

**City of Keene**  
**New Hampshire**

**FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE**  
**MEETING MINUTES**

**Thursday, August 30, 2018**

**6:30 PM**

**Council Chambers**

**Members Present:**

Carl B. Jacobs, Vice-Chair  
Thomas F. Powers  
Bettina A. Chadbourne

**Members Not Present**

Mitchell H. Greenwald, Chair  
Terry M. Clark

**Staff Present:**

City Manager, Elizabeth Dragon  
Public Works Director, Kurt Blomquist  
PW Operations Manager, Aaron Costa  
Asst. Public Works Director, Donna  
Hanscom  
Asst. City Manager/IT Director, Rebecca  
Landry

Vice-Chair Jacobs called the meeting to order at 6:30 PM.

**1) Pressure Reducing Valve Replacement at the Water Treatment Facility - Public Works Department**

Public Works Operations Manager, Aaron Costa and Asst. Public Works Director, Donna Hanscom addressed the Committee first and made reference to an amendment to the motion language. He asked that the words “sole source” be added to the suggested motion. Mr. Costa explained the pressure reducing valve is located at the water treatment facility on Roxbury Road. This valve is designed to reduce pressure to incoming water because the reservoirs on Roxbury Road are on a higher elevation than the water treatment facility (90 psi). The facility is not designed to treat water at this pressure level.

Mr. Costa stated this valve was originally constructed in 1993 and turbines were installed in 2011 to create electricity. Since the turbines were installed there have been some operational issues at the treatment facility. In 2016 the city contracted with Hoyle Tanner Associates to look at the pressure fluctuations of these valves. Hoyle Tanner, after its review, is recommending a 12-inch cla-val which will be better for the city’s operation. This work was budgeted for in the 2019 CIP at a cost of \$86,000. However, because this valve is a direct replacement and staff can do the work, it will save the city about \$57,000 and the contractor is offering the valve for a 90-day trial. He added if the city was to go out to bid, additional engineering specifications would be required. He further stated even though the city will be moving from the one-valve system, this new system will be able to handle either the one turbine or both turbines while they are in operation.

Vice-Chair Jacobs asked where the savings of \$57,000 comes from. Mr. Costa stated this comes from not having to install two pressure reducing valves.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City's purchasing requirements be waived and the City Manager be authorized to do all things necessary to sole source purchase a Pressure Reducing Valve (PRV) and strainer from CLA-VAL for an amount not to exceed \$25,274.

## **2) Mixers at the Wastewater Treatment Plant - Public Works Department**

Mr. Costa requested a change to the motion language for this item as well to add the words "sole source". Mr. Costa went on to explain the wastewater treatment facility is a conventional activated sludge treatment facility and uses micro-organisms to breakdown wastewater. It is a rectangular tank which holds 1.6 million gallons of water and is divided into eight, 200,000 gallon cells and four of those cells require mixing. Two of them are ready to be replaced. They use 30hp motors, they are 30-years old and are no longer energy efficient.

Mr. Costa went on to say the Anco mixers being recommended use 3 hp motors, and will save the city close to \$3,700 a year in electrical costs and about \$500 a year in oil. Funding for this project was recommended through the 2017 CIP program and the recommendation is to sole source and purchase two Anco mixers for an amount not to exceed \$42,925.

Councilor Powers asked who will install these mixers. Mr. Costa stated they will be installed by staff. The Councilor asked how old the existing mixers are. Mr. Costa stated one is about 12 years old and the other is about eight years old.

Vice-Chair Jacobs noted 30hp down to 3hp seems striking and asked whether they were over designed the first time. Ms. Hanscom stated this is a different treatment process than what the city had which required a bigger mixer.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to sole source purchase two Anco Mixers from Enviropax, Inc. for an amount not to exceed \$42,925.00.

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The meeting adjourned at 6:45 PM.

Respectfully submitted by,  
Krishni Pahl, Minute Taker