

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, February 11, 2016

5:30 PM

Council Chambers

Members Present:

Carl B. Jacobs, Vice-Chair
Terry M. Clark
Thomas F. Powers

Staff Present:

Medard Kopczyński, City Manager
Rebecca Landry, Asst. City Manager/IT
Director
Andrew Mueller, Asst. IT Director
Beth Fox, Human Resources Director
Don Lussier, City Engineer
Steve Thornton, Finance Director
Donna Hanscom, Asst. Public Works Director
Nancy Vincent, Library Director
Andrew Bohannon, Parks, Recreation &
Facilities Director
Patty Little, City Clerk
Bill Dow, Deputy City Clerk/Records Manager
Brian Costa, Police Chief
Ginger Reyes, Parking Services Manager
Mark Howard, Fire Chief
Jeffrey Chickering, Deputy Fire Chief
Scott Martin, Facilities Manager

Kendall Lane, Mayor

Councilors Present:

Robert Sutherland
Bettina Chadbourne
Gary Lamoureux
Jan Manwaring

Councilor Jacobs called the meeting to order at 5:30 PM.

**1. MEMORANDUM: Campaign Manager for the Next Chapter
Campaign Drive**

Capital Campaign Manager for the Keene Public Library, Patty Farmer stated she was before the Committee to recommend accepting funds in the amount of \$276,469.24 which funds are to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. She explained the majority of the gifts received are from members of the campaign committee, Board members of the Friends of the Public Library, Trustees of the library as well as many from the community. Ms. Farmer noted that all of those who sent gifts to date have been acknowledged.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends accepting donations of \$276,469.24 listed in the December and January statements of the Cambridge Trust Bank- to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

2. MEMORANDUM: Parks, Recreation & Facilities Director - American Legion Ball Field Agreement

Parks, Recreation & Facilities Director Andrew Bohannon stated this item is in reference to a negotiation between the City and the American Legion Post #4 for use of their fields behind their facility. Since 2010 the City has entered into a one year lease with this entity. Councilor Jacobs clarified there is a cost of \$5,000 to the City to use this field. Mr. Bohannon stated this has always been the cost.

Councilor Clark asked how many other fields the City uses. Mr. Bohannon stated there are also the fields at Wheelock Park, a field in Swanzey, as well as fields in Gilsum and Troy which don't get utilized as much. However, this year in June there will be a Junior Olympic Team consisting of 55 teams from around New England and New York who will participate. At that point, fields at the Middle School and High School will also be utilized.

Councilor Powers asked why this is a one year lease. Mr. Bohannon stated it is because the legion is looking to sign only a one year lease.

Councilor Sutherland asked whether the City is obligated to maintain any of these fields. Mr. Bohannon answered in the affirmative and added part of the fee is also passed on to the teams using the field.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to negotiate and execute between the American Legion Post #4 and the City of Keene for a one year control and use agreement of the softball fields located at 797 Court Street.

3. MEMORANDUM: Planner - Sole Source Approval for GZA GeoEnvironmental, Inc. - Woodland Cemetery Wetland Restoration Project

Planner Tara Kessler stated in an effort to increase flood storage in the lower Beaver Brook water shed the City initiated a project to restore a one acre area in Woodland Cemetery which was historically filled. In 2013 the City received an ARM Fund Grant from the Department of Environmental Services to fund this project and in 2014 the City contracted with GZA GeoEnvironmental Inc. to perform assessment of the site and to develop technical specifications. At this time the City is ready to release a bid for the construction phase of the project and part of this work is oversight of the project by a

wetlands scientist, and because of GZA's experience the City feels it would be prudent to continue working with them.

Councilor Clark asked for the initial estimate. Ms. Kessler stated the initial estimate was done by Brackett Geo Sciences but further tests done by GZA indicated there needed to be additional fill which needed to be removed.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with GZA GeoEnvironmental Inc. as a sole source provider of construction oversight professional services for the Woodland Cemetery Wetland Restoration Project for an amount not to exceed \$33,000.

4. MEMORANDUM: Assistant Public Works Director- Use of State Revolving Fund for the WWTP Dewatering Equipment Replacement Project

Assistant Public Works Director Donna Hanscom stated she was before the Committee to talk about an opportunity to save some funds on the wastewater treatment plant upgrade. A construction services bid was put out and when the state reviewed the project they noticed the specifications for the revolving fund were not included in the bid. Ms. Hanscom stated as part of the state revolving fund loan a decision was made by the state to provide a 5% loan forgiveness which will more than offset the increased amount for the extra costs which would increase for the contractor to meet the revolving fund specifications. If the City did not include these specifications, Swanzezy would not have been able to accept the loan.

The plan is to take out a loan for 2.7 million dollars, DES will offer a 5% principal forgiveness of that (\$136,000) and pay back the loan in a shorter period of time to minimize the interest the City would pay which equates to about \$3,200. The total project cost using the SRF loan including the principal forgiveness will be 2.59 million dollars and without using the SRF loan it would be 2.64 million dollars. She noted the Town of Swanzezy and the Town of Marlborough pay for a portion of the capital projects at the wastewater treatment plant. They are under contract for 4.67% (each town) of the final cost. This is because of their participation back in the 1980's of building the plant.

The City Manager felt it is important to note the City was being cooperative and helpful with the state and the Town of Swanzezy.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to apply for, accept, and execute an SRF loan for the WWTP Dewatering Equipment Replacement project.

5. MEMORANDUM: City Engineer - Professional Services Agreement

for Runway 14/32 Reconstruction Project

City Engineer Don Lussier stated the next three items on the agenda relate to Runway 14/32. The first item is for the City Manager to enter into a contract with Ballantine Aviation Consulting Services for the design for the anticipated upgrade to this runway. The work includes resurfacing and narrowing the runway width, relocating the lighting system and also looking at realigning the runway to better facilitate to provide access to the runway.

Councilor Jacobs noted the cost of this project is \$289,000 but there is an anticipated refund of 95% to the city which would mean the cost to the city would only be \$14,450. Mr. Lussier agreed and this would also be a not to exceed amount but contract negotiations have not begun yet. He added the FAA covers 90% and the state covers 5%.

Councilor Sutherland asked whether this was the secondary runway. Mr. Lussier stated this is referred to as the crosswind runway which is shorter in length and is less frequently used but it is used during certain wind conditions when the main runway can't be used.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to negotiate and do all things necessary to execute a Professional Services Agreement with Ballantine Aviation Consulting Services, PLLC for the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport in an amount not to exceed \$289,000, with the funding to come from unallocated fund balance.

6. MEMORANDUM: City Engineer - Grant Application - Runway 14/32 Reconstruction

This item authorizes the City Manager to submit the grant application for the 90% funding referred to previously.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to submit a Grant Application to the New Hampshire Department of Transportation, Bureau of Aeronautics for the design phase of the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport.

7. MEMORANDUM: R-2016-03: Appropriation for Airport Improvement Projects

Mr. Lussier stated this Resolution requests the Council to approve the funding allocated for FY17 to be used in FY16. This is due to the deadline provided by DOT to submit that grant application.

Councilor Powers asked whether the unallocated fund balance will be reimbursed when the grant funds come into the city. Mr. Lussier stated it would and the FY17 project would be deleted as it is now being moved up to FY16.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the adoption of R-2016-03.

8. RESOLUTION: R-2016-02: Fiscal Policies

Councilor Jacobs stated the committee will be putting this item on more time because of the two members of the committee not present today. Mr. Kopczynski added the night this item is addressed; the City's financial advisor will be on hand to answer any questions.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends putting this item on more time.

9. DICUSSION: CIP Review - Administrative Services & Community Services Portfolios

Councilor Jacobs explained this would be an opportunity for City staff to lay out a plan as to how they handle capital projects so the committee can get a better understanding of these projects. He indicated the merits of each project, how they will be funded etc. would be addressed during a public hearing at a different time.

Mr. Kopczynski indicated this is a two part budget process. He indicated the capital improvement program (CIP) is a multi-year proposal taking into consideration what the citizens of Keene and the City Council deem as important. The projects in the CIP are what staff feels would improve functions in the city as well as meet the goals of the master plan with input from the Planning Board as required.

A significant amount of the capital project is debt as well as money set aside in the budget. Mr. Kopczynski indicated the CIP and the operating budget need to work together. This document does anticipate an increase to the tax rate which is also a projection of this document and the operating budget. Today is the first step with input received from citizens and City Council.

FACILITIES:

Municipal Building Improvements

Library Campus

Mr. Bohannon stated when he talks about facility improvement he goes back to the EMG Report which looked at all the facilities and prioritized things for the future. Last year a program was put in place to cover six years to look at some of the bigger items from the report.

Mr. Bohannon stated he has been working with Facilities Manager Scott Martin on some estimates – last year the cost was \$26,000, the upcoming fiscal year it would be \$46,000, then \$50,000 and \$100,000 for the next four years. Mr. Martin stated they have identified some items which are in need of critical attention and some buildings are past the point when work should have been done and referred to the boilers at the Police Department. These boilers were originally planned to serve the Police Department and eventually the Fire Department moving next door so they are constantly one and off. What was installed is not doing what it is supposed to be doing and is destroying the boiler.

Councilor Powers stated he had a conversation with Mr. Martin about the boilers at the Police Department and felt it is important to not “shortcut” some of these projects because that will cost the city money in the end. He felt the plan before the Council is a good one and it would be up to the Council to figure out how to fund it. He felt what was built for 20 years in the old days won’t last 20 years today. Councilor Jacobs felt preventative maintenance is much less expensive than dealing with failure.

Mr. Kopczynski stated it would be worth noting for instance the Police Department has a control system which manages the environment which is now obsolete. This now needs to be replaced and these are the kinds of things people don’t often think about. What the Facilities Department is doing is to put aside funding to address some of these things.

Mr. Bohannon added Mr. Martin has been doing a good job in working with Eversource, so when it is time to go out and make a large purchase such as a boiler a rebate might be available to reduce the cost.

Mayor Lane asked whether the \$46,500 is primarily meant to replace the boilers at the Police Department. Mr. Martin stated the \$46,500 will be used for priority projects as they come up. One of the priority items is a crack that has developed at the rear of the City Hall building.

Councilor Sutherland stated he has questioned many times why the City doesn’t invest in the numerous software companies to manage buildings, to handle warranties etc. The city owns 93 buildings and the city is not very good about taking care of them and added seeing staff tackle these issues is good to see but taking it step further and investing in software to manage the inventory, warranties etc. is prudent. Councilor Jacobs stated when the Council discusses the CIP further this could be an item to discuss further but right now the committee is trying to understand Facilities’ proposal.

Mr. Bohannon stated they are looking at software packages similar to what Public Works is using now.

Mr. Bohannon talked about the library project. The project before the committee tonight focuses on the building needs at the library and annex to improve the functionality. The fire suppression system and the HVAC system within the annex needed to be more functional. In the main library the windows on the first and second floor need work. Councilor Clark asked when the last major project at the library was. Mr. Bohannon referred this question to the City Manager as he was not part of the facilities department at that time. Mr. Kopczynski stated all the equipment related to air handler one was replaced which was a couple hundred thousand dollars. The mansard, the porch and the third floor windows were replaced. There was also some money put into the building as part of the ESCO.

Councilor Powers asked whether the mansard scheduled for FY16 for \$219,000 has been done yet. Mr. Kopczynski stated when they first developed the capital program for the library and Heberton Hall, it was prior to the project before the committee today. This was based on the condition of the building and this was based on which building needed attention first. At that time the trim from the mansion was falling on people and hence the mansard and windows on Heberton Hall were deferred. The other issue at Heberton Hall was the usability of the second floor as well as the building envelope itself but this would all be included in the library project when it goes forward.

With reference to Councilor Clark's question, Councilor Sutherland stated according to the long term debt from last year's operating budget – library expansion happened in 1997 and the city borrowed a little over 2.3 million dollars and that loan was refinanced. As of 2006, the city still owes 1.3 million on it. The Finance Director noted the amount which was refinanced was more than just the amount borrowed for the library.

CITY CLERK:

Mobile Compact Shelving

City Clerk Patty Little stated this CIP project is intended to expand the archive room and records center. She asked that this not be looked at, as just an expansion for boxes of records but rather the management of the city's intellectual property. She indicated if information is properly managed it can be an asset to an organization if it is not properly managed it can be a risk to an organization. Ms. Little stated around the country there has been an explosion of information over the years and for Keene this is the result of the complexity of issues surrounding the City Council. In addition, the active minute taking staff has resulted in a complete record of the Council's deliberation which results in expansion of records. Transparency and accountability with the general public is a result of good records management practices.

Ms. Little stated Keene is fortunate in that it has a records management program run by a certified records manager and are also fortunate to have that 6,000 square foot area for

records management. She added staff understands this is a tight CIP program and is grateful to the Manager for placing this item in the CIP for the next fiscal year.

Records Manager William Dow stated the proposal by the Clerk's office is to purchase and install a mobile carriage which can sit under the current shelving that exists. He indicated this will provide for needed aisle space. The archive room is 965 square feet and the existing shelving is reaching capacity as storage is growing at 20% per year. State law requires records to be kept for 10 years or longer and needs to be maintained in paper or micro film format.

Mr. Dow went on to say the proposed budget in the CIP is for the purchase, delivery and installation of mobile carriages and for the purchase of additional shelving to double the city's capacity. This project budget also includes the labor cost to move approximately 1,700 boxes of ledger books off the existing shelving while the equipment is being built and then returning those items to the archive room.

Councilor Jacobs asked whether this project will increase the city's revenue. Mr. Dow stated staff anticipates there will be a return on the investment. Ms. Little stated staff will be coming before the Finance Committee very soon with a cost increase for outside clients.

Councilor Chadbourne asked how much this addition will increase the capacity of the existing capacity. Mr. Dow stated it will double the capacity, currently there is storage for 2,000 cubic feet and this addition will double that.

Councilor Clark asked how much of this 2,000 cubic feet belongs to the city. Mr. Dow stated about 73% belongs to the city. Councilor Clark stated it seems like the city is getting into the records keeping business and making money on it. Ms. Little stated the city is not allowed to make money. The Councilor stated his concern is that the city will become so successful, fill the room and not have enough room for the city in ten years. Mr. Dow stated the city is not obligated to store records for outside clients; it is just a service the city is providing.

Ms. Little in closing stated this is the last meeting for this furniture in the council chambers. New furniture arrives next week and this furniture will be used elsewhere in city hall.

FIRE:

Fire Chief Mark Howard and Deputy Chief Jeffrey Chickering were the next two speakers. Chief Howard stated there are eight projects the Fire Department is presenting today. He indicated these projects address two items in the master plan; emergency preparedness and maintaining a healthy community and allow the department to achieve

its mission with reliable and safe equipment. Projects scheduled for FY17 equal \$169,205. Some of the projects are as follows:

Year 2 of a two-year project is the defibrillator replacement, third year of a three-year mobile radio replacement project, first year of a four-year portable radio replacement project, fourth project is the fire alarm system infrastructure project.

Fire & EMS Apparatus

Fire Apparatus Replacement Reserve

Ambulance Replacement Reserve – Chief Howard stated the current A3 is scheduled to be replaced in FY19 and A2 in FY22. These units are currently on a nine year rotation they used to be on a six-year rotation. He indicated ever since they switched to heavier chassis the department was asked to extend the life of the vehicles; this happened ten years ago and they have been successful so far. He noted these vehicles respond to over 10,000 calls during its lifetime.

Ladder 1 & 2 Replacement – Ladder 2 was on a 15-year replacement (\$900,000) but this has been delayed for about three years. This unit has nearly 84,815 miles with 6,860 engine hours and responded to 804 calls in 2015 but has passed all necessary testing and DOT requirements.

Ladder 1 replacement is scheduled for FY20 and is projected to be a million dollars and this cost is not in the Apparatus Replacement Account and has its own account.

Defibrillator Replacement - Year 2 of a two-year project, the last two units will be replaced. The original units were purchased in 1998 and have received two software upgrades. The parts for these will not be available in 2016.

Fire Alarm System Infrastructure – All street boxes have been removed but there are still 184 municipal boxes that generate revenue for the city. All the underground wiring which support this system was replaced in 1996. The infrastructure upgrade will take place at the station on Vernon Street and this would be the fuse boxes, control boxes, anything that makes the system work.

Mobile Radio Replacement - Last year of a three year project (\$23,000, total project cost \$70,000) and it completes the replacement of 23 radios. Parts were not supported as of 2014.

Portable Radio Replacement – FY17 – FY20 and will replace 66 portable radios. These are the radios used by the crews for communication. Total project cost is \$156,000. Parts will not supported as of 2017.

Chief Howard stated he is on the committee that deals with these grants and hoped the city would support these projects as they have looked for grants for many of these projects and the city is not eligible.

Councilor Jacobs asked for added clarification on the revenue from the municipal boxes. Chief Howard explained the municipal master box ordinance has fee schedule attached to

it which generates \$408 per master box which equates to about \$48,000 per year and this goes into the general fund.

West Keene Fire Station Study - In FY19 there is a \$20,000 study of the West Keene fire station. The city signed a new lease in 2013 and is under contract through 2017 with one remaining two year extension which will take the city through 2019. Nothing recent has been done regarding ownership of the property. He felt it would be wise to perform this study to evaluate the condition of the building in the event the city purchases the building.

Mr. Kopczyński stated he sat on the Fleet Committee for a number of years and noted not only does the obsolescence of the truck but also the obsolescence of what goes into the truck contribute to how long an ambulance would last. Chief Howard agreed and added for instance it costs \$18,000 to replace a cot which is the next biggest expense after the truck. The other expensive piece of equipment is the defibrillator. Most of the other equipment is rented such as the oxygen bottles and other disposable items come out of the operating budget.

Councilor Sutherland asked why the city was bonding for the purchase of defibrillators. Mr. Thornton stated one of these purchases is part of a larger project and the decision to make to bond such purchases is because of the impact that would have on the tax rate and to spread the payment out over a period of five years.

IT:

Network Equipment Replacement

Oracle Database Software

Server Replacement

Storage Area Network

IT Director Rebecca Landry and Asst. IT Director, Andrew Mueller were the next two speakers. Ms. Landry stated they had four projects in the CIP and there are two that don't fall under next year's budget. They are the Network Equipment Replacement and the Storage Area Network, those will come forward the next year.

She went on to say the server replacement and the oracle database software go together and use a oracle platform which is very robust and the city has avoided a lot of costs by being able to develop many of its own database solutions as the one used for dog licensing and records management. Unfortunately the oracle licensing cost is getting unreasonable and the city doesn't seem to get what it is paying for. As a result, the city is looking to upgrade the oracle licensing or to migrate to the new platform.

PARKS & RECREATION:

Mr. Bohannon stated the CIP provide the Parks and Recreation Department the opportunity to provide the community with three pillars of recreations: social equity, health and wellness, and conservation. Each project will showcase these pillars in one form or the other.

Carpenter Field - This project is scheduled for FY21 and is the city's largest open space within the city and on the social equity side creating opportunities for several demographics in the east side of Keene. This is a park which is in close proximity to downtown. The park hosts youth flag football, the Monadnock Rugby Club, Keene Lacrosse utilize this field as well as the Adult Co-Ed kick ball league. In May and June 2015 Conway School of Landscape Design to put in place a design. They met with the southeast neighborhood group and conducted several forums and the project itself encompasses the three pillars mentioned earlier.

Cemetery Road Paving – This project has been in the CIP for a number of years. The projects looks to do a surfacing in FY17 at Woodlawn Cemetery and Greenlawn Cemetery and in FY18 pave the road in section N at Monadnock View Cemetery.

Robinhood Splash Pad – Mr. Bohannon stated the city did not receive the land, water and conservation grant this past year but the plan is to work through this grant for the upcoming fiscal year.

Councilor Clark asked when the other splash pad was installed why the water could not be recycled. He noted during his travel to Montreal he noticed a park similar to this where they have a recycling system. Mr. Bohannon stated the location of the pad is what prevented the water from being able to be recycled but he can look at doing that at Robinhood Park.

Skate Park – Mr. Bohannon stated this would be a public private partnership. The skate park group is looking to fundraise for this entire cost. In 2015 the city hired a firm and worked on two designs and the amount listed in the CIP is less than the amount the firm has come up with and that is because of the two additional boles they have added on. He added regardless, it would be up to the volunteer group to do the fund raising for this project to get underway. Mr. Bohannon stated this group is looking to establish themselves as a non-profit entity and work with MEDC on this project.

Councilor Chadbourne asked how much has been raised so far. Mr. Bohannon stated they haven't begun their fund raising campaign yet.

Councilor Sutherland asked whether the park is going to be located at Wheelock Park and asked how this location was selected. Mr. Bohannon stated in 2014 the city hired Concept Design who had worked on the department's Active and Passive Recreation Plan who looked at Wheelock Park and determined a skate park, a dog park who be located here by changing the park slightly to add these different amenities. He added if other land became available and is suitable for the skate park, the city would look at it. The Councilor stated many residents in Ward 4 have expressed concern about the location of the skate park in this area.

Wheelock Park Improvements – This would be phase 2 of this project. He indicated the improvements made during phase 1 has made a big difference and what is being done in

phase 2 is to construct ADA complaint restrooms adjacent to the red building located at the park as well as the irrigation system. Councilor Jacobs noted this work is not being funded by tax payer funds but rather by sale of land.

Councilor Chadbourne asked what the \$3,000 dollars listed under trees was for. Mr. Bohannon stated it was for planting of trees around the ADA compliant restrooms, and replacing the red pine trees that are dying.

Robin Hood Tennis Courts – These courts were to be resurfaced last year. Unfortunately the damage to the courts were more significant than what was budgeted for. Hence, those funds were utilized to improve the courts at Jonathan Daniels. The funds in the CIP will enable the department to address Robin Hood park.

Councilor Manwaring asked the Council to move the project up because the southeast neighborhood did some fundraising and added swings to this park and are trying to do their part to improve this neighborhood.

Councilor Sutherland stated as far back as he can remember these courts have been in bad shape and expressed concern about the location where there is always issue with moisture. He asked whether any thought has been given to moving the physical location of these courts. The Councilor felt more thought should be given before any money is spent on it. Mr. Bohannon indicated building new courts could be in the vicinity of about \$120,000. He stated when the city is ready to move forward with this work, USDA has provide some granting opportunities which could also be used.

POLICE:

Police Chief, Brian Costa was the next speaker. Chief Costa stated his department has two projects in the CIP.

Communication System Replacement – The system the department is using was installed in 2005 and has reached its useful life and many parts are needed for repair are no longer manufactured. Reliable communication is important to the department. Chief Costa indicated this project will bring the Keene Police Department's communication technology to the latest level and meet future and present FCC level.

Chief Costa stated as long as he has been with the department for the past 20 years, the prime secondary location for these radio systems has been the Cleveland Building. He felt as discussion has gone on about this issue felt it would be prudent to move this site to the water tower at Robinhood Park owned by the city. In addition, the water tower sits at an higher elevation which provides for a better coverage. Additional sub-station sites will remain at Troop C State Police Barracks and at the Monadnock View Cemetery. The project is scheduled for FY20 at a cost of \$352,932.

Councilor Jacobs asked whether the equipment would last until FY20. Chief Costa stated they have a good company which has been taking care of their equipment but stated it

was hard to predict but the reality is the equipment could break down which would be catastrophic. He added he feels the way the equipment is right not it should be ok. He stated there might come a time when he would ask to push this purchase up before FY20. Councilor Powers felt this is an item which might need to be addressed sooner.

Portable Radios – Chief Costa stated these units were installed in 2006. He indicated this upgrade will provide for reliable radios for the next ten years. He indicated the goal is to replace all the radios over a three-year period unless other funding becomes available to accelerate the purchase. This purchase is slated to happen in FY19. Councilor Clark stated he heard about interoperability in the 90's and asked what it is about these radios they can't talk to each other. Chief Costa stated these radios came out in FY19 but everything changed after 911. Prior to that municipalities had radio systems they could afford but after 911 and when different agencies had to work together and not being able to communicate interoperability became something that was spoken about and became important and funding became available. Those funds are now being deferred to other places.

Councilor Chadbourne asked about the radio communication system being relocated to the water tower and asked whether this would mean the Cleveland Building would not be used anymore. Chief Costa stated this building would no longer be required. However, as long as the present owner retains this buildings, if there is ever a need the city could still use this building.

Councilor Sutherland asked whether these radios are the same as the ones purchased by the Fire Department. Chief Costa stated they are the same, however, the ones used by Fire Department need to be water proof. The Chief went on to say the Councilor is also probably wondering why the cost of radios purchased by police is more than what fire is purchasing and added this is something he would need to check into. Councilor Powers explained the ones used by police have an inscription and digital capabilities which is a requirement for police but an option for fire. It is the same radio but the software is different.

PUBLIC WORKS:

Capital Reserve – Parking Facility – Asst. Public Work Director Duncan Watson stated there are three pages which represent the capital reserve and are the contribution to the fund. This helps the maintenance and repair of the parking structures as well as a contribution to the downtown parking infrastructure. He noted there is nothing scheduled to be spent on the downtown parking infrastructure.

Parking Structure Maintenance – No programs scheduled for FY17. There is substantial completion of the Wells Street lot.

Surface Parking Lot Maintenance – Roxbury Street and Wells Street lots need some mill, shim and overlay. The granite curbing will be reused.

FOP Meeting Minutes

Councilor Sutherland noted the focus is mill, shim and overlay as well as repair to sidewalks and asked whether there will be installation of kiosks as part of this project. Mr. Watson stated this is not an item programmed as part of the budget but staff is looking to see if there are funds available to complete this work.

The meeting adjourned at 7:45 PM.

Respectfully submitted by,
Krishni Pahl