

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, March 14, 2019

6:30 PM

Council Chambers

Members Present:

Mitchell H. Greenwald, Chair Barrett
Carl B. Jacobs, Vice-Chair
Thomas F. Powers

Members Not Present

Terry M. Clark
Bettina A. Chadbourne

Councilors Present

Margaret Rice
George Hansel
Jan Manwaring

Staff Present:

City Manager, Elizabeth Dragon
City Attorney, Thomas Mullins
City Engineer, Don Lussier
Parks Recreation and Facilities Director,
Andrew Bohannon
Asst. City Manager/IT Director, Rebecca
Landry
Police Chief Steve Russo
Fire Chief Mark Howard
Asst. City Manager/Community
Development Director Rhett Lamb
Treatment Facilities Operations Manager
Aaron Costa
Public Works Director Kurt Blomquist
Asst. Public works Director Tom Moran

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

1) Pathways for Keene - Acceptance of Donation - Solar Lights - Keene Bike Path

William Faulkner, President of Pathways for Keene and Ted McGreer of Keene were the first two speakers who stated that Pathways for Keene would like to present the City of Keene with 33 installed solar lights along the bike path (location to be determined by the Parks, Recreation and Facilities Director). Mr. Faulkner indicated one of the goals of Pathways for Keene is to improve the bike path and as a result of fundraising from last year they are able to make this donation to the City. They are working with Lumens for Less which is a local company.

Mr. McGreer stated the poles are made in Fitzwilliam. He added they are a fiber glass pole and noted this is the second phase of the lighting installation. Last year 40 lights were installed along the bike path. Mr. McGreer indicated they like the safety feature these lights provide. Councilor Jacobs clarified these lights are the exact same lights as from phase one.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to accept the donation of solar lights and poles to be installed along various locations along the bike path as determined by the Parks, Recreation and Facilities Director.

Mr. Faulkner encouraged everyone to join them for the 4th event.

2) **Acceptance of Donation - Cheshire Cats - Parks, Recreation and Facilities Department**

Parks, Recreation and Facilities Director Andy Bohannon addressed explained the Cheshire Cats is a jump rope team that uses the Recreation Department and attends various competitions. During youth basketball season they organize bake sales and this year they raised \$527.39 to be used for program equipment and travel expenses for future tournaments. Mr. Bohannon stated two of the girls qualified for the national team this year – participants in this team are between the ages of 7 and 13 years old.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the donation of \$527.39 from the Cheshire Cats and that the money is used towards program equipment and travel expenses for future tournaments.

Mr. Bohannon thanked Cheshire Cats for their donation.

3) **Request for Approval to Solicit Donations to be used for a Safe Routes to School Event at Keene Middle School - Planning Department**

Asst. City Manager/Community Development Director Rhett Lamb stated he was before the Committee regarding acceptance of donations to be used for a Safe Routes to School event at the Keene Middle School scheduled for May 2019. Mr. Lamb stated a program has been created to encourage bicycling and walking to school and this is done in cooperation with the Middle School. He indicated there will be a series of events scheduled during that particular week and the week will culminate with an event geared towards safety for bicycling and walking to school. This is a partnership between the city and school and money for this program comes from a grant received in 2016.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to solicit and accept donations to be used for a Safe Routes to School event at the Keene Middle School in May 2019.

4. **Acceptance of Local Source Water Protection Grant - Public Works Department**

Treatment Facilities Operations Manager Aaron Costa stated the city operates four groundwater wells, three of which are located on Court Street behind the Green Wagon Farm. These wells provide water for residents and businesses in Keene. Mr. Costa noted the city applied and has received a grant in the amount of \$14,500 from NHDES to provide security fencing and signage.

Mr. Costa stated the grant award is conditional on the city adhering to NH purchasing requirements, and to share photos of completed fence and signage with NHDES. He noted the following items will not be covered by the grant and they are, marking out buried water lines in vicinity prior to fence installation, clearing trees and vegetation prior to fence installation, creating signage, and purchasing and installation of fencing around Court Street Corrosion Control Facility. These expenses will be paid through the Water Supply Protection Capital Project.

Councilor Powers asked whether this work will be been done for the West Street Well as well. Mr. Costa stated the West Street Well already has a fence and this well is on private property.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and execute a Local Source Water Protection Grant from the New Hampshire Department of Environmental Services (NHDES) in the amount not to exceed \$14,500 for the installation of security fencing in the Court Street Well Field.

5. Toby Tousley - Request to Purchase City Property - Adjacent to Bicycle/Pedestrian Path 160 Emerald Street

Mr. Toby Tousley of 499 Washington Street stated this item is in reference to the purchase of property, which item was before the Committee last month. Mr. Tousley stated in 2011 when this matter came forward there were issues regarding ownership; he stated his request did go in front of the Bike Path Committee who recommended the parcel be sold to Mr. Tousley.

He noted there are some issues that came forward and the first was in reference to the extension of Foundry Street which takes about nine feet off the northern portion of Emerald Street. He felt extending Foundry Street will eliminate the bike path and did not feel this was a realistic possibility.

Chair Greenwald asked staff whether the city needs a sign off from the State for this transfer to happen. City Manager Elizabeth Dragon stated when staff looked at the Shalldu issue, that ownership belonged to the city. However, the piece Mr. Tousley is referring to has not gone through the same review process and the first determination has to come from the State indicating this property belongs to the city. Chair Greenwald felt

this item also needs to be reviewed by the Bicycle Pedestrian Committee who might have some interest in it as well. Mr. Tousley stated when this was reviewed by Shalldu it was determined real property from Davis Street north was owned by the city and this information was provided to the city at its last meeting. Attorney Mullins stated the city was given a Quitclaim Deed from the State for certain property but the city has not been able to determine that deed was for this specific property. The City has been looking at the 1920's BMW Maps with respect to this as to where all the spin offs were but this process has not been completed. He noted the manner in which the Railroad properties came into the BMW Railroad and transferred out is complicated and staff needs more time to determine if Mr. Tousley should go before the State. Attorney Mullins went on to say even if the ownership cannot be properly determined the Commissioner of the Department of Transportation could provide a Quitclaim Deed.

Chair Greenwald assured Mr. Tousley this was not an effort to stall the process but as the City Attorney has explained, the city is required to go through certain review to determine ownership and the item will stay on the agenda so it can be revisited once the issues are resolved. Ms. Dragon added hearing from the Bike Path Committee would be important and this would be the next step after determining ownership.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends putting this item on more time.

6. T-Hangar Lease Agreements - Airport Department

Asst. City Manager/IT Director Rebecca Landry stated the airport had three T-Hangars available as of last week and since that time interest has been expressed in two of the Hangars. Because these are new leases and not renewals staff is requesting approval from the Council for the City Manager to be able to negotiate and execute these new leases. She noted the motion has been drafted so these leases can be handled administratively in the future.

Chair Greenwald asked whether Food Harvest For America was a new company in town. Ms. Landry stated they are not a local company – they have an out of town address.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to negotiate and execute Keene Airport t-hangar leases with David Wallace and Food Harvest For America, and that the City Council authorize the City Manager to do all things necessary to negotiate and execute future Keene Airport t-hangar leases.

7. Goose Pond Dam Improvements Project - Construction Phase Services - Public Works Department

City Engineer Don Lussier stated this item is in reference to the Goose Pond dam improvement project scheduled to happen this summer. The project was put out to bid and a bid came in under budget. He indicated the requested professional services contract is for the design consultant to continue into the construction phase. Mr. Lussier stated under the city's permit the engineer of record is required to complete certain tasks and make certain certifications to the Department of Environmental Services. Mr. Lussier stated the city would like to continue with this consultant as they have done a great job with the design.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends the waiving of the professional service purchasing requirements and that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Dubois & King, Inc. of Randolph, VT for the engineering, technical, and administrative services for the construction phase of the Goose Pond Dam Improvements Project (90228-17) for an amount not to exceed \$140,916.

8. Rose Lane Wastewater Treatment Plant Site Closure Project - Change Order Bazin Brothers - Public Works Department

Mr. Aaron Costa addressed the Committee again and stated this item is for a change order of \$162,650 to Bazin Brothers to finish a project at Rose Lane. He noted the city's first wastewater treatment facility was located on Rose Lane around 1934 and remained there until 1985. Past practices on this site included disposal of wastewater sludge on site, in 2007 New Hampshire Department of Environmental Services (NHDES) required the permanent closure of the site. The city has been working with Loureiro Engineering who performed the design modifications and the construction on the monofill portion of the site was completed in June 2018 with the exception of the fencing and there is money left in the Rose Lane Closure project.

Mr. Costa stated there are still remnants of the old wastewater plant's sludge drying beds located outside the sludge monofill area. This work with Bazin Brothers will completely grade the remaining portion of the property as well as install chain link fencing along the roadside of Rose Lane to provide security.

Councilor Jacobs clarified this is not work which was originally planned but because there is money left over staff is proposing this work. Mr. Costa agreed and added the city was only required to close the monofill but there is leftover money and there is still remnants of the old wastewater plant.

Councilor Powers asked how much property is located on this site. Mr. Costa stated there is approximately 11 acres but the open portion is about three acres and added this work would make the property look more attractive and the fence will keep the public out of the site.

Councilor Jacobs clarified this land is different to the site discussed at the last meeting where a portion of city land is being requested to be used by an applicant.

Councilor Jacobs 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 execute Change Order No. 2 with Bazin Brothers Trucking, Inc. for an amount not to exceed \$162,650 for Contract 01-16-08, Rose Lane Wastewater Treatment Plant Site Closure Project.

9. Rose Lane Wastewater Treatment Plant Site Closure Project - Change Order- Loureiro Engineering - Public Works Department

Mr. Costa stated this item is for the change order for approximately \$5,000 for Loureiro Engineering to oversee construction of phase 2 with Bazin Brothers.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute Change Order No. 5 with Loureiro Engineering for additional engineering and administrative services in an amount not to exceed \$4,999 for Rose Lane Wastewater Treatment Plant Site Closure Project, Contract 04-16-04.

10. Councilors Greenwald, Manwaring, & Richards – Tax Deeding - Kingsbury Property

Councilor Jan Manwaring stated this item is to request the City Council to initiate the tax deed process on the Kingsbury property. She stated the city has done a lot to assist the current owner in developing this property (rezoning, Brownsfield process). The Brownsfield process phase 2 requires going on site and performing borings, which requires the signature of the owner and this is not being done. Nor has any development efforts taken place on the property.

The Councilor stated since starting this process she has learned the current owner owes close to a million dollars in taxes to the city and felt it was time to do something as the current owner doesn't seem sincere in wanting to develop this property.

Chair Greenwald stated there is a great need for the city to improve Marlboro Street and this site is a significant portion of Marlboro Street and felt the city needs to move forward with this. He added he has been astounded at the number of people who are urging the city to move forward with this property. The Chairman stated his first choice is to not take this property and would like the owner of record to payoff what he owes. The Chairman stated if this tax bill was paid there are numerous things that can be done with this money and hoped the tax bill will eventually be paid. He referred to the chronology

included in the Committee packet from the Manager. The Chairman asked staff to outline the next step in the process

The City Manager stated should the council want to move forward with the tax deed process the owner will be notified of the taxes owed, and as of March 11, 2019 it was \$778,957.03 The owner would have thirty days and then it will come back to the Council to accept the tax deed.

The City Attorney stated once the property is taken by tax deed, then at that time the city owns the property and there are steps in reference to the environmental issues which the city is aware of and will have to decide how the city wants to proceed. The Attorney added if the owner even after the tax deeding process wants to pay taxes plus interest and penalties, he can still do so but noted it would be in the owner's benefit to pay the taxes before the tax deed process. The Chairman clarified this is not an instantaneous process and clarified the owner is aware of what the city is planning on doing. Ms. Dragon stated she had spoken to him just this week and had informed him of what the Council Chairs were planning on doing. She stated the owner is not present but Mr. Jim Phippard is present to address the Committee. Attorney Mullins noted the individual the city is dealing with is Mr. Thibault but the property is owned by a limited liability company.

The Chairman read into the record a letter from Councilor Clark as follows – the Councilor asked the letter be made part of the record:

“As I have said to my colleague several times over the past nine years, I do not believe the owner of the former Kingsbury property has been serious about marketing the property for development and the tax payers of the city have carried the burden for much too long. Since only governmental bodies may receive Brownsfield grants to clean up contamination on the property, I believe it is well past the time to take the property by tax deed to recoup the monies owed to the city in back taxes and move forward with its placement once again on the tax rolls. I do not support trading a portion of the property for what is owed in back taxes as has been suggested in the past.”

The Chairman asked for public comment.

Mr. Toby Tousley urged the city not take this property by tax deed and agreed the ability to extend Victoria Street as well as work on the brook under this property would be great. He reminded the committee of the tax deed it took on the Robert Hart property which was a fraction of the size of this property and noted to the amount the city had to spend on cleaning up the contamination that existed on the property. Mr. Tousley added the \$700,000 owed in back taxes will never be recovered and this property will not be put back on the tax rolls and will be off the tax role for decades. He urged the city to work with the owners to get something out of the owner on the back taxes.

Mr. Tousley talked about the expansion the city has pursued with the acquisition of the Police Department property, the Fire Department property and this will be another property the city owns. He urged the city not to take this property by tax deed.

Mr. Jim Phippard of Brickstone Landuse Consultants 185 Winchester Street addressed the Committee and stated he has been working for Kingsbury Acquisition LLC for two years to find a use for this property. Mr. Phippard stated as a contaminated site, it is a limiting factor to perform redevelopment. He indicated Mr. Thibault understands phase 2 needs to be completed and a request has been made to schedule a meeting with city staff. Mr. Phippard stated the owner wants to continue the discussion that was started with the prior city manager and also plans on making payment on the taxes. Mr. Phippard stated this action has got the owner's attention and stated he would like to show what has been happening on this site behind the scenes.

He stated this is a property that needs to be redeveloped and it will be, but it will take a decade before anything happens because the cleanup will take quite a few years. It has taken 20 years to clean up the contamination.

Mr. Phippard went on to refer to a plan – he referred to this as version 5 of the concept plan. Mr. Phippard stated development of industrial land is becoming difficult but he does get calls from other regions about relocating to this area. However, with this site the first issue is the contamination but there are portions that are not contaminated which could be developed and this is what he is trying to do first. Unless there is an interest for this owner who is not a developer it does not make sense to build and then hope it could be sold.

He referred to the plan and stated Mr. Thibault has agreed to extend Laurel Avenue to Victoria Street which is the center portion of the plan. He is also in agreement about providing flood storage in areas immediately around the Beaver Brook area – this would also allow the portion of this property in the flood zone to be able to be developed. He referred to the area of this property where it abuts Myrtle Street, noting the city's rezoning does not allow for residential use, it has to be a mixed use. The applicant is going to ask for this portion in the future once it is cleaned up to be redeveloped to residential use.

Mr. Phippard noted the easterly portion of the site is not in the flood plain and felt this portion could be subdivided today and could be a development site. He stated they are trying to get developers interested in this site. This could bring in the necessary revenue to pay the taxes and remove the existing building on site. He noted the building is about 300,000 square feet in size, the building contains asbestos which needs to be addressed before the building can be demolished – asbestos removal is about \$3.00 a square foot which could cost close to two million dollars. Mr. Phippard stated he agrees with Mr. Tousley as a tax payer he does not want the city to take this property because he knows what the cost can be and what can go wrong; as a tax payer he does not want to be stuck with it and would like the owner to pay what he owes. He went on to say now that the city has the owner's attention, he hopes the city can pursue the conversation with him and get the tax issue settled.

Chair Greenwald for the benefit of the public stated what is happening today is not a Planning Board review, a site plan issue but just a discussion as to what could happen

with this site. He went on to say he is impressed as to the work that has been going on which he was not aware of. The Chairman stated in his experience if you want an eviction to happen you need to get the clock started which is similar to that of a tax deed – he stated he is in favor of starting the clock but it can be stopped should the owner come through. Mr. Phippard asked the committee to put this item on more time for one cycle (two weeks), to give opportunity for the owner to meet with staff and see what comes out of that meeting.

Councilor Powers clarified the city has a handle on this property and would always get its money under State law. Ms. Dragon agreed as long as it stays in private hands the taxes won't go away they will remain with the property. The Councilor felt this owner has been given ample opportunity to contact not just this City Manager but the City Manager prior to that as well. He went on to say he does not want the city to take on a contaminated site and added the city just spent a quarter of a million dollars to clean up a site the city contaminated and another one which was discussed a few weeks ago. He however, felt this discussion needed to happen and felt the council needs to hear this item and give the Manager some sort of direction as to how she should move forward.

Councilor Jacobs stated he is impressed someone is thinking about this property and felt it is important for a conversation to happen with the city. The Councilor stated he doesn't want the city to own this property; in the long run it wouldn't be the best solution. He stated he would like the current owner to pay the taxes and develop this site. He did not feel waiting one more cycle would be detrimental especially if this would bring about a new relationship with the owner.

Ms. Dragon asked whether this was the same plan that was prepared three years ago which the city helped fund to determine storage for that facility. Mr. Phippard stated this is a different version of that plan but it is similar to where it started. The Manager stated there is still the outstanding issue with the owner signing the access agreement to continue the Brownsfield work – the Manager stated when she spoke to Mr. Thibault this week he had indicated this was not something he was likely to do which would mean the funds received to continue the environmental work would not be able to go forward while Mr. Thibault owned the property.

Ms. Dragon went on to say this property was recently cited for violation on a portion of the property which was being used without a certificate of use. At that time when an inspection was done there were some serious structural concerns with the building and a notice was provided to the owner that this building cannot be used without a certificate of use. The current occupants are supposed to be vacating the building by the end of March. Ms. Dragon stated when Mr. Phippard talked about demolition this is something she would like to discuss further as the building is beginning to show some serious structural concerns. Ms. Dragon stated she had urged Mr. Thibault to attend today's meeting and address some of these concerns – Chair Greenwald stated Mr. Thibault's presence today would have been meaningful to him.

Mr. Tousley stated with a landlord they always have the option of stopping an eviction if a tenant was to start paying on any back rent but noted he wasn't sure if the same would be true for the city and cautioned the city about forging ahead should the owner be able to pay some of the taxes. Chair Greenwald stated with a residential tax deed process the tax collector has been able to extend the process when partial payment and conversation with the owner resumes and stated the process can always be stalled.

Ms. Dragon stated once this notice is given the property owner can talk about and sign an acceptable payment arrangement – this would be something that would go before the Council but there is another step where the Council will vote to take the property. Today is a recommendation staff is providing to the Council. The Chairman felt this matter should move forward and if there is a need it can be put on hold later in the process.

Attorney Mullins stated he feels it necessary to address the committee as his name has been mentioned a few times with reference to this item. The Attorney stated the city has had numerous conversations with Mr. Thibault; a number of plans and options were presented to him and this was over three years ago but for whatever reason those discussions did not come to fruition. Attorney Mullins stated he did not want the committee to feel what is presented tonight is something new – these are issues that have been discussed over the years and only when this type of effort happens does the city get action from the owner. He further stated that one of the reasons the city has not taken this property is because of the contamination that exists on this property, but at some point something needs to be done.

Councilor Manwaring stated it is never the intention of the city to take property and it is never the city's first choice. She stated it concerns her the owner is not cooperating with the city and stated she does not understand why Mr. Thibault won't permit phase 2 of the Brownsfield work to continue. She asked the committee to move this forward to the council as there is always a way to stop the process should there be a need.

The Chairman stated if he feels there is substantial activity happening from the owner he will at the next council meeting ask that the matter be sent back to the Finance Committee.

Councilor Powers stated he will not support the motion as he does not want the city to own another hazardous site.

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

On 2-1 vote, the Finance, Organization and Personnel Committee recommends that the City Manager and appropriate city staff be directed to initiate the tax deeding process with respect to unpaid property taxes subject to tax deeding for property located at 80 Laurel Street, tax map number 589 017 000 000 000. Councilor Powers voted in opposition.

11. Appropriation of Funds for the Drummer Hill Water Storage Tank and Pump Station Replacement and Contract with Tighe & Bond for Engineering Services Resolution R-2019-06 and R-2019-07

Mr. Costa addressed the Committee next. He was joined by Public Works Director Kurt Blomquist and Asst. Public Works Director Tom Moran. Mr. Costa stated there is no vote staff is looking for tonight, staff is here to provide background with reference to the Drummer Hill Water Storage Tank. This tank and the booster station were constructed in 1987 and was slated to be replaced in the capital improvement program for FY24 (tanks) and FY27 (station). The tank however, sprung a leak in February 2018 which required the project to be moved up. The tank has been offline since that time. The last time this project came before council was in July 2018 and at that time staff requested \$800,000 in capital reserve funds.

Since that time the city contracted with Tighe & Bond Engineering Services and noted the committee has in its packets the advantages, disadvantages and cost outlined by this consultant. Mr. Costa stated even if the tank is refurbished there will still be issues with the tank such as water quality. Staff also considered getting rid of the tank completely and just operating with a booster station. This would address the water quality issues, it will improve water pressure, it will meet ISO Standards for fire flow, and it will remove the tank and remove the necessity for inspections. However, the disadvantages would be the relocation of the pumping station, the Elm Street distribution lines that feed Timberlane would have to be lined and cleaned (they date back to the 1920's), and it would require a larger backup generator.

What staff is recommending is to replace the existing tank with a larger tank and replace the existing pump station. This will improve water quality and pressure and would improve compliance with water main flushing and fire suppression requirements. It won't require immediate lining and cleaning of Elm Street distribution lines that feed Timberlane and the pumping station closer to Elm Street will not require replacement. It will be easier to operate and it will be more energy efficient. The total cost of this project will be 2.2 million dollars. Staff's recommendation is also to continue working with Tighe & Bond Engineering to perform the design and construction oversight administration.

Mr. Blomquist addressed the Committee to talk about the finances. Mr. Blomquist stated there is about a 1.4 million dollar differential compared to what was originally appropriated. He stated they would like to place the item on more time to give Public Works time to work with the Finance Department.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends placing Resolutions R-2019-06 and R-2019-07 on more time.

The Chair explained to the public the two Resolutions address financing and those two items are being place on more time.

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

On 3-0 vote, the Finance, Organization and Personnel Committee recommends the waiving of the professional services purchasing requirements and the City Manager is authorized to do all things necessary to negotiate and execute a professional services contract with Tighe & Bond to perform engineering, technical and administrative services for the design and construction oversight for the Drummer Hill Water Storage Tank and Pump Station Replacement Project for an amount not to exceed \$307,681.

12. Capital Improvement Program - 2020-2025

Chair Greenwald explained the Capital Improvement Program 2020-2025 discussion has happened with all city departments going over the various projects listed in this program. There has been a public hearing and the public has addressed the committee with their comments on the program. The Chairman thanked the public that attended and especially those who addressed the skate park issue. There was also discussion about the public restrooms and Welcome Center and the council received a communication from the Monadnock Interfaith project, Tom Julius encouraging the committee to go forward with this. The Chairman noted there was discussion about eliminating the restroom from the CIP because of the uncertainty that surrounds Gilbo Avenue. The Chairman noted he would be making a motion to leave this item in the CIP but to move it from 2020 to 2021.

The Chairman went on to say because a public hearing has already happened the public will not be able to make any further comments, the Councilors however, can still make comments. The Chairman asked for comments from the City Manager.

Ms. Dragon stated there is a Memo regarding staff's recommendation for funding of the aerial imagery update project for \$55,000 and the voting booths for \$32,088 – the original proposal was to use FY19 carryover funds but the proposal today is to use fund balance. She noted this was Councilor Powers' recommendation and she agrees with that recommendation.

Chair Greenwald made a motion for the adoption of the Capital Improvement Program 2020 – 2025 as submitted. The motion was seconded by Councilor Powers.

Councilor Powers made a motion to amend the foot notes for aerial imagery update project and the voting booth project for the use of fund balance. The motion was seconded by Councilor Jacobs and carried on a 3-0 vote.

Chair Greenwald made a motion (Page 184 – Welcome Center facilities) that the project cost of \$134,000 to be moved from FY20 to FY21. The motion was seconded by Councilor Powers.

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The Chairman stated he sees a definite need for these restrooms. He felt it was important to keep this item in the CIP but \$134,000 will not be spent in FY2020. The Manager noted this project was to be funded through the Downtown Capital Reserve Account. Councilor Jacobs stated he will not support the amendment. He stated there is money available and if there is a way to address this issue. The Councilor stated individuals like the Interfaith Group would like to see the city start working on it.

The motion carried on a 2-1 vote, with Councilor Jacobs voting in opposition.

Councilor Powers made a motion to adopt the 2020-2025 Capital Improvement Program as amended. The motion was seconded by Councilor Jacobs and carried on a 3-0 vote

The Chairman stated this item will go before the City Council next Thursday – March 21st. There was a question raised as to whether Councilors need to submit their comments before the 21st. The City Attorney noted that requirement is only for the operating budget. With that the Chairman thanked everyone for their hard work on this budget.

On a vote 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Council approve, as amended, the Capital Improvement Program which the footnotes for aerial imagery update project and the voting booths project for the use of fund balance, removes \$134,000 for the Welcome Center - Facilities from FY20 and adds to FY21.

The meeting adjourned at 8:05 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

Additional Edits by,
Terri M. Hood, Assistant City Clerk