

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, April 14, 2016

6:30 PM

Council Chambers

Members Present:

Mitchell H. Greenwald, Chairman
Thomas F. Powers
Terry M. Clark
Jay V. Kahn

Members Not Present:

Carl B. Jacobs, Vice-Chair

Staff Present:

Asst. City Manager/IT Director, Rebecca Landry
City Attorney, Thomas Mullins,
City Clerk, Patty Little
Planning Director, Rhett Lamb
Parks, Recreation and Cemeteries Director, Andy Bohannon
Public Works Operations Manager, Aaron Costa
Asst. City Manager/HR Director, Beth Fox
Planner, Tara Kessler
Finance Director, Steve Thornton
Asst. Public Works Director, Donna Hanscom
Recreation Programmer, Megan Spaulding

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

1) RESOLUTION:

R-2016-09: Compensation for City Councilors

City Clerk Patty Little stated this item is in reference to a Council Policy Dealing with the compensation of City Councilors. She noted that under the City's Rules of Order a periodic review of all Council policies are required. She felt this review was in order as several new Councilors, who recently received their first paycheck, have contacted staff trying to understand how their pay is calculated.

Ms. Little explained the Charter provides that members are compensated based on attendance at meetings and this has always been interpreted as regular City Council meetings. Councilors are not compensated for attendance at workshops, special committee meetings or standing committee meeting. This Policy was adopted in 1995. It was recognized at that time that a Councilor's commitment to their civic responsibility does not end at attending Council meetings and the compensation does not reflect the total time

commitment involved. As a result, a process was adopted where a Councilor is permitted four excused absences during the 12 months of a fiscal year in order to receive the annual compensation adopted in the budget.

The current budget provides \$2,000 as an annual compensation per year. This \$2,000 is divided by 24 meetings and a per meeting rate of \$83.33 is derived. With the fiscal year running from July through June, the pay is figured on a quarterly basis. The first quarter encompasses July, August, and September and if a Councilor misses a Council meeting the rate is adjusted accordingly. The same will happen in December, for October, November, and December and then again in March for January, February, and March. In June, staff looks at a Councilor's attendance for the twelve months to see how many meetings have been missed. If a Councilor has absences which are four or less for the year, the difference between the third quarter and the fourth quarter are paid to that Councilor accordingly. If they have missed five or more meetings during the 12 months they are only paid for the actual meetings they attended.

Ms. Little noted this process becomes unfair when a Councilor joins the Council mid-year in January. The current policy also does not accommodate a Councilor leaving office in December. The proposed policy change would consider compensation on a semi-annual basis. A Councilor may miss up to two meetings in a six-month period without loss of compensation. In the first three months the compensation will be based on the assumption the Councilor will have perfect attendance for this half year. Compensation for the second six-month period will be based on the actual attendance and prorated accordingly.

Ms. Little went on to say this compensation process can be confusing especially for new Councilors coming in. She indicated staff believes they have found a solution to administer this process in an easier to understand and fairer manner.

Chair Greenwald stated in his many years of serving on the Council he cannot remember a Councilor missing a significant number of meetings and asked how the Councilors attendance is on a general basis. Ms. Little stated all the Councilors have a wonderful attendance record.

Councilor Powers clarified there was an attempt to change the City Charter but this was defeated and hence the reason staff is back before the Committee again. Ms. Little stated in 2011 there was an attempt to amend the City Charter to compensate Councilors for their service rather than for attendance at regular meetings. This ballot question to amend the City Charter failed on a vote of 847 in favor and 932 in opposition.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-09.

2) **MEMORANDUM:**

Planner - Acceptance of Donation - Northeast

Regional Employment and Training Association

City Planner Tara Kessler stated she has been invited by Marianne Christensen of Hannah Grimes to be part of a four-person team from the region to attend a three-day summit in New Jersey from April 23 – 29. The summit is focused on building a supportive environment for manufacturing in a region and fostering partnership between education and industrial professionals. Hannah Grimes received a grant to cover the attendance and travel for the group as well as post-conference material. The cost for Ms. Kessler to participate in this summit is \$375.

Councilor Kahn asked who the other three attendees are. Ms. Kessler stated the other attendees include the Vice-Provost from Franklin Pierce University, a representative from River Valley Community College and an industry professional from the area.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a donation of \$375.00 and that this money be used to send a staff person to the NERETA Talent Pipeline Strategic Alignment Summit in April 2016.

3) MEMORANDUM: Parks, Recreation and Facilities Department - Acceptance of Donations

- **Monadnock View Cemetery - Cemetery Lots**
- **Cheshire Kennel Club - Equipment**
- **Foosball Table - Recreation Center**
- **Sumner Knight Chapel**

On a 4-0 vote, The City Council's Rules of Order were suspended to add another donation that would benefit the Sumner Knight Chapel from the Easter Sunrise Service to the list of donations.

Recreation Programmer Megan Spaulding stated the first donation is from The Duda family for two cemetery lots at the Monadnock View Cemetery. The purchase of these cemetery lots happened in 1995 and both individuals have since passed and were buried elsewhere. The children would like to donate the lots back to the City for use in City assistance cases.

The second donation is from the Cheshire Kennel Club. The Club holds a dog show at Wheelock Park annually in August. The donation is to improve the park,

The third donation is from Keene resident, Wes Thompson, who has donated a foosball table to be used in the after-school program. This is a great donation towards the program and is something which could be used by the public during open game room hours.

The fourth donation is in the amount of \$100 donation for the improvement to Sumner Knight Chapel. Kevin Dremel with the Keene Musicfest hosts an ongoing concert series to raise money. To date \$8,639.00 has been raised.

The final donation is in the amount of \$185 donation for the upkeep of the Sumner Knight Chapel. These monies were raised during the Easter Sunrise service.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept donations of one two-grave cemetery lot in Section J of Monadnock View Cemetery, a donation of \$300.00 from the Cheshire Kennel Club for equipment in Wheelock Park, a donation of a foosball table from Russ Thompson to be used in the Recreation Center game room for public use, and a donation of \$100.00 to be used by the Parks, Recreation and Facilities Department and a donation of \$185 collected at the Easter Sunrise Service to be used for improvements at the Sumner Knight Chapel.

**4) MEMORANDUM: Public Works Director and Planning Director -
Acceptance of Travel Grant - Eastern Regional Climate Preparedness
Conference**

Public Works Director Kurt Blomquist stated that he and the Planning Director were asked to present and attend the 2016 Local Solutions: Eastern Regional Climate Preparedness Conference sponsored by the Center for Climate Preparedness and Community Resilience, Antioch University, and the U.S. Environmental Protection Agency (USEPA). It was a well-attended two-day program in Baltimore, MD geared towards local municipalities to look at climate resiliency and preparedness.

Mr. Lamb talked about how to integrate climate resiliency in the day to day activities of a community and Mr. Blomquist talked about how to integrate climate issues following a post disaster event and how to maximize funding a community will receive through the Stafford Act. Each participant was offered a travel grant in the amount of \$1,000 from Antioch University.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept travel grants from Antioch University Center for Climate Preparedness and Community Resilience for travel and conference expenses for the Public Works Director and the Planning Director/ Assistant City Manager for their attendance at the 2016 Local Solutions: Eastern Regional Climate Preparedness Conference.

5) MEMORANDUM: Councilor Hansel - Legislative Process

Councilor Hansel stated Resolution R-09-01-A has an important function as it talks about how the City Council weighs in on pending State legislation. The Councilor stated specific pieces of legislation identified by staff come before the Council for an up or down vote. He stated his first responsibility as a Councilor is to represent his constituents fairly. He felt the current policy makes it difficult because it makes a Councilor weigh in on unfinished legislation without having the benefit of hearing expert testimony from both sides.

The Councilor stated what he is requesting tonight is to start the discussion with a formal review of the policy to be held at an appropriate time. Chair Greenwald stated he recalls only one instance when the staff testified before coming before Council due to time constraints. He asked what amount of Council input is necessary in this process. Ms. Little stated historically staff has been given the operating understanding that they may go and testify on pieces of legislation in their professional capacity without coming before the Council and asking for that permission. For example, she indicated she does not bring items of legislation before the City Council which deal with the administrative functions in her office and she expects this happens with all departments. The only items brought before Council are ones which politically require governing body involvement.

Councilor Hansel stated the intent of this Resolution is good and he has no problem with staff or individual Councilors testifying on these items. He felt with some minor “tweaks” his concerns could be alleviated. The Councilor referred to the following language from the Resolution “...and that those initiatives which are adopted by NHMA will be submitted to the Keene City Council for their endorsement...” The Councilor stated he does not see this as a requirement. It would be sufficient for staff to report on the pieces of legislation they are testifying to, whether it is an individual Councilor or staff, and then allow the Council to decide whether it is worth Council involvement. The other issue is the language which refers to the City Council’s involvement as an “official” action.

Chair Greenwald stated he would have a problem with individual Councilors testifying on behalf of the Council without the vote of the Council and without identifying they are a citizen who happens to be City Councilor. The Councilor agreed this has been made very clear that a City Councilor cannot represent this body without a proper vote from the Council.

Councilor Kahn asked for clarification on what Councilor Hansel means about “moving this along”. Councilor Hansel stated he was not looking to make any changes to the current policy this evening. What he is looking to do is to make his concerns known and for the Committee to continue this discussion and to conduct a formal review of the policy. Chair Greenwald stated to the City Clerk when staff is reviewing other Council Policies to move this one up on the agenda.

Councilor Clark stated he did not understand the intent; when someone brings an item before the Committee it is because they want something specific changed and asked what needs to be changed with this policy. Councilor Hansel stated he has already referred to

the two items he is looking to amend; having the requirement for City Council to endorse or not endorse groups of Bills selected by staff and/or the NHMA. Councilor Clark stated the legislative policy process goes back to the time of former Mayor Russell where there was concern expressed that cities and towns didn't have influence as to what happened at the local level. He stated staff represents the Council directly and they have been charged with the task of bringing forward these pieces of legislation and to represent the City adequately. He felt this process has been working well and wasn't sure what the issue was.

Councilor Hansel agreed staff has been engaged, but in addition to representing the City Councilors are also representing their constituents and their interests and he currently does not see an opposing side to any issue being presented. Councilor Clark pointed out all City meetings are publicly noticed and if there is something of concern it can always be brought forward.

Chair Greenwald stated there have been instances when staff recommendations have been brought forward, there have been discussion on those items and there has been opposition; it has not always been following what the Municipal Association is recommending. Councilor Hansel stated he was only looking to make sure this was the best policy for us and address the details he has outlined. Councilor Kahn stated as much as this is a policy it is also a process and he felt it might be a good topic for a workshop.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend accepting the communication regarding the legislative policy as informational.

6) MEMORANDUM: Revenue Collector - Refund Partial Payment of Deeded Property

Revenue Collector Mary Alther explained two of the properties the City deeded on March 23rd had partial payments on them. Per RSA 80:71 the City has to refund those monies and staff is requesting permission to do that. City Attorney Mullins explained it is not that staff that is requesting authority, the authority exists under the statute. What the Revenue Collector is asking for is for the Committee to direct her to refund those monies and by doing so the City is saving an interest component. By not doing so, the Revenue Collector will be under requirement to refund the money with statutory interest.

Chair Greenwald clarified the tax deed process is continuing and the City will be taking title to the property and asked what the next step will be. Ms. Alther stated the next step will be the opportunity to repurchase – this has been conveyed to the owners, heirs, and the mortgage holders. They have 30 days to complete this process, if they want to repurchase then they have ten days to pay off the taxes. If the interest to purchase is not there, the City has to wait 90 days before taking the next step. Chair Greenwald noted the

bottom line is these individuals have been given more than enough time to make arrangements to retain their property.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend an order be issued upon the town treasurer to refund the partial payments made on the below properties that have been deeded to the City.

7) MEMORANDUM: Planner- Land Use Code Update Phase 1 - Consultant Selection

Ms. Kessler stated in February 2016 the City Council issued an RFQ to update the City's land use code. There was a six person selection committee appointed, and the City received ten submissions. The Committee reviewed the ten submissions and identified five firms which were brought in for interviews. Of the five, Town Planning Urban Design Collaborative was identified as the top ranking firm. Staff's recommendation is to permit the City Manager to enter into negotiations with this firm and if a scope of work and fee cannot be agreed upon, then move on to the next highest ranked firm.

Councilor Hansel stated he was a member of the selection committee and stated this is a very exciting step in this process. The land use code update has the potential to revolutionize things in Keene for a long time to come. The Councilor commended the Planning Department which had very well qualified applicants for this project and Ms. Kessler did a good job to collaborate the interview process.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager do all things necessary to negotiate a professional services contract with Town Planning Urban Design Collaborative for planning services for the first phase of the Land Use Code Update project. In the event that a satisfactory contract and fee cannot be agreed upon, the City Manager is authorized to negotiate with the next highest ranked firms in turn.

8) MEMORANDUM: Mapping Technician - Qualifications Based Selection - Cheshire Rail Trail III Loop Project Design

Mr. Blomquist stated this is also a professional services contract for the Cheshire Rail Trail Phase 3 project. This project will connect Wheelock Park through to the trail system along Park Avenue south of the Transfer Station as well as rework the trail system starting from Hurricane Road. This is a project for which the City received Transportation Alternative Project (TAP) funds . The City is doing this as a local project and for the professional services they requested a professional services qualification. There were three firms which submitted their qualifications; Clough Harbour and Associates (CHA), Dubois and King Inc., and Holden Engineering.

The selection committee reviewed the three submissions and ranked CHA as the top ranking firm and hence staff is requesting permission to negotiate with this firm. The current budget for this phase is \$60,000 and it is a not to exceed amount. Mr. Blomquist stated CHA has done a number of projects for the City; in 1998 the original rail trail project, most recently they were the lead on the Roundhouse T Phase 3 project and they are very familiar with the City and have done good work for the City.

Ms. Kessler added that Alta Design is sub-contracting for CHA and they have offered some impressive public engagement tools and resources to accompany this design project. Alta is a planning and design firm from Vermont.

Councilor Kahn clarified this is just the approval of the design and there is some possibility if the project should exceed the amount which was anticipated, there is still the opportunity the final bids will be approved by the Finance Committee. Mr. Blomquist stated if the construction phase is within budget, there is no action by the City Council. However, for instance, if the design phase exceeds 10% of the contract, staff will come back for authorization. Councilor Kahn stated he was referring to the \$411,000 for the total project. Mr. Blomquist stated in this case the City would first have to receive approval from State and Federal Highway Departments to see if they will cover the extra amount as this is an 80/20 funding. At that point staff will come back before the Committee for approval. Councilor Kahn asked whether the entire project, post design, would come back before the Committee. Mr. Blomquist stated by approval of the CIP, the Council has approved this project to go forward without any more approval from the Council. However, staff does typically come back through the MSFI Committee to go over (in some cases) the design so Council can be familiar with what is going to be occurring.

Assistant City Manager Rebecca Landry clarified what Councilor Kahn is asking is whether staff has to come back to Council after the design phase to obtain approval for spending the additional money for the project. The answer is no, as part of the bid process this can go forward without Council approval as long as it is within the budget. However, the Council can always request the matter come back. Councilor Kahn remarked that he felt that might be a good idea. The Councilor asked about the new legislation and what dollars will be available to local communities for alternative transportation. The Councilor asked what the total amount available from the State was. Mr. Blomquist stated he did not have this number, but added the amount was reduced. Councilor Kahn stated his concern is the City not having a plan from FY18 and beyond for sidewalk and complete street construction and he felt there should some type of prioritization which needs to take place.

Mr. Blomquist stated one of the groups the Committee should have a conversation with would be the Bicycle Pedestrian Path Advisory Committee. He added it is a fairly tightly controlled project category through which the City is able to submit Federal funding within these various grants. Ms. Kessler added the Bicycle Pedestrian Path Advisory Committee is working on a Master Plan to prioritize projects within the City which is a step towards prioritization. She added the City of Keene was the only community which

received TAP funds in this last round and it has become a very competitive process statewide.

Ms. Landry stated in February 2015 the State issued a press release and there were 12 communities which were issued TAP funds with total Federal funding of 4.5 million and a local match close to 7 million, with Keene being one of the cities. Eight of those cities receive more funding than Keene.

Councilor Powers asked what the Committee was requesting from staff as a follow-up with this item. Councilor Kahn stated his understanding is after the design phase there will be an estimate of the total project cost and at that point staff will be back before the Committee. The Councilor asked whether this language was going to be included in the motion. Councilor Powers felt this changes the process of how we do business and expressed concern the Committee was creating more work for staff. The Councilor stated he wasn't sure if the Committee was creating another step and if that was the case, it should be done for every project and this would create more work. Ms. Landry stated in the past when the background notes reflects there is a request for further information, the motion does not reflect the same. Staff could come back with information or information could be placed in Council mail boxes and at that point a decision could be made if the item needs to be agendaized.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to negotiate and execute a contract with the firm Clough Harbor and Associates (CHA) for engineering services for the Cheshire Rail Trail III project in the amount not to exceed \$60,000 and should negotiations fall through, enable the City Manager to negotiate with the next highest ranked firms in turn.

**9) MEMORANDUM: City Engineer- 2014 Infrastructure Project -
Change Order No. 4**

City Engineer, Don Lussier stated this item is change order #4 for the 2014 Infrastructure Project (Washington Street project). Mr. Lussier stated staff is at a point where the final cost for the project could finally be concluded and final stages could be wrapped up by next Monday. Mr. Lussier explained change orders #1 and #2 were just book-keeping entries to adjust the contract time based on winter shutdown, which happened between Fall 2015 and Spring 2015. This change order adjusts the total cost mostly due to unsuitable material found by the contractor which could not be used as backfill. Mr. Lussier stressed even though this is an increase to the construction contract it is still below what the Council allocated cost for the project. The other thing this change order would do is to adjust the timeframe based on last winter's shutdown and to add some days to the contract for work the City asked them to complete.

Chair Greenwald asked when this project would end. Mr. Lussier stated it is scheduled to end on June 5th.

Councilor Clark stated he has issues with change orders such as this especially with amounts like this and asked whether a company should not know the geology of an area. Mr. Lussier stated the City did have geo technical work done as part of this project and unfortunately in New England geology changes from one location to another and the borings just didn't show the large cobbles they ran into.

Councilor Powers clarified these increases are all related to Washington Street and asked whether this has anything to do with the June Street/Giffin Street retaining wall. Mr. Lussier stated the retaining wall work was paid under change order #2. The Councilor asked what part of Washington Street this \$108,000 is for. Mr. Lussier stated the contractor started running into this material between George Street and Giffin Street. Change Order #2 did have an estimate for the unsuitable material they had seen up to that point, but that was under-estimated and they found more material. The Councilor asked whether there will be an inspection by the City prior to June 5th. Mr. Lussier stated there is an on-site consultant on board as well as city staff who perform project review. He added there should not be any more unknowns with this project.

Councilor Clark stated when a professional contract is entered into with someone, he feels due diligence has been done and stated he has an issue with such change orders. Mr. Lussier explained if this was a lump sum contract with a defined scope of work, the Councilor would be correct. However, infrastructure contracts are done on a unit price basis (a list of items with dollar amounts attached to them).

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to execute Change Order No. 4 with SUR Construction West, Inc., in an amount not to exceed \$108,849.28 for the 2014 Infrastructure Project.

**10) MEMORANDUM: Assistant Public Works Director - Change Order
Loureiro Engineering and Lawson Group Air Monitoring Contract**

Assistant Public Works Director Donna Hanscom and Operations Manager Aaron Costa were the next two speakers. Ms. Hanscom stated they were here to talk about the closure of the sludge monofill on Rose Lane. Ms. Hanscom stated the 2015 CIP has an item budgeted to permanently close this monofill. There were many options looked at – digging up and removing the material would have caused severe environmental issues. Hence capping in place was the best option. The levels of contaminants were evaluated by DES and EPA and they agreed with the concept of capping in place. The plan was approved by DES in October 2015.

This past January the City received a bid considerably lower than what was budgeted for. After which time DES recommended some additional work which the City agreed to which would result in some better product documentation and demonstrate no offsite impact. This additional work would occur during this construction period and would

include having an engineer on site every day until the project is complete (inspect and document work) participate in at least one public meeting, install monitoring wells, and install an air monitoring system. This change order will exceed the Manager's authority and staff is looking to execute a change order with Loureiro Engineering for an amount not to exceed \$59,591.

Ms. Hanscom went on to say that the Lawson Group will document the air quality resulting from the work activities on the site at a cost not to exceed \$45,000. This cost is based on monitoring for 20 days, and may be less if the project is shorter. Because they are the only entity in New Hampshire which can perform this work, staff is looking to sole source with this entity.

Ms. Hanscom stated because bids came in lower than expected, no new money needs to be appropriated for this additional work and these costs are based on the worst case scenario and are not to exceed amounts. The Chair Greenwald clarified these are tax payer funds and are not federal monies. Ms. Hanscom agreed.

Councilor Clark clarified this work is being done because of sludge which was dumped into the ground before there were regulations against it. Ms. Hanscom agreed.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to execute a change order with Loureiro Engineering for an amount not to exceed \$59,591 for Contract 04-16-04, and further recommend the City Manager be authorized to do all things necessary to execute a professional services contract with the Lawson Group, to provide air monitoring and analytical services for an amount not to exceed \$45,000.

11) ORDINANCE: 0-2016-07: Relating to Cemetery Fees

Parks, Recreation and Cemeteries Director, Andrew Bohannon stated he last increase in cemetery fees was done in 2010. In comparing Keene's fee structure with other cemeteries in New Hampshire, Keene was significantly behind with its rates. If these fees are accepted, they would go into effect as of July. The fee schedule also includes a 20% increase for burials during holidays and weekends, but the change would standardize all rates. Another item which causes a need for clarification is the \$65/hour per person rate.

Mr. Bohannon noted there is also no flush marker installation for veterans as staff feels veterans have served our country and should the families desire a flush marker it will be at no cost to them.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Ordinance O-2016-07.

**12) RESOLUTION: R-2016-07: Library Project - Tax Increment
Financing District**

Finance Director Steve Thornton reminded the Committee of a public hearing recently conducted for Resolution R-2016-07 which is an expansion of the Wells Street Tax Increment Financing District that would add the library buildings. The reason for this is to improve the City's application for new market tax credit to help defray the cost of the library project.

The Wells Street Tax Increment Financing District was established in 1997 to originally build the Wells Street parking deck. Since that time it has been expanded and projects like the Parking Deck, the Railroad Street infrastructure, and Cheshire County Court House have been funded by same.

Councilor Kahn clarified this is the item for which a public hearing was conducted at the last Council meeting where very positive comments were received. Mr. Thornton agreed.

Councilor Clark asked how this will eventually affect the tax base. Mr. Thornton stated this is a mechanism to fund infrastructure improvements which will drive up private development which in turn will increase the tax base.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-07.

City Attorney referred to the background information submitted during the submission of the Resolution (February 29, 2016) had a scrivener's error on page 2, very last paragraph, second sentence "*not for profit company*" should be changed to "*for profit company*"

**13) RESOLUTION: R-2016-10: Application for CDBG Feasibility
Funds**

Linda Mangones from the Keene Housing Authority began by saying the application submitted in January for MAPS Counselling was approved recently. She went on to say today's application is for Monadnock Area Peer Support Agency for a \$12,000 application which would provide \$10,000 for the agency to make improvements to their property.

Executive Director for Monadnock Area Peer Support Agency, Damien Licata stated his agency provides support services for people 18 and over who receive mental health services. They were founded in 1995 and are located on Beaver Street. Because of the growing awareness of mental health there is much help provided by this agency to this

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community such as transportation to and from the agency, help with pharmacy and grocery shopping needs, peer support hotline, and crisis respite program.

Mr. Licata stated there is much infrastructure improvement needed in this building; roofing, parking area, kitchen, bathrooms, entryways, handicap access, etc. The feasibility study will help determine if this is a site the agency should continue in or not.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2016-10.

The meeting adjourned at 8:10 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker