

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, May 11, 2017

6:30 PM

Council Chambers

Members Present:

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

Staff Present:

Public Works Director, Kurt Blomquist
Parks, Recreation and Facilities Director,
Andrew Bohannon
Asst. City Manager/IT Director
Rebecca Landry
Library Director, Nancy Vincent
Civil Engineer, Brett Rusnock
City Clerk, Patty Little
Asst. City Clerk, Terri Hood

Chair Greenwald called the meeting to order at 6:30 PM.

1) Acceptance of a Donation - Summer Maker Corps Library Interns - Library Department

Head of Youth and Community Services Gail Zachariah stated the Library has received a donation of \$5,000 from Maker Ed Libraries and a \$1,000 donation from the Friends of the Keene Public Library to be used to hire Summer Marker Corps Interns. This is the fourth year for this program.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a \$5,000 donation from Cognizant, a software company, which has provided funding to Maker Ed Libraries for Maker Ed grants and a \$1,000 donation from the Friends of the Keene Public Library to be used for hiring Summer Maker Corps Library Interns.

2) Acceptance of Donation - Sumner Knight Chapel - Parks, Recreation and Facilities Department

Parks, Recreation and Facilities Director Andrew Bohannon stated his first donation is from the Easter Sunrise Service held at the Sumner Knight Chapel.

Councilor Clark asked how much money is in this fund and what it is used for. Mr. Bohannon stated the City recently replaced the boiler system in the Chapel for \$3,500 from donations such as this. He indicated he would get back to the Committee with the balance in this fund.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept the donation of \$144.00 and that the monies be used for the upkeep of the Sumner Knight Chapel.

3) Acceptance of Donation - Adopt A Bench - Parks, Recreation and Facilities Department

Mr. Bohannon stated this donation is for a bench donated by Martin Reisig through the Spirit of Place program in memory of his late wife. This bench will be placed at the Bradford Road section of the Cheshire Rail Trail. Chair Greenwald asked for the specifics of this bench. Mr. Bohannon stated this would be a six foot bench made out of recycled plastic, warrantied for 50 years. There will be a metal plaque placed on the bench with wording chosen by the donor.

The Chair clarified this adopt a bench program is not intended for advertising purposes. Mr. Bohannon agreed.

Councilor Chadbourne asked whether a donor will have the ability to choose the location based on where benches are needed in the city. Mr. Bohannon stated the donor gets to choose the location of where the bench can be placed; as long as a certain area is not over-crowded.

The Chairman asked for the cost of the bench. Mr. Bohannon stated the cost is \$1,200, which includes shipping, installation and the plaque.

Councilor Chadbourne asked what happens if there is damage done to the bench. Mr. Bohannon stated once the donation is made the City assumes responsibility for maintenance.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept the donation of a bench from Martin Reisig and that the bench be placed along the Cheshire Rail Trail.

The Chairman commended the Parks and Recreation Department and the Public Works

Department for the Water Science Fair. Mr. Bohannon stated this was a great event and noted Eric Swope and the Water Department staff were responsible for the efforts.

4) Janis Manwaring/Pathways for Keene - Offer of a Donation - 20 Solar Light Posts

Mr. Greg Pregent indicated that Councilor Manwaring was not able to be present and that he was representing Pathways for Keene. He indicated he is currently President of Pathways for Keene and they would like to make a donation of \$32,000 to the City to install 20 solar lights along the Cheshire Rail Trail from Island Street to North Bridge. The check will be available as soon as the exact amount is confirmed. He stated this donation comes from the 4 on the 4th race participants and sponsorships. He noted these lights would help enhance the Cheshire Trail.

The Chairman asked whether the lights will be placed on the North Bridge. Mr. Pregent stated the lights will go up to the bridge and noted the bridge is pretty well lit from the traffic that pass under it. The main issue is to light the path so it will be safe.

Mr. Bohannon thanked Pathways for Keene for this donation. He indicated he was going to provide Pathways for Keene with the amount of the lights and Pathways would make the actual purchase and donate the lights to the City.

Councilor Clark stated Pathways for Keene has always been a forward thinking organization and thanked the Council for promoting the use of solar lighting in the City. Mr. Pregent stated this is just a first step as there are other areas they would also like to install lighting.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the acceptance of the donation of up to 20 solar light poles valued at an estimate of \$32,000 from Pathways for Keene.

5) Lease Agreement - 10 and 11 Central Square - Parks, Recreation and Facilities Department

Mr. Bohannon stated Lindy and Luca Paris have informed the City they will be closing Luca's Market on Central Square. He indicated the Paris' are looking to amend the current lease to continue using the space at 11 Central Square for an additional 10 year agreement. The Chair stated he wanted to make it clear that Mr. Paris is not leaving downtown; it is just the Market that is closing and being removed from the lease.

Councilor Jacobs noted the actual space and amount of the lease was subject to negotiation.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to amend the existing lease with Culinary Journey Management Corp. for space located at 10 and 11 Central Square.

6) Sponsorship Update - Wheelock Park and Recreation Center - Parks, Recreation and Facilities Department

Mr. Bohannon stated this item is in reference to the banner placement at Wheelock Park and at the Recreation Center. At the point that the policy was adopted, staff indicated that they would come back to the Committee with periodic updates. He continued this sponsorship is from Keene Orthodontics Specialists for banner placements within Wheelock Park and the Recreation Center. This is a one year agreement, for four banners (4' x 12') in the amount of \$1,800.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the acceptance of the sponsorship update for banner placements at Wheelock Park and the Recreation Center as informational.

7) Roxbury Plaza and Wells Street Surface Lot Improvement - Public Works Department

Public Works Director Kurt Blomquist and Brett Rusnock Civil Engineer were the next two speakers. Mr. Rusnock stated in March bids were sent out for construction plans for the Wells Street and Roxbury Plaza surface parking lot construction rehabilitation project. Frank Lucius Company was the low bidder in the amount of \$124,000. The engineer's estimate for this work was about \$120,000. The project balance is \$105,000, which was appropriated in the FY17-22 CIP for mill and overlay work and limited curbing work.

Mr. Rusnock stated when they got into the design, it was noted the sidewalks were in a deteriorating condition and hence they decided to expand the scope to include these sidewalks, which are located along the Wells Street parking facility. In addition, the plan is also to improve ADA access to these two lots, provide tip downs and appropriately placed slopes for users of the lot.

He went on to say that staff is here to request a reallocation of funding for an expanded project scope. Mr. Blomquist stated the Wells Street Parking Structure Rehabilitation project which was completed last year has a \$47,500 project balance. The proposal is to reallocate \$31,000 from that account to this project. This will leave \$17,000 in this account and once the one year warranty is reached this account will be closed out. He noted there are repairs necessary because of plowing operations that would need to be done this season

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for the deck. The remaining funds will be transferred to the Downtown Improvements TIF Account. Chair Greenwald clarified there is no new tax payer money involved. Mr. Blomquist agreed. These are both capital accounts.

Councilor Clark asked whether the sidewalk will be replaced with concrete. Mr. Rusnock answered in the affirmative.

Councilor Powers stated there has been discussion about the flooding in this area and the pipes not being adequately sized. Mr. Blomquist stated those issues are beyond this project area. The Director noted the Councilor was referring to a brick main, which is undersized on Roxbury Street and which is a future project in the CIP.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that \$31,033 be appropriated from the Wells Street Parking Structure Rehabilitation Project Account to the Roxbury Plaza and Wells Street Parking Lot Project Account.

The meeting adjourned at 7:02 pm.

Respectfully submitted by,
Krishni Pahl, Minute Taker

Additional Edits by,
Terri M. Hood, Assistant City Clerk