

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, June 11, 2015

6:30 PM

Council Chambers

Members Present:

Mitchell H. Greenwald, Chairman
Terry M. Clark
Thomas F. Powers
Randy L. Filiault
Kris E. Roberts

Staff Present:

City Manager, John MacLean
City Attorney, Thomas Mullins
Human Resources Director, Beth Fox
Finance Director, Steve Thornton
Public Works Director, Kurt Blomquist
Fire Chief, Mark Howard
Brian Costa, Police Chief
City Clerk, Patty Little
Captain Steve Russo
Library Director, Nancy Vincent
Asst. Finance Director, Mary Howe
Parks and Cemeteries Director, Andrew Bohannon
Asst. Public Works Director, Duncan Watson

Kendall Lane, Mayor

Councilors Present:

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

1. MEMORANDUA: Recreation Program - Acceptance of Donations:

- **Scholarship Donations**
- **Swing Set for Robin Hood Park**
- **Sumner Knight Chapel**

Parks Recreation and Cemeteries Director Andrew Bohannon stated the first donation is from money collected at Middle School dances over the course of the year and during the final dance \$1,137 was collected which will go towards scholarships for children in need.

The second donation is from the southeast Keene neighborhood for the swing set at Robin Hood Park in the amount of \$1,150 towards their goal of \$3,200. They are from anonymous donors. The department has acknowledged these donors appropriately.

The final donation in the amount of \$865 is from Kevin Dremel for the maintenance of Sumner Knight Chapel. Mr. Bohannon stated a new series of music events has been organized by Kevin Dremel and the Heritage Commission and the first of such events were

held on May 30. It was a very successful first concert, which raised \$865. Councilor Clark noted that for the next four months, on the last Sunday of every month there will be such an event and the next one is going to be held at the old Court House.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a donation of \$1,737.00 for the Recreation Department summer playground scholarship fund, and accept a donation(s) of \$1,150.00 collected by the Southeast Keene Neighborhood Group to purchase a swing set at Robin Hood Park, and to accept a donation of \$865.00 and that the money is used for the care and maintenance of Sumner Knight Chapel.

2. MEMORANDUM: Parks, Recreation and Cemeteries Director- Haying Lease

Mr. Bohannon stated this item was in reference to a two-year agreement between the City and Fence Line LLC for the purposes of haying two areas within the City at Monadnock View Cemetery and the site at the end of Bent Court. There were two bids received and the City has chosen Fence Line LLC for this work. Fence Line, LLC will be paying the City \$1,156 per year. They are a company out of Alstead.

Councilor Clark explained that he had brought this issue up in 2011 and he knows a little about this. The Councilor continued 29 acres will be mowed and there will be about three mowings. The average bale for the first cutting is \$75 to \$100, second cutting is \$50 to \$75 and the third cutting is about \$25 to \$30 and in average this client is going to be collecting about \$17,000 - \$26,000 in hay. After taking into consideration raw material at 5.4% and labor cost at 50% felt this is a good deal for them. The Councilor added that there are not many farmers who do this type of work but in the future he would like to have this information taken into consideration for discussion with future bidders.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to enter a two year agreement, expiring October 31, 2017, for a haying lease with Fence Line LLC.

3. MEMORANDUM: Fire Chief- Acceptance of Donations - In Memorial to Captain John Dennis

Fire Chief Mark Howard stated the Fire Department has received two donations totaling \$75. One is from MSA Releasing Department and the other from M. Kathleen Kingsbury. They are both in memory of Captain John Jack Dennis who recently passed. He was a retired call captain of the Keene Fire Department.

Councilor Roberts made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept donations from the MSA Releasing Department and M. Kathleen Kingsbury totaling \$75.00.

4. MEMORANDUM: Police Chief- MOU Between Keene State College and Keene Police Department

Police Chief Brian Costa stated what the Committee has before it is a Memorandum of Understanding between Keene State College and the Keene Police Department.

Chief Costa explained for many years the college and the City have worked in cooperation on issues of mutual concern including sexual assault on Keene State College students. Before Chief Meola's recent retirement, Chief Meola and Amanda Warman, Keene State College's Safety Director discussed the formalization of an agreement and entered into negotiation regarding the reporting and handling of sexual assaults. Both the college and the city have a mutual goal of preventing this type of assaults.

Councilor Roberts referred to Section 4, Item A and stated he has often heard of instances when a crime of such nature is committed, colleges look at what is in the best interest of the institution and hoped this would not be the case here. He stressed that the college and the city need to work together on this. Chief Costa stated it is the college and the city's goal to serve the victim and to prosecute the incident appropriately.

Councilor Filiault made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to execute a Memorandum of Understanding between the Keene Police Department and Keene State College relative to cooperation in the investigation of sexual assaults involving Keene State College students.

5. MEMORANDUM: Police Chief - NH Highway Safety Grant - Route 101 West - Corridor Enforcement Patrols

Chief Costa stated the NH Highway Safety Agency has determined that vehicles travelling on Route 101 have steadily increased in speed. Route 101 is a major east west corridor connecting Keene to the seacoast area and is a heavily travelled route.

The Agency has decided to fund a coordinated enforcement effort by providing in Keene, 22 four-hour patrols, one officer in one vehicle during the period of May 1 through September 15, with said patrols occurring between the hours of 6 am and 9 pm.

The expected cost of this enforcement is estimated to be \$6,406.40 and is to be reimbursed by the NH Highway Safety Grant to also include payroll related deductions.

Councilor Clark asked how many hours Keene officers spend on a regular routine patrolling Route 101. Chief Costa stated it varies based on the different needs of a day. He explained their practice for patrol is if they are not actively investigating a call for service or documenting a call for service they are on the road conducting proactive duties and on a regular basis they don't have the ability to direct resources to that route. This is why grants such as the one before the Committee are very helpful.

Councilor Clark asked whether the county gets this grant as well because he has seen officers quite often on Route 101. Chief Costa stated that many communities get this grant but wasn't sure about the Sheriff's Department.

Chair Greenwald asked who gets the money from the tickets. Chief Costa stated the fines go to the State.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a \$6,406.40 grant from the New Hampshire Highway Safety Agency to fund Route 101 West Corridor Enforcement Patrols.

6. ORDINANCE: O-2015-07: Relating to Board of Assessors

City Assessor Dan Langille stated he is the Chairman of the Board of Assessors. Mr. Langille stated this Board consists of three public members appointed by the Mayor for a two-year term per approval of the City Council. This portion won't change but what will change is that members would no longer be subject to the two consecutive term limits that apply to other City boards.

The reason for this exemption is the knowledge and experience that is necessary to serve on this Board and even with the right experience, there is a significant amount of time invested trying to get to a level of understanding to make proper decisions. Similar exemptions for term limits are granted for the Board of Appeals.

Mr. Langille referred to Section 2-681, which talks about the qualification for nomination of Board members. Chair Greenwald noted that one of the qualifications is members shall be residents of Keene.

Councilor Powers stated that he likes term limits and asked whether any consideration has been given to perhaps extending the term length and having the members serving for two terms. Mr. Langille stated it is often hard to convince people to join this Board and much time is invested in bringing these individuals to a level where they can handle the work,

which is important for the community. The members have the option to not accept the appointment.

Chair Greenwald explained the responsibility of the Board of Assessors is to consider property tax valuation. The Board consists of real estate professionals, banking professionals, and appraisers.

Councilor Clark asked whether any sort of outreach to recruit members has been considered. Mr. Langille stated that staff does reach out to real estate firms and appraisal firms but at times they have clients who are filing for an appeal which becomes a reason for a member to be recused.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2015-07.

7. RESOLUTION: R-2015-31: Authorizing the Execution and Delivery of an Equipment Lease Financing Agreement

Asst. Public Works Director, Duncan Watson stated this Resolution is for the purpose of procuring a sidewalk tractor. The item being considered is a small pay loader which can be used for a variety of functions and because it is a new/used piece of equipment, the City is able to purchase it at a lower cost.

Councilor Roberts made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2015-31.

8. ORDINANCE: O-2015-09: Relating to Class Allocation and Salary Schedules

Human Resources Director/Asst. City Manager, Beth Fox stated she was before the Committee regarding an overall COLA adjustment for the City's salaried employees of 2.5%, which is comparable to the adjustment provided to the various City collective bargaining units. The last two adjustments were less than 2%.

Ms. Fox stated this adjustment is necessary so that the City's wage scales remain competitive in the ever tightening labor market. Unemployment rates in the Keene remained below the state level at 4% in April 2014 and the unemployment rate was 3.4% in April 2015.

In addition to the COLA adjustment there are several other adjustments that are being proposed. The first is 62-166, Hourly Wage Schedule for Probationary Public Works. This change amends the position titles to bring the City them into conformance with the

current and upcoming collective bargaining agreements.

Section 62-191 and Section 62-192, Probationary Firefighter, Section 62-192, Probationary Police Officer. This change relates to adjustments beyond the COLA adjustment and the positions have not been adjusted for at least three fiscal cycles. The Probationary Firefighter schedule includes a cost of living adjustment as well as an adjustment to be sure the City is competitive with other communities. On the police officer side there is a rate adjustment of a dollar, which is to catch up from a few years.

The next amendment relates to Section 62-194, Administrative and Clerical. Ms. Fox continued one amendment relates to placing the position “police dispatcher supervisor” at the S11 grade.

On the S17 grade the position of building superintendent is recommended for elimination. This position has been vacant since 2011 and the Facilities Department has indicated that they do not intend to fill this position.

The position of Human Services Manager is slated to be moved from S17 to S18 grade. This position has assumed added duties since the elimination of the Human and Youth Services Director position.

The next amendment recognizes the expanded duties of purchasing and contract management in the organization. The duties of this position have become very complex. The upgraded position will provide for added supervisory duties. In the past, the contract manager and the purchasing agent were both supervised by the Finance Director. This change would have the contract manager supervised by the person who runs the purchasing division.

The next is a housekeeping change. The IMS Department is now the IT Department and the title for the Director and Assistant are being proposed to be changed.

In addition, in 2012 the Parks Recreation and Cemeteries Director title for the position was adjusted but when the Ordinance moved forward in 2013 it did not include that change. This ordinance corrects this Scribner’s error.

The final adjustment is to Section 195, annual performance bonuses for public safety command staff. The adjustment for bonuses has remained unchanged since 2004. The proposal recognizes the impact of inflation and the impact collective bargaining units have had on educational incentives and certification incentives.

Councilor Powers referred to Section 62-194, S18 and noted this is where the purchasing agent is now and the proposal is to move it up two grades to S20. However, the purchasing agent’s position has not been eliminated which would mean that there could be two positions here rather than one. Ms. Fox stated that she wouldn’t anticipate this happening, but overtime as the departments change the Contract Manager could be the primary in that office and she felt flexibility should be anticipated.

Ms. Fox stated that based on the salary data in comparable communities, the positions did not seem to be out of line with the market and felt in the short term this would be a more effective approach.

The City Manager stated as we talk about these adjustments the City recognizes the validity of the compression issue and it is his intent to bring forward some solutions as they move into the next year. Mr. MacLean stated instead of looking at one or two positions he would rather look at the entire organization. He added that staff feels they have closed the gap a bit if the Council agrees to the 2.5% adjustment, which would be in line with the other collective bargaining units. He added staff will be back with a complete analysis of the compression issue by early 2016.

Councilor Roberts stated when times are hard he wouldn't like employees to complain that positions like the Police and Fire Chief should be paid extra when those positions are already making a lot more. He added that these positions are on call 24 hours a day and don't get paid anything extra for this added work. He felt the compression issue needs to be addressed.

Mr. MacLean stated he is aware that in one department a captain pushes up very close against these numbers. He added that there are many other department heads that could be called upon at all hours of the day and he did not feel it was prudent to isolate one or two positions.

Councilor Roberts stated he was not intending to isolate any position but he has mentioned in the past the City Manager's position is underpaid for a city of this size. He felt positions should be marked up to their true value.

Councilor Powers stated that he recognizes that all city employees do a great job but there are some positions that require certain certifications and training to get through the door. He felt the city should also look at the 37.5, 38, 40 and 42 hour work weeks and narrow it down to what people understand better and if it divides better it will work better.

Mr. Joe Mirzoeff of 50 Summit Road stated that he understands that these are all upward adjustments but what he didn't hear is that if these all passed how much it will cost. He stated he understands what the Manager says that he doesn't want to single out one or two positions, but the budget is up by 20% in two years and he felt that these contracts are what drive up the budget and the Council has to start saying no.

Mr. Mirzoeff agreed top level positions are not overpaid but the group in general is paid much better. The total compensation package on average is about \$90,000 but the people paying the bills; their household income is about \$60,000. Mr. Mirzoeff referred to a book (the title was not provided) where it is indicated that this is the first time in many years, less than 50% consider themselves to be middle class and it is not about being the middle class but to consider that public entities like police, fire and schools are on your side. Mr. Mirzoeff felt that it was time for government to start listening to people.

He felt that the people paying the bills are doing much worse than city employees, which are a fair cross section of the population. He felt this is where the city has to say no to these contracts, which are what is driving up these costs. He referred to the mortgage interest rate which is about 4% and the City tax rate is very close to that. A mortgage can be paid off in about 15 – 30 years but taxes go up every year and go on forever. The flow of payment to the city is larger than what is paid to the entity that paid for that house. He felt that something needs to be done to control taxes. People who are paying for this are not getting a fair shake.

Mr. MacLean stated what has been said is an opinion and he does respect that. He noted that the City's operating cost for the last three years has been about 9% but the capital cost could drive the number up. He went on to say that the City is transparent but many businesses are not and it is often hard to determine how the City compares with other private entities.

The City has a lot invested in its fire and police and the City wants to retain them for as long as possible and absent those individuals he questioned how a society will even function.

The City of Keene has downsized its workforce significantly while asking the workforce to do a lot more and these adjustments are not meant to place large bonuses in anyone's pocket but to keep cost of living at a place that it can retain employees. Mr. MacLean further noted that the City has a huge impact from the State as its downshifts many costs to its communities particularly through retirement. He agreed that the city does need to hold the line on taxes, which it has been doing.

Councilor Roberts stated in the height of the recession, employees gave back much of their raises and many flat lined just to save the City money so it could maintain needed services. The Manager agreed and added that in 2011 contracts had been negotiated several years out and some groups gave up their negotiated increases. The adjustments that have happened since then have been very small. The Manager asked Ms. Fox whether the City surveyed any of the private sectors when it negotiated the recent collective bargaining units. Ms. Fox answered in the negative.

Councilor Clark stated that he sees both sides of this issue. The private sector has been so diabolical for the last ten years by cutting wages and benefits and when you are in that situation it is easy to find enemies where they treat their employees fairly. He stated that he understands the average worker's frustration.

Mr. Mirzoeff stated he agrees with Councilor Clark and wished everyone could have a job similar to a government employee. However, by raising the taxes you are attacking the last bit of the middle class, which is already suffering.

Councilor Filiault made the following motion, which was seconded by Councilor Roberts.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the adoption of Ordinance O-2015-09.

9. RESOLUTION: R-2015-19: Relating to the Appropriation of Funds for Consolidated Infrastructure

Finance Director Steve Thornton stated this item is in reference to the annual series of bond authorizations. Resolution R-2015-19 is in reference to various road overlay and sidewalk work that was advanced through the CIP and is now rolled into the operating budget.

Chair Greenwald noted these items have been discussed during the CIP process and this is the year it becomes active. The Resolution authorizes staff to apply for the bond and obtain the necessary funds.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2015-19.

10. RESOLUTION: R-2015-20: Relating to the Appropriation of Funds for the City Hall Boiler Replacement and Oil Tank Removal Project

The Chair explained that this item is for the City Hall boiler replacement and oil tank removal project and the project is at a cost of \$103,000.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2015-20.

11. RESOLUTION: R-2015-21: Relating to the Appropriation of Funds for the Defibrillator Replacement Project

The Chair stated this bond resolution is for the appropriation of funds for the defibrillator replacement project for the sum of \$68,000.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2015-21.

12. RESOLUTION: R-2015-22: Relating to the Appropriation of Funds for the Flood Management Project

This bond resolution is for the appropriation of funds for the flood management project in the amount of \$397,000.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2015-22.

13. RESOLUTION: R-2015-23: Relating to the Appropriation of Funds for the Transfer Station Tip Floor Replacement Project

The Finance Director indicated that originally this project was estimated at \$212,000 but a bid has come in for \$105,000. Councilor Roberts asked whether these would be a separate bond or a collective bond. Mr. Thornton stated that it would be a collective bond with different Resolutions.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2015-23.

14. MEMORANDUM: Finance Director - Staff Recommended Changes to FY 2016 Proposed Operating Budget

Mr. Thornton addressed a memorandum including staff recommended changes to the proposed operating budget and stated there are two small changes that have come up. The first is an increase of \$5,000 proposed for the Community Kitchen as there was a misunderstanding of the information provided by the Kitchen during the outside agency review process. The second recommendation has to do with the Veterans Council. Their request came after the budget book went to print. They asked for \$ 3,600 and staff had recommended level funding of \$3,500 and at this time staff is recommending an additional \$100.

The City Manager explained that the City is restoring the Kitchen's allocation to where it was last year and by no means does this suggest that they do not deserve the additional increase they requested. Chair Greenwald explained the process would be to recommend the budget and then a series of amendments will follow. He then referred to a memorandum from staff, which outlines a series of questions that came up and asked for input from the Manager. Mr. MacLean stated that what the Committee has is a roll up of questions that came up as well as request for information. He indicated rather than go through each item; staff could answer specific questions as they come up.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting the Memorandum from the Finance Director, Staff Recommended Changes to FY 2016 Proposed Operating Budget and Roll-up as informational.

15. RESOLUTION: R-2015-18: Relating to 2015/2016 Fiscal Year Budget

Chair Greenwald made the following motion, which was seconded by Councilor Roberts.

That the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2015-18: Relating to 2015/2016 Fiscal Year Budget.

The Chair explained that he will now entertain any amendments being suggested by the Committee. No public comment will be taken at this time and other changes from Councilors will be accepted at the next Council meeting as well.

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

To increase the budget by \$21,100: \$100 to the Veterans Council, \$10,000 to the Community Kitchen, \$3,000 to Big Brothers Big Sisters, \$1,000 to Transportation Service and \$7,000 to Senior Citizens.

Chair Greenwald noted there was a Committee that went over the criteria and came up with a recommendation. That Committee was charged with level funding and felt it would be appropriate next year during budget policy to discuss this issue.

Councilor Roberts stated once the Committee has made their recommendation then the Committee adds money to the different line items, giving the Committee more money to work with for the next fiscal year and felt this was an incorrect way to approve a budget. Chair Greenwald noted for this year's plan the City added the HIV Task Force and Monadnock Regional Child Advocacy, adding more items to this section of the budget.

Councilor Powers stated he was planning on adding funds to the Community Kitchen, Transportation (which they will use as matching funds) and Big Brothers Big Sisters. However, there is a process that is followed and staff works hard at it and is happy with the level funding. He added the Council never told staff six months before this process to give outside agencies ten percent more and felt the Committee would come to an agreement to give each one a fair and equitable amount but this is difficult to do when the process has been followed. Chair Greenwald stated it is important to keep in mind that these are tax dollars that are being spent and even though what is being suggested today is not a large amount, every dollar is a dollar.

Councilor Filiault stated he was one of those appointed to study outside agencies. Before a process was put in place, it was based on who could provide the most convincing story. There is much research and debate put into what is in place at the present time. He added

there was a comment made that the Review Committee has tied the City's hands where no recommendation from the prior year can be made and added this was never the case and this is not something indicated in the report. It is up to City staff to make the determination if the money is available.

The Councilor stated when random motions are made they appear to be based on emotions and there can be a compelling reason made for an increase to each of one of the outside agencies. This is why we have the criteria. He added that except for the two recommendations from City staff, anything beyond level funding is not something he will go along with.

Councilor Clark stated the most compelling criteria is that if these agencies don't do this work the City of Keene will be forced to do so; if the Community Kitchen doesn't feed these people the City will have to. As far as level funding is concerned, he questioned whether asphalt is level funded each year or wages. Over the last several years these agencies have been level funded and it has only been these past few years they have made a request. He added that he can talk intelligently about the Kitchen as he serves on their Board; more and more people are coming looking for help. The Councilor stated he will support the motion made by Councilor Roberts.

Chair Greenwald noted that the Senior Center and Big Brothers are asking for a large increase and asked the Manager's comments on this. Mr. MacLean stated that Big Brothers Big Sisters deal with numbers and they were not able to serve all the kids on their list as well taking into account cuts from United Way. Mr. MacLean spoke highly of this program, which helps keep our youth on a good path. Ms. Fox stated the Senior Center's request was mostly to cover the loss from United Way. As far as Big Brothers Big Sisters, the Committee's concern is that this organization hadn't reached out to other communities for funding assistance.

Chair Greenwald stated that he would have hoped that Councilor Roberts would have handled each item separately.

Councilor Roberts stated based on what Ms. Fox has said he did not have a problem amending his motion to take out Big Brothers Big Sisters. The Councilor however, felt the Council has not been very clear of their expectation as to the numbers they were looking for. He also felt that these organizations can't raise money like they used to be able to and added he can't remember the last time United Way met its goal. The State is making it difficult for many of these organizations to operate and is shifting many costs onto communities.

Mr. MacLean stated that what he attempts to do is to provide the Council with a level funded budget and felt at the end of this process if the Council wished to give him more direction it might help clear up some of these conversations.

Chair Greenwald asked for the City Attorney's direction on how to proceed with the motions that have been made. City Attorney Mullins advised the Committee to act on the amendment that is on the floor and if the amendment is voted down the Committee can take each item separately. Mr. MacLean noted that Councilor Roberts had agreed to delete the additional funding for Big Brothers Big Sisters.

Councilor Roberts agreed to revise his motion to reduce Big Brothers Big Sisters to zero which will bring the total additional funding to \$18,100. Councilor Powers who made the second agreed to this change.

The revised amendment carried on a 3-2 vote with Councilor Powers and Councilor Filiault voting in opposition.

Mayor Lane addressed the Committee and stated that he was concerned Monadnock Substance Abuse was not included on this list because of the challenges this community is facing with issues related to heroin addiction.

Councilor Roberts made a motion to increased funding for Monadnock Substance Abuse from \$3,000 to \$5,000 for an increase of \$2,000. The motion was seconded by Councilor Clark.

Chair Greenwald noted this organization is currently serving 84 individuals. Councilor Roberts added they are also working with the drug court to keep these individuals gainfully employed. Councilor Powers felt this is an important issue even though the Committee is going against the criteria it originally set.

Councilor Roberts felt the City Manager should be able to come before the Finance Committee about an increase such as this, so the Committee doesn't have to debate this amount of money for a budget this size. Councilor Clark agreed and added these agencies are given a lengthy application so they could explain their needs. Why do that, if these agencies are going to be level funded. He felt staff should be able to determine the required funding and not the Committee debating \$20,000.

Councilor Filiault stated he had asked for explanation from Monadnock Substance Abuse about their request but had not heard back from them. The Councilor hoped the \$2,000 was going to address the heroin problem in this community. He also added the Review Committee never said these agencies had to be level funded. Ms. Fox added that the Agency did respond, it is answer #14, they are going to be hiring a new Alcohol and Drug Counselor who is going to be based in Keene.

The motion to add \$2,000 for Monadnock Substance Abuse carried on a 5-0 vote.

Councilor Powers noted that Public Works streets and road maintenance budget asked for \$124,000 and the Manager was able to fund 50% of it, \$62,500.

A motion was made by Councilor Powers to add \$62,500 to line 47001 (page 17) to bring the total to \$1,062,500 with funding to come from unallocated fund balance. The motion was seconded by Councilor Roberts. The motion carried on a unanimous vote.

Councilor Powers stated this does increase the budget but it increases the budget in an area that is critical and did not think a million dollars a year could address some of these problems. Councilor Roberts felt that the quick fixes we are doing seems to be a waste of money. Mr. MacLean stated that he heard mention of using unallocated fund balance even though this increase will have a very small impact on property taxes.

A motion was made by Councilor Clark to remove \$99,635 (page 54, line 00602) leaving the total of \$121,146 and removing the position of “contract manager” and all associated expenses and benefits from the class allocation schedule on page 255 of the City Code. The motion was seconded by Councilor Powers.

Councilor Clark explained that this budget brings the tax rate to \$35 per \$1,000 and Keene is number 4 in the State and areas ahead of Keene are very depressed areas. He felt that in looking at past budgets it looks like there is a pattern of adding layers of management and he felt by looking at the number of employees and reevaluating the tasks, the same job could probably be done with existing employees. He added this motion doesn't question any one employee but does address the structure.

The Councilor indicated when he suggested adding the joint procurement to the fiscal policies; it was not his intention to create a division in the Finance Department. His thought was trying to save money by discussing cost saving measures with the School District by the Purchasing Agent and the Maintenance Manager not spending another \$100,000 by adding another level of government. This was a position that was filled during the last nine weeks of the year on a temporary basis. He felt this position was unnecessary especially because the City does have a Maintenance Manager who should be able to complete this work with the vendors.

Chair Greenwald asked the Manager to explain what the Contract Manager does for the City. Mr. MacLean stated that the city is a large organization, which follows various processes when it comes to purchasing and there are multitudes of contracts. Bringing in the Contract Manager wasn't only going to help with purchasing and contracts but also with the facilities division which was getting ramped up. The Manager added he was not ready to discuss the economic end of the work that is done by this employee and did remember the Councilor asking about this position but didn't envision he was going to vote to not fund this position. He added this is the first time a position has been voted to be deleted rather than asking the Manager to review all existing positions. He felt this was a philosophical change relative to the budget itself and added that staff has met the fiscal policies, but if the fiscal policies are changing relative to a ceiling of 35 dollars per \$1,000; he would like the opportunity to talk about that.

Councilor Powers stated that when this position first came before the Committee he didn't support it and felt it is another layer and could not see how a contract manager

could add any value to the organization. He agreed that the figure of \$35 is a lot for the tax rate. The real important thing to look at is our tax base and we are often compared to Portsmouth which is half the square miles, the same number of people but their tax base is twice our size so they can keep the rate down. He added if the City was going to spend \$100,000 he rather see that being spent on increasing our tax base.

Councilor Clark stated that this should not be a surprise; he brought this issue up in 2012. It did go through the budget process the same way the police dispatch supervisor did.

The motion made by Councilor Clark to delete the Contract Manager's position carried on a 4-1 vote, with Chair Greenwald voting in opposition.

Mr. MacLean stated that he would have liked to add staff's concern about deleting this position and examine the position and explain its benefits. He hoped this would not be a pattern of how we handle positions in the organization. Chair Greenwald stated he plans on bringing this issue up at the next Council meeting. The Manager stated he wasn't finding fault, but he felt there needs to be a process when it comes to eliminating positions in the City. The Manager clarified if this motion passes at Council level then this individual would get notice as of July 1. Chair Greenwald stated if the budget passes with this amendment then there would not be funding for that position. Mr. MacLean pointed out that this could only happen to those in non-bargaining units and questioned if this was the message the City Council was sending to non-bargaining unit employees.

Councilor Clark stressed that this has nothing to do with the position or the employee. It is about the process we are following and can say the same thing about a few other positions in the last five or six years. He added he disagrees about adding positions when we can re-prioritize tasks with existing employees. As far as not having any notice, the Councilor recalled sending out three emails in which the Manager was copied on.

Councilor Roberts felt that perhaps this item should have been handled a few months ago and it could have been included with the list of questions. The Manager felt that anymore discussion on the topic should happen in non-public session for personnel related matters. Councilor Filiault disagreed that this item needs to be discussed in non-public session; the Committee made a motion that is not popular. He felt that the Council has always been fair with positions and salaries and there are times when issues come up that are at the last second. The Manager stated that the only reason he asked for non-public session is because there is an individual in this position.

A motion was made by Councilor Filiault to delete \$58,688 on line 61401 and reduce the funding to zero - Police Parking (Page 172). The motion was seconded by Councilor Powers.

Councilor Filiault stated for him a temporary personnel line item should be temporary and it cannot become a permanent position and should be handled in house by personnel we already have.

Chair Greenwald stated that he is closely touched by parking with his business downtown. As he has started looking at parking more closely it is about the entire concept of the development of downtown. He stated that he did not like the position of Parking Project Manager at first but he has begun to appreciate what this position does. The Councilor stated he would not support the motion because he was not certain whether the responsibility could be achieved with existing personnel.

Councilor Roberts stated that he too will be in opposition of this motion. He agreed that he too was not in favor of temporary positions and if a position was needed it needs to be added to the budget as a permanent position. However, he felt this position was important for the City.

Councilor Powers stated that it is unfortunate that the committee needs to discuss positions that have people in them. The Finance Committee asked for a long term parking plan and an organizational structure, which they have not received. The Councilor acknowledged that good things are happening, but where does this parking function fall in the organization?

The Manager stated that staff will be asking the Mayor to schedule a workshop on parking and perhaps that would be the time to discuss this position. The budget could always be amended at a later time and asked that the committee wait for the workshop to be held before making any adjustments.

Councilor Filiault stated that the person who is holding this position has his utmost respect and has done a great job. The position says temporary and this has not been the case. If the position needs to be permanent, it needs to be debated and added into the budget. Councilor Clark agreed and added that the Council has never disagreed to things that were necessary and justified. The Councilor would like to see a justification for the position.

Mr. MacLean stated that when this position was started, staff did indicate that it was going to be an experiment. It has taken several years to see the potential benefits of this position and he understands the concern with the term "temporary. The Manager continued this could be addressed during the workshop at which the Council will have a better opportunity to determine whether the position should continue and in what fashion it continues. He noted that staff will make some recommendations at the workshop.

A motion was made by Councilor Powers to cut the funding of the position by half, to \$29,344 for six months. The motion was seconded by Councilor Roberts.

Councilor Powers asked the Manager to find an appropriate place for this position in the organizational structure. Mr. MacLean stated that staff will be back in July and asked that the money to be kept where it is.

Councilor Filiault stated that the reason he is opposed to this is because everyone saw this coming and hence he will oppose the amendment. Mr. MacLean agreed and this is the

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reason for requesting the workshop in July. The issue of what would be happening with this particular position was on our radar and he would like to move forward in an appropriate manner once the workshop has been held.

Councilor Clark asked whether this position's salary is going from \$30 to \$40. Ms. Fox stated that it has always been \$40. The person who was hired for the position had indicated that he did not want to be employed during the summer months and this is the reason for the difference in the amount.

The amended motion made by Councilor Powers carried on a 3-2 vote with Councilor Roberts and Councilor Filiault voting in opposition.

The budget amendment is \$29,344 less from the parking fund due to this amendment.

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

On a vote of 4-1, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2015-18-A, as amended. Councilor Filiault voted in opposition.

The meeting adjourned at 8:50 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker