

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, August 31, 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

Mayor Kendall Lane

Council Jan Manwaring

Staff Present:

City Manager, Medard Kopczynski
Thomas Mullins, City Attorney
City Clerk Patty Little
Asst. City Manager/Human Resources
Director, Beth Fox
Finance Director, Steve Thornton
Library Director, Nancy Vincent
Fire Chief, Mark Howard
Deputy City Clerk, Bill Dow
Police Captain Steve Stewart
Parks, Recreation and Facilities Director,
Andrew Bohannon

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

1) NH Lottery Commission - Request to Place Keno on 2017 Municipal General Election Ballot

Linda Plante, Deputy Director for NH Lottery addressed the Committee first. Ms. Plante stated she is before the Committee to request to place Keno on the 2017 General Election Ballot. Ms. Plante explained Keno is a new program where all the funding and profits go towards education. The goal of this program is to fund all-day Kindergarten and this will support any area that does not support all day Kindergarten as well. Keno is a lottery game which runs only through pouring establishments; it would be located in a separate area where patrons will play this game. For the first year there is a guaranteed amount of \$1,100 per student.

Ms. Plante stated what they are requesting is for this item to be added to the ballot and have the voters decide if this is something they would like in the community in order to continue the funding. Chair Greenwald asked whether the funds would be available to the School District to fund programs for K-12 grades. Ms. Plante stated the \$1,100 is per Kindergarten student but money that is raised overall goes to support education and how that is

distributed is up to the Department of Education. Chair Greenwald asked whether the money raised in Keene would stay just in Keene. Ms. Plante stated the money the establishments make would stay in Keene but whatever Keno raises goes into a separate fund and is allocated appropriately. She added currently all the funds raised is dedicated to Massachusetts and by having this in New Hampshire, the funds would come back to this state either through the establishments or through the lottery. The Chairman asked if Keene does not vote for this to be added in, whether the community is still guaranteed funding. Ms. Plante stated for the first year funds are guaranteed but it won't be as we go forward.

Councilor Jacobs asked whether only establishments that sell liquor that can have Keno and asked why that was. Ms. Plante answered in the affirmative and added this is so underage children are not involved in it. Councilor Clark asked whether an establishment has to sell a certain percentage of food to be able to sell Keno. Ms. Plante stated an establishment would have to pay a licensing fee but there is no minimum sale of food required.

Councilor Powers asked if the Council should agree to this whether there is time to get it onto the November Election Ballot. City Clerk Patty Little explained the statute says the public hearing cannot happen before October 7 and after October 22 which leaves one Council meeting on October 19. She added if the Committee approves the motion today it would direct the Clerk to place it on the ballot, after the October 3 primary absentee ballots will be printed for November and this question will be on it before the public hearing happens. The public hearing is more for the public to understand the Bill rather than for Council to reconsider after hearing from the public. If the public says no at the voting booth the item does not move forward. Chair Greenwald asked what happens if the Council decides against it – the item won't move forward. Ms. Little stated there might be something in the statute to reverse this decision but it would be another vote to the voters.

Councilor Chadbourne stated regardless of what her feelings are, what the Committee is being asked to do is to give the voters an opportunity to weigh in and felt the Council is here to represent the people and the people should have the right to decide.

Chair Greenwald asked who would be responsible for what happens in these establishments. Ms. Plante stated the liquor commission would monitor the liquor side of the establishment and NH Lottery would provide the training for Keno sales.

Councilor Powers felt this would look good for the first year until the state decides otherwise and felt the city has enough to deal with already. He felt the public will decide.

Councilor Clark asked about the 1% that goes toward health and human services treatment and asked how long this is good for. Ms. Plante stated it is as long as Keno is around. The Councilor stated he had heard there was just one hotline for gambling addiction and asked whether anything more was going to be added. Ms. Plante stated she does not have too much background on this issue but added they are the biggest contributor to gamblers' anonymous. Ms. Plante went over the benefits of introducing Keno to the community such as the \$1,100 per student, establishments who have this seeing an increase in business, Vermont not having Keno benefiting Keene.

The Chair then asked for public comment.

Ms. Judy Putnam of 168 Court Street asked whether the Council could take a year to consider implications before deciding anything. The Chair asked for the City Clerk's comment. Ms. Little stated it is always open to the City, if they decide not to do it this year the statute is written in such a way where it can be done next year. Attorney Mullins added the public can also decide to act on it and if the public was to submit a petition to the City Council they can request that it be placed on the ballot. It takes 5% of the registered voters (a little over 1,000 voters).

Chair Greenwald stated the risk of stalling, is other communities placing it on their ballot before Keene and it then becomes a competition.

Keene Superintendent of Schools Robert Malay and Business Administrator, Tim Roy addressed the Committee next. Mr. Malay stated currently SAU29 receives funding for ½ day kindergarten even though they operate a full day (\$1,800 per student). Keene has about 180 students. If Keene was to receive \$1,100 per student it would equal about \$200,000 to the Keene School District.

Councilor Clark asked how much the School District spends on Kindergarten. Mr. Roy stated he doesn't have the break down by grade but noted the numbers are down as the District went from five elementary schools to four. He stated he would provide the Councilor with the per student amount. Mr. Malay stated they can do whatever the Council would like to assist with the October 19 meeting and answer questions for the public.

Councilor Clark asked whether there was anyone in the room who could address the addiction portion of gambling. The City Manager stated staff can see if they could find someone who could address this issue at the next meeting.

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

The Finance, Organization and Personnel Committee recommend not placing Keno on the 2017 Municipal General Election Ballot.

The Councilor stated he understands the money portion of this issue and dislikes that communities have been put in a position of deciding between what addiction can do to a community and the need for education. He agreed the public should weigh in on this item but noted he was elected to also represent the public and felt gambling was not the way to proceed. Councilor Powers agreed with Councilor Clark but felt it should be up to the public to decide.

Councilor Jacobs felt a person is not addicted to something because it is readily available; People can drink responsibly and gamble responsibly and be aware there is a risk with addiction. He felt there is an upside to this item and stated he will be voting in favor of this item.

Councilor Chadbourne stated the motion before the Committee is whether to put this on the ballot and let the public decide and felt this is what they should do.

The motion made by Councilor Clark failed on a 1-4 vote, with Councilor Chadbourne, Councilor Powers, Councilor Jacobs and Chair Greenwald voting in opposition.

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

On a 4-1 vote, the Finance, Organization and Personnel Committee recommends that the ballot question to allow the operations of Keno games in Keene be placed on the Municipal Ballot on November 7th and that a Public Hearing be scheduled for October 19. Councilor Clark voted in opposition.

2) Acceptance of Donations to Library Renovation Project - Next Chapter Campaign Chairs

Judy Putnam of 168 Court Street, Keene Co-Chair of the Library Capital Campaign stated she was before the Committee to request the Committee accept the amount of \$741,721.10 which has come into the campaign since the Committee's last round of acceptance. Of this amount \$100,000 is in an escrow account with the city, and \$641,721.10 is in the Renovation Trust Fund.

Ms. Putnam stated they are anticipating a closing on the tax credits in September or October; they might be before the Committee for acceptance of further donations prior to the closing to maximize the donations received before the closing to minimize bridge money that is required.

Councilor Powers asked why there is \$100,000 being added to the Trust. Ms. Putnam stated this is a gift out of a fund of the NH Charitable Foundation and there was a request from the donor indicating should the project not happen the money be returned to the Charitable Foundation and they felt this was the most expedient way to put this in place.

Councilor Jacobs 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 donations of \$641,721.10 as listed in the July Cambridge Trust statement and the July - August 23rd Doner list (See attached reports) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive and a \$100,000 grant from the New Hampshire Charitable Foundation currently held in escrow by the City.

3) New Market Tax Credits and a Library Update - Parks, Recreation and Facilities Department

The City Manager stated the closing on this item is scheduled for mid-October. He commended the close working relationship the city has developed with the Friends of the Keene Public Library and the Library Trustees; this is a project that has been going on for a long time.

Mr. Kopczynski then introduced the Parks and Recreation Director to speak to the project. Parks and Recreation Director Andrew Bohannon stated the donation goal has always been five million dollars with the understanding that three million was needed for the new market tax credit. As the project further developed, much of the work of the Main Library has been incorporated into the work covered by the New Market Tax Credit (NMTC) contract (which is good as it maximizes that funding source). There is still work that is needed for the Main Library Renovation which now will be handled in a separate contract which will be presented at a future meeting.

In terms of the construction, areas that were impacted by the construction needs of the NMTC project became qualified to be included in the funding. For example the HVAC system.

Other notable projects within the Library that shifted to the NMTC are: Directors Office, Staff Workroom, and the Reference Office Space. As well as all areas that will be dislocated by the building of the Connector. These changes, along with a decrease in other revenue sources, has increased the amount of the donation needed at the time of NMTC closing. The project did not receive Historic Tax Credits (\$800,000) and State Tax Credits (CDIP \$200,000 and LCHIP \$100,000) which totaled \$1.1Million. So the increased scope and the decrease in other revenue sources has increased the amount of donations needed at closing to \$4,620,435 (as of August 22, 2017).

The project is ready to go forth. Construction documents are approved and city permits are ready to be issued.

Mr. Bohannon then turned the presentation over to Jack Dugan of MEDC. Mr. Dugan stated the project total for the annex portion came to a little over 13 million dollars. He explained that US Bank has agreed to purchase the tax credits and have been able to recruit close to four million dollars of someone else's money for this project. He referred to the closing that is scheduled for some time in mid-October and added a GMP has been settled with Engelberth.

Mr. Kopczynski explained at the time of closing a certain amount of the pledged money will be available in cash but a certain amount will also be available over time. Most of the pledge timings happen in 2018. What has occurred was the Trustees were going to float a bridge loan and this was meant to cover 1.8 million dollars. Mr. Kopczynski asked Ken Jue and Steve Thornton to take over the presentation.

Mr. Ken Jue, Chair of the Finance Committee for the Board of Trustees for the Library was the next speaker. Mr. Jue reiterated what the City Manager said in that the partnership between the Library and the City is what made this project possible. Mr. Jue

stated their goal at this time is to avoid any delays for this project. Despite their many efforts they have just heard from the Attorney General's Office that the Trustees cannot borrow funds from a bank, or can they use funds they have been given, or raise money to pay towards a bank loan or interest on a bank loan. What the Trustees have now as an alternative to these bank required funds is the use of city funds.

Mr. Jue stated in order to keep the project moving forward and to take advantage of the new market tax credit they are requesting to use 1.8 million dollars of unallocated funds that would be reimbursed in full by the pledges raised by the campaign which appears to be only a few months from completion. He asked the City's support with this last effort. He added the Trustees stand committed to working with the city on this item or anything else that would come up with the renovation project. Chair Greenwald asked about the anticipated pledges that are expected to come in over the next 12 months. Mr. Jue stated by the end of 2018 well over 95% of all the pledges would have been paid. In 2018 just over a million and in 2019 \$134,000 and in 2020 \$1,000.

Finance Director, Steve Thornton stated when the city learned the Trustees could not take on the Bridge Loan they started looking at other options. He indicated a Resolution has been prepared to provide this bridge funding in the amount of 1.8 million dollars until the pledges mature. The refunding of this money would happen as the Trustees collect the pledges, deposit it into the Cambridge Trust Company Fund and each month staff will withdraw funds from the Capital Reserve Account, to restore the fund balance.

What this loan would do to the unallocated fund balance is that the ratio would drop to about 7.15% and all things considered, it would be recovered in about two years. The risk the city is taking is that those who have pledged won't keep to those pledges. Mr. Kopczynski stated on the date of closing the city gets back about \$400,000 and another \$250,000.

Councilor Powers stated this is an extraordinary public/private partnership and felt if we were to wait for city funding it would take a while and providing this kind of funding is the most expedient way to fund this project. He added the Trustees and Friends are community members who will make good on their promise.

Councilor Jacobs asked what kind of interest impact this funding would have on the city's trust fund. Mr. Thornton stated the impact would be on the city's general fund and would have an impact on the interest income. The unallocated fund balance receives about 1% interest at the present time. After this bridge loan the unallocated fund balance would have about 5.7 million dollars.

Chair Greenwald asked for the City Attorney's comments.

Attorney Mullins stated the Committee should accept this presentation as informational. Staff will be sending to the City Council a Resolution for their approval which will come back to the Finance Committee for additional public comment and the plan is Council

vote will happen on September 21. The bank was in agreement with this timeline as they understand this is a public process.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting this item as informational.

4) Acceptance of the 2017 Byrne Justice Assistance Grant - Police Department

Police Captain Steve Stewart addressed this item. Captain Stewart stated he was before the Committee regarding a JAG grant in the amount of \$7,242.00. Captain Stewart stated these funds will be used to purchase cellular smart phones for use in cruisers.

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 accept the U.S. Department of Justice - Bureau of Justice Assistance FY2017 JAG grant in the amount of \$7,242.00.

**5) Acceptance of State Drug Forfeiture Monies - Police Department
NH Attorney General's Task Force**

Captain Stewart stated this item was in reference to a payment from the State in the amount of \$625.05 which is from a drug forfeiture payment. In June 2015 the Keene Police Department partnered with the NH Attorney General's Drug Task Force on an incident which resulted in this payment.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a drug forfeiture payment from the State of New Hampshire in the amount of \$625.05.

**6) Project Agreement – Monadnock Alliance for Sustainable Transportation &
Southwest Region Planning Commission Complete Street Mini Grant -
Planning Department**

City Engineer Don Lussier represented the City's GIS Technician on this item. Mr. Lussier stated this is an item regarding a grant application for a complete streets implementation. This grant application was submitted and the city has been selected to receive grant funding in the amount of \$10,000.

The application was based on complete street improvements to be made on Main Street. Mr. Lussier explained beginning with the intersection of Main Street and Route 101; the proposal is to add a bike lane to the first 650 feet. As you move further north, shared lane markings “sharrows” are being proposed to remind motorists, bicycles have the right to use this lane. As you approach the intersection, there will be some signage directing bicycles to walk their bicycle through the roundabout. Further up the sharrows will be continued, then connecting to the existing bike lanes on Washington Street and Court Street.

Another component of the application was public outreach and information. The last piece are bicycle boxes in certain locations which will help bicyclists stop and wait for a green light.

The plan is to have the pavement markings completed under the city’s pavement marking contract. Chair Greenwald asked about signage to get bicycles off the sidewalk. Mr. Lussier stated there will be signage at the roundabout but if this is something that needs to be reinforced, it will be done by city staff. Chair Greenwald felt the signage is ineffective and even if they are there kids on bicycles don’t see it and felt maybe street marking would be better.

Councilor Clark stated he likes the idea of sharrows but what is of concern to him are the cars backing out on to vehicles travelling in the right hand lanes. Mr. Lussier stated the rules of the roadway call for bicycles to travel with traffic and the purpose is to move bicycles to the right hand side of the roadway making it easier for motor vehicle passing. Councilor Clark stated the speed limit on Main Street is low and there will be no need for vehicle passing on Main Street. He felt that because bicycle travel is difficult on Main Street many travel on the sidewalk. Mr. Lussier stated the concerns are valid and staff will work on signage and this is something he will need to look into. Councilor Powers felt not too many are going to be looking at signs.

Mr. Kopczynski agreed there is too much sign clutter downtown and he has been attempting to reduce some of these signs. Councilor Jacobs stated he has been serving on the Mayor’s Downtown Ad-Hoc Committee and felt this might be an opportunity to try some things. Mr. Lussier added another part of the grant requirements is data collection and this might be an opportunity to look at different options.

Councilor Chadbourne asked whether the city provides a pamphlet on bicycle rules. Mr. Lussier answered in the negative.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute the Project Agreement with Southwest Regional Planning Commission for the award of the Monadnock Alliance for Sustainable Transportation’s (MAST), Complete Streets Mini Grant and accept the grant

in the amount of \$10,000.00 for complete streets improvements to Main Street and Central Square.

7) Station 2 - Joint Use Agreement - Fire Department

Fire Chief Mark Howard stated the City has had a long standing Joint Use Agreement with the NH Adjutant General's Department for the site at 110 Hastings Avenue. The city uses this site as the West Keene Fire Station. The Adjutant General has no use for this property and would like to turn it over to the city and while putting this in place would like to extend the current agreement. The Joint Use Agreement expired August 1, 2017 and the new agreement will continue through December 31, 2017. In accordance with Section 4 of agreement terms "Rent and Payment", the rent payment will be amended to zero for the term of the agreement. All other conditions will remain the same including responsibility of utilities.

Chief Howard stated the city currently pays \$12,000 in rent plus utilities and according to the new agreement which ends in December and until that time the city will not be paying rent.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to execute the amended Joint Use Agreement between the City of Keene and the State of New Hampshire – The Adjutant General's Department for 110 Hastings Ave.

8) Uniform Fee Schedule for Providing Copies of Governmental Records - City Clerk's Office

Deputy City Clerk Bill Dow stated the item he was here to address tonight was the Right to Know Law for governmental records. He explained according to Article 8 the public's access to governmental records cannot be unreasonably restricted. RSA 91-A outlines this access to governmental records and accountability to the public.

Mr. Dow explained a record is a document created on behalf of a public body/agency for its official function, in all formats. A citizen must reasonably be able to describe a governmental record, however, and the municipality does not have to create a record that does not exist. However, it is easier at times to compile a record from data than to put together a record which only has pieces of information. Mr. Dow stated 91-A does provide a list of exemptions; this places some burden on the city to look closely at the requests and determine if they are qualifying requests or not.

Mr. Dow noted a municipality is required to make a record available within five days, deny the request because the request is faulty or acknowledge the request. Complying with these requests within 30 days is considered to be an acceptable timeframe.

In FY16/17 the Clerk's Office received 61 formal Right to Know Requests, which is up from 40 the previous year. The Office produced 1,100 governmental records which took 46 hours to process. This time doesn't include other city staff who helped gather these records, the meetings held to discuss these requests, or the meetings to review the process of each record. Less than \$300 was collected for this service – the revenue doesn't cover for service but the Right to Know Law doesn't outline a method to collect for this service.

With regard to setting up uniform fee schedule – Mr. Dow stated the Right to Know Law permits a municipality to charge for providing copies. The city charges 50 cents for the first page and 25 cents for each additional page. However, the requests are now getting more complicated with electronic production and it has been the city's practice to charge for the disk or the thumb drive but not for the content. The Department of Justice has made the city aware a municipality could charge per page regardless of the format.

Councilor Chadbourne clarified until today the charge was just 50 cents for the first page and 25 cents for each additional page. Mr. Dow stated they also charged for postage, for the thumb drive and for the disk. He added if today's request is approved there will be a charge for the pages whether provided electronically or in paper form, as well as a charge for the disk/thumb drive and postage.

Councilor Jacobs asked for explanation of Item 4 of the Memorandum which states as follows:

4. The requester's legal rights are directly implicated by the information in the record.

Mr. Dow explained certain exemptions that come up where the per page rate will not be charged; if a record being requested affects someone legally there may be a reason to allow them to get this record without being charged. This often happens with police records.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the Council adopt a uniform fee schedule for providing copies of governmental records responsive to requests made under NH RSA Ch. 91-A, also known as the right to know law for a reasonable fee of fifty cents (\$0.50) for the first page and twenty-five cents (\$0.25) for each additional page.

Further recommend that the City Council recognizes and adopt the following exemptions from charging fees for providing copies for: record requests from other governmental entities; recent meeting minutes of a public body; the individual requesting the record is the subject of the record or the requester's legal rights are directly implicated by the information in the record.

Councilor Powers asked about the charge if someone requested a set of minutes. Mr. Dow stated if the minutes are readily available there is no charge for them but if they need to be obtained from the warehouse, there will be a charge.

9) Reallocation of Drainage Cleaning Funds - Public Works Department

Mr. Lussier stated this item is regarding a longstanding CIP Program; cleaning of catch basins and the pipes that connect them. As of the end of 2016 the entire system has been cleaned. Starting in 2017 the same basins were revisited for the second time and this time the work moved through much faster because there was no accumulated debris. As a result in the FY18 CIP the amount requested was reduced for this program. There has been money however, which has accumulated for the four year interval cleaning. What staff is seeing are certain repairs in these pipes that need to be done. The spot repair funds have been expended and staff's suggestion is to take the accumulated unspent money from previous fiscal years and fix the problems that have been found.

Chair Greenwald asked when staff would like to do this work. Mr. Lussier stated there is one project staff would like to work on the Roxbury Street Oak Street catch basin this year, the time frame will be two weeks and the rest would be for next year.

Councilor Powers made the following motion which was seconded by Councilor

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council reallocate \$160,000 from the Drain Cleaning program (90221) to the Stormwater Spot Repair program (90022).

10) Relating to an Appropriation of Funds for the Solid Waste Fund Resolution R-2017-29

Solid Waste Manager, Duncan Watson stated the Solid Waste Fund finished in the black for FY 16/17 (\$230,000). He indicated this is because of good planning on the part of staff. He indicated the matter before the Committee is to balance the budget as a result of having an increase in some of the line items and the increased revenue to offset this, and the net of all this is that the solid waste budget would have a surplus of nearly \$130,000 at the end of this fiscal year.

Councilor Powers asked whether this is something the department does every year and noted Mr. Watson referred to balancing the budget but in the Memorandum the Manager talks about replacing the wireless communication link. Mr. Watson stated the last time staff came with this item was in 2011 – in this case staff is asking for a carryover to improve the wireless connection as there is no fiber that runs up to the solid waste station.

For the disposal line item the primary request is to increase the authorization for the budget for disposal because more waste was received than was anticipated but this was offset by additional revenue received both in the disposal line item and recycling line item. The City Manager added what transpired here is that the solid waste division took

in more than what was anticipated but it cost more to get rid of that waste which exceeded the budget and the budget needs to be adjusted and this has to be done prior to the auditors coming in. The Finance Director stated this is a book-keeping exercise to reflect what happened during the year. He added the division had a surplus last year but without budgetary authority the money cannot be carried over.

Councilor Powers asked whether the wireless improvement would help process credit cards at the solid waste state division. Mr. Watson stated the short answer is a no; the real question is how to process credit cards without having traffic backup even more than it does on a Saturday for instance.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Council adopt Resolution R-2017-29, relating to the appropriation of funds for the Solid Waste Fund for FY 16/17.

**11) Relating to the Reallocation of Bond Proceeds for Emergency Bridge Repairs
Resolution R-2017-27-A**

Public Works Director, Kurt Blomquist stated this item went before the Council for first reading but it was realized Mr. Blomquist mis-read a spreadsheet and there were less funds in the fund than was anticipated. There was also a change to how the Baker Street bridge was going to be handled; the bids came in higher than the budget. The project will be sent out to bid in the spring. Some of the Baker Street work will be done through in-house resources, the material for this work was not budgeted and hence staff will be requesting to use funds from this project for this purpose.

The city will be working on the Whitcombs Mill Road bridge for \$35,000 and the Winchester Street bridge for \$15,400. Hence, this required \$55,900 for the two bridges and Baker Street repair. There is \$72,000 left in the project and staff is requesting to take a little under \$16,000 and reallocate it to the bridge capital reserve.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of R-2017-27-A, Reallocation of Bond Proceeds from the FY15 Rehabilitation Project Account (90249) for emergency bridge repairs.

12) Emergency Bridge Repairs - Whitcombs Mill Road and Winchester Street

Mr. Lussier stated as was mentioned by Mr. Blomquist the previous action was to move the money around. This item is how to get this work done and what staff is requesting is to sole source for construction on Whitcombs Mill Road and Winchester Street bridges.

Staff has worked with a few contractors and have come up with a plan to get the lowest cost solution to the problem. These are both red listed bridges.

Whitcombs Mill Road bridge would have concrete curb repaired along the side to be able to effectively attach the guardrail. The Winchester Street bridge will have an expanded railing system which will allow you to go a longer span without intermediate posts.

Councilor Powers asked when this work will begin. Mr. Lussier stated Whitcombs Mill Road should start fairly quickly but Winchester Street would be sometime in mid-October.

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 sole-source Construction Contract with Cold River Bridges, LLC of Walpole, NH for the repair of bridge curb and railing posts on Whitcombs Mill Road bridge over White Brook for an amount up to \$31,850.00, subject to the approval of funding.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that that the City Manager be authorized to do all things necessary to negotiate and execute a sole-source Construction Contract with CWS Fence & Guardrail, LLC of Andover, NH for the installation of bridge railings on Winchester Street/Route 10 bridge over Ash Swamp Brook for an amount up to \$14,287.50, subject to the approval of funding.

13) Relating to Fiscal Policies - Resolution R-2017-26

Mr. Thornton stated on August 1 there was a fiscal policies workshop conducted. Councilor Powers referred to Section V, Item F and stated these are all good management systems being undertaken by city staff but don't rise to the level of being included in the fiscal policies. He stated he is appreciative of the fact that staff does a majority of these items. He also noted some of these are also included in the city code. Councilor Clark agreed in an effort to reduce the size of this document.

Mr. Thornton stated over the last ten years staff has tried to prioritize and understand how things should be done and this is something staff has been trying to build into the operations. The goal of this policy is an attempt to formalize that experience in what staff is trying to do. Chair Greenwald asked why the term "may" was chosen instead of "shall". Mr. Thornton stated much discussion did happen around these terms and staff felt it doesn't have the resources everywhere to do it completely as they would like.

Mr. Blomquist stated one of the aspects of Asset Management Strategy is the buy-in from your Board of Directors; the Council and the community is the city's Board of Directors. By having it in the policy the Council is stressing the importance of this item. With reference to the terms, it is more about timing and staff trying to get to these projects and trying to do the best they can to get the work done. The Manager stated this is about the

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Council telling the staff this is something that is important and is something that should be done to manage its assets.

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

That the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2017-26 relating to Fiscal Policies.

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

That the Finance, Organization and Personnel Committee amend Resolution R-2017-26 by removing in Section V the red lined section F and that it is adopted by the City Council as an Asset Management Policy.

The amendment failed on a 2-3 vote, with Councilor Chadbourne, Councilor Jacobs and Chair Greenwald voting in opposition.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2017-26 relating to Fiscal Policies.

The meeting adjourned at 8:55 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

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