

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

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

**Thursday, September 28, 2017**

**6:30 PM**

**Council Chambers**

**Members Present:**

Mitchell H. Greenwald, Chair  
Carl B. Jacobs, Vice-Chair  
Terry M. Clark

**Members Not Present:**

Thomas F. Powers  
Bettina A Chadbourne

**Staff Present:**

Elizabeth Dragon, City Manager  
Rebecca Landry, Asst. City Manager/IT  
Director  
Thomas Mullins, City Attorney  
Medard Kopczynski, Asst. City  
Manager/Code Enforcement  
Superintendent  
Operations Manager, Aaron Costa  
Steve Thornton, Finance Director  
Police Chief Steve Russo  
Michele Chalice, Planner  
Elizabeth Sayre, Human Services Manager  
Kurt Blomquist, Public Works Director  
Don Lussier, City Engineer

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

**1) Holiday Family Sponsorship - Human Services Department**

Human Services Manager Liz Sayre addressed the Committee and stated each year the Human Services Department is contacted through sponsors to help families in need during the holiday season. Last year the city gave out 282 gift and food baskets, 300 holiday checks predominantly for older and disabled adults and 63 gift cards donated by the community; 382 homes were supported last year.

Ms. Sayre stated she is coming before the Committee this early in the season because sponsors are looking to start their shopping.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to accept donations associated with the City's 2017 Holiday Family Sponsorship Program.

**2) Safe Routes to School Non-Infrastructure Grant - Planning Department**

Planner Michele Chalice and Mary Brunner, Planner from Southwest Regional Planning Commission were the next two presenters. Ms. Chalice stated Symonds School has a Walk and Roll Program which is being coordinated by a group of individuals. This program has been going on for a long time and they are looking to provide some sort of compensation for these individuals. Ms. Brunner stated this grant is through the New Hampshire Department of Transportation which is 100% reimbursed – it is non-infrastructure so there are no built aspects.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to apply for, accept and execute a “Non-Infrastructure” grant from the New Hampshire Department of Transportation (NHDOT) to continue to supervise and coordinate the Safe Routes to School, “Walk & Roll” program at the Symonds Elementary School. This program endeavors to increase the number of children walking and biking to school.

**3) Main Street Bridge Replacement Project - Public Works Department**

City Engineer Don Lussier was the next to address the Committee. Mr. Lussier stated a few weeks ago staff addressed emergency bridge repairs to a few bridges. At that time staff asked through Resolution to re-appropriate funds through the 2015 infrastructure project to cover these costs. The Resolution called for the remaining funds from this infrastructure project account to be put into the bridge capital reserve. The Resolution however, did not indicate which bridge this approximately \$17,000 would be used for. Today staff is before the Committee to correct this item and to stipulate these funds are going into the Main Street Bridge Project.

Mr. Lussier noted the Route 12 Bridge has already been awarded, bids have been received, a contract has been awarded and they are going to start work in the winter. The additional \$17,000 which was put into the bridge capital reserve is being requested to be used for the bridge construction administration.

Chair Greenwald noted the recommendation has \$16,989 but the last paragraph indicates to an amount of \$13,315. Mr. Lussier explained the \$16,989 was what was moved from the 2015 infrastructure project account and staff is asking that this amount be allocated to the Main Street bridge project; this is technically more than what they would need – what is required is only \$13,315. The additional \$3,000 is to cover any change orders that could happen in the future under the City Manager's authority. If there is a change order

of about \$15,000 it could be covered under the Manager's authority without having to come before the Finance Committee.

Councilor Jacobs asked when the disruption would take place. Mr. Lussier stated the contractor is planning on mobilizing the site early to mid-May but the real disruption would happen around the 1<sup>st</sup> of June.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council allocate \$16,989.20 from the Bridge Capital Reserve to the Main Street Bridge Replacement Project (90151).

**4) Professional Services Contract - Flood Management - Public Works Department**

Mr. Lussier stated this item is in reference to the selection of a professional services consultant for the Ralston Street/Winchester Street drainage improvement project. This project was approved in the 2018 CIP. Four proposals from known consultants were received, the list was narrowed down to two consultants who were brought in for interviews. The selection was difficult, as they were both qualified and are currently doing work for the City. The selection committee went with McFarland Johnson, Inc. over Dubois King who had a better explanation as to how they want to address alternatives to storm water infrastructure.

Councilor Clark asked whether they are going to be designing swales to address the water before it goes into the stream. Mr. Lussier stated they are going to be looking at alternatives first; rain gardens, treatment swales etc.

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

On 3-0 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 service contract with McFarland Johnson, Inc. for engineering and technical services for the Ralston Street / Winchester Street Flood Management Project for an amount not to exceed \$135,000 with funding from Project Cost Center 90298.

**5) CIP Advancement for Police Communications System Replacement Resolution R-2017-33**

Police Chief Russo was the next speaker. Chief Russo stated he was before the Committee asking to move up a CIP project scheduled for FY20. Chief Russo stated the issue is with the entire bay station of the Police Department which was installed in 2006

but some of the components pre-date 2006. There have been intermittent problems with this system. In 2015, there were parts that were replaced that are no longer available, parts purchased from E-bay which do not work and there were parts that were borrowed from the County.

Chief Russo went on to explain there are four components of the radio system; one that is located at the Police Department and three other stations. These are all supported by one primary unit. Chief Russo talked about the many issues officers were having with these systems and have been forced to use cell phones because reliable radio communication was not available. He talked about running on two repeater systems this summer, which he indicated was not a good option. He stated that he is unaware how much longer these systems will last and felt the safety of the public is at risk.

Chief Russo added the department put in for a grant in 2016 which was not approved because we are a stand-alone police department.

Councilor Jacobs asked for clarification of what would be derived from this work. Chief Russo stated the plan is for three of the four points to be connected by fiber optics and the other would be a microwave transmittal receiver. The Councilor asked for the plan to maintain this system which is now going to be owned by the City. Chief Russo stated he was not sure about the fiber optics but the system itself will be maintained for the first year under the warranty and thereafter through Southwest Mutual Aid, the same entity the City is using now.

Ms. Landry stated the fiber optics would be the property of the City. There might be a need to install some hardware on non-city property and this would depend on the range this equipment needs and that might not be on city property.

Chair Greenwald asked where the \$353,000 being requested would come from and whether it would affect any fiscal policy ratios. Mr. Thornton stated this amount would come from unassigned fund balance and the City would still be within the ratio of 7.1% and added this was something that has been expected and was something that was built into the appropriation once the library project funding was complete.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends accepting this report as informational and recommend adoption of R-2017-33.

**6) Black Brook Water Storage Tank Repair Resolution R-2017-34**

Operations Manager Aaron Costa stated he was before the Committee to talk about the Black Brook Storage Tank. This tank was constructed in 1996, the 380,000-gallon Black Brook water storage tank is a pre-cast concrete tank that provides water to the Black Brook pressure zone, including the Black Brook Industrial Park. According to State rules

the tanks are require to be inspected and cleaned every three to six years. This is done by hiring a specialized group or divers.

In October 2015, it was reported that five of the six water storage tanks were in acceptable condition, but noted a significant increase in the deterioration of the interior coating in the Black Brook water storage tank because of ice formation. There was a need to drain the tank to inspect it thoroughly, which required the modification of the Black Brook Pumping Station to provide water supply 24 hours a day while the tank was offline.

City staff asked three firms to look at the tank and provide cost estimates for repair. DN Concrete came in as the lowest bidder at close to \$84,000. The repair work would consist of repairing interior walls, patching, two coats of water proofing, rust removal of pipes, cleaning the exterior of the tank and protective seal.

Staff is proposing funding for this work would come from two different sources: \$56,535 is available in a previous Water Storage Tanks Upgrade project. The remaining \$47,678 will come from the Infrastructure Capital reserve fund and will be offset by a reduction in spending on the Black Brook project in FY22. Mr. Costa stated because of the condition of the tank, staff does not want to wait until FY22 to complete this work, because cost will be reduced in the CIP from approximately \$97,000 down to about \$35,000, leaving just the electrical work yet to be completed.

He added it was too late in the season to start this work but contracts will be issued and work is proposed to start sometime in early spring of next year.

Councilor Clark asked whether the reserve funds being advanced will be replaced next year. Mr. Blomquist stated in FY22 the \$97,000 will not be required - this amount will be reduced to about \$35,000, which balances out the funding.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a contract with DNC Concrete and Tank Services for an amount not to exceed \$83,385 for emergency repairs to the Black Brook Water Storage Tank subject to approval of funding.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2017-34.

Mayor Lane asked how long this work will take and whether there was an alternative source of water supply for the Industrial Park. Mr. Costa stated the work will take about two weeks and the alternative water supply will be provided by the Black Brook Pump

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Station and an emergency pumping system the City will rent in case there is an issue with the pumping station.

In closing, Chair Greenwald welcomed our new City Manager.

The meeting adjourned at 7:05 pm.

Respectfully submitted by,  
Krishni Pahl, Minute Taker