary design. We anticipate construction funding to be planned through the CIP process.

Assuming that the selected consultant performs the work to the City's satisfaction, staff anticipates that they

be retained to continue with the project by providing final design, bidding support, construction oversight, and administration services. Any such contracts for continued services will be brought to City Council for separate authorization.