



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
June 22, 2017
6:30 PM**

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

-
1. Relating to Acceptance of a Monetary Donation - Police Department
 2. Thomas Cook, Cheshire Television - Expenses Associated with Interim Relocation of Cheshire TV
 3. Appropriation of Unanticipated Tree Revenue - Airport Department
 4. Contract for Purchase and Installation of Mobile Compact Shelving - City Clerk's Office
 5. Departmental Presentation - Records Management - City Clerk's Office

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

June 15, 2017

TO: Finance, Organization and Personnel Committee

FROM: Steve Stewart, Police Captain

THROUGH: Steven R. Russo, Police Chief, Medard Kopczynski, City Manager

ITEM: 1.

SUBJECT: Relating to Acceptance of a Monetary Donation - Police Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a \$40 donation to the Keene Police Department.

BACKGROUND:

In late May the Keene Police Department received an envelope containing a card and \$40 in cash. A note within the card indicated that a Hilary Richardson wished to donate the money to the Keene Police Department in appreciation of the department's motor vehicle law enforcement efforts.



City of Keene, N.H.
Transmittal Form

June 5, 2017

TO: Mayor and Keene City Council

FROM: Thomas Cook, President - Board of Directors Cheshire Television

THROUGH: Patricia A. Little, City Clerk

ITEM: 2.

SUBJECT: Thomas Cook, Cheshire Television - Expenses Associated with Interim Relocation of Cheshire TV

COUNCIL ACTION:

In City Council June 15, 2017.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Cheshire TV Communication

BACKGROUND:

As part of the renovations of Heberton Hall, Cheshire TV is relocating the office and operating facilities to the Kay Fox Room in the lower level of the library. Certain modifications of the room are needed to create a workable studio environment. Cheshire TV is requesting assistance to recoup these costs.



In City Council June 15, 2017.

Referred to the Finance, Organization and Personnel
Committee.

5 June 2017

Mayor Kendall Lane and The Keene City Council
3 Washington Street
Keene, NH 03431

City Clerk

Dear Mayor Lane and City Council Members:

As you know, with renovations to Heberton Hall nearing commencement, the office and operating facilities of Cheshire Television will soon need to be relocated. Pursuant to Section 1.1.a. of our Lease Agreement dated 1 December 2014 (please see attached) City representatives in coordination with representatives of the Keene Public Library (primarily Nancy Vincent) have identified the Kay Fox Room (lower level of the Library) as potentially suitable accommodations for CTV operations during the renovation process of Heberton Hall.

We have been advised that to dot "i's" and cross "t's" properly, we should formally request a revised Lease Agreement from the City of Keene identifying the Kay Fox Room as our legal facilities during the renovation of Heberton Hall. Please accept this letter as such.

Additionally, a close read of this Section of the lease refers to the interim location being identified as "*...suitable alternative space...*" and while we feel the Kay Fox Room will be an acceptable location, we find we will need to modify it to create a workable studio environment for our programming. Following a public bid process, the lowest-bid contractor estimate to renovate the area will cost \$15,000 to raise soundproof wall space for a studio and control room, provide code entrance and exit clearances, and supply adequate power – plus breakdown and return the area to its original condition upon our return to Heberton Hall.

While we greatly appreciate the cooperation we have received from City and Library representatives, and eagerly anticipate returning to a renovated to our specifications upstairs Heberton Hall, Cheshire TV would not be incurring these expenses were it not for the imposed move due to the renovations. As such, we are hoping you will assist us in some manner to recoup these costs during our stay in the Kay Fox Room. Upon our return to the new facilities (anticipated between twelve and eighteen months' time), we anticipate significant expenses to properly wire and equip the new office and studio spaces, and the cost of the return move itself will not be insignificant. We hope you will entertain discussion to assist us in alleviating these moving expenses which – as lessees - were out of our control and essentially incurred due to Lessor actions (well-intended and ultimately beneficial as they may be).

Thank you for this opportunity to provide you with accurate information as you discuss this matter. As always, we would be more than happy to address any questions or concerns you might continue to have and appreciate your past support.

Very sincerely,

Thomas Cook, President
on behalf of the Board of Directors of Cheshire Television

EXCERPT FROM LEASE AGREEMENT

Section 1.1.a. Potential Construction. LESSEE understands and agrees that LESSOR may undertake construction and renovation of the Leased Premises during the term of the lease which could impair the use of the Leased Premises by LESSEE. LESSOR shall provide as much prior notice as possible to LESSEE, but not less than thirty (30) days. In the event that LESSEE is unable to continue its operations in the usual course during the period of construction, LESSOR shall assist LESSEE in identifying suitable alternative space under the control of LESSOR for occupancy by LESSEE during the period of construction. If LESSEE occupies such alternative space, then all other terms and conditions of this lease shall remain in effect. In the alternative, LESSEE may terminate the lease as provided in Section 1.1.



City of Keene, N.H.
Transmittal Form

TO: Finance, Organization and Personnel Committee

FROM: Jack Wozmak, Airport Manager

THROUGH: Medard K. Kopczynski, City Manager

ITEM: 3.

SUBJECT: Appropriation of Unanticipated Tree Revenue - Airport Department

RECOMMENDATION:

Move that the Finance, Organizational and Personnel Committee recommend that the City Manager be authorized to do all things necessary to create a capital account to receive and expend up to \$16,000 from previous tree clearing activities to be used for the removal of additional trees within the airspace at the airport. The tree revenue will be deposited in an account to be created in the capital projects fund.

BACKGROUND:

The tree clearing activities that took place in January of 2017 generated unanticipated revenue in the amount of \$16,323.98. As of this date, seven (7) neighbors within the Edgewood neighborhood have requested that we immediately remove pine trees on their property and, per the plan advanced by the City Manager, we will also remove the so-called buffer of trees that remain on the property of the City.

Conversations regarding mitigation have begun with several neighbors with respect to the impact tree removal has had on the sight and sounds in their back yards. Suggested plantings have been offered.

The continued pine tree removal (only pine trees) is essential in order to create the pathways to mitigation planting as well as continuing to remove obstructions to aviation.



City of Keene, N.H.
Transmittal Form

June 16, 2017

TO: Finance, Organization and Personnel Committee

FROM: William Dow, Deputy City Clerk/Records Manager

THROUGH: Medard Kopczynski, City Manager, Patty Little, City Clerk and Jeffrey Titus, Purchasing Manager

ITEM: 4.

SUBJECT: Contract for Purchase and Installation of Mobile Compact Shelving - City Clerk's Office

RECOMMENDATION:

Recommend that the City Council authorize the City Manager to do all things necessary to negotiate and execute a contract with Red Thread for the purpose of providing and installing mobile compact shelving and should those negotiations prove unsuccessful, to negotiate with the next successive mobile compact shelving vendor.

BACKGROUND:

The City Council authorized the expenditure of funds from the Capital Improvement Program budget for the purpose of mobile compact shelving. In April, 2017 the City of Keene issued a request for proposals (RFP 02-17-17) for mobile compact shelving.

This request was advertised and distributed through the Purchasing Division utilizing the Internet and directly mailed to a list of known vendors, as well as to parties requesting it. The City of Keene received six (6) proposals from qualified vendors for this project.

The format for the proposal was (1) a scheduled non-mandatory pre-proposal meeting with interested parties for questions and answers (2) the scheduled submission of a written proposal and (3) the evaluation of qualified proposals by member of a review committee.

The review committee, included Deputy City Clerk/ Records Manager Bill Dow, Records Clerk, Matthew O'Brien and Facilities Manager, Scott Martin.

Each committee member read and reviewed each proposal individually. The Committee held one meeting to discuss and evaluate each proposal and selected a finalist among them.

The criteria used by review committee members in evaluating the proposals included the following:

- Vendor demonstrated understanding of proposal.
- Vendor demonstrated understanding of the scope of the project.
- Ability to accommodate timeline for project
- Total cost of project.
- Costs associated with labor.
- Project approach and methodology.
- Knowledge of records management and operations.

- Pertinent experience and qualifications of vendor personnel assigned to this project.
- References of former clients.

The review committee member assigned points based on the above criteria to each of the proposals. The top four proposals with the highest evaluation point totals earned in the evaluations are reflected below:

<u>Proposer</u>	<u>Evaluation Points</u>	<u>Estimate Cost</u>
Red Thread	475	\$36,417
Donnegan Systems	340	\$44,262
King Information Systems	310	\$48,000
Mobile Media Storage	295	\$35,076

Recommend that the City Council authorize the City Manager to do all things necessary to negotiate and execute a contract with Red Thread for the purpose of providing and installing mobile compact shelving and should those negotiations prove unsuccessful, to negotiate with each successive mobile compact shelving vendor.



City of Keene, N.H.
Transmittal Form

June 16, 2017

TO: Finance, Organization and Personnel Committee

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: 5.

SUBJECT: Departmental Presentation - Records Management - City Clerk's Office

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend acceptance of the presentation on the City's records management initiatives as informational.

BACKGROUND:

Deputy City Clerk/Records Manager, Bill Dow, will present an overview of the City's records collection including records management program statistics and initiatives.