

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, March 24, 2016

6:30 PM

Council Chambers

Members Present:

Mitchell Greenwald, Chairman
Carl B. Jacobs
Thomas F. Powers
Terry M. Clark
Jay V. Kahn

Staff Present:

City Manager, Medard Kopczynski
City Clerk, Patty Little
Parks, Recreation and Cemeteries
Director, Andrew Bohannon

Councilors Present:

George Hansel

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

1. MEMORANDUM: Park, Recreation and Facilities Director - Sponsorship Policy

Park, Recreation and Facilities Director, Andrew Bohannon stated he has been before the Committee previously about creating a sponsorship policy for the department. The department feels it is necessary to have an alternative funding source and this is something which is also outlined in the department's Active and Passive Recreation Management Plan. Mr. Bohannon stated he has researched a few models and policies from around the country and the proposed policy he has developed has been reviewed by the City Attorney.

Chair Greenwald stated what is before the committee looks very comprehensive, but it is missing the fee schedule. He inquired whether this would vary between the sponsorships. Mr. Bohannon stated the reason the fee schedule is not listed is because the department doesn't want to get locked in.

Councilor Jacobs asked who would interpret whether the guidelines have been met. Mr. Bohannon stated it would be at the interpretation of the Director and he will be working

with the Programmer. This clause is listed in Section 4.0. Chair Greenwald noted if someone didn't like the Director's ruling it could always be appealed to the City Manager.

Councilor Clark asked how Mr. Bohannon would be able to figure out a rate without a fee schedule. Mr. Bohannon stated there will be a standard rate by size and location.

Councilor Kahn asked whether there would be any time limit. Mr. Bohannon stated it would be seasonal, but there are organizations that might look for a longer period. Councilor Kahn felt the question about the fee schedule was an appropriate question and hoped there will be a fee schedule developed based on size of the advertisement. He felt the City should be able to negotiate the best agreements and a lack of duration could be an issue. Mr. Bohannon referred to Section 5.0 – Sponsorship Categories – which outlines the type of sponsorships. He explained last fall Yankee Lanes gifted \$3,000 towards youth basketball uniforms and the Yankee Lanes logo was on the back of the uniforms. Mr. Bohannon stated this would be just for the youth basketball season and if they want the logo again the process will have to be repeated each year. The Councilor stated if this agreement is extended for too long a period the City will end up with a rate schedule which varies dramatically and hence the reason to consider a limit. Mr. Bohannon stated there can definitely be an escalator created.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting the Sponsorship Policy as informational.

2. RESOLUTION: R-2016-07: Library Project - Tax Increment Financing District

Chair Greenwald stated this item has been put on more time due to the fact Monadnock Economic Development Corporation is unable to be present.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends putting Resolution R-2016-07 on more time.

3. ORDINANCE: O-2016-06: Charter Employee Evaluations

Councilor Powers stated the three individuals appointed by the City Council are evaluated on an annual basis. The City Code directs these evaluations be done in March, but he felt these evaluations should be done based on the individual's anniversary date.

Chair Greenwald stated these evaluations for the City Manager, City Attorney and City Clerk are at times done on the same evening which could be tiresome for the Council and the employee and Ordinance will spread the process out.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2016-06.

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

On 5-0 vote, the Finance, Organization and Personnel Committee suspended the Rules of Order to address a non-agendized item.

4. MEMORANDUM: City Clerk – Transfer of Funds – Presidential Primary

City Clerk Patty Little stated this is a request to transfer funds from two different accounts in the election budget; one is an operational expense and the other a personnel expense. Ms. Little noted this has to do with work associated with the Presidential Primary Election. She added that Council approval is required when funds are transferred from an operational expense account into a personnel expense account.

Ms. Little stated the February 9th election saw a great voter turnout (52%) which has caused a great amount of work for the City Clerk's Office. The office has entered nearly 37,000 fields of data into the Statewide database and there are 5,000 documents that need to be processed. This work is dedicated to an election worker who works throughout the year as necessary. This worker has completed 173 hours of work since February, but this work is not yet done and it needs to be completed by May 31st. The funds appropriated in the personnel account have been depleted. Hence, the reason for this request. This transfer will give them about 100 hours of additional work.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the transfer of \$1,500 from Account 00201-62107 to Account 00201-61307 in the City Clerk election budget to complete the data entry associated with the Presidential Primary Election.

The meeting adjourned at 6:45 PM.

Respectfully submitted by,
Krishni Pahl