



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
June 1, 2017
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- May 18, 2017

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Presentation - 4th Grade Water Science Fair Winners
2. Public Hearing - Absolute Discontinuance of a Portion of Production Avenue
3. Presentation - Airport Master Plan

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations
Historic District Commission
2. Nomination
Partner City Committee

C. COMMUNICATIONS

1. Robert Kerr - Request to Use City Property - Whitcomb's Mill Road - Filming
2. Councilors Chadbourne and Jacobs - Limiting the Final Budget Results to a Tax Increase No Greater than 1.99%

D. REPORTS - COUNCIL COMMITTEES

1. Department Presentation – Fire Training – Fire Department
2. Park Avenue-Cheshire Rail Trail III Loop (City Project 021605): Preferred Alternative Presentation and Recommendation – Planning Department
3. Acceptance of Donations – Fire Department
4. Acceptance of Donation - Parks, Recreation and Facilities Department
5. Light Emitting Diode Street Vendor Selection - Public Works Department
6. Capital Purchase - Asphalt Reclaimer - Public Works Department
7. Rt. 12/Main Street Bridge over Beaver Brook - Public Works Department
8. Babbidge Reservoir Dam Improvement Project - Public Works Department

9. Underground Telecommunications Conduit Contract - IT Department

E. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. CITY MANAGER COMMENTS

F. REPORTS - BOARDS AND COMMISSIONS

G. REPORTS - MORE TIME

H. ORDINANCES FOR FIRST READING

1. Relating to Purchasing
Ordinance O-2017-11

I. ORDINANCES FOR SECOND READING

1. Relating to Fire Alarms
Ordinance O-2017-05
2. Relating to Fire Prevention Code
Ordinance O-2017-06
3. Relating to Class Allocation and Salary Schedules
Ordinance O-2017-07-A
4. Relating to Personnel Procedures - Hours of Work
Ordinance O-2017-08

J. RESOLUTIONS

1. Relating to the Fiscal Year 2017-2018 Operating Budget
Resolution R-2017-22-A
2. Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; Relating to the Appropriation of Funds for the LED Streetlights Project; Relating to the Appropriation of Funds for the Flood Management Project; Relating to the Appropriation of Funds for the Airport Terminal Improvement Project and Relating to the Appropriation of Funds for the Transfer Station Energy Source Project
Resolution R-2017-12
Resolution R-2017-13
Resolution R-2017-14
Resolution R-2017-15
Resolution R-2017-16

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, May 18, 2017. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, Bartolmiej K. Sapeta, Randy L. Filiault, Thomas F. Powers, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones and Mitchell H. Greenwald were present. Robert B. Sutherland and David C. Richards were absent. Councilor Manwaring led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the May 4, 2017 meeting was duly seconded. The motion passed with a unanimous vote in favor. The Mayor announced June 1st there will be a presentation on the Airport Master Plan; June 15th there will be a Public Hearing on the Marlboro Street Rezoning Ordinances as well as a presentation on the Goose Pond Dam project; and finally, on June 19th and 20th will be the final round of City Manager interviews. Mayor Lane ended his comments by announcing that the annual Memorial Day services on Central Square will be held on Monday, May 29th starting at 9:00 AM followed by the parade at 10:00 AM and observances at the Veteran's Memorial in Fuller Park at the Recreation Center.

PROCLAMATION – PLAYFUL CITY USA

The Mayor invited Andy Bohannon, Parks, Recreation, and Facilities Director forward to present him with a proclamation recognizing the City of Keene as a "Playful City USA." The Mayor went on to proclaim May 18, 2017 as *Playful City USA Day* in the City of Keene and encouraged all citizens to enjoy the City's parks and recreation opportunities. Mr. Bohannon thanked the Mayor and noted that Keene is one of only 12 communities in New England having received this honor.

PROCLAMATION – PUBLIC WORKS WEEK

The Mayor invited Donna Hanscom, Assistant Public Works Director, forward to present her with a proclamation relative to Public Works Week. The Mayor went on to proclaim the week of May 21-27, 2017 as *Public Works Week* in Keene and called upon citizens to recognize the vision and efforts of Public Works staff towards making Keene a beautiful and vibrant community. Ms. Hanscom thanked the Council and community for their support of the Public Works Department, and encouraged the public to visit the Public Works facilities for a tour.

PUBLIC HEARING – FISCAL YEAR OPERATING BUDGET

Mayor Lane called the public hearing to order at 7:12 PM. The notice of hearing and certificate of publication were read. Mayor Lane recognized the City Manager. City Manager Medard Kopczynski stated that the City Council and the public are presented with three documents: the proposed Operating Budget, a Citizen's Guide created to aid the public in understanding where tax dollars are spent, and a budget supplement which contains information related to issues identified by City staff, the City Manager and the City Council in various workshops and committees. He continued the proposed budget represents a responsible budget funding the basic functions, activities and operations of City departments to accommodate the goals set by the City Council, as well as incorporating current labor agreements, NH Retirement System rate changes, health insurance increases, and other contractual obligations. The proposed budget includes the first year of the fiscal year 2018-2023 Capital Improvements Program as adopted by the City

Council in April of 2017. He noted the CIP funds improvements to basic City infrastructure such as: roads, guardrails, sidewalks, drainage systems, water/ sewer pipes and equipment, and other initiatives that are vital to the quality of life in Keene, retain business and attract new businesses. It also advances several City Council initiatives and includes additional resources for the Planning, Public Works, Health and Code departments. In addition, the budget contemplates the completion of some large scale planning projects such as Marlboro Street, and the creation of a Land Development Code. Mr. Kopczynski noted that the proposed budget includes a 1.99% increase in property taxes to fund operations and capital improvements. He added that combined water and sewer bills are expected to decrease by .87%, translating into a savings of about \$11.00 per year for an average user.

The Mayor explained there are copies of the City Budget available in the room for the audience to reference during the public hearing. He continued that it is also available on the City website. The City has a number of departments that fall under specific categories, as well as outside agencies. He stated he will go through the various categories and ask for questions or comments on each. He added general comments would be accepted at any time during the hearing. This is the opportunity for the public to be heard on anything related to this budget.

The Mayor started by reviewing the Elected and Appointed Officials section of the budget which includes the Mayor and City Council, as well as outside agency funding. He listed some of the entities that received funding through the outside agency funding budget. He asked for comments on this section.

Bradford Hutchinson, 305 Marlboro Street, stated that he wanted to speak about the outside agencies that receive funding. He urged the Council to do a better job of oversight and accountability on some of these agencies. He stated that the 100 Nights Shelter should be more supported by this community and he is disappointed that they are not more welcome. He described the interconnectedness of the various agencies in terms of their clients. Many people receive services from multiple agencies, and he is concerned about information silos and that these agencies may not be working collaboratively. He went on to state his opinions about various agencies. He commented that the City's Human Services Department does a good job and asked that they be given the means to do their work effectively. Mr. Hutchinson ended by reiterating that the City Council should be aware of what these agencies are doing and base the funding on the quality of the services they are providing.

Peg Monahan, Harrisville, resident stated she is asking the Council to support the Keene Senior Center in their request, noting they had asked for \$20,000 and the City Manager has recommended \$15,000. She would like this to be fully funded at the amount they requested. Their membership has doubled in the last four years and it is reflective of the increase of the number of seniors in our community. Currently individuals over the age of 65 make up 17% of the population of Keene, by the year 2030 that number will increase to 30%. That will mean the one out of every three will be 65. She added the Senior Center's focus is keeping seniors healthy – both mentally and physically. They have done quite an extensive outreach in the last several months to start a program called *Cheshire Village at Home*, which helps people to stay in their homes as long as possible. There is a full volunteer committee of about 19 people who have put in a lot of effort to create a program will operate like the Monadnock Home program. She added

these are all part of the Village National Network. Ms. Monahan explained the program is designed to provide help for individuals wishing to remain in their own home as long as possible. Many seniors do not want to go into a nursing home or assisted living, and this program that starts on June 1 will help with that.

Michael Acerno, identified himself as the Transportation Manager for the City Express. They are asking for an additional \$1,000 in funding to assist with replacing their aging fleet; however the City Manager has not recommended that additional funding. They have received a Federal FDA grant to assist with this purchase, and he feels that the additional \$1,000 they have requested is a very good deal for the City of Keene. He added they expect to provide about 38,000 rides to people in Keene next year, for people who need to access critical services such as medical appointments, groceries, employment, etc. He urged the Council to support their request and thanked them for their past support of the organization.

Carrie Post, 53 Fox Circle, stated she has a general comment. She is a homeowner in Keene and owns her home with no mortgage, so she really notices the increases in property taxes. She feels it is unfair to property owners that they are paying for services that benefit people outside of Keene. It is compounded by the fact that this is our only revenue base, without the benefit of a sales tax or income tax. Without any other source of taxation, every time the budget needs to be balanced by increases in property taxes, she feels it. This is very hard for some people who live in one of the highest taxed communities in the State. She had no particular recommendations on the budget, but she wants to trust the City government is protecting the citizen's interests and looking at ways to curb property tax increases. If this doesn't happen she may be in a position to decide if remaining in Keene is feasible.

Peg Bruce, Secretary for Kiwanis Club of Keene, explained their civic group runs the Tree Lighting Ceremony every November. She stated she wishes to thank the Council for their support over the last four years that they have been the organizer for the event.

David Bohannon, Ward Four Selectman, stated he is present to support the request from the City Clerk for funding to purchase new voting booths. He stated the current booths are quite old and the tray that people write on are bent and the tabs that support them are missing or bent. The trays collapse or are misaligned and this is very unpleasant for voters. He has been a Selectman for over 17 years and he takes a lot of pride in their voting place. The booths are problematic because election workers continually have to check the booths as they are used to make sure the tray is in the proper position. He feels the City needs to do something because the current booths are unrepairable. He finds it very difficult to fix the booths on the fly during an election because it is disruptive to voters. The quick fixes are no longer enough to correct the issue of these booths falling apart while voters are using them. He is also concerned about the risk of a voter being injured if the tray were to collapse while they are using or leaning on it.

Mayor Lane continued to the next section of the budget for Administrative Services including the City Assessor, Finance Director, Human Resources, and Information Technology. There were no public comments on this section.

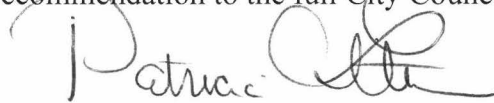
The Mayor then proceeded to the next section for Community Services which includes Fire, Police, Human and Youth Services, the Library and Parks and Recreation. There were no public comments on this section.

The Mayor stated the next portfolio is Municipal Development, which includes Airport, Health and Building Safety, Planning, and Public Works/Emergency Management. There were no public comments on this section.

Mayor Lane reviewed the following sections in turn, asking for public comments on each: the Parking Fund, PC Replacement Fund, Solid Waste Fund, Sewer Fund, Water Fund, and the Equipment Fund. There were no public comments on these sections.

The Mayor asked for any general public comments on the proposed budget. As there were no further comments, the Mayor closed the Public Hearing at 7:46 PM, but noted that written comments would be accepted up until 1:00 PM on Tuesday. He noted this will be before the Finance, Organization and Personnel Committee. Public testimony will not be permitted at that meeting, and the Committee will be making a recommendation to the full City Council.

A true record, attest:



City Clerk

NOMINATIONS – HISTORIC DISTRICT COMMISSION

The following nominations were received from the Mayor for the Historic District Commission: Andrew Weglinski to serve as a regular member with a term to expire December 31, 2019; Peter Poanessa to serve as a regular member with a term to expire December 31, 2019; and Hans Porschitz to serve as a regular member with a term to expire December 31, 2018. The nominations were tabled until the next regular meeting.

COMMUNICATION –MARILYN GEMMELL – RESIGNATION – HERITAGE COMMISSION

A communication was received from Marilyn Gemmell resigning her position on the Heritage Commission. A motion by Councilor Greenwald to accept the resignation with regret and appreciation for service was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – REAGEN MESSER/MOCO ARTS – REQUEST TO RELOCATE STAIRS – CITY HALL PARKING GARAGE

Municipal Services, Facilities and Infrastructure Committee report read recommending the City Manager be authorized to negotiate and execute an agreement with MoCo Arts for the purposes of relocating the City Hall parking deck stairwell. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – JAN MANWARING/KEENE SERENITY CENTER – REQUEST TO TEMPORARLY CLOSE A SECTION OF CARPENTER STREET

Municipal Services, Facilities and Infrastructure Committee report read recommending authorizing the closure of Carpenter Street on June 10 at the discretion of City staff contingent upon the applicant following the rules of that closure. A motion by Councilor Filiault to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – DEPARTMENTAL PRESENTATION – CARTEGRAPH AND YOURGOV – PARKS, RECREATION & FACILITIES

Municipal Services, Facilities and Infrastructure Committee report read recommending the acceptance of the Cartegraph presentation by the Parks, Recreation & Facilities Department as informational. The Mayor filed the report into the record as informational.

PLD REPORT – VOLUNTARY MINIMUM HOUSING AND SAFETY INSPECTIONS – CODE ENFORCEMENT DEPARTMENT

Planning, Licenses and Development Committee report read recommending the acceptance of the presentation by the Code Enforcement Department as informational. The Mayor filed the report into the record as informational.

FOP REPORTS – ACCEPTANCE OF DONATIONS: SUMMER MAKER CORPS; SUMNER KNIGHT CHAPEL; ADOPT-A-BENCH

Mayor Lane commented that the next three items on the agenda related to acceptance of donations would be taken together if there was no objection from the Council.

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a \$5,000 donation from Cognizant, a software company, which has provided funding to Maker Ed Libraries for Maker Ed grants and a \$1,000 donation from the Friends of the Keene Public Library to be used for hiring Summer Maker Corps Library Interns.

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept the donation of \$144.00 and that the monies be used for the upkeep of the Sumner Knight Chapel.

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept the donation of a bench from Martin Reisig and that the bench be placed along the Cheshire Rail Trail. A motion by Councilor Greenwald to carry out the intent of the three Committee reports was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – PATHWAYS FOR KEENE – OFFER OF A DONATION – 20 SOLAR LIGHT POSTS

Finance Organization and Personnel Committee report read recommending the acceptance of the donation of 20 solar lights poles valued at an estimate of \$32,000 from Pathways for Keene. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. A motion by Councilor Manwaring to amend the recommendation to stipulate acceptance of “up to 20” solar light poles valued at an estimate of \$32,000 was duly seconded. The Councilor explained that this was at the request of staff because the \$32,000 may purchase fewer than 20 depending on the price per pole. The motion to amend carried with a unanimous vote in favor. Regarding the main motion, voted unanimously to carry out the intent of the report, as amended.

FOP REPORT – LEASE AGREEMENT – 10 AND 11 CENTRAL SQUARE

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to amend the existing lease with Culinary Journey Management Corp. for space located at 10 and 11 Central Square. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – SPONSORSHIP UPDATE – WHEELOCK PARK AND RECREATION CENTER

Finance Organization and Personnel Committee report read recommending the acceptance of the sponsorship update for banner placements at Wheelock Park and the Recreation Center as informational. The Mayor filed the report into the record as informational.

FOP REPORT – ROXBURY PLAZA AND WELLS STREET SURFACE LOT IMPROVEMENT

Finance Organization and Personnel Committee report read recommending that \$31,033 be appropriated from the Wells Street Parking Structure Rehabilitation Project account to the Roxbury Plaza and Wells Street Parking Lot Project account. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

CITY MANAGER COMMENTS

The City Manager mentioned that it is appropriate to have flags at half-staff on the Memorial Day. He announced that May 21st to May 27th is Emergency Medical Services Week throughout the country. The City Manager continued that the paper packets for Council and Committees will end next week with the FOP Committee. City Staff will continue to be present to offer any assistance. Contingencies are being developed to address any unforeseen situations that might arise. The clerk’s office thanks you for your efforts to embrace this change.

The City Manager mentioned that a “soft launch” of the new website will take place the first week of June. After IT has had some time to perform any necessary post-launch tweaking, advertising the new site will begin. The new design is much more consumer focused and is driven by activity. Many of our older content was rarely visited. Even though the content has value, it may not be effective to publish it on the web, so the new site will look and feel and function much different. IT is continuing to use the Drupal open source content management software for the site which is possible because it is free and our IT staff has the particular skills and experience required to support this more robust platform. This is not the case in many municipalities or other businesses.

The City Manager announced that Keene was named as a best city for Summer Internships. The City of Keene ranked number 31 out of 1,122 US cities evaluated by Goodcall. Recognizing the value of internship to getting a head start on a career path, Goodcall’s assessment of prime locations considered a variety metrics focused on quality affordable internship opportunities. Keene scored favorability in terms of: number of available opportunities, networking potential, skill of its workforce, affordability, transportation networks, crime rates, public transit, and lifestyle amenities. The only other NH City scoring in the Top 100 was Portsmouth at number 10.

The City Manager continued with the results from Green UP Keene, April 22, 2017. Over 8,300 lbs. of trash hauled by Waste Management and Public Works Department personnel. Estimated 436 volunteers and undoubtedly, others just walked out their door and did cleanup or were otherwise uncounted. More than 30 businesses, churches, school groups, scout groups, neighborhood associations, volunteer organizations, families and individuals signed up pre-event to adopt streets, trails and parks in Keene. Bentley Commons had 23 volunteers and held a “Trash Day Contest” with prizes for volunteers. C & S had 40 volunteers between their two locations. Keene State College had 51 student volunteers. Markem-Imaje and Timken both had 25+ volunteers. The Mountain Corporation donated over 350 Green Up Keene 2017 t-shirts for volunteers and had 16 staff members participate. The Works Café and McDonalds donated bagels and muffins, respectively. Cheshire Medical Center donated gloves and NH The Beautiful donated trash bags. As well as many other groups that volunteered their time to help keep Keene beautiful.

The City Manager mentioned on Wednesday, May 10, over 330 area fourth grade students converged on the Keene Recreation Center for the 25th annual NH Drinking Water Festival and NH State Fourth Grade Water Science Fair. Both events were organized by the NH Drinking Water Coalition, which includes Keene Public Works employees, Aaron Costa and Eric Swope. Keene students did very well at the State Water Science Fair, taking first, second and fourth places. 1st place winner was Anna Dumond of Wheelock School; 2nd place winner was Grey Ansevin-Allen of Fuller School; 3rd place winner was Kyleigh Reiss of Manchester; 4th place winner was Maia Chretien of Symonds School; and honorable mentions were: Oliver Villa of Manchester, and Clair and Oriah Holmes from Fuller School. They had over 300 students who participated.

The City Manager continued with the First Day Project Wheeler & Fuller Elementary Schools. Join community members, the Monadnock United Way and Keene Police Department supporting

this important project to provide to nearly 600 Keene elementary school children backpacks and supplies for the fall 2017 school year as part of the second annual First Day Project. Collection bins, which were decorated by kids, are at City facility locations including the Keene PD, Keene Parks and Recreation and the Keene Public Library. Donations of school materials such as: markers, crayons, glue sticks, construction paper, pencils, erasers, rulers, notebooks, new backpacks and snacks can be left at these locations. Cash donations to this effort may also be sent to the MUW, 23 Center Street. Wheeler and Fuller Schools were selected because of the high number of students who are eligible for the free or reduced lunch program. Last year the program benefited Franklin School.

MORE TIME

More time was granted by the Chair for the stop sign request at the intersection of Darling Road and Mountain View Road and the request to use City property for the Fall Festival.

ORDINANCE O-2017-05: RELATING TO FIRE ALARMS

A memorandum was received from the Fire Chief along with Ordinance O-2017-05. The memorandum was filed into the record. Ordinance O-2017-05 referred by the Chair to the Planning, Licenses and Development Committee.

ORDINANCE O-2017-06: RELATING TO FIRE PREVENTION CODE

A memorandum was received from the Fire Chief along with Ordinance O-2017-06. The memorandum was filed into the record. Ordinance O-2017-06 referred by the Chair to the Planning, Licenses and Development Committee.

ORDINANCE O-2017-07: RELATING TO CLASS ALLOCATION AND SALARY SCHEDULES

A memorandum was received from the Human Resources Director along with Ordinance O-2017-07. The memorandum was filed into the record. Ordinance O-2017-07 referred by the Chair to the Finance, Organization and Personnel Committee.

ORDINANCE O-2017-08: RELATING TO PERSONNEL PROCEDURES – HOURS OF WORK

A memorandum was received from the Human Resources Director along with Ordinance O-2017-08. The memorandum was filed into the record. Ordinance O-2017-08 referred by the Chair to the Finance, Organization and Personnel Committee.

MEMORANDUM & RESOLUTIONS R-2017-12: RELATING TO THE APPROPRIATION OF FUNDS FOR THE CONSOLIDATED INFRASTRUCTURE PROJECT; R-2017-13: RELATING TO THE APPROPRIATION OF FUNDS FOR THE LED STREETLIGHTS PROJECT; R-2017-14: RELATING TO THE APPROPRIATION OF FUNDS FOR THE FLOOD MANAGEMENT PROJECT; R-2017-15: RELATING TO THE APPROPRIATION OF FUNDS FOR THE AIRPORT TERMINAL IMPROVEMENT PROJECT AND R-2017-16:

05/18/2017

RELATING TO THE APPROPRIATION OF FUNDS FOR THE TRANSFER STATION
ENERGY SOURCE PROJECT

A memorandum was received from the Finance Director along with Resolutions R-2017-12, R-2017-13, R-2017-14, R-2017-15 and R-2017-16. The memorandum was filed into the record. Resolutions R-2017-12, R-2017-13, R-2017-14, R-2017-15 and R-2017-16 were referred by the Chair to the Finance, Organization and Personnel Committee.

MSFI REPORT & RESOLUTIONS R-2017-01: RELATING TO THE ABSOLUTE
DISCONTINUANCE OF A PORTION OF CASTLE STREET; R-2017-02: RELATING TO
THE REALLOCATION OF BOND PROCEEDS FROM THE CASTLE STREET AND R-
2017-03: RELATING TO THE REALLOCATION OF BOND PROCEEDS FROM THE
CASTLE STREET REHABILITATION PROJECT

Municipal Services, Facilities and Infrastructure Committee report read, recommending adoption of Resolutions R-2017-01, R-2017-02 and R-2017-03. The report was filed into the record. A motion by Councilor Manwaring for adoption of the Resolution was duly seconded. On showing of hands, 13 Councilors were present, 12 voted in favor. Councilor Filiault abstained because he was not in attendance at the site visit. Councilors Sutherland and Richards were absent.

At 8:21 PM the Mayor adjourned the meeting.

A true record, attest:

A handwritten signature in blue ink, appearing to read "Paul G. Little". The signature is fluid and cursive, with a large initial "P" and "L".

City Clerk



City of Keene, N.H.
Transmittal Form

May 31, 2017

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: A.1.

SUBJECT: Presentation - 4th Grade Water Science Fair Winners

BACKGROUND:

The Mayor will be recognizing Claire and Oriah Holmes, Maia Chretien, Anna Dumond, and Greyson Ansevin-Allen who are winners in the City of Keene's Water Science Fair.



PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will be held before the Keene City Council pursuant to a Petition from Liberty Utilities to consider **Resolution R-2017-17, relative to the absolute discontinuance of a portion of Production Avenue including a drainage easement and water line easement** that lies southwesterly of the terminus of Production Avenue pursuant to the authority granted by RSA 231:43, and in accordance with the procedures set forth in RSA 231. The City Council will hear all parties interested who may attend and any evidence they may offer. The discontinuance plan is available for viewing at the Public Works Department, Office of the City Engineer.

SITE VISIT: June 1, 2017 at 5:45 p.m.

PUBLIC HEARING: June 1, 2017 at 7:00 pm.

PUBLIC HEARING LOCATION: Council Chambers, Keene City Hall

Per order of the Mayor and Councilors of the City of Keene, this 20^h day of April, 2017.

Attest:

City Clerk



City of Keene, N.H.
Transmittal Form

May 31, 2017

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: A.3.

SUBJECT: Presentation - Airport Master Plan

BACKGROUND:

A representative from Stantec Airport Consulting Service, Inc. will be presenting a PowerPoint on the Airport Master Plan.



City of Keene, N.H.
Transmittal Form

May 16, 2016

TO: Keene City Council

FROM: Kendall W. Lane, Mayor

ITEM: B.1.

SUBJECT: Confirmations

COUNCIL ACTION:

In City Council May 18, 2017.

Tabled until the next regular meeting.

RECOMMENDATION:

I hereby nominate the following individuals to serve on the following Board or Commission.

BACKGROUND:

HISTORIC DISTRICT COMMISSION

| | |
|---------------------------|---------------------------------|
| Andrew Weglinski, slot #1 | Term expires, December 31, 2019 |
| Peter Poanessa, slot #2 | Term expires, December 31, 2019 |
| Hans Porschitz, slot #3 | Term expires, December 31, 2018 |



City of Keene, N.H.
Transmittal Form

May 30, 2017

TO: Keene City Council

FROM: Kendall W. Lane, Mayor

ITEM: B.2.

SUBJECT: Nomination

RECOMMENDATION:

I hereby nominate the following individual to serve on the following Board or Commission.

ATTACHMENTS:

Description

PCC nomination

BACKGROUND:

PARTNER CITY COMMITTEE

Daniel Brown, alternate, slot 13
Keene, NH 03431

Term to expire, Dec 31, 2019

Helen Mattson

From: Dan Brown [REDACTED]
Sent: Friday, May 26, 2017 10:51 AM
To: Helen Mattson
Subject: Dan Brown. Partner City Committee partition

Hello

My name is Dan Brown. I am new to Keene last year. I learned of the Partner City Committee during last years Fall Festival

My interest in the PCC comes from:

Living for three years in Germany and being able to share the culture

Traveling by automobile to the four corners of the country with the family

Eating, drinking and being merry with my German neighbors

Learning German by walking the Dachshund and being immersed in the surrounds

Watching my Son coach a German little league baseball team and playing on the men's team

Being exposed to the International School community

The desire to connect the people and business' of the City of Keene and Monadnock Region to Einbeck and the fun of Germany.

Beste

Dan Brown

[REDACTED]
Keene NH 03431

[REDACTED]



City of Keene, N.H.
Transmittal Form

May 31, 2017

TO: Mayor and Keene City Council

FROM: Robert Kerr

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Robert Kerr - Request to Use City Property - Whitcomb's Mill Road - Filming

RECOMMENDATION:

ATTACHMENTS:

Description

Communication - Kerr

BACKGROUND:

Robert Kerr is a student at Columbia University School of the Arts. As part of his graduation requirements, Mr. Kerr is looking to film a production entitled "August" in Keene. The scene location is Whitcomb's Mill Road. Filming is anticipated to occur on either June 16th or the 17th.

5/30/17

City Council of Keene,

Below are the details for which we are requesting permission regarding the filming of *August*, a Columbia University MFA short film that will shoot in Keene, NH the 16th and 17th of June, 2017:

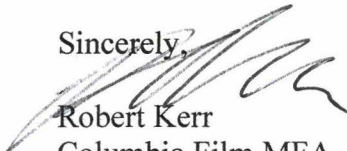
A DJI OSMO 4K Camera and gimbal system will be mounted onto the hood of a personal production vehicle using the DJI OSMO Car Suction Mount. (Diagram of car mount and camera below).

This vehicle will follow and film two bikers at a distance of no less than 30 meters, not exceeding speeds of 15 MPH. The planned route (pictured below) descends Whitcombs Mill Rd. with designated reset positions at both ends of the route. Both bikers will stay on the far right-hand side of the road as they descend.

We will have production assistants wearing high visibility safety vests stationed at both reset positions as well as at the mid point of the route. These production assistants will be on call with each other as well as with the production vehicle to indicate any traffic that that will pass or is following the bikers and camera car. During each shot, the assistant at the midpoint will indicate to the bikers whether it is safe to proceed or whether the take should be cut short to accommodate oncoming traffic.

We thank you for your consideration.

Sincerely,



Robert Kerr
Columbia Film MFA
215 478 1523
RJK2160@columbia.edu

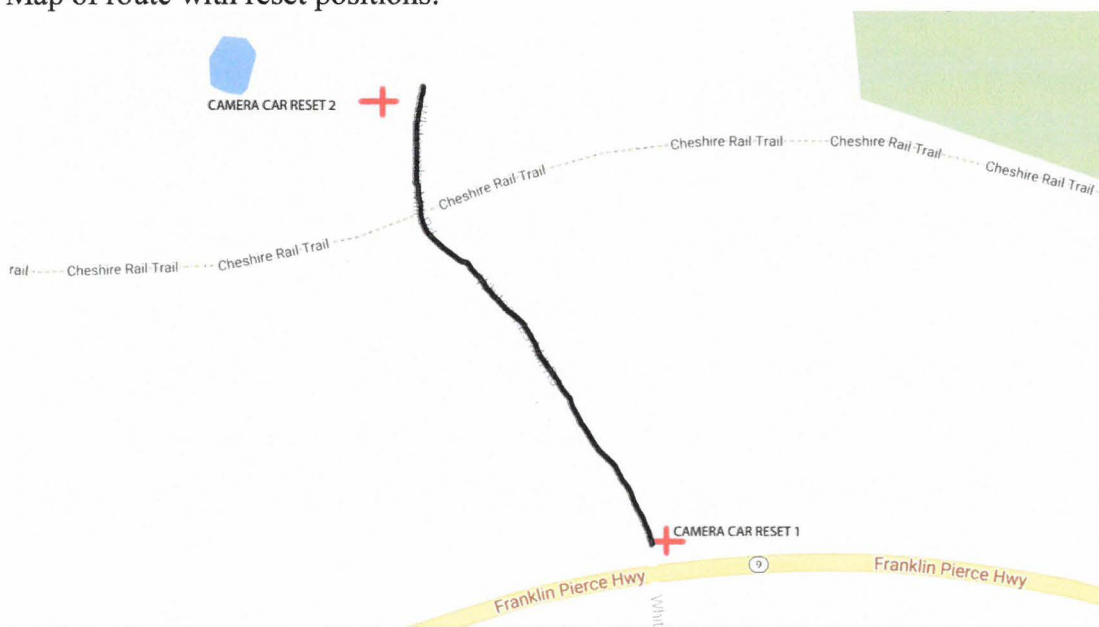
Peter Campbell
Columbia Film MFA
207 400 7628
PSC2150@columbia.edu

Diagrams:

Car mount and camera:



Map of route with reset positions:



Camera Car Reset #1:



Camera Car Reset #2:



Columbia University School of the Arts Film

513 Dodge Hall, MC 1805
2960 Broadway
New York, NY 10027
(212) 854-2815
film@columbia.edu
arts.columbia.edu/film

May 30, 2017

To the City Council of Keene, New Hampshire:

I am writing to verify that the film production "August," directed by Robert Kerr and produced by Peter Campbell, is a student film for Columbia University. Mr. Kerr and Mr. Campbell are candidates for a Masters in Fine Arts in Film at Columbia, and this film will count toward their requirements to graduate.

I understand that "August" is filming in Keene, New Hampshire from June 16th to June 19th. Columbia University offers General Liability coverage up to \$1 million with an aggregate of \$2 million and Property coverage up to \$50,000. Cast and crew will additionally be covered by Columbia University's Worker's Compensation policy. Location insurance is also available with a certificate provided upon request.

We very much appreciate you working with our students. Please contact me if you have any further questions or concerns.

Regards,



Soheil Rezayazdi
MFA Film Program Administrator
Soheil.rezayazdi@columbia.edu
212-851-0132



City of Keene, N.H.
Transmittal Form

May 30, 2017

TO: Mayor and Keene City Council

FROM: Councilors Chadbourne and Jacobs

THROUGH: Patricia A. Little, City Clerk

ITEM: C.2.

SUBJECT: Councilors Chadbourne and Jacobs - Limiting the Final Budget Results to a Tax Increase No Greater than 1.99%

RECOMMENDATION:

ATTACHMENTS:

Description

Councilors Chadbourne and Jacobs

BACKGROUND:

Councilors Chadbourne and Jacobs are requesting that any final budget adjustments result in a tax increase of no greater than 1.99% and that no reductions occur in the outside agency budget cost centers.

May 30, 2017

To: The Mayor and City Council, Keene NH

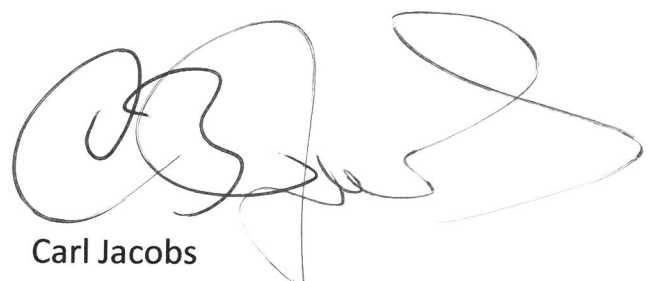
From: Councilor Bettina Chadbourne

Councilor Carl Jacobs

RE: Proposed Amendment to 2017-2018 Budget

That the City Manager find adjustments in the 2017-2018 Operating Budget as proposed and amended, such that the final budget results in a tax increase no greater than the 1.99% in the published document. The adjustments shall not be reductions in the outside agency budget lines.


Bettina Chadbourne


Carl Jacobs



City of Keene, N.H.
Transmittal Form

May 24, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.1.

SUBJECT: Department Presentation – Fire Training – Fire Department

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends the Fire Department presentation on training be accepted as informational.

BACKGROUND:

Chair Manwaring welcomed Fire Chief Mark Howard to present on training of personnel, one of the many things the Fire Department does.

With the aid of a PowerPoint presentation, the Fire Chief began by listing the services the FD provides:

- Fire Suppression
- Emergency Medical Services
- Hazardous Materials Response
- Technical Rescue (Firefighter III)
- o The Fire Chief indicated posters in the Council Chambers that provide further detail on these low frequency/high risk services such as rope rescue, hazmat, etc.
- Fire Inspection/Fire Investigation/Public Education
- Fire Alarm (municipal circuits and occupancy)
- Daily training to meet the FD mission of providing excellence in those services

The Fire Chief said these services have been apparent recently with several critical incidents, including a house fire and a fatal car accident. These are not only safety issues for the citizens involved, but also the first responders, which makes training so important. He continued explaining the FD budget:

- The FD budget in FY17 was \$6.5 million and 19% of that is for training.
- The FD spends \$24,470 on classes and \$103,000 in overtime; this does not include grant programs in the last decade that provide \$10,000-30,000 in State support.
- To date in FY 17, members of the Keene FD have participated in over 7,000 hours of training.

The Fire Chief continued explaining the FD training standards the department works toward on a daily basis that align with State and Federal requirements, all of which are required within the first year of employment.

The Fire Chief continued by outlining the minimum State requirements for a new hires, which totals 532 hours and then explained other training requirements for advancement within the department.

The Fire Chief elaborated on low frequency/high risk events. He said the Keene FD has been fortunate with the Fire Prevention Programs and he hopes the Life Safety Program improves. Structural fires are infrequent in Keene, but these low frequency/high risk scenarios do occur in the City.

The Fire Chief said that there are no other similarly trained fire resources in the region, and there are only eight other departments in the State of New Hampshire that have these resources. Many of these specialized training opportunities that only arisen in the last 25 years. The FD can cope with almost any emergency for the first few hours until back-up from Nashua or Concord could arrive.

Councilor Filiault noted that in the 2000s he was with the on-call company, where he was trained weekly. He asked the status of on-call companies now. The on-call company still trains two Monday's per month, specific to fire suppression, basic rescue, and very basic EMS. They are a labor force for the Keene FD from the support staff standpoint because it is hard to get them to those training hours.

Councilor O'Connor asked if there is sufficient in-house training or if personnel have to travel. The Fire Chief replied that \$24,000 is spent on classes, specifically. Still, between 60-70% of training, including technical rescue training can be done internally with no outside cost for instructors or travel. Approximately \$6,000 is spent on EMS training per year because the FD likes to bring in outside people to train occasionally to evaluate their standards; also, not everyone recertifies in the same years. Councilor O'Connor said from his perspective \$24,000 is not a lot for training so he supports that. The Fire Chief said from a contract standpoint, members have four contract days to travel for trainings.

Councilor Hooper noted there were initial conversations about safety drones; he hopes those efforts will continue as the FD looks forward to all opportunities for fire safety, which he commends.

Chair Manwaring said in terms of regional or State emergencies, like floods, the FD is also called outside of Keene. The Fire Chief replied that during Hurricane Irene the FD deployed almost the full department and served in multiple parts of VT. Councilor Manwaring asked if there is training for forest fires. The Fire Chief replied there are criteria obtained in levels one and two for forest fires; however, urban interfaces are more commonly referred to because of proximity.

Councilor Filiault referred to a recent structural fire on Beech Street and noted when the first fire engine arrived at the Beech Street fire, there were burning arcing electrical wires; the FD called Eversource to have it shut down, but they replied it would take 40 minutes. He asked if water suppression could take place during that time. The Fire Chief replied yes and in his opinion this did not impact FD immediate actions but tactics did have to be adjusted. Ultimately, within approximately 30 minutes, power to the street was shut down. The Chief continued the FD works closely with Eversource and their response criteria are clearly laid out in categories; the Beech Street situation was a Category 1 – Life Threatening. Eversource can shut down power remotely, but until someone comes in person to confirm, there is still danger; sometimes these crews have to drive long distances to do so. Councilor Filiault suggested the Council might be interested in working with Eversource to determine if there is a way to reduce that response time. The City Manager will arrange a meeting with Eversource.

Chair Manwaring recognized Councilor Philip Jones who noted that when gas emergencies occur, for example the one before Christmas 2016, crews from other towns come for back-up; he asked if those other crews are trained for that. The Fire Chief replied all departments in our area are trained to monitor for gas, which their labor is used for in those situations; this is less efficient than reaching out to two or three State hazmat teams which bring in specific monitoring groups.

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

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends the Fire Department presentation on training be accepted as informational.



City of Keene, N.H.
Transmittal Form

May 24, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.2.

SUBJECT: Park Avenue-Cheshire Rail Trail III Loop (City Project 021605): Preferred Alternative Presentation and Recommendation – Planning Department

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Infrastructure & Facilities Committee recommends the City Manager be authorized to do all things necessary to complete the design of a preferred alternative for the Park Avenue Cheshire Rail Trail III Loop project.

BACKGROUND:

Chair Manwaring welcomed Will Schoeffman, GIS Technician, Rob Faulkner of CHA Consulting, and Phil Goff of Alta Planning & Design. This presentation from the Planning Department related to the preferred alternative designs for the Rail Trail III Loop project.

Mr. Schoeffman explained this project is a part of the NHDOT Transportation Alternatives Program (TAP) awarded to the City in 2015. The City was awarded \$411,000 through an 80:20 match (State:Local). The City's match was comprised of \$37,000 from City funds, \$30,000 donated by Pathways Keene and \$15,000 from the Monadnock Conservancy. This project is subject to NHDOT's Local Public Agency Management Guidelines; this is the second public meeting required under the project guidelines.

Mr. Schoeffman explained the scope of work/project overview. The Planning Study has concluded. The Engineering Study, Environmental Screening, and Alternatives Development are currently in progress. One public information meeting has already taken place. Steps remaining include: preliminary engineering, permitting/ROW, final design, and construction.

Mr. Faulkner, the Project Manager from CHA Associates, explained the Cheshire Rail Trail loop will connect the end of the existing rail trail at Hurricane Road and will formalize 4,000 feet of existing trail to Ami Brown Road, a class 6 road. The trail will continue to Summit Ridge Road, to Summit Road, to Park Avenue, and to West Street, connecting to the existing trail head by the Kohl's plaza.

Mr. Faulker recalled Keene's Complete Street design guidelines, listing their benefits that influenced the recommended alternatives:

- Increased safety
- Reduced barriers for seniors and those with disabilities
- Increased economic vitality
- Improved community health
- Reduced air emissions

Mr. Faulkner continued explaining the Complete Street Designations of the roads in the loop corridor:

- *Gateway Streets* – Park Avenue and West Street
 - Sidewalks on both sides (5' minimum), bump outs, 5' green buffer ideally, trees every 40'-50', 10'-12' travel lanes, 4' minimum bike lanes (5'-6' preferred with green areas).
- *Bicycle Streets* – Summit Road, Maple Avenue, Hastings Avenue, and West Street west of Rt. 12
 - Sidewalk on one side (two preferred, 5' minimum), 5' buffer with trees every 40' to 50', 10'-12' travel lanes, 4' minimum bike lanes (5'-6' preferred with green areas).
- *Neighborhood Streets* – Skyline Drive and Pitcher Street
 - 5' sidewalk one side with bump outs, 10' travel lanes with 2'-3' paved shoulders.
- *Roads with Transit Overlay* – Maple Avenue, Park Avenue, West Street, and part of Summit Road
 - Transit shelters and covered bike racks

Mr. Faulkner provided a summary of public comments at their February public meeting:

- 29 responses were received from a wide cross section of users across the following platforms:
 - Phone interviews
 - Comment cards
 - Emails
 - Survey Monkey
- There was mixed preference for a separated facility (off-street multi-use path/sidewalk)
- There was mixed preference for upgrading a portion of Ami Brown Road
 - Some prefer current conditions because it is natural and encourages slower speed; also, groups like the Middle School Cross Country Team use it for practice
- Safety is a priority
- There is strong support for the project

Mr. Faulkner shared the Purpose and Needs statement of this project:

The purpose of the project is to improve bicycle and pedestrian access/usage along the Summit Road, Park Avenue, and West Street corridor to surrounding neighborhoods and also provide improved connectivity from Summit Ridge Drive via Ami Brown Road and the existing Cheshire Rail Trail to Hurricane Road.

The project is needed to encourage multimodal usage in the West Keene neighborhoods and improve safety for all users through the project corridor which connects to the Downtown area. This is consistent with the City of Keene's Complete Street Policies and its commitment to provide a connective alternative transportation system through the City of Keene.

Mr. Faulkner continued providing details on the different sections of the loop:

- The Cheshire Rail Trail Segment
 - Will remain the same – 10 feet wide, gravel, and multi-use path, free of obstructions. The current rail bed is in good shape so the surface will be normalized to promote positive drainage.
- Ami Brown Road
 - This irregular segment of trail is a more robust improvement including excavation, adding gravel, removing boulders and roots, and maintenance of the 10 foot, multi-use, gravel surface.
- Summit Ridge/Skyline Drive
 - This roadway is low volume and 25 feet wide, with no pavement markings. Shared Lane markings, or "Sharrows" are proposed here as well as appropriate signage encouraging motorists to share the road.
- Summit Road – Skyline Drive – Hastings Avenue
 - Currently eight feet of pavement and an existing sidewalk on the left. Propose striping the road to the minimum width for Complete Street travel lanes, 10 feet per lane. A four foot bike lane will be added to each side and the sidewalk will be maintained.

- Park Avenue
 - Three distinct segments
 - Near the cemetery – sidewalk on the right with green buffer; propose 10 foot lanes, four foot bike lanes, and maintain existing buffer and sidewalk.
 - Near Kendall Road – four foot sidewalk on the right side with green buffer; propose 10 foot lanes, four foot bike lanes, and maintain existing buffer and sidewalk.
 - Near Balsam Street – sidewalk on the left and shoulder on the right with paved areas varying from 3-10 feet; propose 10 foot lanes, four foot bike lanes, and maintain existing buffer and sidewalk, but shoulder will vary.
 - Near Pine Avenue – sidewalks on both sides and existing green buffers; propose 10 foot lanes, four foot bike lanes, and maintain existing buffer and sidewalk.
- West Street
 - A challenge because the overpass provides physical constraints. Propose sharrows on both sides instead of the current bike lanes. Mr. Goff said he has implemented this strategy in many urban areas with success. With budget and improvement constraints, this is the best alternative for West Street. There will be continuity so more seasoned cyclists can continue on the street under the overpass.

Mr. Faulkner reviewed the project schedule:

- Alternative Development/Environmental Screening – February/June 2017
 - Local Concerns Meeting
 - MSFI/ City Council Meeting
 - Cultural/Natural Resource Meetings
 - Develop a preferred alternative
- Draft Engineering Study – June 2017
- Public Hearing – July 2017
- Final Engineering Study/NHDOT Approval – August 2017
- Preliminary Design – November 2017
- Final Design – January 2018
- Construction – 2018 Construction Season

Councilor Hooper said the project looks great and asked if speed needs to be reduced with narrower lane widths. Mr. Faulkner said the standard 30mph will remain perfectly adequate with the addition of striping for bike lanes. A 10 foot lane will appear narrower but is not unusual in an urban context. Mr. Goff said on roadways signed for less than 45mph, 10 foot lanes have no increased propensity for side swipes; there is still a shoulder when necessary and tends to work well on non-arterial roadways. Councilor Hooper questioned continued education for vehicle drivers to ensure they understand a cyclist has as much right to the road. Mr. Goff agreed a cyclist has a legal right to use lanes, even without marking; striping and signage are minor improvements to encourage both cyclists and motorists to move with caution. Mr. Faulkner agreed there will be robust signage in addition to marked lanes.

Councilor Lamouroux asked if part of the project will include fixing storm drains that are hazardous to cyclists. Mr. Faulkner replied yes, in segments where grates are not compliant or shoulders in poor condition, the need for partial pavement patching and grates for storm drains will be evaluated and replaced where appropriate.

Chair Manwaring asked if parts of Park Avenue that are in poor condition will also be repaired. Mr. Schoeffman replied they are unsure what the schedule for resurfacing Park Avenue is, and it will depend where it falls in the resurfacing program.

Chair Manwaring recognized Mary Arnott, 44 E. Surry Road, Keene. She said she frequently walks her dogs on Ami Brown Road and she is concerned about where cars will park when there is a trail head there. Currently, when there are three cars parked on the road, there is no room for others. She also expressed concern about

dual use, recalling an experience when driving down Park Avenue and a family biking on the side of the road had a near collision that could have spilled into car traffic.

Chair Manwaring recognized Chuck Redfern, 9 Colby Street, Keene. In response to Ms. Arnott's concerns, Mr. Redfern said NH law says there must be three feet of passing area between cyclists and an automobile. Also cyclists have the right to be on the road as much as cars, he said, but our City is car-centric. He said it makes sense for there to be some provisions on the side of the road for cyclists, such as demarcation. He said the purpose of traffic calming is to make the road safer and lessen the potential of collision situations, like the one Ms. Arnott described. He is pleased to see City Council working toward implementing the Complete Street policies.

Mr. Faulkner addressed parking on Ami Brown Road. He said there is a proposed trailhead with parking at the ends of Ami Brown and Summit Ridge Roads, as well as a trailhead at Whitcomb's Mill Road. There will be some provisions for parking and a small kiosk at each location. Andy Bohannon, Director of Parks, Recreation & Facilities, demonstrated where the trailheads will be located on the map; he said there will be no parking in the Ami Brown Road neighborhood; an old field will be converted.

Chair Manwaring recognized Nancy Hall, Newbury Lane, Keene. She said her street intersects with Skyline Drive and she loves the idea. She asked who owns the field that will be converted for parking. Mr. Bohannon replied the City does not own the property and once the engineering phase commences, negotiations will begin with the various property owners.

The Assistant City Manager/Human Resources Director noted that the Park Avenue rehabilitation is not scheduled to commence until FY21.

Ms. Arnott said her concern about dual use is not that it is impractical but there are still dangers when many bikers ride together; she said accidents are inevitable with dual use. She is in favor of moving bike traffic to the sidewalk.

Mr. Redfern noted the TAP grant the City was awarded is among the most competitive in the nation, in a time when transportation improvement funds are being cut. He said it was through the great grant writing of Mr. Schoeffman, Mr. Bohannon, and others that Keene received the award and was ranked highly in the region. He commended the City and said there will not be many more similar grants; he is glad they are working to keep costs down. He also commended Pathways Keene and the Monadnock Conservancy for their hard work and contributions.

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

On a vote of 5-0, the Municipal Services, Infrastructure & Facilities Committee recommends the City Manager be authorized to do all things necessary to complete the design of a preferred alternative for the Park Avenue Cheshire Rail Trail III Loop project.



City of Keene, N.H.
Transmittal Form

May 25, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.3.

SUBJECT: Acceptance of Donations – Fire Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel recommend that the City Manager be authorized to do all things necessary to accept four donations totaling \$180.00.

BACKGROUND:

Mark Howard, Fire Chief said the Keene Fire Department has received donations from Audrey and Russell Starkey (\$50.00), the Harold Larro Living Trust (\$75.00), David and Carolyn Eno (\$35.00), and Robert and Cynthia King (\$20.00) in memory of Doris Dinkle.

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

On 5-0 vote, the Finance, Organization and Personnel recommend that the City Manager be authorized to do all things necessary to accept four donations totaling \$180.00.



City of Keene, N.H.
Transmittal Form

May 25, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.4.

SUBJECT: Acceptance of Donation - Parks, Recreation and Facilities Department

RECOMMENDATION:

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 \$2,021.20 and that the money be used for the Recreation Department summer playground scholarship fund.

BACKGROUND:

Meghan Spaulding, Recreation Planner said the Recreation Department held their annual Activity Night on Friday, May 12, 2017 for middle school students. This is their annual fundraiser for our Summer Scholarship Program that benefits local families to send their children to summer camp or the after school program.

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

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 \$2,021.20 and that the money be used for the Recreation Department summer playground scholarship fund.



City of Keene, N.H.
Transmittal Form

May 26, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.5.

SUBJECT: Light Emitting Diode Street Vendor Selection - Public Works Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to contract with Affinity LED Lighting to supply and install up to one thousand one hundred fifty five (1,155) light emitting diode (LED) streetlights in the City of Keene for a total estimated cost of \$261,982 to be funded by the approved FY18-23 Capital Improvement Program budget.

Further, that the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept and execute available rebates for the installation of LED streetlights up to \$100,000 from Eversource.

BACKGROUND:

Duncan Watson, Assistant Public Works Director said he was here tonight to recommend a vendor for the LED streetlights project. He made reference to the demonstration held last fall along Marlboro Street for which public opinion was solicited. While this demonstration was ongoing they began to assemble an RFP to convert 1,155 streetlights from high pressure sodium lights to LED lights. This project was, in part, based on an incentive program created by Eversource that would help to fund some of the capital costs for this project. The public opinion received was highly favorable. In addition to better quality lighting, this conversion will also cut the energy costs in half. Based on the results of the interviews and evaluation of the RFP's staff is recommending the selection of Affinity Lighting, out of Dover, New Hampshire.

Mr. Watson continued part of the reason for selecting Affinity Lighting is because their pricing was very competitive, and the bulbs are actually assembled in Dover. The warranty is with the company and not transferred to a lighting supplier. Mr. Watson explained the "L" rating noting Affinity's bulbs have a life-cycle of 62 years. With the incentive program created by Eversource they can expect a payback on the program in about two years. Mr. Watson recommended leaving the street lighting budget the way it is for a while; until they see the bill payoff. Mr. Watson said the project would begin after July 1st.

Councilor Powers clarified Affinity Lighting would be the vendor and they would hire a subcontractor for the installation. Mr. Watson replied in the affirmative noting they have partnered with Hamlett Electric to do the installation of the cobra head fixture.

Councilor Clark pointed out they City buys their electricity from First Point Power, LLC but this says they City will get a discount from Eversource. Mr. Watson agreed noting the First Point contract runs through

2018. Councilor Clark asked if this would affect the First Point contract. Kurt Blomquist, Public Works Director explained the specific accounts noting they pay Eversource on a per fixture basis for the streetlights. Mr. Watson added they base their cost on the fixture wattage (unmetered); so dropping the wattage down will save money. Mr. Watson also said they are looking into whether or not they actually pay First Point for the electricity used for the streetlights. Public Works Director reported that although Eversource has a cost per fixture; the street lights are not metered. Even though there is another provider for the electricity, it does not affect the street light account.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to contract with Affinity LED Lighting to supply and install up to one thousand one hundred fifty five (1,155) light emitting diode (LED) streetlights in the City of Keene for a total estimated cost of \$261,982 to be funded by the approved FY18-23 Capital Improvement Program budget.

Further, that the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept and execute available rebates for the installation of LED streetlights up to \$100,000 from Eversource.



City of Keene, N.H.
Transmittal Form

May 25, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.6.

SUBJECT: Capital Purchase - Asphalt Reclaimer - Public Works Department

RECOMMENDATION:

On 4-1 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to purchase a KM T2 asphalt reclaimer from Pavement Maintenance Supply of Millbury, MA (through a State bid process), for an amount not to exceed \$80,153 and further that the City Council authorize the use of up to \$21,000 of unspent FY 17 personnel funds from the Public Works Department Operating budget and that staff submit the necessary Resolution to designate up to \$60,000 from the project balance of the FY15 Road Rehabilitation Project Account, 90249 for this purchase. Councilor Powers voted in opposition.

BACKGROUND:

Duncan Watson, Assistant Public Works Director said The Highway Division is recommending the purchase of an asphalt reclaimer to repair small pavement deficiencies throughout the City of Keene. This piece of equipment turns chunk asphalt and/or asphalt millings into a high quality recycled product. This material, generally a waste product, comes from city construction projects and is stored at 560 Main Street. An asphalt reclaimer will be particularly useful during the winter months as the facility for hot-mix asphalt closes from November through April.

Mr. Watson continued winter time can be problematic for the Highway Division to maintain streets that have potholes or for the Water & Sewer Division when repairing trenches. The asphalt reclaimer makes a product using waste material and a rejuvenator to create a product that will be vastly superior to cold patch during the winter months, and is a product that can be used for small pavement repairs year-round. The greatest benefit of the hot-mix from an asphalt reclaimer is that it negates the need to revisit locations that were temporarily filled with cold patch. The hot-mix is a one-time permanent repair that will provide the traveling public with an improved experience, and it will save money. Mr. Watson said the Department proposes to use unspent personnel funds and unspent capital road rehabilitation project funds to cover the cost for the equipment. Mr. Watson recommended moving forward with this request.

Chair Greenwald asked if this product would adhere in the winter. Mr. Watson replied in the affirmative and explained the rejuvenation process noting it is as effective as putting hot mix down. Chair Greenwald pointed out the cost difference of the hot mix at \$78.00 per ton and this proposed mix at \$10.00 per ton. Mr. Watson also indicated the existing staff would be able to perform any necessary repairs to this piece of equipment.

Mr. Watson clarified the operational process for Councilor Powers. Councilor Powers noted the work load at

Public Works and asked how they will keep ahead of all the things they have to do. Mr. Watson explained this will save time and money as some spots are cold-patched several times per day; this would provide the Department the ability to repair the spot only one time. Councilor Powers also noted he thinks this is a good project but he is concerned with using personnel funds for operations. For this reason Councilor Powers said he could not support the recommended motion.

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

On 4-1 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to purchase a KM T2 asphalt reclaimer from Pavement Maintenance Supply of Millbury, MA (through a State bid process), for an amount not to exceed \$80,153 and further that the City Council authorize the use of up to \$21,000 of unspent FY 17 personnel funds from the Public Works Department Operating budget and that staff submit the necessary Resolution to designate up to \$60,000 from the project balance of the FY15 Road Rehabilitation Project Account, 90249 for this purchase. Councilor Powers voted in opposition.



City of Keene, N.H.
Transmittal Form

Ma 26, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.7.

SUBJECT: Rt. 12/Main Street Bridge over Beaver Brook - Public Works Department

RECOMMENDATION:

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 professional engineering services contract with the Louis Berger Group, Inc. of Manchester, NH for the construction phase of the Rt. 12/Main Street over Beaver Brook (90151-A) for an amount not to exceed \$220,200.

BACKGROUND:

Don Lussier, City Engineer reported that in September 2014, the City awarded an engineering design contract to the Louis Berger Group, Inc. (LBG) on a qualification-based selection process. LBG has now completed the design work for the bridge in a satisfactory manner. They expect to receive authorization to advertise the project from the New Hampshire Departments of Transportation (NHDOT) within the next two weeks. Construction is expected to begin by the end of July and to continue through the fall.

Mr. Lussier continued City Code requires that professional services contracts over \$25,000 be entered into after receiving proposals from various interested firms and approval by the City Council. Public Works recommends that the contract for construction-phase engineering services be awarded to LBG on a "sole source" basis. As the project engineer, LBG is uniquely qualified to oversee the construction work and ensure that their design intent is carried out.

Mr. Lussier clarified for Councilor Jacobs that LBG was hired in 2014 to do the preliminary design based on qualifications which is required when using Federal funds for a project.

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 negotiate and execute a professional engineering services contract with the Louis Berger Group, Inc. of Manchester, NH for the construction phase of the Rt. 12/Main Street over Beaver Brook (90151-A) for an amount not to exceed \$220,200.



City of Keene, N.H.
Transmittal Form

May 26, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.8.

SUBJECT: Babbidge Reservoir Dam Improvement Project - Public Works Department

COUNCIL ACTION:

RECOMMENDATION:

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 professional engineering services contract with Dubois & King, Inc. of Randolph, VT for the construction phase of the Babbidge Reservoir Dam Improvements Project (05034-B) for an amount not to exceed \$139,356.00.

BACKGROUND:

Don Lussier, City Engineer said this is the same issue as the previous agenda item. In June 2014, the City awarded an engineering design contract to Dubois & King, Inc. on a qualification and fee-based selection process. Dubois & King has now completed the design work in a satisfactory manner. The project was advertised for construction in early May. Construction is expected to begin by the end of June and to continue through the fall.

Mr. Lussier continued City Code requires that professional services contracts over \$25,000 be entered into after receiving proposals from various interested firms and approval by the City Council. Public Works recommends that the contract for construction-phase engineering services be awarded to Dubois & King on a "sole source" basis. The fee proposal from Dubois & King is reasonable. They have a vested interest in the success of this project and will be an advocate to advance the project through successful construction.

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

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 professional engineering services contract with Dubois & King, Inc. of Randolph, VT for the construction phase of the Babbidge Reservoir Dam Improvements Project (05034-B) for an amount not to exceed \$139,356.00.



City of Keene, N.H.
Transmittal Form

May 25, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.9.

SUBJECT: Underground Telecommunications Conduit Contract - IT Department

RECOMMENDATION:

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 contract for the installation of communication conduit and related materials with LJM Construction, LLC as a sole source provider. Funding for the project is to come from the reallocation of operating funds from Public Works Road and Street Maintenance budget, 02010-62331.

BACKGROUND:

Rebecca Landry, ACM/IT Director said excavation and surface restoration has become possible due to the planned installation of conduit by Eversource to support their new transformer equipment. Staff learned of this project after the FY17 budget was adopted. The IT Department staff and Public Works Engineering have been meeting with Eversource representatives to review planned activities and schedules. The Economic Development Action Plan supports the installation of conduit for the purpose of expanding broadband access for businesses. Eversource's ongoing work in the downtown represents a unique opportunity to advance this goal. Doing so will require the City to acquire easements from private landowners for which the Planning, Licenses and Development Committee has authorized the City Manager to negotiate and execute said easements.

Ms. Landry continued the next step is to identify a funding source and contract for the materials. Eversource has contracted with LJM Construction, LLC for the excavation work and materials. It is, therefore, recommended that the City use LJM Construction as a sole source provider for the materials and services required for the City conduit. This approach will allow us to install conduits without the normal cost of trench excavation, backfill and pavement. Public Works anticipates available funds in cost center 02010-62331 "Street Maintenance." Staff recommends moving forward with LJM Construction as a sole source provider for the project and that 02010-62311 be identified as the funding source up to \$30,000.

Chair Greenwald noted there is a likelihood this conduit may cross some of his property. He clarified he will be receiving no money, or broadband connections. The only thing happening is there will be pipe installed on property he owns. Ms. Landry added this benefits the community as a whole.

Medard Kopczynski, City Manager noted the relationship developing between Public Works and the IT Department deserves mentioning.

Councilor Jacobs 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 contract for the installation of communication conduit and related materials with LJM Construction, LLC as a sole source provider. Funding for the project is to come from the reallocation of operating funds from Public Works Road and Street Maintenance budget, 02010-62331.



City of Keene, N.H.
Transmittal Form

May 30, 2017

TO: Mayor and Keene City Council

FROM: Jeffrey Titus, Purchasing & Contract Services Manager

THROUGH: Medard Kopczynski, City Manager, Steve Thornton, Finance Director/Treasurer

ITEM: H.1.

SUBJECT: Relating to Purchasing

RECOMMENDATION:

That Ordinance O-2017-11 relating to purchasing be referred to the Finance, Organization and Personnel Committee for consideration and a recommendation back to City Council.

ATTACHMENTS:

Description

Ordinance O-2017-11

2016 Audit Management Letter

BACKGROUND:

It is recommended that changes to the Purchasing Ordinance be made to recognize the new requirements of the Federal Single Audit Act, This change was also recommended in the Management Letter by the City's audit firm, Melanson, Heath & Company, PC. The new requirements cover purchases made with Federal grant funds, which differ from the City's current requirements.

In addition, the Ordinance would amend the section dealing with the sale of surplus materials and equipment to increase the amount "where a single item or lot does not exceed \$5,000 in book value" to the amount of \$10,000 in book value to adjust for and more accurately reflect average current values found for surplus vehicles.



CITY OF KEENE

Ordinance O-2017-11

Seventeen

In the Year of Our Lord Two Thousand and

Relating to Purchasing

AN ORDINANCE

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, are hereby further amended by adding the bolded text and removing the stricken text to the following sections of Article IX "Purchasing" of Chapter 2 entitled " " as follows:

Sec. 2-1332. - Rules for city purchases.

Central purchasing shall have the authority to prescribe the purchasing procedure for all city departments and may from time to time add to the following rules and regulations for city purchases:

- (1) Except as provided in this article, every city purchase or contract greater than \$20,000.00 in amount shall be made only after the receipt by central purchasing of publicly invited sealed competitive bids on uniform specifications. After recommendation from the department making the purchase and central purchasing, the city manager shall award the contract to the lowest responsible bidder—quality, delivery, financial responsibility and guarantees of the bidders being equal. The city manager may, in his discretion, reject any bid deemed insufficient or inadequate, or may reject all bids.
- (2) Except as provided in this article, every city purchase or contract of greater than \$5,000.00 but no more than \$20,000.00 shall be made only after receipt by central purchasing of three or more, if reasonably obtainable, competitive informal written quotations, received by fax, electronic mail, regular mail or phone quotations which are adequately documented.
- (3) Except as provided in this article, contractors of record shall be established for the renovation, maintenance and repair of city facilities and equipment. Contractors of record shall be selected through a competitive process based on qualifications developed by the finance department, and shall remain contractors of record for two years. Eligibility to remain a contractor of record shall be based on continued performance acceptable to the city. Where previously competitively bid renovation, maintenance and repair contracts are in place with a contractor of record, the requirement to obtain three or more quotations (see subsection (2) above) is hereby waived. For purchases exceeding \$20,000.00, existing bid provisions (see subsection (1) above) remain in effect.
- (4) Every purchase of \$5,000.00 or less shall be handled by central purchasing on as competitive a basis as it deems reasonable and prudent.
- (5) Purchases made through existing federal, state of New Hampshire or other state and municipal contracts or Keene Union School District contracts shall be deemed to meet the requirements of the subsections (1) through (4) of this section.

- (6) Nothing in this section shall be construed to prevent joint bidding and contracting by the city and other public jurisdictions, and, in fact, such is encouraged.
- (7) For grants funded with federal funds, to include contracting with small and minority businesses, women's business enterprises, and labor surplus area firms (per section 200.321), procurement requirements shall be in accordance with established purchasing thresholds as follows:

Purchases up to \$3,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$3,000 (2 C.F.R. §200.320 (a)). In order to expedite the completion of its lowest-dollar small purchase transactions and to minimize the associated administrative burden and cost, the City does not require the use of purchase orders for micro/small purchases that fall below the thresholds established for competitive quotations, bids or requests for proposals.

Purchases between \$3,000 and \$150,000 (Small Purchase Procedures)

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (2 C.F.R. §200.320 (b)). If small purchase procedures are used, price or rate quotations are obtained from an adequate number of qualified sources.

Purchases over \$150,000

Procurement by sealed bids/formal advertising (2 C.F.R. §200.320 (c)) or by competitive proposals (2 C.F.R. §200.320 (d)) are required for all purchases over \$150,000.

Sec. 2-1340. - Sale of surplus materials and equipment.

The city manager may authorize the sale of materials and equipment which he determines to be surplus to the needs of the city where a single item or lot does not exceed ~~\$5,000.00~~ **\$10,000.00** in book value. When such item or lot exceeds ~~\$5,000.00~~ **\$10,000.00** in book value, the city council shall approve the sale of such materials. All such surplus materials shall be disposed of by public auction or competitive quotations.

Kendall W. Lane, Mayor

City of Keene, New Hampshire
Management Letter
For the Year Ended June 30, 2016

TABLE OF CONTENTS

| | <u>PAGE</u> |
|---|-------------|
| INTRODUCTORY LETTER | 1 |
| <u>STATUS OF PRIOR YEAR RECOMMENDATION:</u> | |
| 1. Prepare for New Single Audit Requirements | 3 |
| <u>CURRENT YEAR RECOMMENDATIONS:</u> | |
| 2. Prepare for New Single Audit Guidelines Over Procurement | 4 |
| 3. Prepare to Implement GASB 75 for OPEB | 5 |

Additional Offices:

Andover, MA
Greenfield, MA
Manchester, NH
Ellsworth, ME

To the Mayor and City Council
City of Keene, New Hampshire

In planning and performing our audit of the basic financial statements of the City of Keene, New Hampshire as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit, we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

The City's written responses to our comments and suggestions have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

The purpose of this communication, which is an integral part of our audit, is to describe for management and those charged with governance, including those overseeing the financial reporting process, the scope of our testing of internal control and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

Melanson Heath

February 2, 2017

STATUS OF PRIOR YEAR RECOMMENDATION:

1. Prepare for New Single Audit Requirements

Prior Year issue:

In the prior year, we recommended that the City prepare for the Single Audit changes by training staff and establishing the documented policies and procedures over the following:

- Financial and program management –
 - Establish written policies and procedures for the following:
 - Cash management
 - Determination of allowable costs
 - Employee travel
 - Implement internal controls that comply with COSO’s “Internal Control Integrated Framework”
- Property standards – equipment –
 - Maintain property records that include description, serial/identification number, source of funding, acquisition date, cost, location, and ultimate disposition data
 - Conduct a physical inventory every 2 years and reconcile to property/fixed asset records
 - Implement a control system to safeguard property from loss, damage, theft
- Subrecipient monitoring and management –
 - Establish written policies and procedures for the following:
 - Communication of award requirements
 - Responsibilities for monitoring subrecipients
 - Process for monitoring
 - Methodology for resolving findings
 - Requirements for audits

Current Year Status:

With the transition in the Fund Manager/Senior Staff Accountant position, a review of the current policies and procedures was started in fiscal year 2016.

Further Action Needed:

While the City currently has policies in place for cash management, employee travel, equipment records and inventory, we continue to recommend that the City prepare for the Single Audit changes by reviewing current policies and procedures to ensure compliance with the new single audit guidelines. This will help the City to minimize the risk of new single audit compliance findings in fiscal year 2017.

City's Response:

With the transition in the Fund Manager/Senior Staff Accountant position, it was necessary for the new employee to educate and familiarize herself with the current requirements and procedures in order to be in compliance with the single audit requirements. The review on current policies and procedures is on-going and staff will continued to educate themselves on a regular basis.

CURRENT YEAR RECOMMENDATIONS:

2. Prepare for New Single Audit Guidelines Over Procurement

In fiscal year 2016, there were new requirements related to the Single Audit Act as a result of OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (UG). Included in these new requirements were new procurement rules over purchases made with federal grant funds, which could differ in certain respects from City established procurement policies. The OMB provided a grace period of two full fiscal years after the effective date of the Uniform Guidance to allow entities to comply with the new procurement standards. Consequently, the new procurement standards will be effective as of July 1, 2017.

Under the new requirements, Federal award recipients must:

- Establish written policies and procedures for the following:
 - Procurement in compliance with new procurement standards
 - Standards of conduct covering conflicts of interest
 - Process for conducting proposal evaluations
- Maintain certain records to detail the history of procurement
- Implement oversight procedures to ensure contractors perform in accordance with terms.

Under the new requirements, Federal procurement rules are as follows:

- Purchases under \$3,000 are considered "micro purchases" and require no quotes, but should be based on an equitable distribution among vendors.

- Purchases of \$3,000 - \$150,000 are considered small purchases and require price or rate quotes that are written, verbal, from public price lists or online searches and must be from more than one qualified source.
- Purchases over \$150,000 are required to be procured using one of two methods:
 - Sealed bids (generally used for construction projects) with a firm fixed-price contract awarded to the lowest bidder and bids need to be publically solicited; OR
 - Competitive proposals based on fixed-price or cost reimbursement with qualitative evaluation methods applied to bids received from more than one qualified source.
- There are no exemptions allowed under the new procurement standards.
- Sole source/no competition/emergency purchases are only allowed in certain situations.

We recommend the City review the new requirements and modify their own procurement policy to ensure compliance with Uniform Guidance.

City's Response:

Purchasing is reviewing the City's procurement policy and will make any necessary changes.

3. Prepare to Implement GASB 75 for OPEB

Beginning in fiscal year 2018, the City will be required to implement the Governmental Accounting Standards Board (GASB) Statement 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. GASB has taken the position that OPEB is a form of compensation and the liability/expense should be recognized while the employee provides service to the government. GASB Statements 75 replaces Statements 45, and requires the full net OPEB liability and related expenses to be presented on the government's accrual basis financial statements. Previously, the liability was recorded incrementally, generally increasing based on the degree to which a government funded the annual required contribution. It is expected that the implementation of these accounting standards will have a material impact on the City's financial statements, including the recording of a larger net OPEB liability and substantial new disclosures.

We recommend the City begin planning for the implementation of GASB 75, which includes gaining an understanding of the new requirements, educating applicable financial statement users, and ensuring that actuarial valuations are performed in a timely manner and in compliance with the new requirements. The actuarial valuation should reflect a measurement date earlier than the City's year-end to help ensure a timely closing process. It will be also

important for the City to maintain an adequate system of documentation to support the employee census data information provided to the actuary, since this information will now be subject to annual audit testing.

City's Response:

Finance staff will educate themselves and become familiar with the new requirements of GASB 75 and obtain an understanding of the impact this will have on the financial statements and plan accordingly.



City of Keene, N.H.
Transmittal Form

May 24, 2017

TO: Mayor and Keene City Council
FROM: Planning, Licenses and Development Committee
ITEM: I.1.
SUBJECT: Relating to Fire Alarms

RECOMMENDATION:

On 4-0 vote, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2017-05.

ATTACHMENTS:

Description

Ordinance O-2017-05

BACKGROUND:

Fire Chief Mark Howard stated that staff is proposing to amend Chapter 34 Emergency Services as well as the fee schedule relating to Fire Alarms in Appendix B. The Ordinance would adopt the NFPA Fire Alarm Code 2016 Edition. The City currently follows the 2009 Edition.

The Chief highlighted certain sections of the Ordinance. He noted Section 34-94 upgrades the connection to the fire boxes to include electronic systems as well as mechanical systems. This system serves 109 municipal boxes throughout the city. He referred to a recent CIP \$50,000 upgrade of the fire alarm system. Section 34-95 adds a new section to the code for a radio box system which will help expand beyond the hard wire system. The language change would permit a wireless system.

Councilor Hansel asked whether this new system will result in cost saving for new development. Chief Howard stated one of the savings a customer would see is that previously a customer would be required to pay a monthly phone line fee for monitoring a tamper switch. The radio box has the capability to monitor the tamper switch for the \$447 fee the customer is currently charged. Any additional security monitoring would be however, the customer's responsibility.

Councilor Sapeta asked whether this technology can be used as a retrofit as well. Lt. Bates agreed and added the School System currently pays for two dedicated phone lines and for the master box and they are required to have forced notification which is the hard wired master box on the building. With this new technology they can switch to wireless and their sprinkler system and fire alarm system can be monitored. If they chose to, they could drop the two phone lines and the third party answering service and go directly to the Fire Department. The radio box signal that has been installed within one second of an alarm being transmitted, it is transmitted for dispatch. With the outside third party, they are allowed 90 seconds to acknowledge, 90 second to make a phone call and another 90 seconds for dispatch to respond, The radio box allows a 1 second response time versus a three-minute response time.

The City Manager asked whether over time, the hard wired system will be replaced by the radio box system. The Chief stated it could be, but he would like to see a trend in this new technology of long term success. He agreed some of the systems the City has are very old. Lt. Bates added if it is just replacing a box the cost is not too much unless the wires have to be replaced as well. States like Massachusetts are making this a required change. The City Manager stated over time if these are systems that could be replaced and there is cost savings attached to it, it might be the way the City moves forward.

Chief Howard referred to Sec. 34-96 which strikes the reference to street boxes. The City eliminated street boxes several years ago.

Referring to Section 34 -112, the operating frequency for two way radio enhancement system was updated.

Referring to the fees in Appendix B, Chief Howard explained the application fee is going to become part of the permit fee. The Chief added staff did a review of the City Council's Fiscal Policy as it relates to fees. There are no fee increases proposed in the Ordinance. The fees were last amended in 2009.

He explained all costs related to Fire Prevention, Fire Administration, Fire Alarm (including fleet) were looked at and the top personnel such as Lt. Bates, the department Administration person and the Fire Alarm officer's responsibilities were split between these cost centers depending on how their responsibilities are calculated.

Councilor Sutherland asked whether the cost increase for Southwestern NH Fire Mutual Aid was able to be captured by an increase to fees. Chief Howard responded the cost for SWNHFMA for fire alarm monitoring has not changed.

Chief Howard stated when looking at the fees in Appendix B, the staff reviewed the City Council's fiscal policy and in particular when fees are charges are set at something less than full cost recovery when a high level of cost recovery negatively impacts the delivery of service to low-income groups and . He continued that in reviewing the provisions of the fiscal policy he stressed life safety in considering fees.

Referring to Resolution R-2016-26, Chief Howard stated fees and charges will be set at something less than full cost recovery when: a high level of cost recovery will negatively impact the delivery of service to low-income groups and collecting the fees would discourage compliance with regulatory requirements and adherence to said requirements is self-identified, and as such, failure to comply would not be readily detected by the City.

The Chief went on to say the Fire Department calculated \$235,399 for costs. In terms of revenue, four specific line items were looked at: fire permitting, fire alarm access permits, master box fees, and haz mat storage. These four line items bring in revenue of \$154,296. There is another \$4,000 - \$6,000 estimated, which is what the Building Department charges the Fire Department for plan review was not included in these calculations. Chief Howard noted they are at a 65% collection rate, which he felt was an acceptable rate.

Councilor Hansel felt what is being presented seems like a modest increase but noted the fire drill used to be at per market value, and currently the fee is \$75. Chief Howard responded this is so that entities don't have to pay this fee two and three times a month and it is a way for companies to train one of their personnel. He continued fire personnel don't really need to be present and this is a way to empower these companies to take care of their own facilities. What they are being trained to do is not to enter the Fire Department's circuit via their master box.

The City Manager stated the application fee for fire and building departments was originally instituted because the City was afraid customers would never come back and pick up their permit, which is a rare occurrence. There is also a shift in thinking of how they can organize this function to eventually become an online system. The intention is that for small class of permits there is a reduction in bureaucracy from the standpoint of getting

those permits. The focus here is life safety.

Councilor Sapeta questioned whether the wireless system could be in danger of being hacked into or impacted by computer viruses. Chief Howard answered in the negative and added it is a radio frequency through the FCC and it is self-tested every day.

Councilor Hansel made the following motion which was seconded by Councilor Sutherland.

On 4-0 vote, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2017-05.



CITY OF KEENE

O-2017-05

Seventeen

In the Year of Our Lord Two Thousand and

Relating to Fire Alarm

AN ORDINANCE

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, are hereby further amended by removing the stricken text and inserting the bolded text throughout Division 3, "Fire Alarms" of Chapter 34, entitled "Emergency Services" and Appendix B Fee Schedule as follows:

Sec. 34-91. Standards.

All alarms installed in the City pursuant to this division shall conform to the standards set forth in, NFPA 72 National Fire Alarm Code ~~2009~~ **2016** Edition, NFPA 1 Uniform Fire Code, and NFPA 101 Life Safety Code, as adopted in Chapter 42 of this Code, entitled Fire Prevention and Protection. Additional requirements for the installation of alarm initiating equipment in the City shall be as provided in this division.

Sec. 34-92. - General requirements for installation.

- (a) Before the installation of any interior fire alarm system, master box, or street boxes for new rights-of-way is begun, the company responsible for the proposed system installation shall submit a detailed set of plans, blueprints, specifications, etc., outlining the system and its components to the fire department for review and approval.
- (b) A permit shall be obtained from the fire department for the installation of any master box. A fee as set forth in the schedule of fees in appendix B to this Code shall be paid upon application for the permit.
- (c) Installation of a knox box (key box) shall be required at all locations where a fire alarm system is being installed or is currently in use. Knox box shall be located next to the main entrance at the discretion of the fire department. Apartment buildings with more than two floors will require a key in the box for each floor and therefore require a larger knox box. Multiple building complexes shall have a knox box on each building in the complex for rapid entry of emergency personnel and shall be approved by the fire department. Applications are available at the fire department.
- (d) All fire alarm equipment shall be new and shall be furnished and installed by the owner of the property protected and/or by the developer of the new right-of-way.
- (e) If trouble or faults develop in any part of a private system, it shall be the prerogative of the fire department to disconnect any part or all of the private system from the municipal circuits. The owner or agent of the protected property shall be notified of the disconnection.

- (f) Any or all parts of existing fire alarm systems in a building undergoing renovation shall conform to the requirements for new installations.
- (g) All installations shall conform to the requirements of NFPA, the International Municipal Signal Association (IMSA), or any applicable code in effect.
- (h) Access to the protected property shall be made available to the fire department.
- (i) Code wheel numbers for all master boxes shall be approved by the fire department.
- (j) A service charge per calendar year shall be assessed for each master box connected to the municipal circuit. This shall include existing and new master boxes. New systems installed shall be charged a pro rata amount per month or part of a month, until June 3 of the installation year, after which the annual fee will take effect on July 1. The charges required in this subsection are as set forth in the schedule of fees in appendix B to this Code.

Sec. 34-93. - Supervisory control panel.

- (a) A supervisory control panel shall be installed with the fire alarm system for the purpose of identifying location, resetting and/or disabling alarms. Panel locks shall be keyed for "CAT-60" or "Simplex B" key.
- (b) The supervisory control panel shall feature the following:
 - (1) Zone indication.
 - (2) Alarm silence switch.
 - (3) System reset switch.
 - (4) Trouble buzzer and light.
 - (5) Trouble silence switch.
 - (6) Ring back feature.
- (c) All controls shall be secured from use by occupants of the protected property.
- (d) In an installation where the fire alarm system is installed in (i) more than one building or (ii) more than one floor, an annunciator panel shall identify the location of all originating signals. Normally, one zone per floor is adequate. The fire department may require more zones depending on building size, occupancy or hazard protected. An annunciator shall be required in a multizoned property near the main fire department access to the property. This may either be the alarm control panel or a remote annunciator panel with control functions. In an installation where an additional fire alarm system is installed in new building additions and connected to the existing approved system in the original building, an annunciator panel shall be installed on the inside of the new building addition or at a location designated by the fire department.
- (e) The supervisory control panel shall conform to the requirements of NFPA 72 and the following fire department requirements:
 - (1) Access to the control functions of the alarm system by fire department and alarm service personnel only.

- (2) When the panel is indicating zone trouble, activation of a pull station shall initiate the alarm.
- (3) Upon activation of a detector or pull station, the panel shall lock on the initiating circuit with audible and visual indication. Silencing the audible shall not cause the panel to reset.

Sec 34-94. Connection to municipal circuits - Master box. **(Mechanical or electronic)**

- (a) Installations within 2,000 linear feet of the area served by the municipal alarm system but not requiring direct fire department notification under section 34-9598 of this Code may be connected to this system by a master fire alarm box if direct fire department notification is desired.
- (b) The fire alarm master box for connection to municipal circuits shall be by Gamewell, either new or factory reconditioned, as approved by the fire department.
- (c) The master box shall be accessible year round from a walkway or entranceway. (see exceptions)

EXCEPTION 1 - If a master box serves multiple buildings, a system of private roads and drives are required to access the property, a pedestal mounted box with remote annunciator shall be located at the entrance to the property, or, at the first road intersection in the development.

EXCEPTION 2 - If a master box serves multiple buildings and if access to the development is by a single road, the master box with remote annunciator shall be located on the outside of the first building approached providing no roadway intersections have been crossed prior to reaching this annunciator, and the building is not in excess of 35 feet from the curb line.

- (d) The master box shall be mounted at a minimum of 42 inches and a maximum of 54 inches, measured vertically, from the finished grade to the activating handle or lever of the box.
- (e) The master fire alarm box shall be of the local energy type with the following features:
 - (1) Noninterference.
 - (2) Quick succession.
 - (3) Automatic grounding under open municipal circuit.
 - (4) Telegraph key.**(mechanical)**
 - (5) Tap bell.**(mechanical)**
 - (6) Lock and key (fire department specification).
 - (7) Code wheel index (fire department specification).
 - (8) Manual actuating level.
 - (9) Timing one-half second.
 - (10) Shunt type boxes are not approved to be on the City of Keene Fire Alarm Circuits as of the adoption of this section. (Ref. NFPA 72 A.27.6.3.2.2.1(2))
- (f) Flush-mounted boxes shall be weatherproof.

- (g) A red beacon strobe shall be mounted above the master fire alarm box. This light shall flash upon activation of the interior fire protection system. Installation of these units will be at the discretion of the fire department.

Sec. 34-95. - Connections for Radio Box Fire Alarm System.

- (a) The entire system shall be installed according to the following: Manufacturer installation requirements, per NFPA 72 and NFPA 1221.
- (b) The radio alarm box shall be SIGCOM DTX, 4 zone or 16 zone radio box or compatible to be received by the SIGCOM Vision 21 Receive Module and approved by the fire department. The box shall meet NFPA 72 and be Factory Mutual approved
- (c) The radio alarm box shall be installed in the same location as the fire alarm control panel. If building size prevents the installation of the radio alarm box and FACP in the same location, due to radio antenna cable length, the fire department shall approve an alternate location for the radio alarm box.
- (d) The fire alarm control panel shall be connected to the radio alarm box in such a way that when a zone is activated only the corresponding zone of the radio alarm box will be activated.
- (e) Radio alarm box zone assignments will be made in consultation with the fire department.
- (f) The fire department will issue the radio alarm box number.
- (g) Radio alarm boxes shall be programmed to self-test once daily. The fire department shall assign the time of the daily test. The test time will be listed on a sheet inside the radio box.
- (h) Relay I/O boards are required for each zone in the radio alarm box.
- (i) There shall be no means of disconnecting the fire alarm from the radio alarm box.

Sec. 34-96. – Radio Alarm Box Antenna requirements.

- (a) Antennas for radio alarm boxes shall be installed according to the following: Manufacturer installation requirements.
- (b) Antenna location shall be determined during consultation with fire department.
- (c) Antennas must be installed above the roof or flashing.
- (d) The antenna shall not be mounted within 20 feet of an air handling unit.
- (e) Antenna runs less than 100 feet shall meet or exceed RG213.
- (f) If an antenna cable run exceeds 100 feet, the contractor shall contact the distributor for and acceptable alternative solution.
- (g) A rigid aluminum or galvanized steel conduit shall protect any antenna cable mounted outside.
- (h) A service box and weatherhead shall be installed at the antenna mounting location

Sec. 34-97. – Acceptance test.

- (a) The fire department shall inspect, test and commission the radio box system once installed

- (b) **Once accepted, the radio alarm box shall not be opened by the installer, fire alarm system installer, sprinkler service contractor or by any other person.**
- (c) **The fire department shall be contacted to take the radio box off line when maintenance or repair is required to be performed on the radio box.**

Sec. 34-9598. – Occupancies requiring connection.

The following occupancies, if new or being introduced where no such occupancy previously existed, shall have fire alarm systems connected to the fire department via the municipal alarm system if within 2,000 linear feet of the area served by the municipal alarm system **or by way of radio alarm box**. This requirement may be waived by the fire chief or his designee, if for technical reasons there is insufficient pole space to allow for municipal alarm system connection **or the location does not allow for the use of a radio alarm box**. If said waiver is granted, the installation shall employ an alternate monitoring system as approved by NFPA 72, as adopted. All waiver requests shall be made in writing to the fire department. All cost associated with a desired or required connection to the municipal fire alarm system shall be the responsibility of the property owner. Any occupancy that requires emergency forced notification shall submit an emergency call list to the Keene Fire Department on an annual basis with addresses and phone numbers where they can be reached 24 hours a day seven days a week.

- (1) Assembly occupancies with occupant load of 300.
- (2) Educational facilities with more than six students.
- (3) Daycare centers with more than 12 clients.
- (4) Hospitals, nursing homes, and limited care facilities.
- (5) Detention and correctional facilities.
- (6) Hotels, motels, and dormitories housing more than 16 persons.
- (7) Residential board and care facilities with four or more occupants having a slow evacuation capability.
- (8) Class-A mercantile occupancies covered malls and covered mall buildings as defined by NFPA 101 Life Safety Code.
- (9) Industrial occupancies with total capacity of 100 or more persons or if more than 25 persons are above or below level of exit discharge.
- (10) Underground or windowless structures (excluding one- or two-family), occupied towers and high-rise occupancies as defined by NFPA 101 Life Safety Code.
- (11) Any special hazard/extra hazard use or occupancy as determined by the fire chief and/or his designee.
- (12) Apartment buildings four or more stories in height or housing 12 or more units.

Sec. 34-96. — Street boxes.

- ~~(a) Fire alarm street boxes for connection to municipal circuits shall be installed at locations approved by the fire department in accordance with NFPA 1221.~~
- ~~(b) Street boxes shall be mounted on new or existing utility poles or on pedestals.~~
- ~~(c) The street box shall be mounted at a minimum of 42 inches and a maximum of 54 inches, measured vertically, from the finished grade to the activating handle or lever of the box.~~
- ~~(d) Utility pole banners, with vertical letters stating "fire/emergency," shall be attached to all utility poles with installed fire alarm boxes at a height of ten feet above the finished grade to the bottom of the banner. In addition, the designation "fire/emergency" shall be attached to both sides of each street box.~~
- ~~(e) Street boxes shall have the same operating features as master boxes.~~

Sec. 34-9799. – Aerial connection.

Standards for aerial connections to municipal fire alarm circuits shall be as follows:

- (1) Provide a minimum of one-half inch EMT terminated with a weatherhead, located a minimum of 16 feet above the finished grade from the master box.
- (2) Provide a utility grade eyebolt or similar approved device next to the weatherhead, properly secured to support the aerial cable.
- (3) The maximum allowed span for aerial cable is 200 feet. For distances from the weatherhead to the utility pole exceeding 200 feet, additional poles will be required.
- (4) Install two #12 AWG, THWN solid conductors from the master box to the weatherhead. These wires may not be the same color.
- (5) The path for the aerial service may not cross over buildings or through trees. Branches shall be cut to provide clear spaces for the aerial cable.

Sec. 34-98100. – Underground (direct burial) connections.

Standards for underground (direct burial) connections to municipal fire alarm circuits shall be as follows:

- (1) The connection shall be four conductor, #12 AWG solid conductor, shielded polyethylene jacket, ISMA certified, direct burial cable, in one unspliced length from the master box to the utility pole or splice box designated by the fire department.
- (2) Provide rigid steel conduit from 12 inches below the finished grade to the master box as protection for the cable. A bushing shall be used at the end of the conduit to protect the cable.
- (3) Provide a sweep ell of rigid steel and one ten-foot length of rigid steel conduit at the utility pole.
- (4) Extend the cable up the pole using schedule 40 PVC electrical grade conduit to a height approximately 18 inches above existing telephone cables. Terminate it using a weatherhead.

- (5) Provide a schedule 40 PVC sleeve under all traveled ways, including walkways, parking lots, driveways and patios.
- (6) The cable shall be bedded in screened sand completely surrounding the cable, a minimum of six inches on the top, bottom and sides.
- (7) The minimum depth of the cable below the finished grade shall be 24 inches.
- (8) Provide aerial fire alarm pole splice block.

Sec. 34-99**101**. – Same – Underground (buried conduit) connections.

Standards for underground (buried conduit) connections to municipal fire alarm circuits shall be as follows:

- (1) Provide an IMSA certified four conductor #12 AWG solid conductor polyethylene jacket duct cable installed in one-inch minimum schedule 40 PVC.
- (2) Conduit shall be cemented at all joints.
- (3) Conduit shall be buried to a depth of 18 inches minimum below the finished grade.
- (4) Termination of the conduit at the master box shall comply with section 34-103**105**(b).
- (5) Provide a sweep ell of schedule 40 PVC and one ten-foot length of rigid steel conduit at the utility pole.
- (6) Extend conduit up the pole and terminate it per section 34-103**105**(d).

Sec. 34-100**102**. – Lightning protection.

- (a) Lightning protection for connections to the municipal fire alarm service shall be provided by the contractor consisting of a TII Model 317A located inside the master box.
- (b) Additional protection at the utility pole will be installed by the fire department ~~alarm~~ ~~division~~ as required.

Sec. 34-101**103**. - Grounding.

- (a) The fire alarm box and the lightning arrester for connections to municipal circuits shall be grounded as follows:
 - (1) A common ground for both devices is acceptable.
 - (2) Ground wire shall not be run in the same conduit as fire alarm wire.
 - (3) An unenclosed no. 8 copper wire or equivalent shall be used to connect the ground terminal of the master box and/or street box to the suitable ground in order to provide mechanical strength.
 - (4) If enclosed in metal pipe, a no. 12 wire may be used.
- (b) Suitable grounds are as follows:
 - (1) Underground metallic water piping system.

- (2) Ground rod not less than one-half inch in diameter and eight feet long driven into permanently wet soil.
- (c) The resistance of a ground connection shall not exceed 250 ohms.
- (d) Power company neutral conductors are not acceptable grounds.

Sec. 34-102~~104~~**104**. – Testing.

- (a) The fire alarm system and its components shall be tested, in its entirety, by the person responsible for the installation. This test shall be conducted in the presence of a member of the fire department prior to the connection of the master box to the municipal circuit.
- (b) It shall be the responsibility of the owner of the protected property to completely test the fire alarm system once a year. This test shall be reported in writing to the fire department.
- (c) The owner/developer of any protected property connected to the municipal system by a master fire alarm box shall notify the fire department for disconnection prior to testing of the system.
- (d) All master boxes and street boxes shall be tested for operation no less than **required by NFPA 72** by the fire department during regularly scheduled work shifts.
- (e) If an owner or occupant of a protected property requests assistance from the Keene Fire Department in conducting fire drills after normal business hours a fee will be charged as set forth in the schedule of fees in Appendix B.

Sec. 34-103~~105~~**105**. - Responsibility.

- (a) It is understood that the owner/developer of the property shall be responsible for all fire alarm line construction, whether aerial, underground, or **Radio alarm box**, from the fire alarm box to a fire alarm circuit designated by the fire department. This is to include all appropriate pole hardware and connection devices.
- (b) All costs of equipment and installation, including extension of the municipal service, shall be the responsibility of the owner/developer at the time of installation and connection to the municipal system.
- (c) Aerial extensions of the municipal service shall be installed by the fire department ~~alarm bureau~~ and shall be charged to the owner/developer on a time-and-material basis.
- (d) Underground extensions of the municipal service shall be installed in accordance with the specifications of the fire department by the owner/developer.
- (e) Upon completion of a satisfactory test of the fire alarm system by the fire department, the system shall be tied into the municipal fire alarm. No one shall make these tie-ins but the fire department.
- (f) After the tie-in is made, the new line then becomes the property and responsibility of the fire department.

Sec. 34-104~~106~~**106**. – Exceptions.

It is intended that the requirements in this division provide a basis for providing a reliable, cost effective means of meeting the protection goals of the city. It is expected that requests for clarification and for specific variances to this division may be made from time to time. Requests for clarifications and/or variances should be made in writing to the fire department. Every effort will be made by the fire department to provide solutions to individual problems. The fire department welcomes any input which may improve the system's reliability or provide an equal system at reduced cost. Such adjustments as may be made to this division will be made at the discretion of the fire chief.

Sec. 34-105**107**. – Liability.

The city or any of its employees shall not, under any circumstances, be held liable for the failure of any of the equipment to operate during the transmission of a fire alarm to the fire department console. It is understood that the fire department will do all that is possible to render trouble free, reliable service.

Sec. 34-106**108**. – Disconnection.

- (a) *Fire alarm Master boxes*. It shall be unlawful for any person to disable or alter the mode of operation of any fire alarm box connected with the municipal fire alarm system. If it becomes necessary for any user of the municipal fire alarm services to access any fire alarm box connected to the municipal fire alarm system in order to alter the mode of operation or disable any so-connected fire alarm box, application shall be made to the fire department.
- (b) *Penalties*. For penalties, see section 1-15 et seq. pertaining to penalties and citations for violations of this Code.

Sec. 34-107**109**. – False fire alarms.

- (a) *Definitions*. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:
 - Accidental alarm* means any activation of an alarm system to which the fire department responds which is the result of an unintentional occurrence or mishap. This includes burned food, steam from showers, and good-faith assumptions of a fire condition.
 - False alarm* means any activation of an alarm system to which the fire department responds which is not the result of a fire, emergency call for assistance, or accidental alarm. This includes alarms improperly or maliciously sounded or alarms that turn out to be groundless or system malfunctions.
- (b) *Prevention, payment of costs*. Any owner or lessee or person in control of property having an alarm system on the premises and any user of alarm services or equipment designed and installed with the intent of eliciting an emergency response shall pay to the city a service charge of \$100.00 for each and every false alarm to which the fire department responds after the initial response within a 30-day period. It shall be the responsibility of the property owner to correct any and all problems resulting in the activation of false alarms. If the fire department finds it necessary to disconnect an alarm device or system due to repeated activations, a fire watch may be ordered posted on the premises until such time that the protection provided by the system or device can be restored.

- (c) *Appeals.* Any alarm user, owner, or lessee may appeal false alarm service charges in writing to the fire chief within ten days after receipt of the notice of the service charge. The fire chief may waive assessment of the service charge when, in his judgment, reasonable attempts are being taken to discover and eliminate the cause of the false alarms.
- (d) *Liability.* The fire department shall take every reasonable precaution to ensure that alarms received are given appropriate attention and are acted upon with dispatch. Nevertheless, the fire department shall not be liable for any defects in the operation of alarm devices, for any failure or neglect to respond appropriately upon receipt of an alarm from such a source, nor for the failure or neglect of any person in connection with the installation and operation of alarms and systems.

Sec. 34-~~108~~**110**. – System maintenance and testing.

- (a) No one will be allowed access into an active master box except fire department personnel. Systems shall be properly maintained in good working order. Systems shall be tested in accordance with frequency and methods as described in NFPA 72, as adopted. The fire department shall be informed of the test prior to its performance. Written documentation as to test results shall be kept on file on the premises and forwarded to the fire department. Competent and trained individuals shall complete testing and maintenance.
- (b) Any person wishing to test the fire alarm or sprinkler system that is monitored by a master box must notify the fire department at least 24 hours before any test is conducted provided that the master box cannot be disabled at the fire alarm control panel. The master boxes must be plugged out by fire department at its convenience. The fire department may refuse to allow tests if busy with emergency calls.
 - (1) It shall be the responsibility of the party holding the fire alarm access permit to notify fire department before any service is done on alarm/sprinkler systems. It shall also be the party's responsibility to notify the fire department when work is completed.
 - (2) Any false alarms received without prior knowledge of the fire department are subject to fines per subsection 34-~~107~~**109**(b) of this division and subject to permit suspension per subsection 34-~~109~~**111**(b).

Sec. 34-~~109~~**111**. – Fire alarm access permit required.

- (a) Access to work on, disable or restore fire alarm systems connected to emergency force notification, excluding one and two family house whole warning fire alarm systems, shall be limited to authorized personnel who have acquired an alarm access permit. Said permits shall only be issued by the fire chief or his designee after an applicant has received and acknowledged that they have read and understand this fire alarm ordinance, have completed an alarm access permit application and have paid the annual permit fee as outlined in appendix B.
- (b) Unless renewed, all alarm access permits shall expire on December 31 of current year.

In addition, alarm access permits may be revoked by the fire chief or his designee without refund of the permit fee, if in the opinion of the fire chief or his designee the permit holder has

placed protected property at risk, caused three or more false alarms in one calendar year, or violated any other provision of this chapter.

Sec. 34-110**112.** – Two-way radio enhancement systems.

- (a) All new buildings shall be tested for adequate radio coverage for emergency responders within the building. Radio coverage is defined as the ability to transmit and receive from the interior of the building to the command vehicle and the dispatch center. Radio coverage must also be capable of transmitting and receiving from portable to portable radio while operating inside the facility to all areas of the building including elevators, elevator lobbies, emergency and standby power rooms, fire pump rooms, areas of refuge, mechanical rooms, boiler rooms and inside enclosed exit stairways. The system installation and components shall also comply with all applicable Federal Regulations, including but not limited to, Federal Communications Rules (47 CFR 90.219), as specified in the NFPA Two-Way Radio Enhancement Systems. These communications have to reach **a voter site.** ~~the radio tower at Highland Hill at the longitude 72-23-02.83 and latitude 42-57-36.02.~~
- (b) An application and permit is required for installation of or modification to two-way radio enhancement systems and related equipment. A fee as set forth in the schedule of fees Appendix B to this code shall be paid upon application for the permit.
- (c) Emergency radio coverage shall include emergency services dispatch frequency and three tactical operations frequencies for the Keene Fire Department, emergency medical services and one dispatch and one tactical frequency for law enforcement. All equipment shall allow communication in analog, digital and encrypted mode.
 - (1) The emergency frequencies that will be approved to use are as follows:

| Channel Name | Personality Type | Receive Freq. | Receive PL Freq. | Receive PL Code |
|----------------|------------------|----------------|------------------|-----------------|
| WQCV921 | Cnv | 159.450 | 136.5 | 4Z |
| TAC 1 | Cnv | 154.38500 | 136.5 | 4Z |
| TAC 2 | Cnv | 154.28000 | 136.5 | 4Z |
| TAC 3 | Cnv | 153.83000 | 136.5 | 4Z |
| KPD | | | | |
| Main | | 155.2500 | | 4Z |
| Tactical | | 153.9500 | | 4Z |

- (d) Buildings and structures which cannot support the required level of radio coverage shall be equipped with a radiating cable system, a distributed antenna system with FCC certified signal boosters, or other system approved by the fire chief or his designee in order to achieve the required adequate radio coverage.
- (e) The system shall be inspected and tested per NFPA 72 Two-Way Radio Enhancement Systems.
- (f) The building owner shall notify or expand the two-way radio enhancement system at their expense in the event frequency changes are required by the FCC or additional frequencies

are made available by the FCC. Prior approval of a two-way radio enhancement system on previous frequencies does not exempt this section.

- (g) Agency personnel shall have the right to enter onto the property at any reasonable time to conduct field-testing to verify the required level of radio coverage.

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Refer to Planning, Licenses and Development Committee.



City Clerk

Appendix B
Chapter 34. Emergency Services
Article II. Alarm Systems Division
3. Fire Alarms

Fire Alarms Systems Permits:

| | |
|--|-------------------------------------|
| Application Fee | \$20.00 |
| Fire Alarm Access Permit (annual) | \$25.00 \$45.00 |
| Master Box Installation (Mechanical, Electronic or Radio) | \$110.00 \$130.00 |
| Service charge for each master box connected to the municipal circuit (includes required testing & maintenance per NFPA 72) | |
| Per calendar year | \$408.00 |
| Pro rate amount per month or part of a month until June 30 of the installation year | \$34.00 |

Automatic fire detection systems (per FACP):

| | |
|-------------------------------------|-------------------------------------|
| Application Fee | \$20.00 |
| Up to 25 devices | \$110.00 \$130.00 |
| 26-99 devices | \$220.00 \$240.00 |
| Add for each device beyond 99 | \$1.00 |
| Household warning fire alarm system | \$55.00 \$75.00 |

Modification to Automatic fire detection systems:

| | |
|--|-------------------------------------|
| Application Fee | \$20.00 |
| FACP Change Out/Upgrade (plus 20 percent of devices) | \$30.00 \$50.00 |
| Add/Relocate 1-10 devices | \$55.00 \$75.00 |
| Add/Relocate 11/50 devices | \$110.00 \$130.00 |
| Add for each device beyond 50 | \$1.00 |
| Annual In-House Modification Permit (per building) | \$300.00 \$320.00 |
| Household warning fire alarm system | \$30.00 \$50.00 |

After Hour Fire Alarm Requests:

| | |
|------------|------------------------------------|
| Fire Drill | Per market value \$75.00 |
|------------|------------------------------------|

Two-way Radio Enhancement Systems:

| | |
|----------------------------------|------------------------------------|
| Application Fee | \$20.00 |
| Two-way Radio Enhancement System | -\$50.00 \$70.00 |
| Modification to Existing | -\$30.00 \$50.00 |



City of Keene, N.H.
Transmittal Form

May 24, 2017

TO: Mayor and Keene City Council
FROM: Planning, Licenses and Development Committee
ITEM: I.2.
SUBJECT: Relating to Fire Prevention Code

RECOMMENDATION:

On 4-0 vote, the Planning, Licenses and Development Committee recommend adoption of Ordinance O-2017-06.

ATTACHMENTS:

Description

Ordinance O-2017-06

BACKGROUND:

Chief Howard stated this ordinance is being recommended the adoption of NFPA 1 "Uniform Fire Code", 2015 Edition as published by the National Fire Protection Association and the NFPA 101 "Life Safety Code", 2015 Edition as published by the National Fire Protection Association. The last updated was in 2009. The ordinance will also update fees in Appendix B.

Lt. Bates stated the NFPA section was already exempt in 2009 and the State has exempted it again. He noted that language for wireless interconnected system has been added for smoke alarms.

In the past what was permitted was a hard wired smoke detector with a battery backup but there is now wireless technology permitted for single family homes. Chair Jones asked about the Carbon Monoxide system. Lt. Bates stated this has not changed. All rental homes and new construction are required to have a carbon monoxide system on every floor.

Councilor Sutherland noted the first Ordinance is referring to a 2016 edition and the second Ordinance is referring to 2015 and asked whether this was correct. Lt. Bates stated it was correct and added NFPA Codes don't all happen in the same year. As the Fire Chief, Chief Howard can come before the Council to exceed the State's standard, but not to lessen the requirements. He stated Keene adopts what the State does, but tonight his recommendation would be to move forward with NFPA 1 and 101 so that contractors and fire personnel don't have to go back and forth between code books to determine which one should be used. The Chief noted that NFPA is still before a Legislative Committee, which is considering its adoption. The State Fire Marshall has adopted NFPA 101. The point of debate before the House Committee on NFPA 1 deals with the use of manufactured I-beams in basements. The Chief noted that many perspectives are brought into these amendments to national building and fire codes, which attempt to balance cost and life safety.

The Manager noted there are building code issues and fire code issues – NFPA 101 is identical to what is

outlined in the Building Code and the debate is always about life safety and cost.

Referring to the fees in Appendix B, Lt. Bates noted the application fee is being absorbed into the actual fee so that it is not confusing to contractors.

Councilor Sapeta asked how these changes compare to other municipalities of the same size. Chief Howard stated from a cost standpoint Keene is competitive. The City is collecting 65% of its cost with these fees.

Councilor Sapeta made the following motion which was seconded by Councilor Hansel.

On 4-0 vote, the Planning, Licenses and Development Committee recommend adoption of Ordinance O-2017-06.



CITY OF KEENE

O-2017-06

Seventeen

In the Year of Our Lord Two Thousand and

Relating to Fire Prevention Code

AN ORDINANCE

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, are hereby further amended by removing the stricken text and inserting the bolded text throughout Article II, "Fire Prevention Code", of Chapter 42, entitled "Fire Prevention and Protection" and Section 65.11.3 "Permit Requirements" Appendix B Fee Schedule as follows:

Article II. Fire Prevention Code

Sec. 42-31. Adopted

There is hereby adopting the NFPA 1 "Uniform Fire Code", ~~2009~~ **2015** as published by the National Fire Protection Association and the NFPA 101 "Life Safety Code", ~~2009~~ **2015** as published by the National Fire Protection Association. The following sections of the NFPA 1 Uniform Fire Code (~~2009~~ **2015**) shall be excluded from adoption under these rules:

1. Section 1-13 Certificates of Fitness;
2. Section 13.3.2.20.1 One- and Two-Family Dwellings;
3. Section 65.2 Fireworks Displays;
4. Section 65.5 Fireworks Manufacturing;
5. Section 65.9 Explosives;
6. Reference Publications NFPA 5000 Chapter 2

Sec. 42-94. – General requirements.

(a) *Single unit.* Each living unit contained in a multi-unit dwelling, rental property or group living facility shall be equipped with single station and/or multi-station smoke alarm/carbon monoxide detectors in accordance with the household fire warning equipment requirements of NFPA 72, National Fire Alarm Code 720 Carbon Monoxide Standard. All required detectors shall receive their operating power from the building electrical system. If a dedicated circuit is used, a lock must be installed on the circuit breaker. Where two or more detectors are required within a living unit, they shall be interconnected. The detectors shall sound an alarm only within an individual living unit or similar area and shall not actuate the building protective signaling and control system. **Wireless Interconnection Systems are permitted.**

The following sections of the NFPA 101 Life Safety Code (~~2006~~ **2015**) shall be excluded from adoption under these rules:

1. Section 24.3.5.1 Residential Sprinklers

APPENDIX B

Chapter 42. Fire Prevention and Protection

Section 65.11.3 Permit Requirements:

Fire Suppression Systems Permit:

| | |
|--|------------------|
| Application Fee | \$20.00 |
| NFPA 13D system (per riser) | \$55.00\$75.00 |
| NFPA 13 & 13R system (per riser) up to 5,000 square feet | \$110.00\$130.00 |
| NFPA 13 system (per riser) | \$220.00\$240.00 |
| 5,001 to 10,000 square feet of protected area | \$450.00\$470.00 |
| 10,001 square feet to 25,000 square feet | \$600.00\$620.00 |
| 25,001 square feet to 52,000 square feet | |
| Partial sprinkler system (not complete building protection) | |
| Up to 6 sprinkler heads | \$30.00\$50.00 |
| 7 to 20 sprinkler heads | \$110.00\$130.00 |
| Standpipe systems (not part of combined sprinkler/standpipe systems) | |
| Up to 3 floors (per riser) | \$110.00\$130.00 |
| Add per floor beyond 3 | \$55.00\$75.00 |
| Pre-engineered systems (wet/dry/Co2) | \$150.00\$170.00 |
| Engineered systems (wet/dry/Co2) | \$220.00\$240.00 |
| Fire pump installation | \$50.00\$70.00 |

Life Safety Permit Fees

| | |
|---|------------------|
| Application Fee | \$20.00 |
| Place of assembly permits (valid for one year) | \$50.00\$70.00 |
| Boarding/rooming/lodging inspections up to 16 beds | \$100.00\$120.00 |
| More than 16 beds | \$150.00\$170.00 |
| Permissible firework displays (per display) | \$100.00\$120.00 |
| Non-permissible firework displays (per display) | \$100.00\$120.00 |
| Explosive/blasting (per site) | |
| Up to 7 days | \$100.00\$120.00 |
| Add for each additional day beyond 7 | \$10.00 |
| Oil/LP gas burner/supply lines permit | \$50.00\$70.00 |
| Oil/LP supply lines | \$70.00 |

Storage Tank Permit Fees

| | |
|--|----------------|
| Underground storage tank (per tank >60 gal water capacity) Removal only | \$60.00\$80.00 |
|--|----------------|

| | |
|--|-------------------------------------|
| Installation only | \$75.00 \$95.00 |
| Removal and installation | \$125.00 \$145.00 |
| Aboveground storage tank (per tank >60 gal water capacity) | |
| Removal only (except LP gas cylinders) | \$60.00 \$80.00 |
| Installation only Retail Cylinder Exchange Cages | \$75.00 \$95.00 |
| Installation only (including LP gas cylinders) | \$75.00 \$95.00 |
| Removal and reinstallation (except LP gas cylinders) | \$125.00 \$145.00 |

Inspection Fees (upon request per inspection)

| | |
|--|----------|
| Family day care homes (up to 12 children) | \$30.00 |
| Day care centers and/or nurseries (more than 12 children or more than 4 children under the age of 2 years old) | \$100.00 |
| Home health care life safety | \$30.00 |
| Boarding/rooming/lodging/shelter inspections Up to 16 beds | \$100.00 |
| More than 16 beds | \$150.00 |
| Health care facility (nursing home/hospital) (annual) | \$200.00 |
| Re-inspection fee (per inspection) | |
| After 1 st failed final inspection of permit | \$50.00 |

Miscellaneous Fees

| | |
|--|---------|
| Environmental searches (per address) | \$75.00 |
| Incident reports (per incident) | \$15.00 |
| Investigation report (per investigation) | \$25.00 |

Hazardous Materials Storage Permit (valid for 1 year)

| | |
|---|----------|
| Explosives/dangerous when wet/pyrophoric | |
| 1-25 pounds | \$50.00 |
| 26-100 pounds | \$100.00 |
| >101 pounds | \$150.00 |
| Flammable liquids (class I liquids) | |
| 61-660 gallons | \$50.00 |
| 661-2500 gallons | \$100.00 |
| >2500 gallons | \$150.00 |
| Flammable/combustible liquids (class II and III) | |
| 661-1000 gallons | \$50.00 |
| 1001-25,000 gallons | \$100.00 |
| Liquid petroleum (LPG) liquid natural (LNG) gases | |
| Retail cylinder exchange | \$25.00 |
| 1000-3000 gallon systems | \$50.00 |
| >3000 gallon systems | \$100.00 |
| Cryogenic liquids | |
| Non-flammable >500 gallons | \$25.00 |
| Flammable >10 gallons | \$50.00 |
| Poison by inhalation gases | |

| | |
|---------------------------------|----------|
| 60-660 gallons (water capacity) | \$50.00 |
| 661-2500 gallons | \$100.00 |
| >2500 gallons | \$150.00 |
| Caustics | |
| <2000 pounds or 1000 gallons | \$50.00 |
| <4000 pounds or 2000 gallons | \$100.00 |
| >4000 pounds or 2000 gallons | \$150.00 |

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Planning, Licenses and Development Committee.


Patricia C. Cuthbert
City Clerk



City of Keene, N.H.
Transmittal Form

May 25, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: I.3.

SUBJECT: Relating to Class Allocation and Salary Schedules

RECOMMENDATION:

On 4-1 vote, the Finance, Organization and Personnel Committee recommend the adoption of Ordinance O-2017-07 as amended. Councilor Chadbourne voted in opposition.

ATTACHMENTS:

Description

Ordinance O-2017-07-A

BACKGROUND:

Beth Fox, ACM/HR Director said she is here to provide an update to the cost allocation and salary schedule; Chapter 2 and 62 of the City Code. She reminded the Committee there is currently an assessment of these codes in progress. This is a significant project to staff and the Council. It is important to our future as they seek to efficiently provide services to the community, and retain and recruit highly skilled workers. Ms. Fox noted she would be talking about adjustments to the current class allocation and salary schedule and thought it was useful to remind everyone they have a lot of work to do on this subject.

Ms. Fox continued the updates include a cost of living adjustment and in the context of the existing class allocation system, continuation of some work they began last year considering compression, and market conditions. The City's workforce is comprised of 283 full-time regular employees; 195 of those positions are part of a bargaining unit. She said 85 full and part-time employees are not unionized and are included in the ordinance under discussion. Ms. Fox reported the following information.

The ordinance provides a wage adjustment that is comparable and aligns with the COLA provided by ratified union contracts, which are between 2 and 2.5 percent. There are a few union contracts still under negotiation. This COLA adjustment follows a five-year period where non-union wage adjustments have generally averaged less than 2% a year. The adjustments this year are recommended to maintain these wage schedules in what is now becoming an increasingly competitive wage market. Ms. Fox noted as of April 2017 the unemployment rate for Keene (2.5%) is below the State rate (2.8%), below the New England rate of 3.9 percent, and the national rate of 4.4 percent. Ms. Fox discussed the Workforce Challenges session put on the by the Chamber of Commerce yesterday.

They are working in an extremely competitive labor market and sometimes they struggle with recruitment particularly for certain types of positions. Ms. Fox referred to the metrics noting 30 percent of their workforce is eligible for retirement; though not all are retiring in the near future. Over time they are going to

have to replace these skilled workers. Addressing the other adjustments Ms. Fox advised she would walk through the schedules page by page.

Ms. Fox referred to Page 3 of 7 which reflects City Code Section 2-231 Council Appointments explaining this represents the application of the 2 percent COLA.

Referring to Page 4 of 7, City Code Section 62-166 Probationary Public Works Schedule Ms. Fox explained this does not reflect an adjustment. This will be the final year they need to do that and allow all these steps to be useful under their current contract with non-probationary employees.

Referring to Page 5 of 7, City Code Section 62-191 Probationary Firefighter which deals with the first year a firefighter comes into the organization.

- Levels F1 and F2 reflect a 2 percent adjustment
- Level F3 has a slight premium of 2.25 percent. This recognizes if they can bring higher leveled skilled employees into the workforce they have a greater opportunity for potential for training in the future.

Also on Page 5 of 7, City Code 62-192 Probationary Police Officer the Ordinance reflects also reflects a 2.63 percent adjustment for new hires to the Police Department. This adjustment mirrors the contract adjustment for Police personnel in the previous year.

Ms. Fox said the final schedules, Pages 6-7 of Administrative and Clerical also reflects a 2 percent COLA adjustment. It also includes several other adjustments. Two deletions are proposed: a S18, Engineering Utilities Inspection Coordinator along with a S20, Assistant Attorney's position. These are being addressed by other organization and budget efforts. The other adjustments on this schedule are efforts to "move the ball" on compression. The Ordinance reflects the insertion of two half steps; one between S24 and S25 with the second between S27 and S28. This would move the public safety positions of Police Captain and Deputy Fire Chief to the S24.5 level. The Police Chief, Fire Chief, and Public Works Director would move to the S27.5 level. Finally if these positions acquire a Department Head designation the City Code provides for a two-step increment, and under the proposed Ordinance this would be accommodated at a S29.5 level. Ms. Fox concluded by noting she would be happy to answer any questions.

Councilor Powers clarified they are mostly talking about the compression issue and those positions in public safety. Although he appreciates the fact they are being addressed he is not comfortable with the way it is being done. He said they have a great, solid step plan that needs to be adjusted from time to time for its economic value; but by adding half steps they have only gone half way. Referring to the positions affected, Councilor Powers explained the issue was recognized in 1999 and the performance bonus came about in 2004. The performance bonus' value is almost that of a step in the program.

Councilor Jacobs said he would be interested in hearing Councilor Powers' proposal. The City Manager commented he recognizes the fact they are trying to move down the road a little bit. He explained he is not afraid to take the full bite noting there is a cost to that too. The other side of that is they have spent a bit of time trying to prepare the Council for a lot of organizational discussion that needs to take place. He noted the three "R's" rooted out in yesterday's discussion recruit, retain, and retrain; recognizing that recruit is becoming a bit harder. They are finding it more and more difficult to have an internal cadre interested in moving up because of the differences in workweeks, benefits, and the ability to earn overtime. The adjustment Councilor Powers is talking about is long overdue and well deserved.

George Hansel, City Councilor asked if the alternative Councilor Power's is mentioning is a performance incentive as opposed to the half steps for those two positions. Councilor Powers said if he were to amend the proposed ordinance his proposal would be to go from a half step to a full step for each of the categories mentioned. After the affected employees have earned their performance bonus it would go away. He continued it is not two forms of remuneration; it will ultimately be one. What that means in economics is a little more in the first year because some people have earned a certain amount of money and then you implement the step. In the long run it comes out to be pretty close to what is going on now. This would keep the system consistent recognizing the issue of compression. He also noted there are only five or six employees that have this particular style of performance bonus.

Chair Greenwald asked the City Manager if this issue needs to be done now. He suggested a workup of the costs of Councilor Powers' proposal would be helpful. The City Manager replied they have already prepared that. Ms. Fox said looking at it as a net/net the transitional costs is a little difficult because they have employees who over the next one to seven months are due performance bonuses. The cost for the full staff program with benefit load is \$37,460. That savings when they come out the end of the performance bonus system is \$26,625. Ms. Fox continued they will have an increased cost as they work their way out of it.

Chair Greenwald asked Ms. Fox for staff's recommendation on Councilor Powers' amendment. Ms. Fox explained her rationale for not doing it as Councilor Powers is suggesting. She agreed Councilor Powers' proposal is doable and added she knew it would be more difficult to explain. Councilor Jacobs asked if the \$37,460 was the cost for the entire six people. Ms. Fox replied in the affirmative.

Councilor Chadbourne asked if the operating budget would have to be increased by the \$37,460. Ms. Fox replied in the negative, noting the budget increase would be \$18,990. Ms. Fox explained more cash would be needed during the transition period and less cash at the other side. Steve Thornton, Finance Director added there would be no need to amend the budget as they have included amounts for COLA and compression. Mr. Thornton clarified there would be no additional action towards the budget required for either proposal.

Chair Greenwald asked the Finance Director to explain compression which he did. Chair Greenwald then clarified the issue is how to incentive going from an hourly employee to a salaried employee.

Councilor Clark wanted to know when there has been a problem filling these positions. Chair Greenwald said it is a problem; it's a cut in pay and they are asking people to do more as supervisors.

Councilor Hansel commented he is wary about letting the performance bonus system go away for these positions. He added they want "go-getters" in these positions.

Gary Lamoureux, City Councilor referred to Ms. Fox's half step proposal and asked the following: 1) does this bring us out of compression, and 2) if it does how long will that last and what are the next steps. Ms. Fox replied from a market position in the short-term it has a larger impact on the immediate question of compression. In the long-term they will have to continually monitor this. She added there is probably no one time solution to make this problem go away forever. Councilor Lamoureux commented on this long standing problem and suggested he would be in favor of the a step increase, is unsure about the performance bonus process, and does not support the half step increases.

Councilor Jacobs commented he is not sure what the performance bonus is exactly but his sense of how this system works is you move to the next step based upon some sort evaluation by your superiors. Ms. Fox explained the six step system and how it works for those employees with tenure. The City Manager addressed the merit based performance system and his comments in the supplementary budget document. He cited the six employees from Public Works who figured out how to save the City six million dollars as the type of effort they should be rewarding.

Councilor Chadbourne made the following motioned to recommend adoption of Ordinance O-2017-07.

Councilor Jacobs seconded the motion.

Councilor Powers moved to amend Ordinance O-2017-07 by striking S24.5, S27.5, and S29.5 in the Administrative and Clerical Annual Salary Schedule and in its place further amend by placing the positions of Police Captain and Deputy Fire Chief in the S25 classification; in addition place the positions of Police Chief, Fire Chief, and Public Works Director in the S28 classification; and to prepare an ordinance to change the City Code Section 62-195 (Performance Bonus for Public Safety Personnel) by removing it from the Code following the transition of personnel to the revised plan. Councilor Clark seconded the motion to amend.

On a vote of 3-2 the amendment carried. Councilors Clark and Chadbourne voted in opposition.

Thomas Mullins, City Attorney noted his recommendation would be to request staff to submit an ordinance to that affect. This gives the Council an opportunity to review the language and it places the issue on a public agenda.

Councilor Jacobs asked if two things were being mixed together; he asked if the first part would have a budget impact to which Chair Greenwald replied in the negative. Chair Greenwald noting his understanding is it takes the

change to what is in front of us, as well as the proposed change to the Code to financially make this flow. Councilor Jacobs asked if the performance bonus is something an employee gets when they reach the top step. Ms. Fox explained the performance bonus applies to certain public safety positions with a satisfactory review regardless of any step increase. The amount has been adjusted over the years to try to stay ahead of compression. Ms. Fox added to make it more confusing City Code goes by the hiring date.

Ms. Fox asked if it were possible to separate the two; Attorney Mullins commented he thinks that is what they are proposing.

Jan Manwaring, Councilor Ward 1 noted her confusion and suggested this be put on more time so all of the City Councilors can get up to speed. Chair Greenwald wanted to know the implications of holding the Ordinance. The City Manager commented he would not hold the raises for the non-union employees. The City Manager continued you could hold the discussion on movement to different grades for certain positions.

Chair Greenwald, Councilor Jacobs, and Councilor Powers provided their rationale for supporting the amendment. Councilor Chadbourne noted her discomfort in supporting the amendment due to her not fully understanding the system. The City Manager said if the amendment succeeds he will work with the Human Resources Director to put together a position paper for Council next week.

On 4-1 vote, the Finance, Organization and Personnel Committee recommend the adoption of Ordinance O-2017-07 as amended. Councilor Chadbourne voted in opposition.



CITY OF KEENE

O-2017-07-A

Seventeen

In the Year of Our Lord Two Thousand and

Relating to Class Allocations and Salary Schedules

AN ORDINANCE

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative and Clerical," effective July 1, 2017.

Kendall W. Lane, Mayor

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**

(effective July 1, 2017)

| <u>SALARY</u> | <u>City Clerk</u> | <u>City Attorney</u> | <u>City Manager</u> |
|---------------|-------------------|----------------------|---------------------|
| <u>L</u> | 83,994 | 103,977 | 124,818 |
| <u>E</u> | 87,774 | 108,656 | 130,435 |
| <u>V</u> | 91,723 | 113,545 | 136,305 |
| <u>E</u> | 95,851 | 118,655 | 142,439 |
| <u>L</u> | 100,164 | 123,994 | 148,848 |
| | 104,672 | 129,574 | 155,546 |

City Code Section 62-166

**PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE
Non Union
(effective July 1, 2017)**

| <u>GRADE</u> | <u>STEP</u> | | | |
|--------------|-------------|----------|----------|----------|
| | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> |
| H 1 | 12.52 | 13.46 | 14.06 | 14.70 |
| H 2 | 13.07 | 14.05 | 14.68 | 15.34 |
| H 3 | 13.66 | 14.68 | 15.35 | 16.04 |
| H 4 | 14.25 | 15.32 | 16.01 | 16.73 |
| H 5 | 14.91 | 16.03 | 16.75 | 17.50 |
| H 6 | 15.58 | 16.75 | 17.50 | 18.29 |
| H 7 | 16.26 | 17.48 | 18.27 | 19.09 |
| H 8 | 17.02 | 18.30 | 19.12 | 19.98 |
| H 9 | 17.78 | 19.11 | 19.97 | 20.87 |
| H 10 | 18.54 | 19.93 | 20.83 | 21.76 |
| H 11 | 19.43 | 20.89 | 21.83 | 22.81 |
| H 12 | 20.29 | 21.81 | 22.79 | 23.82 |

CLASS ALLOCATION

| <u>GRADE</u> | |
|--------------|---|
| H 2 | Maintenance Aide I; Recycler I; Recycler I/Attendant |
| H 4 | Water & Sewer Service Aide I |
| H 5 | Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II |
| H 7 | Mechanic I |
| H 8 | Motor Equipment Operator II |
| H 9 | Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator |
| H 10 | Highway Foreman; Solid Waste Foreman; Maintenance Technician I |
| H 11 | Water Meter Technician; Maintenance Electrician |
| H 12 | Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman |

City Code Section 62-191

**PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
(effective July 1, 2017)**

| <u>GRADE</u> | | <u>STEP 1</u> |
|--------------|----------------|---------------|
| F 1 | Level I/EMT B | \$18.84 |
| F 2 | Level II/A-EMT | \$19.97 |
| F 3 | Level II/Medic | \$20.95 |

City Code Section 62-192

**PROBATIONARY POLICE OFFICER
HOURLY WAGE SCHEDULE
(effective July 1, 2017)**

| <u>GRADE</u> | <u>STEP 1</u> |
|--------------|---------------|
| P 1 | \$22.14 |

**ADMINISTRATIVE AND CLERICAL
ANNUAL SALARY SCHEDULE**

Non Union

(effective July 1, 2017)

| <u>GRADE</u> | <u>STEPS</u> | | | | | |
|--------------|--------------|----------|----------|----------|----------|----------|
| | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> |
| S 1 | 29,206 | 30,520 | 31,893 | 33,328 | 34,828 | 36,395 |
| S 2 | 30,520 | 31,893 | 33,328 | 34,828 | 36,395 | 38,033 |
| S 3 | 31,893 | 33,328 | 34,828 | 36,395 | 38,033 | 39,744 |
| S 4 | 33,328 | 34,828 | 36,395 | 38,033 | 39,744 | 41,532 |
| S 5 | 34,828 | 36,395 | 38,033 | 39,744 | 41,532 | 43,401 |
| S 6 | 36,395 | 38,033 | 39,744 | 41,532 | 43,401 | 45,354 |
| S 7 | 38,033 | 39,744 | 41,532 | 43,401 | 45,354 | 47,395 |
| S 8 | 39,744 | 41,532 | 43,401 | 45,354 | 47,395 | 49,528 |
| S 9 | 41,532 | 43,401 | 45,354 | 47,395 | 49,528 | 51,757 |
| S 10 | 43,401 | 45,354 | 47,395 | 49,528 | 51,757 | 54,086 |
| S 11 | 45,354 | 47,395 | 49,528 | 51,757 | 54,086 | 56,520 |
| S 12 | 47,395 | 49,528 | 51,757 | 54,086 | 56,520 | 59,063 |
| S 13 | 49,528 | 51,757 | 54,086 | 56,520 | 59,063 | 61,721 |
| S 14 | 51,757 | 54,086 | 56,520 | 59,063 | 61,721 | 64,498 |
| S 15 | 54,086 | 56,520 | 59,063 | 61,721 | 64,498 | 67,400 |
| S 16 | 56,520 | 59,063 | 61,721 | 64,498 | 67,400 | 70,433 |
| S 17 | 59,063 | 61,721 | 64,498 | 67,400 | 70,433 | 73,602 |
| S 18 | 61,721 | 64,498 | 67,400 | 70,433 | 73,602 | 76,914 |
| S 19 | 64,498 | 67,400 | 70,433 | 73,602 | 76,914 | 80,375 |
| S 20 | 67,400 | 70,433 | 73,602 | 76,914 | 80,375 | 83,992 |
| S 21 | 70,433 | 73,602 | 76,914 | 80,375 | 83,992 | 87,772 |
| S 22 | 73,602 | 76,914 | 80,375 | 83,992 | 87,772 | 91,722 |
| S 23 | 76,914 | 80,375 | 83,992 | 87,772 | 91,722 | 95,849 |
| S 24 | 80,375 | 83,992 | 87,772 | 91,722 | 95,849 | 100,162 |
| S 25 | 83,992 | 87,772 | 91,722 | 95,849 | 100,162 | 104,669 |
| S 26 | 87,772 | 91,722 | 95,849 | 100,162 | 104,669 | 109,379 |
| S 27 | 91,722 | 95,849 | 100,162 | 104,669 | 109,379 | 114,301 |
| S 28 | 95,849 | 100,162 | 104,669 | 109,379 | 114,301 | 119,445 |
| S 29 | 100,162 | 104,669 | 109,379 | 114,301 | 119,445 | 124,820 |

City Code Section 62-194**ADMINISTRATIVE AND CLERICAL**

(effective July 1, 2017)

| <u>GRADE</u> | <u>CLASS ALLOCATION</u> |
|--------------|---|
| S 4 | Library Aide |
| S 5 | Minute Taker |
| S 6 | Administrative Assistant; Records Clerk |
| S 7 | Administrative Assistant I |
| S 8 | NO POSITIONS ASSIGNED |
| S 9 | NO POSITIONS ASSIGNED |
| S 10 | NO POSITIONS ASSIGNED |
| S 11 | Fire Department Administrator; Office Manager; Parking Services Technician; Police Dispatch Supervisor |
| S 12 | Librarian I; Planning Technician; Paralegal; Executive Secretary |
| S 13 | NO POSITIONS ASSIGNED |
| S 14 | NO POSITIONS ASSIGNED |
| S 15 | Executive Assistant; Librarian II; Senior Staff Accountant; Payroll Administrator; Human Resource Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Technical Support Specialist; Assistant City Clerk; Parking Operations Manager; Purchasing Specialist |
| S 16 | Planner; Laboratory Supervisor |
| S 17 | Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; Treatment Plant Manager; Fleet Services Operations Manager; Airport Maintenance & Operations Manager, |
| S 18 | Water & Sewer Superintendent; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Engineer Utilities Inspector/Coordinator; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager, |
| S 19 | Highway Superintendent; Fleet Services Superintendent; Operations Manager; Code Enforcement & Inspections Manager |
| S 20 | Assistant City Attorney; Systems Administrator; Purchasing & Contract Services Manager |
| S 21 | NO POSITIONS ASSIGNED |
| S 22 | NO POSITIONS ASSIGNED |
| S 23 | Code Enforcement Superintendent |
| S 24 | City Engineer; Assistant Public Works Director/Division Head; Assistant IT Director; Database Administrator; Airport Director; Police Captain; Deputy Fire Chief |
| S 25 | Parks, Recreation & Facilities Director; Human Resources Director; Library Director; Human Services/Youth Services Director; Assistant Finance Director/Assistant Treasurer Police Captain; Deputy Fire Chief |
| S 26 | Planning Director; Health Director; City Assessor |
| S 27 | Police Chief; Fire Chief; Finance Director/Treasurer; Public Works Director; IT Director |
| S 28 | Police Chief; Fire Chief; Public Works Director |
| S 29 | NO POSITIONS ASSIGNED |



City of Keene, N.H.
Transmittal Form

May 25, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: I.4.
SUBJECT: Relating to Personnel Procedures - Hours of Work

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Ordinance O-2017-08.

ATTACHMENTS:

Description

Ordinance O-2017-08

BACKGROUND:

Beth Fox, ACM/HR Director reported the City Code and collective bargaining agreements, augmented by the Employee Handbook, provide an employment framework for management of the City's workforce. Chapter 62-216 prescribes hours of work for various types of positions and departments. An analysis of the City work week practice indicates that an adjustment modifying the basic work week to 40 hours for certified fire department positions listed in Chapter 62-194 (Fire Chief and Deputy Fire Chief) aligns the City's standard for those positions to comparable communities and to similar positions on the City's schedule. Ms. Fox noted because of the shift cycles the Fire Department has a 42 hour work week. The recommended change does not affect probationary/shift firefighters. It only impacts a few employees, creating a fair work schedule.

Councilor Powers commented he does not feel this is necessary, but as the HR Director has reminded us this evening there is language in the Code that needs review; he added cleaning the language up is a good thing. Councilor Powers also noted it was never intended that they work 42 hour weeks. He did urge Councilors to pass this with the understanding more is coming in the future.

Councilor Clark asked when full-time stopped being 40 hours a week. Ms. Fox noted under federal law there are varying work week requirements for public safety employees.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Ordinance O-2017-08.



CITY OF KEENE

Seventeen

In the Year of Our Lord Two Thousand and
Relating to Personnel Procedures – Hours of Work

AN ORDINANCE

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, hereby are further amended by inserting the boldface text in the following sections of Chapter 62, Personnel: *Sec. 62-276, Hours of work, as follows:*

Sec. 62-276. Hours of Work

- (a) Average workweeks for various regular full-time city employees and departments are based on operations and needs of the public, and they normally are as follows:

Administrative and office positions.....37.5 hours

All certified fire department positions (**except those listed in Chapter 62-194**).....42 hours

All non-administrative public works; **certified fire department positions listed in Chapter 62-194**; airport; facilities management; and parks, recreation, cemeteries positions.....40 hours

All library positions (except facilities management).....38 hours

All non-administrative police department positions (except clerical).....40 hours

Kendall W. Lane, Mayor

In City Council May 18, 2017.
Referred to the Finance, Organization and Personnel Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

May 25, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: J.1.

SUBJECT: Relating to the Fiscal Year 2017-2018 Operating Budget

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the memorandum from the Finance Director on a budget adjustment be accepted as informational.

On a 4-1 vote Resolution R-2017-22 carried as amended. Councilor Chadbourne voted in opposition.

ATTACHMENTS:

Description

Resolution R-2017-22-A

BACKGROUND:

Chair Greenwald advised as a public hearing has been held no additional public comments will be accepted.

Steve Thornton, Finance Director reported during preparation of the FY 18 Operating Budget an item was not included, and it should have been. The City Clerk did discuss this at her FOP Budget hearing. His memorandum is asking that the budget be adjusted to include the \$17,165 for the purpose of voting booths for Ward 1.

Noting the proposed budget is at 1.99 percent tax increase Councilor Chadbourne asked how this affects that percentage. Mr. Thornton replied it would be approximately 2.06 percent. Councilor Chadbourne asked if it were possible to reduce something else in that department to keep it under 2.0 percent. Mr. Thornton suggested the City Clerk would have to answer that question.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the memorandum from the Finance Director on a budget adjustment be accepted as informational.

Chair Greenwald moved for the adoption of Resolution R-2017-22 as presented. Councilor Jacobs seconded the motion.

Chair Greenwald noted now is the time for discussion and amendments.

Councilor Clark referred to Page 45, line 62142 Transporting. Councilor Clark then moved to add \$1,000.00 to this line. Councilor Powers seconded the motion.

On a 4-1 vote the motion failed. Chair Greenwald, Councilor Powers, Councilor Jacobs, and Councilor Chadbourne voted in opposition.

Councilor Clark suggested public transportation is going to be much more important than they think it is. He would like to see more money added here for advertising to let our citizens know they have this service. Councilor Powers commented they asked the City Manager to bring the budget in at a certain level and it was done; they need to be consistent and follow the guidelines they have put forth. Councilor Jacobs agreed with Councilor Powers. Councilor Chadbourne noted the efforts put into the budget and her desire to see the increase kept under or at a 2 percent property tax increase. The City Manager addressed the process utilized by an internal committee that evaluates Outside Agency applications submitted. Chair Greenwald said they have a responsibility to stand behind the process and that will be his vote.

Councilor Clark motioned to add \$8,000.00 to line 62136 Keene Community Kitchen, on Page 45. There being no second the motion failed.

Councilor Jacobs referred to Page 46, line 61316 Community Events Wages. Councilor Jacobs noted the Red Cap Run was designated as a Community Event adding this line needs to be increased to account for Police Department overtime.

Councilor Jacobs moved to increase line 61316 Community Events Wages by \$591.12 for the Red Cap Run. Councilor Powers seconded the motion.

Steve Thornton, Finance Director clarified this line takes in any wages from the Police, Fire Department, or Public Works for Community Events. Councilor Chadbourne asked how this affects the 1.99 percent. Mr. Thornton replied he did not know and that this amount could probably be found elsewhere in the budget. Chair Greenwald noted the budget for this line item reflected \$25,000 and this would add \$591.12 to that line item. Councilor Powers noted the Finance Director said he could find this money elsewhere without increasing property taxes. The Finance Director suggested the additional funds would come from the Finance Department Office Supplies budget. The Finance Director also recommended the motion be made as it clarified the spending authorization.

On a 5-0 vote the amendment to add \$591.12 to line 61316 Community Events Wages for the Red Cap Run carried.

Chair Greenwald addressed the voting booths (\$17,165) which was discussed earlier, noting this was omitted from the budget book. He noted this memorandum addresses the \$17,165 needed to replace the voting booths in Ward 1.

Chair Greenwald moved to add \$17,165 to the City Clerk's line 62734 Minor Equipment and that the funds come from cost center 00400 Assessing, line item Property Tax, account 41105. Councilor Powers seconded the motion.

Councilor Chadbourne commented she could not support this request as it will take the budget over the 2 percent. She also suggested perhaps this could wait a year. Councilor Clark commented he thinks this is needed. Chair Greenwald commented he also thinks this is needed; he added had this not been an oversight it would have been in the budget.

On a 4-1 vote the amendment carried. Councilor Chadbourne voted in opposition.

Councilor Clark referred to Page 49, line 62605 Parking Space Rental and asked if this was a collective bargaining item. The Finance Director replied it is in at least one case. Councilor Clark then how much of the appropriation was a benefit of a collective bargaining contract? The Finance Director replied \$5,720. Chair Greenwald explained this is more or less an employee benefit and \$40,040 goes from the General Fund into the Parking Fund.

Councilor Clark motioned to reduce line 62605 Parking Space Rental by \$34,320 excluding the \$5,720 which is contractual. Councilor Jacobs seconded the motion.

Chair Greenwald asked how many employees were involved in this. The Finance Director reported a total of 77 spaces; 11 through a contract agreement and 66 employees. Councilor Powers noted this would reduce the Parking Fund revenue. Councilor Clark shared his rationale noting taxpayers who work downtown have to pay for their own parking. He indicated this is about fairness to the taxpayers. Councilor Jacobs said he is not inclined to take

something away from employees. He seconded the motion to allow for discussion. Councilor Jacobs shares Councilor Chadbourne's concerns about the budget and is not likely to support this amendment. Chair Greenwald commented this makes the assumption that the employee parking spaces would otherwise be paid for by shoppers; he is not convinced that is the case. Councilor Clark said he did not make the same assumption. He also noted they just heard from the Parking Department that their revenue was down. The City Manager listed the parking lots under discussion, City Hall, the Library, and Wells Street; he added the employees they are talking about are primarily from the Library and City Hall. This would not affect the Fire Department, Police Department, or Public Works. The City Manager pointed out there are employers in the downtown that provide parking. They estimate the costs to City Hall and Library employees to be approximately \$520 a year.

On a vote of 4-1 the amendment to line 62605 Parking Space Rental failed. Chair Greenwald, Councilor Powers, Councilor Jacobs, and Councilor Chadbourne voted in opposition.

On a 4-1 vote Resolution R-2017-22 carried as amended.

Councilor Powers commented favorably on the budget and made reference to the Supplemental message submitted by the City Manager noting he now takes this as a challenge. Councilor Powers noted the same topic put forth by the City Manager was first introduced in 1989. Councilor Powers challenged the FOP Committee to focus on this issue after July 1st to meet the challenges of the next generation. He thanked the City Manager for his great work.



CITY OF KEENE

R-2017-22-A

Seventeen

In the Year of Our Lord Two Thousand and
Relating to the 2017/2018 fiscal year budget

A RESOLUTION

Resolved by the City Council of the City of Keene, as follows:

That the sum of \$25,056,797 be raised by taxation during the current year which together with \$32,877,851 for estimated operating revenues aggregating \$57,934,648 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$3,461,930 be appropriated for capital expenditures and capital reserve appropriations in the city proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2017, as attached hereto and made a part thereof.

Kendall W. Lane, Mayor

2017/2018 Annual Operating Budget

R-2017-22-A

| General Fund Revenue & Other Financing Sources: | <i>Adopted</i> | General Fund Appropriations: | <i>Adopted</i> |
|--|---------------------|---|---------------------|
| Property Tax Revenue | \$25,056,797 | Elected & Appointed Officials | \$2,777,735 |
| Use of Surplus | 815,000 | Capital Projects | 1,932,768 |
| Other Taxes | 447,000 | Administrative Services | 3,609,488 |
| Tax Increment Financing | 463,270 | Community Services | 19,324,689 |
| Licenses, Permits & Fees | 3,497,363 | Municipal Development Services | 6,659,859 |
| Intergovernmental | 2,700,495 | Debt Service | 4,897,288 |
| Charges for Services | 1,759,402 | | |
| Fines & Forfeits | 86,746 | | |
| Miscellaneous | 1,322,533 | | |
| Other Financing Sources | 3,053,221 | | |
| NET GENERAL FUND OPERATING REVENUES | \$39,201,827 | NET GENERAL FUND OPERATING APPROPRIATIONS | \$39,201,827 |
| TOTAL PARKING METER FUND REVENUES | \$2,198,544 | TOTAL PARKING METER FUND APPROPRIATION | \$2,198,544 |
| TOTAL PC REPLACEMENT FUND REVENUES | \$69,135 | TOTAL PC REPLACEMENT FUND APPROPRIATIONS | \$69,135 |
| TOTAL SOLID WASTE FUND REVENUES | \$4,790,481 | SOLID WASTE FUND APPROPRIATIONS | \$4,790,481 |
| TOTAL SEWER FUND REVENUES | \$5,659,563 | TOTAL SEWER FUND APPROPRIATIONS | \$5,659,563 |
| TOTAL WATER FUND REVENUES | \$3,759,462 | TOTAL WATER FUND APPROPRIATIONS | \$3,759,462 |
| TOTAL EQUIPMENT FUND REVENUES | \$2,255,636 | EQUIPMENT FUND | \$2,255,636 |
| TOTAL OPERATING REVENUES - ALL FUNDS | \$57,934,648 | TOTAL OPERATING APPROPRIATIONS - ALL FUNDS | \$57,934,648 |
| CAPITAL: | | | |
| SEWER FUND CAPITAL FUNDING | \$930,451 | SEWER FUND CAPITAL APPROPRIATIONS | \$930,451 |
| WATER FUND CAPITAL FUNDING | \$1,154,727 | WATER FUND CAPITAL APPROPRIATIONS | \$1,154,727 |
| EQUIPMENT FUND CAPITAL FUNDING | \$1,376,752 | EQUIPMENT FUND CAPITAL APPROPRIATIONS | \$1,376,752 |
| TOTAL CAPITAL FUNDING - ALL FUNDS | \$3,461,930 | TOTAL CAPITAL APPROPRIATIONS - ALL FUNDS | \$3,461,930 |



City of Keene, N.H.
Transmittal Form

May 25, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: J.2.

SUBJECT: Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; Relating to the Appropriation of Funds for the LED Streetlights Project; Relating to the Appropriation of Funds for the Flood Management Project; Relating to the Appropriation of Funds for the Airport Terminal Improvement Project and Relating to the Appropriation of Funds for the Transfer Station Energy Source Project

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-12.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-13.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-14.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-15.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-16.

ATTACHMENTS:

Description

Resolution R-2017-12

Resolution R-2017-13

Resolution R-2017-14

Resolution R-2017-15

Resolution R-2017-16

BACKGROUND:

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-12.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-13.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-14.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-15.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-16.



CITY OF KEENE

R-2017-12

In the Year of Our Lord Two Thousand andSeventeen.....

A RESOLUTION Relating to the Appropriation of Funds for the Consolidated
.....Infrastructure Project.....

Resolved by the City Council of the City of Keene, as follows:

That the sum of one million, three hundred and one thousand five hundred dollars (\$1,301,500) is hereby appropriated for the Consolidated Infrastructure Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, three hundred and one thousand five hundred dollars (\$1,301,500) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

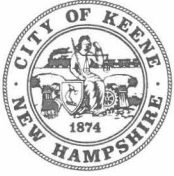
This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.


City Clerk



CITY OF KEENE

R-2017-13

In the Year of Our Lord Two Thousand and Seventeen

A RESOLUTION Relating to the Appropriation of Funds for the LED Streetlights
..... Project

Resolved by the City Council of the City of Keene, as follows:

That the sum of three hundred and fifty thousand dollars (\$350,000) is hereby appropriated for the LED Streetlights Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three hundred and fifty thousand dollars (\$350,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

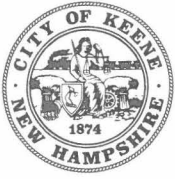
This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.


City Clerk



CITY OF KEENE

R-2017-14

In the Year of Our Lord Two Thousand andSeventeen.....

A RESOLUTION Relating to the Appropriation of Funds for the Flood Management
Project

Resolved by the City Council of the City of Keene, as follows:

That the sum of nine hundred and six thousand dollars (\$906,000) is hereby appropriated for the Flood Management Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to nine hundred and six thousand dollars (\$906,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

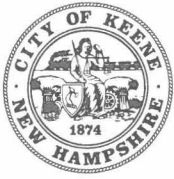
This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.

City Clerk



CITY OF KEENE

R-2017-15

In the Year of Our Lord Two Thousand andSeventeen.....

A RESOLUTION Relating to the Appropriation of Funds for the Airport Terminal
Improvements Project.....

Resolved by the City Council of the City of Keene, as follows:

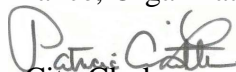
That the sum of two hundred thousand dollars (\$200,000) is hereby appropriated for the Airport Terminal Improvements Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred thousand dollars (\$200,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

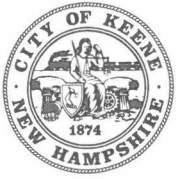
This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.


City Clerk



CITY OF KEENE

R-2017-16

In the Year of Our Lord Two Thousand andSeventeen.....

A RESOLUTION Relating to the Appropriation of Funds for the Transfer Station
.....Energy Source Project.....

Resolved by the City Council of the City of Keene, as follows:

That the sum of two hundred and fifty thousand dollars (\$250,000) is hereby appropriated for the Transfer Station Energy Source Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred and fifty thousand dollars (\$250,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.

City Clerk