

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, October 12, 2016

6:30 PM

Council Chambers

Members Present:

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

Members Not Present:

Mitchell H. Greenwald, Chair

Staff Present:

Medard Kopczynski, City Manager
Kurt Blomquist, Public Works Manager
Andrew Bohannon, Parks, Recreation and
Cemeteries Director
Brian Costa, Police Chief
Steven Stewart, Police Captain
Don Lussier, City Engineer

Councilors Present

George Hansel

Vice-Chair Jacobs called the meeting to order at 6:30 PM and conveyed the Committee's sympathies to Chair Greenwald's family on the loss of his mother-in-law.

1) Acceptance of Law Enforcement Opioid Abuse Reduction Initiative Grant – Police Department

Police Chief Brian Costa stated the Keene Police Department is in receipt of a grant in the amount of \$18,128 from the New Hampshire Department of Safety. He explained when this grant came about the department put in for \$18,128 and was awarded that amount. Chief Costa stated they estimate this is approximately the amount it would cost in manpower to address this problem; it is aimed at affecting the opioid distribution in this community through intelligence gathering. There is an anonymous tip line which has been set up to receive information from citizens. The department has the responsibility to correlate this information and put together a case and the grant money would be used for this.

Councilor Kahn asked for the phone number for the tip line. Chief Costa stated it is accessed via the City website (Keene Police Department as well as on the Keene Police Department Facebook page; it is not a phone number the link is accessed via the internet. The Chief thanked the IT Director for providing the added ability to upload photos.

Councilor Clark stated he appreciated this grant but hopes the State would provide additional funding for treatment beds.

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 the 2017 New Hampshire Department of Safety Law Enforcement Opioid Reduction Initiative Grant award in the amount of \$18,128.

2) **Acceptance of NH Highway Safety Agency Grant - E-Ticket Equipment Grant – Police Department**

Police Captain Steve Russo stated he was before the Committee seeking authorization to accept a grant from the NH Department of Transportation in the amount of \$9,000. This funding will be used to provide E-Ticket equipment in the department's ten marked cruisers. This is a thermal printer installed in cruisers, a scanner which will provide the ability to scan licenses and a GPS unit which won't track the cruiser but will mark its location when you go into reports management system. The State Police and three other towns have been on the pilot program for at least three years and the State is now implementing the J1 Program (Justice 1 Program) to manage all stops electronically. This will cut down on the amount time motor vehicle stops usually take as well increase accuracy with these stops – making it easier to interpret officers' handwriting.

Captain Russo explained per records management at the Keene Police Department, interpreting 443 summonses, at five minutes per summons saves about 37 hours of manual labor which is about 150 work hours per year. Vice-Chair Jacobs referred to the following language from the background notes *The City of Keene's cost of this program is approximately \$900.00 to install the equipment in all of the cruisers* and clarified the cost will actually be \$9,000. Captain Russo stated it is \$900 to install the equipment and this is the cost to the City and the cost of operation would be approximately \$150 per year which is the cost of the thermal paper which would also be a cost saving for the department.

Councilor Clark stated he would like staff to report back as to where the \$900 is coming from.

John Therriault of 76 Bradford Street felt the 150 man hours will offset the \$900 cost to the City. He felt it should be accepted but accepted with a clause there will be no addition to the Police budget as a result. Councilor Clark added his understanding is that no additional monies are going to be added to this budget. Captain Russo agreed.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to accept the grant from the New Hampshire Highway Safety Agency to fund the E-Ticket Equipment Grant.

3) Acceptance of Forfeiture Funds - Case #UG02BS14UG003 - Police Department

Chief Costa stated on December 10, 2015 the New Hampshire Attorney General's Drug Task Force investigated the sale and distribution of heroin in Keene which resulted in the arrest of Christopher Foster Jr. of 379 West Street, Keene. The Keene Police detective assigned to the State's Drug Task Force was the lead investigator for this investigation. The search of Mr. Foster's residence revealed substantial quantities of both heroin and crack cocaine, along with \$20,532.00 in cash. It was determined this cash was directly associated with the sale of narcotics and hence was forfeited. The Keene Police Department's portion of this seizure is \$13,395.08.

Councilor Powers asked whether this was the same residence where a large amount of garbage was taken from by the City. Chief Costa stated this is the property across the street; Valley Green Motel.

Councilor Kahn clarified this is the type of incident which would not qualify for treatment and hence this individual was sentenced. Chief Costa answered in the affirmative and added at the time of his arrest this individual was also out on bail from the Massachusetts State Police and unfortunately treatment is not going to help him. Councilor Kahn asked the Chief to convey the Committee's appreciation to the lead detective involved in this matter.

Vice-Chair Jacobs asked which account this money goes into. Chief Costa stated it goes into the Federal Drug Forfeiture which is not part of the City budget and has specific parameters surrounding it as to what it can be spent on, such as training on how to handle the drug problem. One of the recent expenses was \$4,000 to the Cheshire County Addiction Recovery Program.

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 forfeiture funds, in the amount of \$13,395.08, awarded to the Keene Police Department from the United States Department of Justice, Homeland Security Office.

4) Acceptance of Forfeiture Funds - Case #MEP-M-16-A44-P-831692 - Police Department

Chief Costa stated this item is in reference to an award in the amount of \$441.58 from the United States Department of Justice, Drug Enforcement Agency.

Chief Costa explained because of distribution of heroin in the Claremont, NH community it resulted in a cash seizure of \$8,000.00. The investigation revealed the cash was directly associated with the sale of narcotics and was forfeited to the United States Department of Justice. As the Keene Police Department continues to support the State's Drug Task

Force by way of assignment of one of its detectives to the Unit, the Department's portion of this seizure is \$441.58.

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 forfeiture funds, in the amount of \$441.58, awarded to the Keene Police Department from the United States Department of Justice, Drug Enforcement Agency.

5) Acceptance of 2016 Homeland Security HazMat Grant - Fire Department

Fire Chief Mark Howard stated on September 23, 2016, the City of Keene Fire Department was approved by the City Manager to apply for the 2016 State of New Hampshire Homeland Security Program (SHSP) HazMat Grant. All of the funds and equipment awarded by this grant are 100% funded by the program with no local contribution. On September 29, 2016, the department was notified by the Grants Management Unit the Keene Fire Department has been awarded \$24,364.

The Chief listed some of the items purchased using these funds they are as follows: Portable Monitor (to deliver large quantities of water if there is a leak with an lp tank) Calibration Kit, Portable Stretcher, Collapsing Traffic Cones, Gas Detector, Calibration Kit, AC Voltage Detector, Rope Cutter, Portable Scene Light, Hand Tool Kit

Councilor Kahn commended the Chief for acquiring these funds and asked whether these were funds the department was going to be acquiring regardless of whether this grant was received. Chief Howard stated because Keene is one of the State's Haz Mat teams and over the last ten years similar to the City's CIP plan they forecast their equipment needs. The equipment listed are items they would struggle to purchase through the operating budget and at times they become part of the CIP.

Within the current operating budget for small equipment, the department spends \$500 - \$1000 just on maintenance of this equipment but over the last years they have received well over a million dollars in equipment.

Vice-Chair Jacobs asked when the department responds to Haz Mat calls, whether a bill is sent out. Under State RSA the city has the authority to bill the spiller for Haz Mat related incidents and have been successful with this. It is done for small or large scale incidents.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a grant in the amount of \$24,364.40 from the 2016 State of New Hampshire Homeland Security Program (SHSP) HazMat Grant.

6) Acceptance of Scholarship Funds - Youth Basketball Sponsorship - Parks, Recreation and Cemeteries Department

Parks, Recreation and Cemeteries Andrew Bohannon stated this item is in reference to acceptance of sponsorship funds in the amount of \$3,000 for purchase of youth basketball uniforms.

Councilor Kahn noted a couple of months ago there was a Sponsorship Agreement brought before this Committee and asked whether the agreement has been executed with Yankee Lanes. Mr. Bohannon answered in the affirmative – these Agreements get executed through his office and is a one year agreement.

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 a sponsorship of \$3000.00 from Yankee Lanes and that the money is used to purchase youth basketball jerseys.

7) Sole Source Provider - Amer Electric - Police Department

Captain Russo addressed the Committee again and stated in 2009 staff was before the Committee to recommend Amer Electric be the sole source provider which was approved and the contract was brought back again in 2012 for approval. The last contract expired in August 2015. The advantage of retaining the services of Amer is their members are already cleared to work and don't have to be escorted around the facility.

Vice-Chair Jacobs asked for clarification of the following sentence from the Background Notes *This sole source status, does not mean that we are obligated to use Amer Electric exclusively, but it does give us the option if they can provide needed services competitively with other similar companies.*

Captain Russo stated the way he understands this is if you are a sole source contractor you don't have to bid on contracts. He added however, any work the Keene Police Department would hire Amer to do does not come anywhere close to a bid contract. He stated he believes if Facilities wanted to do a more expensive project they could put it out to bid. Having a sole source provider also helps with grant purchases without going out to bid.

Mr. Therriault clarified since this is a multi-year rapid reaction kind of contract, there is an explicit labor rate for each year of the contracts and that the contractor is being paid for time and material as they do work. Captain Russo stated there is no contract, they submit an estimate for work which needs to be done and the City can accept it or not. Mr. Therriault stated when this sole source contract is approved Amer Electric would be paid for work regardless of their labor rate. Captain Russo agreed this would be the case. Mr. Therriault felt in order to protect the City a year by year fixed labor rate should be negotiated with the City. He also questioned whether any other vendors were contacted?

He added his experience has been multi-year labor and material contracts when competing vendors are brought in you could get a 15% reduction in rate.

Chief Costa stated because the City is asking to have Amer Electric designated to be the sole source provider doesn't bind the City to use them; if the City gets a quote that is not in line it won't be accepted. The fact is the Police Department has been working with Amer Electric since they have been in this building but as administrators it would be up to the Captain in charge to keep track of those charges.

Councilor Powers stated these are small maintenance jobs and felt it was cost effective to go with Amer Electric.

Vice-Chair Jacobs asked what the threshold for a project to go through the Facilities Department. Captain Russo stated if a project is \$5,000 or above the department is required to get three estimates if it is \$20,000 and above you are required to get three bids.

The City Manager stated the Police Department usually uses Amer Electric for very minimal projects such as installing an electronic monitor, fixing a lock etc. Mr. Therriault asked what the cost to Amer Electric has been for this past year. Captain Russo stated in the last 8-12 months they provided chips for the electronic keys staff uses, which could be approximately \$1,000.

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 Council authorize the City Manager to do all things necessary to designate Amer Electric of Keene, NH, as a "sole-source" provider for all work to be performed at the Keene Police Department which requires a licensed electrician.

8) Airport Road Culvert Rehabilitation - Construction Change Order - Public Works Department

City Engineer, Donald Lussier stated this item is a change order on the Airport Road culvert project. The project is complete, unfortunately at the final step of the project it was realized the amount estimated for grout to fill in the pipe was incorrect. The request tonight is for \$21,159.53 this is the cost to purchase the additional grout for this space.

Councilor Clark noted this project is complete. Mr. Lussier stated it was and does not like to come before the Committee after the fact but because of the type of work once the project was started it needed to be completed. Vice-Chair Jacobs clarified this estimate was done by the engineering department but it was incorrect. Mr. Lussier agreed.

Councilor Kahn asked for the total project cost – the original contract price was \$78,850 after the previous change orders the current contract price was \$108,313.40 with this charge order it will be a little less than \$130,000. The Council appropriate \$135,000 for this project. Councilor Kahn asked whether design fees are included here as well. The

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project was designed in-house. Councilor Kahn asked whether there was a lesson learned here. Mr. Lussier stated he would have liked to have figured out the volume of the void space before the estimate was provided. Councilor Powers noted this project started about two years ago and many were involved with this project.

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 negotiate and execute a construction change order with Ted Berry Company for an amount not to exceed \$21,159.53 for the Airport Road Culvert Rehabilitation Project.

The meeting adjourned at 8:25 pm.

Respectfully submitted by,
Krishni Pahl, Minute Taker