

**City of Keene**  
**New Hampshire**

**FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE**  
**MEETING MINUTES**

**Thursday, June 22, 2017**

**6:30 PM**

**Council Chambers**

**Members Present:**

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

**Staff Present:**

City Manager Medard Kopczynski  
Thomas Mullins, City Attorney  
City Clerk, Patty Little  
Airport Manager, Jack Wozmak  
Police Chief, Stephen Russo  
Asst. City Manager/IT Director, Rebecca  
Landry  
Library Director, Nancy Vincent

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

**1) Relating to Acceptance of a Monetary Donation - Police Department**

Police Chief, Steve Russo stated the Department is in receipt of a donation from Hilary Richardson in the amount of \$40 cash in appreciation of motor vehicle law enforcement.

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 accept a \$40 donation to the Keene Police Department.

**2) Thomas Cook, Cheshire Television - Expenses Associated with Interim Relocation of Cheshire TV**

Mr. Thomas Cook Executive Director of Cheshire TV was the next speaker. Mr. Cook stated for the past few years they have been working with the library on the renovations for Heberton Hall and Cheshire TV's need to relocate to a different area in the library. The Kay Fox Room located in the basement has been suggested as a possible location. He indicated the City has asked Cheshire TV to request a modification to its lease for this interim period. Mr. Cook added he wasn't sure whether a request for storage of large equipment at 350 Marlboro Street (2<sup>nd</sup> floor) was covered in his letter, but this is something they are also looking for.

Mr. Cook went on to say Cheshire TV is looking at a cost of nearly \$20,000 for this relocation and they are looking at this as a cost thrust upon them and are looking for the City to alleviate some of those expenses.

Chair Greenwald stated in discussing this item with staff, staff is looking at some creative ways to make this work and felt it would be reasonable for Cheshire TV to work with staff. Mr. Cook stated they had initial funds to accommodate the move but are looking for reimbursement so they could invest more in their programming.

Councilor Jacobs asked what happens to the Kay Fox Room once Cheshire TV's use terminates; will there be a cost to the City to put it back? Mr. Cook stated those costs are included in the cost he has mentioned.

Councilor Powers asked for additional description of the storage area at 350 Marlboro Street. Mr. Cook stated the Trustees and the Library are waiting on funding and once that is settled there will be an expedited timeline. Mr. Cook stated what would benefit them is for the Council to approve a lease for Kay Fox Room so the contractor could start preparing the area.

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 that this item to be placed on more time to allow staff to research funding options which are not to be derived from general funds.

### **3) Appropriation of Unanticipated Tree Revenue - Airport Department**

Airport Manager, Jack Wozmak stated that he is before the Committee to request that he be permitted to spend the revenue the airport made which was unanticipated revenue from tree cutting so this project can be advanced. No tax dollars were used for this work. Councilor Chadbourne referred to language which talks about the pine trees being requested by the neighborhood to be taken down and asked whether these trees need to come down. Mr. Wozmak stated the only ones he can have taken down are the ones that are invading the flight path.

Councilor Jacobs asked for explanation as to how the airport ended up with these funds. Mr. Wozmak stated the airport received revenue because of the timber operation just as it used to when trees were taken down at the County Farm. The Councilor asked why that same process could not work for these trees as well going forward. Mr. Wozmak stated because there are not enough trees; the \$16,000 of unanticipated revenue came as a result of culling 187,000 board feet. In this instance, the specific obstruction within the Edgewood neighborhood is about 100 trees, there is not the volume here.

The City Manager recognized Mr. Wozmak's creativity in this process. The original idea was to use federal funds to remove trees with matching funds. The city may still have to do that for some properties but not having to use federal funds reduces the need to create

navigation easements etc. In addition to saving money, it has left an active area for bio diversity.

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 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.

**4. Contract for Purchase and Installation of Mobile Compact Shelving - City Clerk's Office,**

Deputy City Clerk/Records Manager Bill Dow was the next speaker. Mr. Dow stated he was here to talk about mobile compact shelving in the records storage facility in the archive room. The Council approved expenditure of funds through the CIP and in April 2017 issued an RFP for this work, a committee consisting of city staff looked at the proposals and recommend Red Thread for this work.

Chair Greenwald asked why we need mobile compact shelving. Mr. Dow explained that this shelving is collapsible shelving to make shelving denser to accommodate additional records.

Councilor Chadbourne asked whether staff feels negotiation would not be successful. Mr. Dow answered in the negative and added the reason it is outlined in this manner is so that staff did not have to keep coming back before Council. The Councilor stated she is concerned about the cost of the third contract should the first two fail. Mr. Dow stated all of them are within the budget that has been established.

Councilor Powers asked why this item is included on this agenda as this is an item that is already in the budget. Mr. Dow stated the RFP process required staff to come before the Committee.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized 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.

**5. Departmental Presentation - Records Management - City Clerk's Office**

City Clerk, Patty Little began by introducing Mr. Dow – she indicated Mr. Dow comes with a background in records management and is also a certified records manager. Ms. Little stated Mr. Dow is here to talk about the implications records have on city business and their historical value.

Mr. Dow stated the Council has been supportive of the records management initiative which has allowed staff to obtain the necessary training and equipment. He noted the city built its records storage facility in 2003 at a cost of \$250,000. In 2005, the city sought passage of state legislation to allow for the storage and management of records for other municipalities. Currently the city has four counties, three municipalities and one non-profit as customers bringing in \$25,000 in revenue for the general fund.

Mr. Dow went on to say the City Clerk is the keeper of the records and by state law is the steward of all governmental records which burden on the Clerk encouraged the city to create the records division they currently have.

Mr. Dow then talked about the records division which consists of Mr. Dow and Mr. Matt O'Brien, Records Clerk. Matt O'Brien has been with the city since 2003 and does a lot of work behind the scenes. This is a permanent part-time position and his duties go far beyond records. Some of his many duties are hanging signs, repairing, painting, shoveling, cutting grass, and he is always willing to help the department in many ways and the department appreciates everything he does.

Mr. Dow stated the records division services routine requests between city staff and customers. During the last year staff completed almost 850 minutes of research, completed 300 new deposits, and plan to complete about 800 – 1,000 retrievals and returns this year. He noted staff does not only deliver records but also delivers newspapers to the library from Corner News and transport of books from the library to Keene State College and back as well as monthly transport of motor vehicle mailings to the Post Office as well as property tax mailings. Staff also transported records up to the recycling center and purged about 250 boxes of records.

Currently, the department is managing close to 4,773 City of Keene boxes, and of those, 65% are required to be retained permanently; these boxes contain over 6,000 linear feet of records which if stacked would extend over a mile high. Storage material contains paper, ledger books, photographs, artifacts etc. At the present time the site is close to 70% of storage capacity – 28% of the occupied space is rented space. To manage the stored items specialized storage software is utilized.

In closing, Mr. Dow stated records management is a necessity to provide effective access to governmental records.

Chair Greenwald clarified now that the Council has switched to technology to view their packets, whether staff is still retaining paper copies. Mr. Dow stated they do continue to maintain paper because these are considered permanent copies. The Chair asked whether records that date back many years have been digitized. Ms. Little stated they are available

on microfilm but are not digitized. Mr. Dow stated the City's blue prints are also available.

Councilor Powers clarified the need for each department to maintain records does not exist anymore as they are now stored in the records facility. Mr. Dow agreed, but there is no policy that indicates how soon departments have to relinquish their records.

Councilor Clark asked whether there is an ongoing effort to archive records onto the City's website. Mr. Dow stated as items are researched they are also digitized and this is how staff is updating the digital collection but staff does not have a systematic manner in which older records are digitized absent grant funding and bringing dedicated staff to do this work. Councilor Clark suggested college interns. Mr. Dow stated interns have been used in the past but this is not the most challenging task for an intern.

Councilor Jacobs asked how responsible the city is for the records it archives for its customers should there be some sort of natural disaster. Mr. Dow stated the city is held harmless because of the manner in which their contract is drafted. The Councilor clarified the fee the customer pays for the work staff performs covers what they do. Mr. Dow agreed and stated there are different fees for the tasks staff performs, such as delivery fees, storage fees etc.

Councilor Chadbourne asked whether there are backup areas where some of these records are stored should there be some sort of disaster that destroys these records. Mr. Dow stated some of the "mission critical" documents are handled by the IT Department. He added one of the items the Clerk's Office is responsible for is the city seal and this is stored in different places. He added the records room is a state of the art facility and has all the pertinent temperature controls.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the acceptance of the presentation of the City's records management initiative as informational.

The meeting adjourned at 7:35 PM.

Respectfully submitted by,  
Krishni Pahl, Minute Taker