



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
October 26, 2017
6:30 PM**

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

-
1. FY18 Supplemental Road Improvements - Public Works Department
 2. Change Order 1-Bazin Brothers Trucking, Inc. - Public Works Department
 3. Bicycle and Pedestrian Patrol Grant - Police Department
 4. NH Highway Safety Agency S.T.E.P. Grant Project - Police Department
 5. NH Highway Safety Agency Grant – DWI Patrols - Police Department
 6. Acceptance of Donation - Solar Lights - Update - Parks, Recreation and Facilities Department
 7. Acceptance of Donation - Youth Basketball - Parks, Recreation and Facilities Department
 8. Custodial Contract Services - Parks, Recreation and Facilities Department
 9. Lease Agreement - 11 Central Square - Parks, Recreation and Facilities Department

MORE TIME ITEMS:

- A. Library Renovation Construction Contract - Parks, Recreation and Facilities Department
- B. Joe Schapiro/Keene Immigrant and Refugee Partnership - Encouraging the Consideration of a Resolution Aimed at Making Keene a Welcoming Environment for Immigrants

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

October 20, 2017

TO: Finance, Organization and Personnel Committee

FROM: Donald R. Lussier, P.E., City Engineer

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: FY18 Supplemental Road Improvements - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend approval of the proposed FY18 Supplemental Road Improvements program, as presented.

BACKGROUND:

Recently, the State Legislature passed Senate Bill 38 (SB-38). This bill provides funding to municipalities for roadway improvement projects. The City of Keene will receive a total of \$417,357 from this funding program.

In addition, two recent City construction projects were completed under-budget. The funds previously appropriated for those projects can now be reappropriated for other needs.

Staff has developed a series of recommendations for the use of these funds. The recommendations include; acceleration of work previously planned for Fiscal Year 19, as well as some pavement preservation work.



City of Keene, N.H.
Transmittal Form

October 18, 2017

TO: Finance, Organization and Personnel Committee

FROM: Aaron Costa, Operations Manager, Donna Hanscom, Assistant Public Works Director

THROUGH: Kurt D. Blomquist, P.E., Public Works Director and Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Change Order 1-Bazin Brothers Trucking, Inc. - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to sign a change order with Bazin Brothers Trucking Inc. for an amount not to exceed \$32,295 for Contract 01-16-08, Sludge Monofill Closure. And further recommends the City Council authorize the City Manager retain the authorization to a execute change order not greater than 10% of the original contract.

BACKGROUND:

The City's first wastewater treatment facility, located on City-owned property on Rose Lane, was built in 1934 and remained active until 1985. Because past practice included disposal of wastewater sludge on site, the New Hampshire Department of Environmental Services (NHDES) characterized this site as a sludge monofill in 2007 and requires its permanent closure. NHDES approved the City's proposed closure plan in October 2015.

In September 2015, the City signed a general construction oversight and project documentation contract with Loureiro Engineering. Construction bids for the project were received in January 2016 and the City awarded the contract to Bazin Brother Trucking Inc. from Westminster, VT. The contract was awarded, but not executed because after further review of the closure plan, NHDES requested additional information and identified several items for the City to address as part of the closure work, including modifications to the gas venting system.

Loureiro Engineering performed the design modifications and NHDES gave final approval in June 2017. The City presented the change in design to Bazin Brothers Trucking Inc. and received the revised cost reflected in Change Order 1.

Because the construction bid was lower than expected, funds are available in 08094 62102 for the additional work.



City of Keene, N.H.
Transmittal Form

October 13, 2017

TO: Finance, Organization and Personnel Committee

FROM: Todd B. Lawrence, Police Captain

THROUGH: Steven Russo, Police Chief and Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Bicycle and Pedestrian Patrol Grant - Police Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a grant from the New Hampshire Highway Safety Agency to fund the Bicycle and Pedestrian Patrol campaign.

BACKGROUND:

The Bicycle and Pedestrian Patrol campaign is a newer program. This is our 2nd year applying for this grant. The purpose of the program is to reduce the number of persons who are violating pedestrian and bicycle laws in the downtown area. The campaign runs from October 1, 2017 to September 30, 2018 and consists of multiple 4-hour, one-officer patrols.

The cost of this operation, \$5,016.25, will be reimbursed by the New Hampshire Highway Safety Agency; the reimbursement includes payroll-related deductions.



City of Keene, N.H.
Transmittal Form

October 13, 2017

TO: Finance, Organization and Personnel Committee

FROM: Todd B. Lawrence, Police Captain

THROUGH: Steven Russo, Police Chief and Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: NH Highway Safety Agency S.T.E.P. Grant Project - Police Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a grant from the New Hampshire Highway Safety Agency to fund the Sustained Traffic Enforcement Patrol (S.T.E.P.) campaign.

BACKGROUND:

The purpose of the New Hampshire S.T.E.P. Campaign is to encourage the compliance of certain motor vehicle infractions such as; seat belt use ("Click It or Ticket"), Operation Safe Commute, Distracted Driving, Speed Enforcement, Red Light Enforcement and School Bus Enforcement through a coordinated state-wide enforcement effort directed to that end. This is our 2nd year applying for this grant. However, the "Click it or Ticket" and Operation Safe Commute components were once considered independent grants that our department has been applying for since 2006.

This program is a statewide initiative sponsored by the New Hampshire Highway Safety Agency on an annual basis. The S.T.E.P. campaign is aimed at combating all of the more prevalent motor vehicle safety infractions. The campaign runs from October 1, 2017 to September 30, 2018 and consists of multiple 4-hour, one-officer patrols. The New Hampshire Highway Safety Agency encourages the recipient to patrol on certain designated dates. The grant also allows the recipient to patrol on dates beneficial to the individual community. The intent of the patrols is to enforce the State's safety laws and encourage all motor vehicle operators to operate their motor vehicles safely.

The cost of this operation, \$15,893.08, will be reimbursed by the New Hampshire Highway Safety Agency; the reimbursement includes payroll-related deductions.



City of Keene, N.H.
Transmittal Form

October 13, 2017

TO: Finance, Organization and Personnel Committee

FROM: Todd B. Lawrence, Police Captain

THROUGH: Steven Russo, Police Chief and Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: NH Highway Safety Agency Grant – DWI Patrols - Police Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the grant from the New Hampshire Highway Safety Agency to fund the DWI Patrol program.

BACKGROUND:

This program is a statewide initiative sponsored by the New Hampshire Highway Safety Agency on an annual basis. The purpose of this program is to reduce the number of persons driving while intoxicated and there related accidents. This is our 8th year applying for this grant.

The Program for the Keene Police Department will be to conduct, one-officer DWI enforcement patrols in six-hour shifts on an overtime basis between 9:00pm and 3:00am, with a purpose to focus on detection and apprehension of impaired drivers; generally Thursday, Friday, Saturday, and holidays are when drunk drivers are felt to be most prevalent. The campaign runs from October 1, 2017 to September 30, 2018.

The cost of this operation, \$13,786.00, will be reimbursed by the New Hampshire Highway Safety Agency; the reimbursement includes payroll-related deductions.



City of Keene, N.H.
Transmittal Form

October 20, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

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

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to accept additional solar lights and poles to be installed along the Cheshire Rail Trail.

BACKGROUND:

On May 18, 2017, the City Council voted unanimously to accept 20 solar lights and poles valued at an estimate of \$32,000 from Pathways for Keene.

Through the efforts of this year's 4 on the 4th Road Race, an additional \$16,400 was raised. This added donation will allow for the purchase of a total of 40 solar lights and poles.

City staff will install the poles along the Cheshire Rail Trail between Island and Pitcher Streets during the fall or early spring, depending on the delivery of the order.



City of Keene, N.H.
Transmittal Form

October 23, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 7.

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

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a sponsorship of \$3000.00 from Yankee Lanes and that the money is used to purchase youth basketball jerseys.

BACKGROUND:

Jeff Barden, owner of Yankee Lanes bowling center in Keene, is a longtime supporter of youth sports and basketball within the community. The youth basketball league is offered for children in grades K-8 and this will be his third year sponsoring the uniforms for the participants.



City of Keene, N.H.
Transmittal Form

October 13, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation & Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 8.

SUBJECT: Custodial Contract Services - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization & Personnel Committee recommend that the City Council re-allocate \$39,510.00 from Operations (62201) in various cost center including Fleet/Public Works/Police Department (11000 & 01335), Library (01328), and Recreation Center (01329) to Personnel to provide custodial services to multiple City facilities.

BACKGROUND:

At the July 20, 2017 City Council meeting, the City Manager was approved to execute an agreement with SJ Cleaning Services who had been awarded a custodial services contract through the Request for Proposal (RFP 02-17-13) process. Since awarded, the City has had multiple service delivery issues with the contractor, and terminated the contract effective on Monday, October 2, 2017. This action was not immediate; staff was in constant communication with representatives from the contractor seeking corrective actions to address these issues and provided ample opportunity to respond with rectifying actions. Additional efforts were made by City staff to be onsite at the facilities to help vendor staff gain a better understanding of the responsibilities. In the end, termination was determined to be the best course of action.

The delivery model for custodial services has been through contracted services over the last four years, with marginal success. With the termination of the contract, staff recommends shifting these duties on a temporary basis, hiring part time custodial staff to provide service at the Library, Police Station, Recreation Center, Public Works and Fleet buildings. The two remote locations, which include the Transfer Station and Waste Water Treatment Facility, would continue to be supported by contracted services and a new vendor will be obtained. This contract will also include weekend hours at the Police Department.

The recommended model will allow city staff to provide necessary custodial services in a timely fashion with greater control over the quality of services provided. To complete another RFP process and having the same companies submit bids will result in a delay in services for a minimum of 90-120 days, as opposed to 60-80 days. In addition, some of the companies likely to be placing a bid for a new RFP have previously held the contract, and the service results were similar. The timing of the last two RFP processes has not allowed staff to take the same action as what was recently completed with the most recent vendor, simply because the contracts had expired.

The most recent contract specifically highlighted issues with the hours of service delivery, and the recommended model will change those hours to provide additional supervision, and the opportunity to work as

a team with a support network. A supervision component is necessary for any model to work.

(11000 & 01335) Fleet/Public Works/Police Station – 32 hours per week – shift starting when buildings are occupied working from Fleet to Police to accommodate a shift change with Police

(01328) Library – 20 hours per week - work in tandem with current custodian

(01329) Recreation Center – 20 hours per week – early morning cleaning

(08006) Waste Water – 4 hours – contract out based on location

(10001) Solid Waste – 4 hours – contract out based on location

(01335) Police Station – 6 hours – contract out based on weekend coverage

This shift will give staff the opportunity to reevaluate the delivery method for custodial services, and while providing necessary sanitary conditions for the public and employees.



City of Keene, N.H.
Transmittal Form

October 23, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 9.

SUBJECT: Lease Agreement - 11 Central Square - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a lease with Isabelle Jolie for the vacant space located at the 11 Central Square.

BACKGROUND:

Isabella Jolie has submitted a letter of intent to work with the City for the purposes of leasing 11 Central Square for her restaurant business. This space will become vacant on October 31, 2017 from Culinary Journey Management Corp.

The City will look to enter the agreement in accordance to current market rental rates, then adjusted annually in accordance with the fluctuations of the U.S. Department of Commerce Consumer Price Index (CPI), Northeast Urban Division ("adjusted rental rate"). In addition, the City will require proper insurance coverage.