



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE  
Council Chambers B, Keene City Hall  
April 11, 2024  
6:00 PM

**A. AGENDA ITEMS**

1. Arts Alive - Requesting a Waiver of Parking Fees - Elevate the Arts Event - August 11, 2024
2. West Side Downtown Parking Structure Project - Consultant Selection - City Engineer
3. ARPA Grant Funding - Request for time extension - City Engineer
4. Sole Source- Filter Media and Underdrain Replacement Project Contract - Assistant Public Works Director/Operations Manager

**B. MORE TIME ITEMS**

1. Keene Pride - Request for Community Funded Event Status - 2024 Pride Festival

**NON PUBLIC SESSION**

**ADJOURNMENT**



**Arts Alive** 15 Eagle Court  
Keene, New Hampshire 03431  
monadnockartsalive.org  
(603)283-0944

To The Keene City Council,

Arts Alive (501-c3) is requesting a waiver of parking and policing fees for our Fundraising Event, Elevate the Arts on August 11<sup>th</sup> 2024 in the Commercial Street parking lot and abutting Gilbo Ave. parking area.

In 2023 Arts Alive hosted its second annual Elevate the Arts event - an event that demonstrates how arts accessibility AND fair payment for artists can go hand in hand at an event. We had hundreds of attendees, 4 food vendors, 12 arts activities and a slew of lawn games for community members to participate in, 25 artist vendors, 35 volunteers. We paid the artists we worked with a fair wage, and included space for creative entrepreneurs to sell their wares. The most thrilling part of the event was that participants came from all age groups and were engaged in games, music, and most importantly the arts. Despite the wind and rain, it was a thoroughly successful event!

Like last year we will host the event in downtown Keene, in alignment with our vision for creating visible and easily programmed space in the Gilbo Ave. area for festival hosts. The event will include lawn games for kids, live music, food trucks and bake sales, an artist market, and arts activities so everyone can get their creative juices flowing. There will also be a fantastic raffle with large and small prizes.

Last year, the City Council graciously waived the fee to reserve public parking spaces for Elevate the Arts Fest, on the basis that:

- This event is being held on a Sunday when parking fees are waived for street and lot parking throughout the city.
- This event is a fundraiser for Arts Alive, an organization that supports the vibrant arts institutions, arts community, and cultural programming across our city that is an economic driver and deeply integrated part of our local culture.

Arts Alive would be doubly grateful to be offered this waiver again in support of our accessible, family friendly event that provides arts experiences at no cost to the Keene community.

We thank you for your consideration and will be happy to answer any questions.

Thank you,

A handwritten signature in black ink, appearing to read 'Georgia Cassimatis', is written over a horizontal line. The signature is stylized and somewhat abstract.

Georgia Cassimatis  
Board Member



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** April 11, 2024  
**To:** Finance, Organization and Personnel Committee  
**From:** Donald Lussier, City Engineer  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **West Side Downtown Parking Structure Project - Consultant Selection - City Engineer**

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**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 Professional Services Agreement with Weston & Sampson, Inc. for the Feasibility Analysis and Concept Design phase of the West Side Downtown Parking Structure Project, for an amount not to exceed \$216,000

**Attachments:**

None

**Background:**

Recent expansion of commercial activities in the downtown area, along with the City's efforts to encourage higher density residential and mixed-use development have renewed interest in a potential parking garage on the west side of Main Street. The FY23 CIP included funds for an initial feasibility study and conceptual design phase. The goals of this initial phase include:

- Determine existing parking demand and identify potential future demand
- Identify project partners and/or parking tenants
- Develop a time-of-day parking demand model that accounts for shared uses
- Determine the size of structure needed to meet current and future needs
- Evaluate potential garage sites
- Develop conceptual plans for a structure that meets the parking needs and programming requirements
- Estimate the construction and operating costs for the conceptual garage
- Develop a financial model to fund the construction and long term operation of the structure

The City advertised a Request for Proposals on January 30, 2024. We received proposals from four engineering firms on February 29, 2024. A selection team including Public Works, Parking and Economic Development Departments reviewed the proposals and selected three firms to interview:

- Stantec Consulting Services, Inc.
- Walker Consultants

- Weston & Sampson, Inc.

Interviews were conducted on March 28<sup>TH</sup>. Firms were evaluated based on the following criteria:

Firm's Experience with Similar Projects	20%
Experience of Assigned Staff	20%
Understanding of Project	20%
Rapport with Project Team	20%
Proposed Schedule	15%
Client references	5%

The selection team unanimously recommended Weston & Sampson be chosen for this project.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** April 11, 2024  
**To:** Finance, Organization and Personnel Committee  
**From:** Donald Lussier, City Engineer  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **ARPA Grant Funding - Request for time extension - City Engineer**

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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 request a time extension for the City's American Rescue Plan Act (ARPA) grant related to the Downtown Infrastructure project.

**Attachments:**

None

**Background:**

In the fall of 2021, the Public Works Department submitted pre-applications to the NH Department of Environmental Services (NHDES) for State Revolving Loan and American Rescue Plan Act (ARPA) grant funds for various projects, including the storm water and wastewater components of the Downtown Infrastructure Project. At that time, the downtown project was expected to begin construction in 2023.

On June 16, 2022, the City Council authorized the City Manager to apply for, accept and execute State Revolving Loans and ARPA grants related to various Capital Improvement Program projects. As a result, the City entered into a grant agreement with the Department of Environmental Services on January 1, 2023. The agreement provides for up to \$285,000 in grant funding for the storm water portion of the Downtown Infrastructure Project. Originally, it was intended that funds would be used for construction. Extensive public engagement has delayed the start of the project. However, NHDES has agreed that the funds can be applied to the current design efforts.

The current agreement has a completion date of May 31, 2024. In order to amend the agreement to extend the completion date, a vote of the City Council is required. If approved by the Council, the City Manager will execute a grant agreement amendment and the City Clerk will file a Certificate of Vote with the NHDES. Final approval of our request to extend the deadline will be made by the Governor and Executive Council.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** April 11, 2024  
**To:** Finance, Organization and Personnel Committee  
**From:** Aaron Costa, Asst. Public Works Directors/ Operations Mgr.  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Sole Source- Filter Media and Underdrain Replacement Project Contract - Assistant Public Works Director/Operations Manager**

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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 sole source contract with Carbon Filtration Systems for an amount not to exceed \$200,000.

**Attachments:**

None

**Background:**

The City of Keene's Water Treatment Facility (WTF) came online in 1993 and much of the equipment is original to the facility. The WTF utilizes three Trident TR 840A Filtration Units; each filter unit is capable of filtering 2 million gallons of surface water per day.

In 2013, the City contracted with Tighe and Bond Engineers to perform a comprehensive Filter Evaluation that included a review of the media depth, surface elevation measurements, a bed expansion test and overall filter condition assessment; however, subsurface components could not be inspected because the filter units were full of media. Tighe and Bond's evaluation cited that the anthracite media no longer conforms to specifications and any repairs to the underdrain system should be performed when the filter media is replaced.

Because the WTF cannot be completely offline for this work, only one filter unit can be rehabilitated at a time. The first filter unit was rehabilitated in 2021 and funding for the remaining two filter units was approved as part of the FY22 & FY24 Capital Improvement Plan.

In February 2024, the City advertised a Request for Bids for the Filter Media and Underdrain Replacement Project for the two remaining units and received no bids. Staff reached out to Carbon Filtration Systems, a company that performs this type of work and has done similar work at the Water Treatment Facility. Carbon Filtration Systems stated they were not aware of the bid but were interested in doing the work and submitted a proposal.

Staff is recommending that the City Manager be authorized to negotiate and execute a sole source

contract with Carbon Filtration Systems to perform the filter media and underdrain replacement work at the Water Treatment Facility. Funds are available in project 34JW002A-340-0-544010.