

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, March 23, 2017

6:30 PM

Council Chambers

Members Present:

Mitchell H. Greenwald, Chairman
Carl B. Jacobs, Vice-Chair
Thomas F. Powers
Terry M. Clark
Bettina A. Chadbourne

Staff Present:

City Attorney, Thomas Mullins
Finance Director, Steve Thornton
Asst. Public Works Director/Laboratory
Manager, Donna Hanscom
Finance Director, Steve Thornton
Asst. Finance Director Merri Howe
Asst. City Manager/Planning Director
Rhett Lamb

Councilors Present

Councilor Gary Lamoureux
Councilor Manwaring
Councilor Robert Sutherland
Councilor George Hansel

Mayor Kendall Lane

Chair Greenwald called the meeting to order at 6:30 PM. He referred to item 10 on the capital improvement program budget and stated since there has already been a public hearing on this matter, public comment will not be taken tonight. Councilors will be able to make comment, but asked that Councilors not indicate how they will vote on the entire budget.

1) **Acceptance of Donation - Filtrine Manufacturing Co. - Parks, Recreation and Facilities Department**

Parks Recreation and Facilities Director Andrew Bohannon stated the first donation before the Committee tonight is a water filling station from Filtrine Manufacturing to be replaced at Central Square to replace the existing station.

Mr. Bohannon explained Councilor Hansel had informed the City about a contest for which the City sent in a rendering which brought about this donation. The station will be shaped like an old fire call box; they are ADA compatible. It will be installed in the spring.

Councilor Clark made the following motion, which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept the donation of a water filling station from Filtrine Manufacturing Company and that it be placed in Central Square.

2) Acceptance of Donation - St. James Thrift Shop - Parks, Recreation and Facilities Department

Mr. Bohannon stated this is a \$750 donation from St. James Thrift Shop for the Martin Luther King/Jonathan Daniels Committee for their programming efforts. This is an annual donation which comes in from St. James Thrift Shop.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$750.00 from the St. James Thrift Shop and that the money is used by the City's Martin Luther King Jr. / Jonathan Daniels Committee for its annual programming.

3) Request to Solicit Donations - Fourth Grade Water Science Fair - Public Works Department

Asst. Public Works Director Donna Hanscom stated this is the 20th year for the 4th grade Science Fair which shows off water related science projects by elementary schools in the area. There is a fair held at each school and the top three participate in the citywide Science Fair. The top four from that project attend the statewide event. This year's statewide fair will be held in Keene in May.

Ms. Hanscom stated what the City does for the students who participate in the citywide science fair is reward them with prizes solicited from local businesses. Staff is requesting permission to solicit these donations again this year.

Councilor Clark and Chair Greenwald talked about their family members who participated in this event.

Councilor Jacobs made the following motion, which was seconded by Councilor Clark.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to solicit and accept donations to be used as prizes for the City of Keene's Fourth Grade Water Science Fair.

4) Rose Lane Change Order - Loureiro Engineering - Public Works Department

Operations Manager Aaron Costa addressed the Committee next and stated the wastewater plant on Rose Lane was constructed in 1934 and remained in service until

1985 when the current plant came on line. Back in the day, sludge was dried and disposed of onsite, which was an acceptable operation back then.

In 2007, the State determined this site to be a “sludge mono field” and asked the City to close this site permanently according to State and Federal Standards. There is about 12,000 tons of buried sludge on site. Since 2012, the City’s consultant Loureiro Engineering has performed investigation and analysis and in 2014 presented the City with two options for closure; remove the sludge completely or cap it in place. At that time, the City chose the cap in place as this was the most economical and provided for the least amount of disturbance to the neighborhood. In 2015, a design was prepared of the cap and necessary permits were obtained and DES approved this work. In 2016, as bids were received for the construction of the cap an abutter contacted the City and DES. After listening to their concerns, DES requested additional information.

In 2016, the City approved a change order for the following work which included new flooding analysis, additional meetings, reporting and design of the post-closure monitoring wells and participation in a community outreach plan. In December 2016, the State expressed concern that insufficient information data had been gathered from the four gas monitoring wells and recommended several rounds of sampling be completed. Loureiro’s contract didn’t include these additional tasks and staff is recommending a third change order to reflect three additional gas monitoring events, dispersion calculations and reporting at a cost not to exceed \$8993.60. Mr. Costa stated because the construction bid came in less than estimated, there is still money left in the budget for this extra work.

Once this sampling is completed, the hope is that DES will then approve the closure plan. Councilor Clark asked what they plan on finding when this additional work is done. Mr. Costa stated as sludge decomposes there are certain gases that are found. Councilor Powers asked what the capped area would look like. Mr. Costa stated it would be nice grassed area and would be a fenced in area.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute a change order with Loureiro Engineering for an amount not to exceed \$8,993.60 for Contract 04-16-04.

5) Woodward Pond Dam Improvements - Consultant Selection - Public Works Department

City Engineer Don Lussier stated the design phase for this project was appropriated in the FY17 CIP and the plan is that the construction phase would happen in the FY20 CIP.

Mr. Lussier explained the reason for this project is because a few years ago the City received a letter of deficiency for the Woodward Dam from NHDES. There were five

proposals received and those proposals were ranked using a criteria. Three were selected for interviews and Gannett Fleming, Inc. was selected to be awarded the contract for engineering services. Mr. Lussier noted this company was not the lowest bidder, but the selection committee was impressed with the creative approach this company took with the project to address the letter of deficiency (LOD). Staff feels they will eventually save the City money during the construction phase.

Councilor Chadbourne asked when the City receives an LOD how long does DES give the City to respond and if the City should go past the deadline what the penalty was. Mr. Lussier stated in 2010 the LOD had a number of issues staff was able to address in-house and DES does understand the reconstruction of a dam is an expensive proposition. The city has been working with DES to keep projects like this moving and they are satisfied with the city's progress. He added there are items spelled out in the LOD but there are no specific times set forth in the LOD for this contract and as long as you are moving forward, there are no fines attached.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 5-0 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 services contract with Gannett Fleming, Inc. for engineering services required for the Woodward Pond Dam Improvements project for an amount not to exceed \$129,937, with funding to come from project cost center 05034-B.

6) FY 18 Revenue Enhancement Proposal - Police Department

Acting Police Chief Steve Russo stated this item is in reference to increasing fingerprinting services from \$15.00 to \$20.00 for residents of the City of Keene, and from \$35.00 to \$40.00 for non-residents. He noted this fee has not been raised since 2010 and has gone up by administrative costs have increased close to 12.3%. Chief Russo stated other agencies who provide this service charge twice as much for this service.

Councilor Clark asked whether a person gets charged for finger printing when they get arrested. Chief Russo stated there is no charge for finger printing when you get arrested. The Councilor asked what kind of companies use this service. Chief Russo stated individuals who for instance are looking to work for the School District will use this service.

Councilor Jacobs asked why the city is not charging what it actually costs to provide this service. Chief Russo stated the department is trying to provide a service but are also trying to follow city guidelines.

The City Manager stated to a certain extent the city is also trying to help people procure employment within the city itself which helps with economic development.

Councilor Powers asked the Manager whether the city is going to be looking at all fees associated with the city. Mr. Kopczynski answered in the affirmative and stated each department has been asked to look at fees and other departments will also be coming forth with fees and the adoption of codes.

Councilor Powers made the following motion which was seconded by Councilor Clark.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the Keene Police Department increase the cost of administrative fingerprinting services from \$15.00 to \$20.00 for residents of the City of Keene, and from \$35.00 to \$40.00 for non-residents.

- 7) **PowerPoint Presentation - Fee Schedule - Parks, Recreation and Facilities Department**
- 8) **Council Policy: Relating to Fee Schedules for Use of the Recreation Center - Parks, Recreation and Facilities Department**
Resolution R-2017-06
Resolution R-2009-28
Resolution R-1977-47

Mr. Bohannon made reference to an overhead presentation and stated that as the Manager has indicated, we are all looking at fees structures for the different Departments and aligning them with the City Council's Fiscal Policy. He continued tonight he would like to review the mission of the Recreation Department and go over the various fees associated with Recreation programs. He continued the mission is to provide quality community service, support active life styles and be good stewards of the land. Our Vision is to be community collaborators to provide well maintained parks, be stewards of natural resources and provide opportunities for active living in the community.

Mr. Bohannon continued that the Department's Value System closely matches our vision and mission. He asked the members to consider the mission and values of the Recreation Department as he reviews the associated fees with our programs, adding that access and equity for every income level to participate in recreation programs is the heart of their mission.

Mr. Bohannon continued that adopted in July 2015 was Resolution R-2015-30, Relating to Use of City Park Lands which focuses on the use of city parklands. He highlighted a section of that policy that focuses on public parks and reservations and the quality community services they are striving to provide. He continued the Department offers diverse programming opportunities for the community.

He focused on another section of the Resolution noting that the fees being charged for some of the programming is meant to recover some of the costs for services provided while making them accessible to all.

Mr. Bohannon went on to reference Resolution R-2016-25-B - Relating to Fiscal Policies, noting that part two section III focuses on Fees and Charges. He specifically site subsection A.1 in that section which stated that in the service provides community wide benefits there will be no fee or charge assessed. He went on to state they offer many programs free of charge. He specifically mentioned the concert series that is offered in the summer, which is a community opportunity the department provides at no cost to the residents. However, for instance the swim program is a defined program by which the department tries to recover some of the costs. Mr. Bohannon referred to a pyramid rendering which illustrates the cost recovery method and how the council policy relates to Parks and Recreation. He ended by noting the specialized individual teams such as the travel basketball team for which kids try out have an additional cost attached to it.

Mr. Bohannon listed the various programs the department offers: youth and adult sports, summer playground programs, swimming pools, trips, after school programs, recreation rental fees. Lot of those actives are operated through the Recreation Revolving Fund which is specifically used for sports programs where an individual pays for registration which fee is used for uniforms and officials; they are mostly revenue in expenses out. There are also indirect costs but these are covered through the operating budget such as registration, volunteer background check, and field and facility maintenance.

Mr. Bohannon went on to discuss cost recovery for facilities, noting currently the charge is \$40 per night for a softball field. This charge will be changed with the new Resolution. This \$40 charge is only for adult softball leagues, youth baseball and horseshoe are not assessed this fee. There is also a fee assessed for field preparation for tournaments for outside groups using city fields. Building rental will see a change in the Resolution as well (non-profit vs. profit), this will clearly define fees and help the consumer. The department makes sure custodial needs are appropriately covered for building rental and patrons are charged only when there is staff available. He noted that R-2017-06 will introduce a new fee structure and he wanted to make reference to that as he discusses cost recovery.

Mr. Bohannon went on to go over some of the fees associated with various recreation programs, noting the fees are charged based on direction from the Fiscal Policy. He noted there are a wide variety of community oriented programs as well as programs that are more specific. He noted a lot of these activities are operated through the recreation Revolving Fund. This fund is specifically used for our sports programs where the individual pays for registration and that registration fee goes toward uniforms, equipment and officials needed to run the program. It is a revenues in – expenses out formula, with a minimal balance in the revolving fund. This fund allowed us to purchase new registration software that will be very helpful to the consumer, and will allow the Recreation Department to expand our offerings through the software. Some of the indirect costs associated with programs including Recreation administrative staff, volunteer background checks and facility maintenance are not paid for from the revolving fund, but rather from the Departmental operating budget.

Mr. Bohannon continued that there was a review done of the Department's cost recovery against four other towns and the current cost recovery is at 24%. He noted the national average for cost recovery is about 36%.

He noted that relating to house youth leagues – non-residents are charged 33% higher than residents; youth resident rate is \$45 and non-resident rate is \$60. Adult leagues pay a \$15 for non-residents but there is a proposal to change this to a flat fee of \$50 per team which makes it easier to track.

He ended his Powerpoint presentation with some remarks on community impact, noting the Department is meeting its vision and mission; always thinking about the social equity in the community. This concluded Mr. Bohannon's presentation.

The City Manager stated Mr. Bohannon is the first department head that has brought forward a change to the fee schedule and attempting to tie it to the actual fiscal policy. Mr. Kopczynski stated staff would like Council feedback which will help with other department's fee schedule changes going forward.

Councilor Clark compared the fee schedule to property taxes; everyone pays the same regardless of age amount depending on the value of their home. He stated he was troubled by this structure – he felt youth and seniors are not in a category where they can afford as much as young families are and felt they should be in a different scale. Mr. Bohannon stated the closest thing he can relate to that relates to fees is admission into the Recreation Center. There used to be a drop in rate of \$5 for after-school activities but this fee had to be changed because it was not cost effective. However, there is still a drop in rate for youth who might want to use the Rec. Center for instance to play basketball, but this pass now costs \$30 per year for a pass, the adult rate is also the same as their times are limited just to evenings. Non-residents pay \$60 for this privilege. For seniors there is a walk-in pass at a cost of \$10 and if you are a member of the Senior Center then there is no fee.

Mr. Bohannon stated there is a new program that is fast catching on is pickle ball and just to introduce this program there was no charge to participants but next year there will be small fee. The attempt was to try and get people interested in this game. He added he does understand what the Councilor is saying about youth and seniors vs. working adults. Chair Greenwald noted tonight we are talking about rooms and facilities not individual programs.

Councilor Powers felt tonight what is being addressed is a very small portion of the fee schedule which he felt was very appropriate, these have facility emphasis and require a lot of labor. He felt all programs offered through the Parks and Rec. Center are scaled depending on the level of effort. Mr. Bohannon talked about the basketball program, \$100 for the travel program, \$40 for the Rec Program. However, the men's team cost has gone up considerably to \$750 but this is because of the need to use the Keene High facilities, payment to officials. The \$750 covers all costs related to this program and the city makes not money from it, we are just providing this service.

Councilor Jacobs asked whether fees for programs would also be coming before the Council in the future. Mr. Bohannon stated they would come forward during the Fiscal Policy discussion.

Councilor Chadbourne referred to the last slide where two children were wearing a Parks and Rec. t-shirt and asked Mr. Bohannon whether these kids get these t-shirts free. Mr. Bohannon stated the t-shirt is part of the \$45.

Chair Greenwald expressed amusement at some of the ancient Resolutions completed on a typewriter and referred to a former Mayor Rossiter and also noted there was in fact a City Clerk prior to Patty Little and her name was Frances Pitcher.

Councilor Clark asked how these increases would affect the Parks and Rec budget. Mr. Bohannon stated there would be some small increases seen in revenue in his budget.

Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

That the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-06 and to rescind Resolution R-2009-28 and Resolution R-1977-47.

Councilor Clark asked what the increases were. Mr. Bohannon stated the Committee's handout has a fee schedule and on the reverse side of the fee schedule is R-2009-28 as well as the current fee schedule. He indicated the Resolution changes the structure of the fee schedule; combining five non-profits categories into one non-profit category and combine the two for-profit categories into one for-profit category. Councilor Clark stated he does not see what the charge this year versus what the charge for next year would be. Chair Greenwald explained the cost for using the gymnasium currently is broken down into various categories. What is being proposed is to having one non-profit rate and one for-profit rate.

Councilor Chadbourne commended staff for putting this fee schedule together and noted Council's goal during their workshop was to streamline things to make it more user-friendly and this does just that.

The motion made by Councilor Jacobs carried on a 4-1 motion with Councilor Clark voting in opposition.

9) Staff Recommended CIP Amendment - Finance Department

Finance Director Steve Thornton stated there is one staff recommended change to the CIP on page 148 – staff oversight - Gilbo Street East parking lot rehabilitation. This was in last year's CIP scheduled for FY19 and Council voted to move it to FY18. When the new CIP was put together staff inadvertently left this item out. To move this item from FY19 to FY18.

10) FY 2018-2023 Proposed Capital Improvements Program

Chair Greenwald stated this portion of the agenda is not open for public hearing as he had mentioned earlier as there has already been public comment on it. He further explained the CIP is a planning document, the projects laid out is a guide for spending and will come through in terms of individual projects. Year one goes into the operating project.

Councilor Chadbourne clarified the Chairman had indicated the public will not be permitted to address the Committee and noted Councilor Hansel had an amendment and asked how that would work. Chair Greenwald stated Councilor Hansel will be recognized to address his amendment and then the Chair would move the amendment. Councilor Hansel can speak specifically on his amendment, but cannot move the amendment.

The Chair then went over the communications submitted from the public, noting the entire statement from each member of the public is available through the city website. The following public members submitted written public comments relative to the Senior Center feasibility study:

Brian Mattson – Writing in support of Senior Center study

Nancy Judd - Writing in support of Senior Center study

Rachel Parshall of 39 Union Street - opposition to the Senior Center study, concerned non Keene residents are involved in the center.

Peter Starkey - Favor of the Senior Center study and moving Senior Center to the Recreation Center.

Sean Bailey - Support of the Keene Center Study

John Therriault – Opposed to Senior Center study as this is an independent organization and city money should not be involved in it.

Julianna Bergeron - Support of organization but is opposed to Keene paying for the study.

Councilor Hansel referred to page 178 and stated he was not going to debate the merits of the Senior Center feasibility study project but does not want to fund the project for this upcoming year and want to push it back to FY19. He felt this would allow the community to have a more robust conversation and decide if this is the path the city should be moving in. He felt the study is a step in that direction. He felt more than two months was necessary to have a public debate on this item. He referred to the bottom right hand corner of the page which identifies whether this is a new project or an ongoing project. He stated on going ones are the majority of the ones the Council sees. He felt the reason for the CIP is so that projects could be planned for a six year timeframe and the public gets to see it for six years. He added if it's a new project and is going to be funded in the first year, he pays closer attention to a project because this now becomes a project the public only has two months to review. The Councilor stated he had looked through four CIP's and only 4% of projects were funded the same year and most of the projects that meet the criteria are predominantly infrastructure repair. He felt as a result this project should be moved back to FY19.

Councilor Sutherland stated what is being requested is just asking for the study to be delayed by a year. He felt this will also give time for library construction to be underway and would give the senior center other options to consider.

Councilor Clark asked whether the Parks and Rec. Department had any plans in this upcoming budget to address improvements to their facilities which the Council has not seen yet. The Manager stated he is not familiar with any such projects.

The Chair referred to further written comments from the public. The following public members submitted written public comments on other proposed CIP projects:
Julianna Bergeron – Opposed to bio fuel generator and downtown revitalization project.
John Therriault – Opposed to bio fuel generator because we don't have a long range plan to meet the energy needs of the transfer station. He is also opposed to the downtown revitalization project as he feels staff could be doing this work.
Leanne and Dwight Anderson – Opposed to Runway 22 and tree cutting project.

Councilor Hansel addressed the Committee again and stated he would like the committee to not remove this item from the CIP. He stated he wanted it to be noted the city is waiting for a study to be completed for the best way to provide power at the transfer station.

The Chairman thanked all residents who sent in their comments. He indicated the vote today goes forward to the full City Council. If the Council plans on submitting any amendments it needs to be submitted five days prior to the Council meeting.

Chair Greenwald made the following motion which was seconded by Councilor Jacobs.

That the Finance, Organization and Personnel Committee recommends adoption of Capital Improvement Program 2018-2023 as submitted.

Councilor Powers made the following amendment: to move the Gilbo Avenue project from FY19 to FY18. The motion was seconded by Councilor Jacobs and carried on a unanimous vote.

Chair Greenwald made a motion to postpone the Keene Senior Center study to FY 19. The motion was seconded by Councilor Powers.

Councilor Powers stated he understands the point, however, felt this is a planning document and this does not mean on July 1 we will be spending this money. He stated he agrees some of these projects have not been seen before.

Councilor Chadbourne stated she appreciates any input from the public. She stated it is always good to look at each project closely and be smart with money. The Councilor noted the senior center study is not a new discussion and pointed out that in December 9, 2015, this item was discussed at the PLD Committee and on December 17, 2015 at the full Council level and the first goal was to report back to the Council in six months with

findings and recommendations for further action and it passed unanimously at the council level.

She continued the item was brought up again before the PLD Committee on June 8, 2016, and before the full Council on June 16, 2016 and the Council was in agreement we should move forward with a feasibility study. The Councilor stated at the present time the city is looking at \$1.5 million in repairs to the building and Keene does have an aging population. She added this city offers a variety of programs for many age levels and talked about the Carpenter Field project. She encouraged going forward with the study.

Councilor Clark stated this is a collaboration, and the city is recognizing there is a need for this center.

Councilor Jacobs stated the city would be remiss if this item is not addressed and felt the city is not committing itself to anything except for gathering information. He did not feel this study would preclude the community from being able to participate in this project.

Councilor Chadbourne noted staff is doing what Council asked them to do.

Chairman Greenwald stated he was impressed the comments made by the Senior Center about combining seniors with the younger populations which is a concept he supports greatly. He felt the only way to get any good information is by doing a feasibility study, especially by an outside consultant.

With that the committee voted in opposition to the amendment on a 0-5 vote. They supported the feasibility study.

On a unanimous vote, the committee voted in favor of the CIP program, as amended.

The meeting adjourned at 8:05 pm.

Respectfully submitted by,
Krishni Pahl, Minute Taker