

City of Keene  
New Hampshire

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

**Thursday, January 14, 2016**

**6:30 PM**

**Council Chambers**

**Members Present:**

Mitchell H. Greenwald, Chair  
Carl B. Jacobs, Vice-Chair  
Thomas F. Powers  
Terry M. Clark  
Jay V. Kahn

**Staff Present:**

Medard Kopczynski, Acting City Manager  
Thomas Mullins, City Attorney  
Rebecca Landry, IMS Director  
Brian Costa, Police Chief  
IMS Director, Rebecca Landry  
Aaron Costa, PW Operations Manager  
Donna Hanscom, Asst. Public Works  
Director  
City Engineer, Don Lussier

**Kendall W. Lane, Mayor**

Chair Greenwald called the meeting to order at 6:30 PM and welcomed the new Councilors to the Committee; Councilors Kahn and Jacobs.

**1) MEMORANDUM: Police Chief - Highway Safety Grant**

Police Chief Brian Costa addressed the Committee and stated the Police Department is in receipt of a grant from the New Hampshire Highway Safety Agency in the amount of \$11,518.20. The Chief explained the purpose of this grant is to conduct thirty, one-officer DWI enforcement patrols in six-hour shifts between 9:00pm and 3:00am. These patrols will be conducted on Thursdays, Fridays, Saturdays, and holidays.

Councilor Kahn asked whether there is any concern for officer safety as a single officer patrol. Chief Costa stated this is the normal duty of a police officer and this is what they are trained to do, but they are aware backup is only moments away. Chief Costa stated safety is paramount to them and if anything should happen this is something that would be looked at more closely.

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 \$11,518.20 in

reimbursement funding from the New Hampshire Highway Safety Agency to fund DWI enforcement patrols in the City of Keene.

**2) MEMORANDUM: Police Captain - Request to Accept a Monetary Donation**

Chief Costa noted this donation is from Deveda Prochilo, a resident of Florida, who had her purse stolen during a visit to Keene in October. The purse was recovered by the department in November and subsequently mailed to Ms. Prochilo. This donation is in appreciation of the department's efforts and the cost of mailing the purse back to her.

Councilor Kahn asked whether the donor has been thanked. Chief Costa stated acknowledgement will be sent to her once the City Council approves the donation. The Councilor asked why the city is required to formally accept donations of diminimus amounts. City Attorney Mullins stated it is a statutory requirement to accept funds coming from third parties and also for the purpose of the individuals should they wish to use it as a tax deduction. The Attorney further stated there has been discussion in the past about putting all these donations together and accepting them on one specific day. The Chair agreed in the past it has been done as such in an effort to save staff time.

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 that the City Manager be authorized to do all things necessary to accept a donation of \$35.98 from Deveda Prochilo, a resident of Orange, Florida.

**3) MEMORANDUM: Mayor Lane - Request to Accept Donation - Partner City Committee**

Mayor Kendall Lane stated the City of Keene sent a delegation to Einbeck, Germany in October and there were a number of people on that delegation who had a number of interests. Among the people in the delegation was Mary Monahan who found the visit to be very helpful and as a result has made a \$250 donation to the Partner City Committee. Mayor Lane stated there will be a return visit to Keene from the delegation from Einbeck. He indicated the funds will be applied to that visit.

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 accept a donation in the amount of \$250.00 from Mary Louise Monahan for the Partner City Committee fund.

**4) MEMORANDUM: Operations Manager and Public Works Director Sole Source Holland Company – Chemical Supplier**

Operations Manager Aaron Costa stated he was before the Committee to request approval to sole source a product the City purchases for the wastewater treatment plant from the Holland Company. The City has been using a product since 2004 and they have always been the lowest responsible bidder for this product.

Mr. Costa continued that WWTP regulations have become more stringent over time and more of the Epic-58 product is required. Although at one time the price per gallon was \$2.26 per gallon; after the bulk storage tanks were installed and over 4000 gallons could be received in one shipment; the price was reduced to \$2.00 a gallon.

In October 2015, the Holland Company contacted the City and wanted to try out a new product they were developing called Epic-525 which is very similar to Epic-58 but the active ingredient is much more concentrated and less product is required. Holland also offered a trial price of \$1.62 per gallon. Mr. Costa stated so far the trial has been going well and they have seen a 25% reduction in chemical usage. The current contract with Holland Company for the Epic-58 expired on December 31, 2015. Holland has made an offer for the Epic-525 for a price of \$1.62 per gallon for calendar year FY16 and not to exceed \$1.75 for FY17. Staff feels this is a good proposal and recommends sole sourcing with Holland Company for just this chemical.

Councilor Jacobs asked whether this is a two year contract. Mr. Costa stated typically the City goes for a one-year contract and within this contract there is the option to renew it for another year, but it would be a two-year agreement with Holland Company.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a two year contract with the Holland Company for Epic-525 at a cost not to exceed \$1.62 per gallon for calendar 2016 and \$1.75 per gallon for calendar year 2017.

**5) MEMORANDUM: Public Works Director - Inter-municipal Agreement with Roxbury for Watershed Patrols**

Assistant Public Works Director Donna Hanscom began by introducing Don Lussier the City's new City Engineer. Mr. Lussier stated he has lived in the Monadnock region for the past three years and is originally from Connecticut. Mr. Lussier stated he has been running his own engineering practice for the past few years and before that he was a consultant in the engineering field. His specialty is civil engineering.

Ms. Hanscom went on with her presentation. She stated this matter is in reference to the City entering into a contract with the Town of Roxbury to perform security patrols in the watershed. Ms. Hanscom noted the City owns approximately 2,300 of unfenced area in the Town of Roxbury. She indicted the uses through this land is restricted by City ordinance and State rules. For a number of years, the Town of Roxbury received grants for watershed

patrols but these grants have ended. Ms. Hanscom stated the people who trespass on this land do so because most don't know they are not supposed to be on this land. Ms. Hanscom stated since the patrols have seized there has been evidence the land is being used for recreational purposes. She felt that with new signage and patrols it would stop people from using the land. She added they are trying to prevent motorized vehicles from accidentally falling into the water and contaminating the drinking water supply.

Ms. Hanscom stated what they City would enter into an inter-municipal agreement with the Town that would be approved by the Attorney General's office.

Chair Greenwald asked how much this patrolling would cost the City. Ms. Hanscom stated for this year (remaining six months) it will be about \$2,400 and then staff will write it in as an ongoing contract so that it doesn't have to be sent back to the Attorney General's office every time it needs to be updated. She added this item will show up in next year's budget as a supplemental item.

Councilor Kahn noted this agreement could go in two directions; the City of Keene requesting the Town of Roxbury to provide services or the Town of Roxbury providing permission for the City of Keene to patrol the area. Ms. Hanscom stated her understanding is the city's law enforcement cannot patrol in Roxbury but the City could hire private security personnel to do so. Chief Costa added the Keene Police Department has Mutual Aid within its department who are permitted to provide assistance to outside towns in an emergency. Barring any emergency Keene has no authority to patrol in another town.

Councilor Powers asked whether the City has an inter-municipal agreement for fire protection. Attorney Mullins stated he wasn't sure.

Councilor Clark stated he was always under the impression this land could be used for recreational purposes. Ms. Hanscom stated if the Councilor wasn't aware this is clearly because Keene didn't do a good job informing the public and this is what they are trying to do now with new signage and patrolling. The Councilor stated he doesn't support a prohibition against the public recreating on "wild land." Ms. Hanscom stated the State rule has been in effect for many years and it specifically refers to the Babbage Dam and the Roaring Brook water shed as areas not permitted for recreation. She indicated hiking is permitted on the Class VI road, but you can't go off the road, you can't hunt on City land and there are specific laws about use of City-owned land. However, for protection of the watershed itself and because this is pristine water supply, should there be a change and the City wasn't aware of it, the City could be placed in a different water quality status. She stated the City this watershed is a large asset which many communities don't have.

Councilor Jacobs clarified what the City is trying to do is to renew the patrolling activity the Town of Roxbury previously performed with funds the City is going to provide. Chair Greenwald noted here again the State is downshifting costs to cities and towns.

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

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On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to negotiate and execute an Inter-municipal Agreement with the Town of Roxbury, NH for the purpose of providing security patrols on City owned land in Roxbury.

### **Capital Improvement Program Presentation**

Chair Greenwald referred to a document regarding the capital improvement program presentation. There will be a presentation on January 23<sup>rd</sup> at 8:30 am in the Michael EJ Blastos Community Room on Marlboro Street. This is an opportunity to review projects and is the first step of the capital improvement program adoption. After this presentation, City staff will start exploring the capital improvement program during the upcoming finance meetings.

City Manager Med Kopczynski stated the purpose of the meeting is to better explain to the City Council the projects included in the capital improvement program. Mr. Kopczynski felt the better the attendance is at the presentation; the more beneficial it will be for the Finance Committee and the City Council.

The meeting adjourned at 7:05 PM.

Respectfully submitted by,  
Krishni Pahl, Minute Taker

Additional Edits by,  
Patricia A. Little, City Clerk