

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, December 12, 2019

6:30 PM

Council Chambers

Members Present:

Mitchell H. Greenwald, Chairman
Carl B. Jacobs, Vice-Chairman
Thomas F. Powers
Terry M. Clark
Bettina A. Chadbourne

Mayor Kendall Lane

Staff Present:

City Manager, Elizabeth Dragon
City Attorney, Thomas Mullins
City Engineer, Don Lussier
Parks Recreation and Facilities Director,
Andrew Bohannon
Asst. Public Works Director, Tom Moran
PW Operations Manager, Aaron Costa
City Assessor, Dan Langille
City Clerk, Patty Little
Police Captain, Todd Lawrence

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

1) REPORT OUT: Continued Discussion - Campaign Finance Ordinance

Chair Greenwald stated there has been much discussion on this item by staff and Council and there is also work being done on this item at the state level. He noted there is a large council turnover coming up in January and believed the new councilors should have a voice in this discussion. The Chairman noted even though he generally does not like more time items and hence is asking this item be reported out and the new Mayor and Council can bring it up as they see fit.

Councilor Chadbourne agreed with the Chairman. Councilor Jacobs noted there needs to be transparency when this item moves forward – he suggested putting the item on more time. Councilor Clark clarified if this item is reported out it will need to be reintroduced next year. The Chairman agreed but added all the work done will be available. Councilor Powers agreed with accepting the item as informational. Councilor Chadbourne felt it would be prudent to wait to see how the state moves forward.

Councilor Clark stated the Council has authority to move forward with this item. He noted the State has ignored and pushed this item to aside for many years. He disagreed with reporting it out and wanted the item to be put on more time. Councilor Chadbourne

stated she did not mean the Council did not have authority but did not want the duplicate Council efforts.

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

On a 3-2 vote, the Finance, Organization and Personnel Committee recommends reporting out this item as informational. Councilor Clark and Councilor Jacobs voted in opposition.

2) 2020 Law Enforcement Opioid Abuse Reduction Grant - Police Department

Police Captain Todd Lawrence addressed the Committee with reference to the 2020 Law Enforcement Opioid Abuse Reduction Grant. He indicated this is the third year the Department has applied for this grant. Captain Lawrence stated the goal of this grant is to reduce opioid sales and abuse, thus reducing overdoses.

He stated the Keene Police Department has been awarded \$30,000, which will pay for overtime for drug investigation and other efforts with joint narcotic operations. Once the grant is approved, it will run through June 2020.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the NH Department of Safety 2020 Law Enforcement Opioid Abuse Reduction Grant in the amount of \$30,000.

3) Acceptance of Donations - Parks, Recreation and Facilities Department

Parks, Recreation and Facilities Director Andy Bohannon began by noting to a scrivener's error – the dollar amount should read as \$85 not \$45. He reminded the committee of the same item he had come before the committee on regarding sales of t-shirts in memory of Robert Wilber a longtime city employee and city councilor. This donation represents additional funds collected on sale of the t-shirts.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$85.00 and that the money is used for the Recreation Department scholarship fund.

4) James Weatherly, Southwest Region Planning Commission - Proposed Application for CDBG Funds for the Community Kitchen Improvements Resolution R-2019-41

James Weatherly Planning Technician for Southwest Regional Planning Commission addressed the committee and began by stating that he provides community block grant writing and administration services for the City of Keene. He explained that the NH Community Development Finance Authority disperses CDBG grants to towns, cities and counties and these funds are distributed on a competitive basis. These funds can be used for housing and economic development to assist low and moderate income people.

He went on to say, this past summer Community Development Finance Authority received exemption in administrative rules which resulted in one major change which splits public facilities and housing into two categories.

Today's award would provide up to \$500,000 to the Keene Community Kitchen and the application is due by January 22, 2020. He noted a public hearing has been scheduled for December 19, 2019. Mr. Weatherly then turned the presentation over to Phoebe Bray of the Community Kitchen.

Ms. Bray stated the Kitchen in 2017 awarded another block grant and there were plans to spend those monies but the monies did not go as far as was planned which left about ten items still to be completed. She noted they have interest in installing a solar array on their roof and noted their electricity costs in 2018 was about \$24,000 and anything that can be done to mitigate those costs will be helpful (the roof will need to be restructured to hold the solar array) . In addition to this, she noted their bathrooms need to be updated and brought up to code. The second floor of the Kitchen does not have adequate insulation. Ms. Bray stated if all this work can be done, this building will be all set for another 25 years.

Chair Greenwald asked what the committee was voting on today. City Manager Elizabeth Dragon stated the committee will be voting to endorse the application.

Councilor Clark thought this was a great project and hoped the Kitchen would receive up to \$500,000. He commended all the work that has already been done. Ms. Bray stated the changes they have made have already reduced energy costs by nearly 15% but since that time there has been a rate hike with energy costs. She noted the solar array would save about 40% (\$10,000) in cost.

Councilor Jacobs asked whether the City would need to come up with any funds for this item. Ms. Bray stated the Kitchen has to come up with 25% of the grant in cash and added they are looking at many sources for these funds.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends to endorse the proposed application CDBG Funds for the Community Kitchen.

5) Discussion - Establishment of Free Downtown Parking - Economic Development Director

Medard Kopczynski, Economic Development Director stated he and the Parking Operations Manager met with Roger Weinreich regarding the free parking. Mr. Kopczynski stated at this point Mr. Weinreich needs to do a bit of outreach with business owners to fine tune what he is requesting from the City (timeframe, how far beyond Main Street, changing to two hour maximum limitation). He noted staff is likely to be before the committee with this information.

Councilor Clark stated he is confused because he was under the belief you needed meters downtown for turnover. Mr. Kopczynski stated this would all be part of the conversation. He added downtown parking now is not only for retail needs there is housing downtown, there are people who work downtown. He further stated the request is for free parking but there is no such thing as free parking because one way or the other someone will have to pay for this service. He stated he agrees with Councilor Clark in that at least on Main Street the purpose of the program is to provide availability for parking in front of people's businesses. When this is defeated the purpose of the program is lost.

Councilor Chadbourne made the following motion, which was seconded by Councilor Jacobs.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends this item being placed on more time.

6) Councilor Greenwald - Conflict of Interest - Real Estate RFQ

Chair Greenwald stated he has submitted a Memorandum to be recused from this item. He explained the nature of the real estate business, it is a multi-faceted operation and everyone works together. He as the principle broker of his company often works with other real estate companies and splits the commission. He added as indicated in the Memorandum he feels extremely uncomfortable being involved in the matter on the agenda.

Mayor Lane felt the Chairman's request was appropriate and felt this is a controversial issue and the Chairman's office could very well be involved in the discussion. Councilor Powers felt this is the right thing to do. Councilor Clark agreed and went on to say, in the Chairman's case the recusal was appropriate because he is a broker, but Councilor Clark who is also in the real estate business is not a broker and hence will not be recusing himself from this item. Even though he is involved with Masiello Real Estate, he is an independent contractor

Councilor Jacobs stated he will vote in favor of this item even though he does not see a direct benefit for the Chairman at this time.

A motion was made by Councilor Clark to grant the Chairman's request for recusal. The motion was seconded by Councilor Powers, and carried on a 4-0 vote.

7) **Real Estate RFQ - Economic Development Director**

Mr. Kopczynski stated this contract is for the city to enter into a contract for real estate services. This is for the purpose of retaining a pre-qualified realtor so that if the city has property it needs to market they could assist with that work. He noted this would be for a fixed period of time (five years).

Mr. Kopczynski stated when the RFQ was sent out three responses were received from the following entities: Masiello Real Estate, HG Johnson and Keller Williams. There was a review team assembled to look over the RFQ, Chaired by the City Assessor and other staff who deal with properties the city owns. The review team recommends Keller Williams.

Councilor Chadbourne asked for the three most important items when reviewing these teams. Mr. Kopczynski referred that question to the City Assessor Dan Langille. Mr. Langille stated the team looked at commission structure – all three firms were equally competitive for this item. The second was experience and all three firms were equally qualified to do the job but noted Keller Williams stood out because they have a specific government services branch and an entire team dedicated to assist the City.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to all things necessary to negotiate and execute a contract for professional services with Government Services at KW Commercial – Keller Williams Coastal Realty whose proposal is determined to be in the “best interest” of the City.

Chair Greenwald was recused from this vote.

8) **Recycling Center Equipment Rebuild - Baler Infeed Conveyor - Public Works Department**

Asst. Public Works Director/Solid Waste Manager Duncan Watson addressed the Committee next. Mr. Watson stated this item is to service a piece of equipment beyond just repair and maintenance type of work.. He continued that because of its age, the baler in-feed conveyor either needs to be replaced or rebuilt. Staff feels a rebuild would be satisfactory compared to a full replacement, which will be at a cost of \$111,000 whereas a rebuild would be at a cost of \$70,116.

Mr. Watson stated the city is looking to do a sole source with a company called Machine Experts who were the original manufacturer of this baler. They will turn the item into a zero hour item which would then last for quite a few years.

Councilor Chadbourne asked how long a rebuild would last versus purchasing a new piece of equipment. Mr. Watson stated at this point staff feels it's prudent to go with a rebuilt which could last about 15-20 years.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that a sole source contract be awarded for the rebuilding of the in-feed conveyor at the Recycling Center/Transfer Station and that the City Manager be authorized to do all things necessary to use Solid Waste Fund Equipment Replacement Capital Reserve Funds and FY20 Solid Waste Operating Budget Funds to rebuild the baler in-feed conveyor in conjunction with the Primary Baler Replacement Project.

9) Radio Communication Equipment Upgrade - Public Works Department

Asst. Public Works Director, Tom Moran and Treatment Facilities Operations Manager, Aaron Costa were the next two speakers. Mr. Costa stated the Wastewater Treatment Plant (WWTP) and Water Treatment Facility (WTF) have 27 radios that allow the pumping stations, water storage tanks and well facilities to communicate with the treatment plants. This communication is essential for data transmittance and allows staff to monitor operational conditions, make process changes, as well as receive notification for alarm conditions 24 hours a day.

He went on to say five radios were scheduled to be replaced in the CIP in FY25 because replacement parts would no longer be available. However, in May of 2019, the manufacturer of the current radio equipment advised the city they were going out of business. Therefore, if a radio were to fail, staff would not be able to obtain replacement parts or a replacement radio that is compatible with the existing system. He stated TCS Communications has provided sales and services to the Water and Wastewater Treatment Facilities since 2002 and is the most familiar with the City's SCADA radio system.

Mr. Costa further stated staff is recommending Cal Amp radio equipment to be purchased from TCS who is the New England sales representative for Cal Amp products. The total estimated cost for this equipment upgrade which includes installation assistance, FCC licensing, frequency coordination and radio programming is approximately \$72,891.00. Because this project schedule was unexpectedly accelerated, staff carried over \$92,000 from FY19 Operating Budget to fund this project in FY20. Funding for this equipment and services was approved through the FY20 Operating Budget and is available in 05006 & 08006 63409.

Councilor Jacobs made the following motion, which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Council as per City Code Section 2-1336 authorize the City Manager to do all things

necessary to sole source the purchase of radio equipment and services from TCS Communications Corporation.

10) Roxbury Street Bridge over Beaver Brook Project - Public Works Department

City Engineer Don Lussier stated this item is to request the City Manager to enter into a sole-source professional services contract with McFarland Johnson, Inc. of Concord, NH, for the construction phase of the Roxbury Street Bridge over Beaver Brook. He indicated when a consultant is hired to do design work it is always prudent to have them continue with the construction phase of the work.

Mr. Lussier went on to say this is a state aid bridge project with 80% of funding coming from the State. Staff is waiting for State approval to re-advertise this project, which was put out to bid last spring. The request brought in one bid which was not a market rate bid. Staff is hoping for better results this time. He stated the contract will be awarded for construction early next year; precast concrete sections will be worked on this winter, and bridge work will begin June-July 2020.

Chair Greenwald asked what work falls under this contract. Mr. Lussier stated this contract is for the construction phase services and the state requires a near full time contract inspection.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a sole-source professional services contract with McFarland Johnson, Inc. of Concord, NH, for the construction phase of the Roxbury Street Bridge over Beaver Brook Project (90186-A) for an amount not to exceed \$167,650.00.

11) Design Contract for Martell Court Headworks Treatment Project

Mr. Costa and Mr. Moran addressed the Committee again. Mr. Moran provided some background information about the Martell Court Pump Station. It is located on Lower Main Street behind Agway at the junction of Branch and Ashuelot River. It was built in 1985. There were bar racks installed at this location to remove trash. In the mid 90's this system was discontinued and two grinder units were installed to grind up the trash. In the 2000's manufacturers started producing "flushables". This is when the station started running into issues causing plugged up pipes, which had to be removed manually by staff.

The project before the Committee looks at a fine screen process where the bar racks were originally located. Mr. Moran noted the city received a \$50,000 grant from Eversource for Energy Conservation Projects and \$25,000 of that could be used for engineering work related to this project. Staff signed a contract with Aldrich & Elliott Water Resources

Engineers and have been impressed with the work they did and would like to award them this contract.

Staff visited other areas to look at several other screening options; staff also reviewed work experience and references of contractors. Mr. Moran called the committee's attention to the scope of work outlined in the committee's memorandum.

Councilor Chadbourne noted the issue with flushables seems to be a nationwide problem and asked whether there are any regulations being put in place to address this issue. Mr. Costa answered in the negative and added there is nothing in place to prevent it and Keene is trying to provide as much education as possible – he added this is a worldwide problem.

Councilor Powers asked for the length of this project. Mr. Moran stated it could take about a year.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to negotiate and execute a professional services contract with Aldrich & Elliott Water Resources Engineers (AE) to perform Final Design on the Martell Court Headworks Treatment project for an amount not to exceed \$80,000.

Chair Greenwald thanked everyone on staff who have assisted him during his time on the Finance Committee.

Mayor Lane thanked the Chairman for all his work on the Finance Committee.

The meeting adjourned at 7:40 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker