



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
February 23, 2017  
5:30 PM**

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

- 
1. Presentation - FY 2016 Audit- Melanson Heath
  2. Tracy Keating - Keene Downtown Group - Request for Free Parking Weekends
  3. Donations Received by Health Insurance Review Committee - Human Resources Department
  4. Donations Received by Employee Welcome & Recognition Committee - Human Resources Department
  5. Acceptance of Donation - Bicycle Bench - Parks, Recreation and Facilities Director
  6. Acceptance of Donation - Monadnock Squares - Parks, Recreation and Facilities Department
  7. Professional Services Contract- Downtown Revitalization - Public Works Department
  8. Request for Bid Waiver- Chevrolet Tahoe - Public Works Department
  9. Forms of Payment Using a Parking Space - Police Department  
Ordinance O-2017-03
  10. Relating to the Reallocation of Bond Proceeds from the Castle Street Rehabilitation Project -  
Public Works Department  
Resolution R-2017-07
  11. FY 2018-2023 Proposed Capital Improvements Program  
Economic Development and Vitality  
Flood and Stormwater Management  
Community Development

## General Operations, Facilities and Infrastructure

Non Public Session  
Adjournment



City of Keene, N.H.  
*Transmittal Form*

January 31, 2017

**TO:** Mayor and Keene City Council

**FROM:** Tracy Keating, Keene Downtown Group Chair

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 2.

**SUBJECT:** Tracy Keating - Keene Downtown Group - Request for Free Parking Weekends

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**COUNCIL ACTION:**

In City Council February 2, 2017.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Keating Communication

Resolution R-2015-11: Free Parking Policy


**BACKGROUND:**

Ms. Keating has submitted the annual request from the Keene Downtown Group for four weekends of free parking during calendar year 2017 that coincide with events planned for the downtown.

In City Council February 2, 2017.

Referred to the Finance, Organization and Personnel Committee

January 26, 2017

  
City Clerk

Dear Honorable Mayor and City Council,

I am writing as a representative for the downtown businesses through the Keene Downtown Group (KDG).

I would like to propose four weekends of free parking for the upcoming 2017 year. The group found that the 2016 Free Parking days were quite beneficial for the downtown and the community.

We formally request that this continue annually.

The KDG believes this will support the downtown community and downtown businesses of Keene. Please note the following list of dates that we thought might work for the downtown community and the events they are paired with.

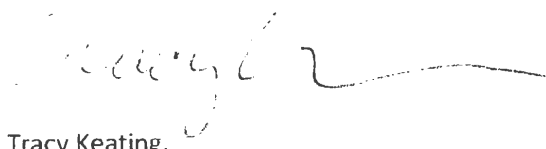
Thank you for your time and consideration.

2017 Free Parking Weekends and KDG Events

March 3 & 4 Spring Fing  
June 2 & 3 Art walk  
August 4& 5 Summer sidewalk sale  
November 3 & 4 Local first day

Please let us know if you have any questions.

Sincerely,



Tracy Keating,

Chairperson, Keene Downtown Group



# CITY OF KEENE

R-2015-11

In the Year of Our Lord Two Thousand and ..... fifteen .....

A RESOLUTION ..... RELATING TO FREE PARKING .....

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

WHEREAS: The Keene City Council routinely receives requests for free parking for events and activities downtown; and

WHEREAS: Having standards and criteria by which these requests are evaluated is good public policy and assures consistency and equity in managing the approval of these requests; and

WHEREAS: The Keene City Council wishes to establish uniform standards and practices to which it would judge the merits of future requests.

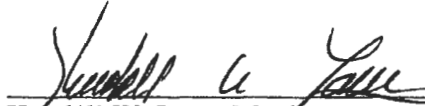
NOW THEREFORE BE IT RESOLVED, to the extent that parking space(s) is either necessary for the placement of materials for an event, or to provide free parking for vehicles, or necessary to assure public safety during the event, the Keene City Council may grant a waiver of applicable parking regulations based upon a demonstration of compliance with the following criteria:

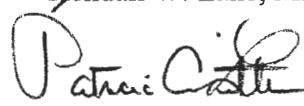
1. Must either be sponsored by a non-profit entity or must be for the exclusive financial benefit of a non-profit entity, or must be a governmental entity; and
2. Must be an activity that appeals to a cross section of the community and which contributes to the vitality of the downtown area of Keene.

Any request must be reviewed by the City's public safety agencies to confirm compliance with City laws and public safety issues.

PASSED March 19, 2015

A true copy;  
Attest:

  
Kendall W. Lane, Mayor

  
Patricia Castle  
City Clerk



City of Keene, N.H.  
*Transmittal Form*

February 6th, 2017

**TO:** Finance, Organization and Personnel Committee

**FROM:** Elizabeth A. Fox, Assistant City Manager/Human Resources Director

**THROUGH:** Medard K. Kopczynski, City Manager

**ITEM:** 3.

**SUBJECT:** Donations Received by Health Insurance Review Committee - Human Resources Department

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**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee accept this report as informational.

**ATTACHMENTS:**

Description

HR Donation Employee Welcome & Recognition

**BACKGROUND:**

This year's annual employee/retiree Health and Benefits Fair was held in the fall, coordinated by the Health Insurance Review Committee for October 4th, 2016. To assist the group with its efforts to be successful, we solicited donations to be used as event door prizes and received contributions with a total estimated value of \$672.

The Health Insurance Review Committee is very grateful to these community members for their support.

Report - Donations Received by Health Insurance Review Committee

<b><u>Item</u></b>	<b><u>Donor</u></b>		<b><u>Value</u></b>
Public Skate Session Passbook	Keene ICE		\$40.00
Three Chrysanthemum Plants	VALIC		\$70.00
30-Minute Massage	Keene Massage Therapy	approx	\$40.00
Electric Toothbrush	Northeast Delta Dental	approx	\$40.00
Kindle Fire	Liberty Mutual	approx	\$80.00
LL Bean Gift Card	MKS Performance Solutions (EAP)		\$50.00
Ted's Shoe & Sport Gift Card	IPG Employee Benefits		\$50.00
70-Hour Ultrasonic Humidifier	Sam's Club	approx	\$40.00
Monadnock Food Coop Gift Cards	New Hampshire Interlocal Trust		\$50.00
Lunch Bag Cooler	Benefit Strategies LLC	approx	\$20.00
Gym/Carrying Bag with Goodies	Primex <sup>3</sup>	approx	\$30.00
Insulated Cooler Bag	SaveOn Program/Tandem Care LLC	approx	\$20.00
Small Mum Plant	EAP/MKS Performance Solutions	approx	\$15.00
Mini Facial	Jeni Skin Care	approx	\$20.00
Free New-Patient Consultation Series	Cheshire Wellness Center	approx	\$100.00
Wild Orange Oil	Smart Nutrition LLC	approx	\$7.00
			<u>\$672.00</u>



City of Keene, N.H.  
*Transmittal Form*

February 6th, 2017

**TO:** Finance, Organization and Personnel Committee

**FROM:** Elizabeth A. Fox, Assistant City Manager/Human Resources Director

**THROUGH:** Med Kopczynski, City Manager

**ITEM:** 4.

**SUBJECT:** Donations Received by Employee Welcome & Recognition Committee - Human Resources Department

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**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee accept this report as informational.

**ATTACHMENTS:**

Description

HR Donation Report for Welcome & Recognition Event

**BACKGROUND:**

The annual employee recognition event was held in conjunction with the holiday luncheon on December 8, 2016. The recognition event celebrates City employees' achievements and service longevity.

To assist the Holiday Luncheon Committee with its efforts to hold a grand event, the Employee Welcome & Recognition Committee solicited donations as reported in the attached spreadsheet. Contributions valued at approximately \$3,171.40 were solicited to use either as event door prizes or as fundraising items to help pay a share of the event. The Welcome & Recognition Committee is very grateful to these community members for this year's support.

This year's "wow moment" at the event was announcing the 55-year service award to Robert DiLuzio Sr., who has served as a Call Firefighter with the City of Keene and now oversees the special services, such as the Fire Department's Honor Guard.



Donations Received by Employee Welcome Recognition Committee

<i>Item</i>	<i>Donor</i>	<i>Value</i>
Two music CDs	Apple Hill String Quartet	\$43.96
Gift certificate	Athens Pizza	\$15.00
Two gift cards of \$25	Bootleggers	\$50.00
Two all-day golf passes	Bretwood Golf Course	\$104.00
Gift certificate	Budget Blinds	\$200.00
Four guest passes and child's hat	Cheshire Children's Museum	\$39.00
Full-year membership and 8 cases beverages	Cheshire County Shooting Sports Education Foundation Inc.	\$317.00
Oil change and tire rotation	City Tire	\$52.95
Two tickets Russian National Ballet Theatre	Colonial Theatre	\$98.00
Two gift cards of \$25	Creative Encounters	\$50.00
Two gift cards of \$10	Dunkin' Donuts	\$20.00
One month membership and personal training session	Downtown Fitness for Women	\$82.95
Snow Tubing Pass	Granite Gorge Ski Area	\$18.00
Gift card	Hannaford Brothers	\$15.00
Floor Tiles	Home Depot	\$655.54
Five gift cards of \$10	JC Penney	\$50.00
One-month membership	Keene Family YMCA	\$80.00
Eight gift certificates	Little Zoe's Take and Bake Pizza	\$55.00
Two gift cards of \$25	Monadnock Food Coop	\$50.00
Two adult lift tickets	Mount Sunapee Resort	\$168.00
25 T-shirts in five sizes	Mountain Corporation	\$560.00
Gift certificate	Nicola's Trattoria	\$25.00
Gift card	Papagallo's Restaurant	\$25.00
Laptop carrying bag	PrintFUSION	\$45.00 <i>approx</i>
Five gift cards of \$10	Ramunto's Brick Oven Pizza	\$50.00
Gift "nest" (basket)	Simple Nest	\$60.00 <i>approx</i>
Gift card	Synergy	\$25.00
Two gift certificates of \$50	Targett Cleaners	\$100.00
Gift certificate	Thai Garden	\$50.00
Gift certificate	Timoleon's Restaurant	\$15.00
Gift card	Toadstool Bookstore	\$20.00
Dinner for four	McDonald's Restaurant/Napoli Group	\$32.00 <i>approx</i>
		<u><u>\$3,171.40</u></u>



City of Keene, N.H.  
*Transmittal Form*

February 2, 2017

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation & Facilities Director

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 5.

**SUBJECT:** Acceptance of Donation - Bicycle Bench - Parks, Recreation and Facilities Director

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of a bench from Adam Schepker and Matt Gifford and that the bench be placed along the Rail Trail in the downtown footprint area.

**ATTACHMENTS:**

Description

photo

**BACKGROUND:**

Adam Schepker and Matt Gifford designed and built a bench from bicycle parts. The bench was first presented at the Marlboro Street Complete Streets project in 2015 along with the Friends of Public Art. The artist then enhanced the bench for public use. The design is for perfect posture seating with fun in mind.

In an effort to place more public art along the rail trail, the design fits the Industrial Heritage section of the trail paying tribute to the bicycle factory once located in downtown Keene.

The bench will be installed this spring.





City of Keene, N.H.  
*Transmittal Form*

February 2, 2017

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 6.

**SUBJECT:** Acceptance of Donation - Monadnock Squares - Parks, Recreation and Facilities Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of \$300.00 from the Monadnock Squares and that the money is used for any improvements needed at the Keene Recreation Center.

**BACKGROUND:**

The Monadnock Squares dance club has provided a square dance program at the Recreation Center since the early 1960's. The club has at various times participated in some way in the upkeep or improvement of the building. The club holds classes every Wednesday night and larger club events every other Saturday night.



City of Keene, N.H.  
*Transmittal Form*

February 16, 2017

**TO:** Finance, Organization and Personnel Committee

**FROM:** Duncan Watson, Assistant Public Works Director/Solid Waste Manager

**THROUGH:** Rebecca Landry, Asst. City Manager

**ITEM:** 7.

**SUBJECT:** Professional Services Contract- Downtown Revitalization - Public Works Department

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**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 MacFarland Johnson for engineering and technical services for the Downtown Revitalization project for an amount not to exceed \$45,000 with funding to come from Project Cost Center 90135.

**BACKGROUND:**

The City's downtown area is an economic engine for the community and represents the spirit and place of Keene. To keep the downtown relevant and vibrant, it is important to continue investment in the infrastructure and review how the area is being viewed and used by the public. The last major downtown revitalization occurred in 1988. Downtown has expanded along Rail Road Street, down to the Main St/Marlboro/Winchester Street intersection and is projected to expand out along Roxbury Street and Gilbo Avenue. The use of downtown has change and grown from primarily commercial activities to a mix of entertainment, restaurants, public gathering, and commercial activities. These changes along with the features that give the downtown its unique spirit need to be considered moving forward. Phase I of this project will engage a consultant to assess function, aesthetics, and infrastructure needs for the downtown area through public engagement. This will provide community decision makers with options and alternatives to meet the needs of the citizens and visitors to Keene. The City Council appropriated funds for Phase I technical services as part of the FY17 Capital Improvement Program (CIP). Phase II funds that will build on the Phase I work are requested as part of the FY18 CIP.

The City issued a Request for Proposals (RFP 02-17-11) for engineering and technical services for the completion of the Phase I scope of service. A staff team comprising of the Assistant Public Works Director, Parks and Recreation Director, the City Engineer and a Planner reviewed and ranked the seven responses that were received. Proposals were reviewed based on the following criteria and weighting.

Understanding of the Project	30%
Project Approach	15%
Time Table	10%
Quality of Proposal	10%
Related Experience	10%

Experience of Personnel	10%
Cost Proposal	15%

From the seven (7) proposals the team identified the following four (4) firms for interviews.

- McFarland Johnson
- T.P.U.C.D.
- Alta Planning
- Beta Group

Interviews were held on February 6, and the same review team evaluated the firms on the following criteria:

Understanding of the Project	30%
Project Approach	15%
Time Table	10%
Quality of Proposal	10%
Related Experience	10%
Experience of Personnel	10%
Cost Proposal	15%

Below is a table of the composite scores of the team and the ranking of the four (4) firms.

Firm	Score
McFarland Johnson	30.65
T.P.U.C.D.	30.35
Alta Planning	24.95
Beta Group	27.55

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with McFarland Johnson.



City of Keene, N.H.  
*Transmittal Form*

February 9, 2017

**TO:** Finance, Organization and Personnel Committee

**FROM:** Duncan Watson, Assistant Public Works Director/Solid Waste Manager

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 8.

**SUBJECT:** Request for Bid Waiver- Chevrolet Tahoe - Public Works Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Council waive the purchasing requirements in Sections 2-1331 through 2-1335 and that the City Manager be authorized to do all things necessary to purchase two (2) Chevrolet Tahoe SUVs from Wailer Chevrolet of Keene.

**BACKGROUND:**

Wailer Chevrolet approached the Fleet Services Department to inquire about purchasing vehicles locally. The City's purchasing procedures and processes were explained to the Wailer representatives.

The City's purchasing procedures allow for items to be obtained through other governmental agencies contracts (NH State Contracts, Federal GSA Contracts, etc.). These contracts address larger purchases and provide better pricing than the City could do alone. In the City's current vehicle replacement program there are two vehicles identified that Wailer Chevrolet could potentially supply. Wailer Chevrolet is not part of a state or other government agency contract through which vehicles are normally procured. Wailer Chevrolet presented a proposal to the City for two SUV's. In reviewing Wailer's proposal the two identified vehicles matched the City's specifications and comparing the pricing with the source that Fleet Services would normally purchase vehicles of this class (Greater Boston Police Council), Fleet Services found Wailer's price to be equal to or less than comparable source.

Section 2-1336 of the City Code gives the City Council the ability to waive any of the purchasing requirements.

The proposed vehicles and the pricing meet the City's need for type of vehicle and the proposed price is equal to or less than established price through group purchasing contract. Wailer Chevrolet is also a local business.

The City's Purchasing and Contract Service Manager has reviewed the proposed purchasing process and concurs with the recommendation. Therefore the Fleet Services Division recommends the City Council waive the purchasing requirements to be able to purchase the two (2) Chevrolet Tahoe SUVs from Wailer Chevrolet.

Additional Information

2017 Pricing through Wailer Chevrolet:

Fire Dept. Unit - \$38,633

Police Dept. Unit \$38,701

2017 Pricing through Greater Boston Police Council:

Police/Fire Unit- \$ 38,895





City of Keene, N.H.  
*Transmittal Form*

January 26, 2017

**TO:** Mayor and Keene City Council

**FROM:** Ginger Hill, Parking Services Manager

**THROUGH:** Brian Costa, Police Chief

**ITEM:** 9.

**SUBJECT:** Forms of Payment Using a Parking Space - Police Department

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**COUNCIL ACTION:**

In City Council February 2, 2017.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That Ordinance O-2017-03 be referred to the Finance, Organization and Personnel Committee for review and consideration, and recommendation back to City Council.

**ATTACHMENTS:**

Description

Ordinance O-2017-03

**BACKGROUND:**

This is a housekeeping issue meant to acknowledge that the City is now accepting other forms of payment for use of metered parking spaces. We now accept credit cards when using the Park Mobile system.



# CITY OF KEENE

O-2017-03

## Seventeen

In the Year of Our Lord Two Thousand and .....

### Forms of Payment for Using a Parking Space

AN ORDINANCE .....

*Be it ordained by the City Council of the City of Keene, as follows:*

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in Section 94-152 "Public Street Parking Spaces" of Division 4 "Leased Spaces" of Article III, "Parking," of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows:

#### Sec. 94-152. - Public street parking spaces.

(b) Meters as control devices.

1. The city is authorized to install parking meters to control parking. Each parking space will be delineated by lines to direct the placement of the vehicle in the space. Suitable signs indicating the parking restrictions and regulations applicable will be posted in each zone.
2. Any person can, **by using forms of payment authorized by, and acceptable to the city, inserting in a parking meter a coin of U.S. denomination,** use a parking space for the full or fractional part of the time indicated on the meter. No person shall park a vehicle in any space for a longer period than the legal parking time established by the city during the hours during which such legal parking time is in effect. If any person **using any form of payment for** ~~inserts coins in~~ a meter which causes the meter to indicate but a fractional part of the legal parking time established by the city, such person shall not, during the hours during which such legal parking time is in effect, park a vehicle in any parking space for a longer period than was indicated by a parking meter and shall not renew such fractional time beyond parking time established by the city.

\_\_\_\_\_  
Kendall W. Lane, Mayor

In City Council February 2, 2017.  
Referred to the Finance, Organization and Personnel  
Committee.

City Clerk



City of Keene, N.H.  
*Transmittal Form*

February 9, 2017

**TO:** Mayor and City Council

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

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 10.

**SUBJECT:** Relating to the Reallocation of Bond Proceeds from the Castle Street Rehabilitation Project -  
Public Works Department

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**COUNCIL ACTION:**

In City Council February 16, 2017.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That Resolution R-2017-07 be referred to the Finance, Organization, and Personnel Committee for consideration.

**ATTACHMENTS:**

Description

Resolution R-2017-01

**BACKGROUND:**

The City's FY17-FY22 Capital Improvement Program included \$114,390 in bond funding for the Castle Street Rehabilitation project. As described in the funding request, the project was initially envisioned as a partnership between Keene Housing and the City, with the City performing repairs of the street and Keene Housing completing repairs to the sidewalk and adjacent facilities.

During the development of the project design, it was determined that it would be beneficial to both the City and Keene Housing to discontinue a portion of Castle Street. This approach allows Keene Housing to design site improvements that do not comport with prescribed street standards. On November 17, 2016, the Council authorized the City Manager to "do all things necessary to prepare and submit a Petition for the discontinuance of Castle Street and negotiate with the (sic) Keene Housing for the rehabilitation of Castle Street to be incorporated into the Harper Acres improvement project." A petition for discontinuance has been submit to the Council for consideration.

In exchange for accepting responsibility for the rehabilitation and ongoing maintenance of this portion of Castle Street, the City will pay Keene Housing the money that was budgeted for the road rehabilitation as an "Award of Damages" for the discontinuance of that portion of Castle Street to then be used for the improvements to the street. However, because the bond proceeds raised for this project were intended to be spent on public infrastructure, as required under the terms of the bond, the remaining bond proceeds cannot now be used as an

Award of Damages for the discontinuance of the street. Therefore, it is necessary to reallocate these bond proceeds to other public infrastructure work which will free up non-restricted funds to be paid as damages.

Resolution R-2017-07 will reallocate the bond proceeds to Stormwater Drainage Maintenance (\$100,000) and Stormwater Spot Repair (\$14,390) that was planned to be funded through current revenue, and reallocate the same amount of current revenue to the Castle Street project.



# CITY OF KEENE

R-2017-07

Seventeen

In the Year of Our Lord Two Thousand and .....  
Relating to the Reallocation of Bond Proceeds from the Castle Street  
A RESOLUTION ..... Rehabilitation Project .....

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

That the sum of One Hundred Fourteen Thousand Three Hundred Ninety dollars (\$114,390) in bond proceeds be allocated from the Castle Street Rehabilitation Project (90303) to the Drainage Maintenance Program (90221) and that the sum of One Hundred Fourteen Thousand Three Hundred Ninety dollars (\$114,390) in current revenue be allocated from the Drainage Maintenance Program (90221) to the Castle Street Rehabilitation Project (90303)

\_\_\_\_\_  
Kendall W. Lane, Mayor