

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, November 10, 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:

City Manager, Med Kopczynski
City Attorney, Thomas Mullins
Revenue Collector, Mary Alther
Police Chief, Brian Costa
Fire Chief, Mark Howard

Councilors Present

George Hansel

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

1) Peg Bruce/Keene Kiwanis Club - Donation of Tree Lighting Supplies:

Ms. Peg Bruce of the Kiwanis Club stated the Club had been managing the tree lighting for the past four years. She indicated a request was made to the City for the Club to store tree lighting supplies at its Marlboro Street facility. In September permission was granted for this storage. The Kiwanis Club made a request to the City to waive the requirement to waive the Club from having to carry an insurance policy which would be a cost of nearly \$400. This would significantly reduce on the cost of what the Club would be saving by closing the storage shed. The matter was referred to City staff who requested the Club to donate the supplies to the City so it would negate the need to carry an insurance policy.

Councilor Powers asked why the Club was required to carry this policy. Attorney Mullins stated it was up to the Council – they can always waive the need to carry this policy. The Attorney added it was for the unexpected. The policy was not about the Christmas lights it was about any injury that may occur to someone by going in and out of the facility.

Chair Greenwald asked whether the Kiwanis Club was agreeable with this donation. Ms. Bruce stated the Board met last week and they were agreeable to this donation. They would provide the City with an inventory of the supplies which will be stored.

Councilor Kahn asked whether any precedence was being set with this request. The City Manager compared this request to the organization which used to store books in the facility behind the Police Department, who came before the Council each year with a similar request. He stated this was the only organization which asked for storage space from the

City. He felt this seemed to be the best solution both for the City and the Club. There had not been many other requests come before the City but should there be they would be looked at individually. Mr. Kopczynski talked about the storage of vehicles that had happened in the past but this area was now being used by Keene Ice.

Attorney Mullins noted these were supplies that were now being donated to the City which the Council always had the right to turn down.

Councilor Clark clarified the City's liability insurance would cover anyone who goes on City property. Attorney Mullins stated the City's liability insurance would cover City if there was negligence. He added if the City was not negligent and someone was hurt that person would sue the Kiwanis Club in the first instance and then the City because it was on City property. At that point the insurance company would appear under the Reservation of Rights and may not pay out if there was no negligence on the part of the City.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the City Council accept property pertaining to tree lightings supplies and allow Kiwanis Club access to those supplies when necessary.

2) Acceptance of Grant - NH Attorney General's Drug Task Force - Police Department

Police Chief Brian Costa stated this was a grant because the Police Department has one of its officers assigned to the Drug Task Force. The amount of money being awarded has changed over the years; ten years ago it was about \$10,000 and the change was because the drug problem communities are facing today. This money was used for overtime reimbursement.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a grant award from the State of New Hampshire Department of Justice for \$40,000 in overtime reimbursement expense for City fiscal year 2017.

3) Acceptance of Donations to Library Renovation Project - Campaign Manager for the Next Chapter Campaign

Ms. Patty Farmer, Capital Campaign Manager for the Library Renovation Project stated she was before the Committee requesting that they accept \$347,443.45 listed in the August and September 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.

Ms. Farmer stated the campaign has now reached its public phase and the community was responding very positively. She indicated the pledges to date equal approximately 72% of the five million dollar goal.

Chair Greenwald recognized some of the donations.

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

On 5-0 vote, the Finance, Organization and Personnel Committee accepts donations of \$347,443.45 listed in the August and September statements of the Cambridge Trust Bank (See attached reports) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

4) Ambulance Service Contracts - Fire Department

Fire Chief, Mark Howard stated he was before the Committee regarding contracts for Ambulance Service with the towns of Chesterfield, Nelson, Roxbury, Sullivan, Surry and Westmoreland which are set to expire in March 2017. Chief Howard stated city staff has worked in reviewing the existing contracts and the only change being recommended is a change to the dates, to a three-year contract and change to the name of the City Manager.

Councilor Powers asked whether there was language in the contract to cover rate changes. Chief Howard answered in the affirmative and added rates are reviewed in the spring.

Councilor Jacobs asked about another contract which came before the Council a few months ago. Chief Howard stated that contract was the Advanced Life Support Intercept Agreements the City has with three communities for intercept service. This was a separate one year agreement.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to negotiate and execute the contract for Ambulance Service with the towns of Chesterfield, Nelson, Roxbury, Sullivan, Surry and Westmoreland.

5) Tax Deeds for Unpaid 2012 & 2013 Property Taxes - Finance Department

Tax Collector, Mary Alther stated she was before the Committee regarding 19 properties which were left on the list and was requesting the City Manager be authorized to waive tax deeds until January 2017 to give staff more time to assess these properties.

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

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On 5-0 vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to waive tax deeding of the listed properties until January 06, 2017.

Chair Greenwald offered his congratulations to Councilor Jay Kahn for his appointment to the NH State Senate. He also commended the City Clerk's department for an incredibly run election process.

The meeting adjourned at 6:55 pm.

Respectfully submitted by,
Krishni Pahl, Minute Taker