

City of Keene  
New Hampshire

**FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE**  
**MEETING MINUTES**

**Thursday, May 26, 2016**

**6:30 PM**

**Council Chambers**

**Members Present:**

Mitchell H. Greenwald, Chair  
Carl B. Jacobs, Vice-Chair  
Thomas F. Powers  
Terry M. Clark  
Jay V. Kahn

**Councilors Present:**

Janice Manwaring  
Robert Sutherland  
George Hansel  
Gary Lamoureux  
Robert O'Connor

**Kendall W. Lane, Mayor**

**Staff Present:**

City Manager, Medard Kopczynski  
City Attorney, Thomas Mullins  
City Clerk, Patty Little  
Deputy City Clerk, Bill Dow  
Library Director, Nancy Vincent  
Parking Department, Ginger Reyes  
Police Chief Brian Costa  
Asst. City Manager/Planning Director,  
Rhett Lamb  
Asst. City Manager/IT Director, Rebecca  
Landry  
Fire Chief, Mark Howard  
City Assessor, Dan Langille  
Parks and Recreation Director, Andy  
Bohannon  
Asst. City Manager/Human Resources  
Director, Beth Fox  
Acting Code Enforcement Superintendent,  
John Rogers  
Public Works Director, Kurt Blomquist  
Finance Director, Steve Thornton  
Asst. Finance Director, Merri Howe  
Human Services Manager, Liz Sayre

Chair Greenwald called the meeting to order at 6:30 PM. The Chair explained all communications about the budget will be accepted as informational. When the Committee gets to the budget review process, the floor will only be opened to the Committee members and Councilors in the audience as there has already been a public hearing on this matter. When everyone has made their comments, the budget Resolution will be motioned and the item will be opened up to the Committee members for amendments.

**1) MEMORANDUM: City Manager - Sale of City-owned Property - 41 Spring Street**

The City Manager stated Washington Park of Keene LLC, was the successor owner of the former Keene Middle School at 17 Washington Street and they have expressed an interest in purchasing a small, abutting tract of City-owned land located at 41 Spring Street. The Spring Street parcel was acquired by the City by Warranty Deed in 1973 and is approximately .21 acres or 9,148 square feet. The Manager noted that he and the City Attorney had met and reviewed the offer, which corresponds well with a value estimate provided by the City Assessor. The offer is \$150,000.00, which is acceptable.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary for the sale of City-owned property located at 41 Spring Street.

**2) MEMORANDUM: 0-2016-08: Relating to Class Allocation Schedules**

Asst. City Manager/Human Resources Director, Beth Fox stated she was before the Committee regarding an Ordinance that would update the City's Class Allocation Schedule. Ms. Fox stated the City's salary ordinance provides the wage structure for the City's non-union regular full and part time employees. The City's workforce is comprised of approximately 283 regular full and part time positions. Of those regular positions, 195 are part of one of the City's six collective bargaining agreements. The proposed salary ordinance does not impact those employees covered by a collective bargaining agreement, but the probationary employees in Public Works, Police and Fire Departments are included as well as the Administrative and Clerical schedule employees, and Charter Officers. The proposed salary ordinance generally provides a wage adjustment of 2%. This adjustment is slightly less than the COLA provided by ratified collective bargaining agreements which range between 2.25% and 2.63%.

This proposed COLA of 2% follows a five year period of non-union wage adjustments which averaged 1.65% annually and include a cycle in which no adjustment was provided. Adjustment is recommended to maintain wage scales in what is becoming a tighter labor market. Unemployment rates for the Keene region labor market remain below the State level. This rate, for the region, has fallen from 3.2% in April of 2015 to 2.3% in April of 2016 (lower than the statewide rate of 2.6%). For the City of Keene alone, the April 2016 rate published this morning is 2.2%.

Ms. Fox continued that it is this increasingly competitive state and local labor market in which the City will seek candidates to fill positions being vacated, anticipated to occur more frequently as the baby boomers in the organization retire. Metrics reported to the City Council as part of the budget document indicate that more than 30% of the City's

workforce is eligible to retire. While these transitions are not going to occur all at once, or in some cases even in the next few years, it emphasizes the importance of ensuring the City is positioned to attract and retain a high performing, skilled and motivated employees to meet the organization's mission to provide service and amenities that enhance the quality of life for those who live, learn, and work in, as well as enjoy the City of Keene.

In addition to provision of a COLA, the proposed ordinance includes several other adjustments, which included: Section 2-231 Council Appointments. As a by-product of the work of the Special Committee for Recruitment of a City Manager, an adjustment to the Charter Officers salary schedule is proposed aligning its methodology to the Administrative and Clerical Schedule and adjusting the City Manager's portion to recognize occasions when COLA adjustment were deferred over the past 20 or so years as well as market wage data for this position.

The next section, 62-166 which is the Probationary Public Works Schedule, holds constant from the prior year as last year's adjustments aligned it with the current AFSCME contract Class Allocation schedule. To allow all steps in this schedule to be utilized in conjunction with the current contract, a COLA adjustment has not been applied.

Both Sections 62-191 and 62-192 include adjustments which generally reflect application of the overall COLA proposed. You may recall last year the Probationary Firefighter Schedule was adjusted to include 3 levels linked to a new hire's medical credentials. Implementation of such a schedule has produced positive results as the city has been successful in recruiting medic level (or almost medic level) personnel with this small wage differential contributing to significant reductions in City training costs. This three level schedule appears to be positioning the City in a competitive light with other career firefighter communities which are advancing the hiring of probationary firefighters with a higher level of medical certification in addition to work experience as career firefighters.

Following an adjustment of \$1 last year to the 61-192 Probationary Police Officer, this year incorporates the recommended COLA.

Section 62-194 the Administrative and Clerical schedule incorporates the overall COLA and several changes to the class allocation section.

- S11 level - A position title, Parking Enforcement Technician, is updated to Parking Services Technician, reflecting the current branding of this division.
- Following a review and update of the position description, the Fund Manager is proposed to be re-titled (with no grade change) to Senior Staff Accountant to better reflect the current essential functions and duties of this key finance position.
- To align with the recommended budget, the position of Contract Manager (S18) is eliminated and a new position of Purchasing Specialist (S15) is added. This position's essential responsibilities and skill sets focus on administrative,

- technical and analytical tasks and continuity of operations required for an effective and efficient procurement function that advances all aspects of the organization.
- Recognizing shifts occurring over the past six or so months at the Airport and with the retirement of the Director and hiring of an Airport Manager focused on economic development and marketing of the City's Airport asset, reclassification of the Airport Operations and Maintenance Manager position is recommended. This reclassification considers evolution in the roll of Operations and Maintenance Manager recognizing additional 24/7 responsibilities this position assumes for management of day to day airport operations, resolution of operational issues and maintenance of aviation related infrastructure.
  - The final change in this section is adjustment of the title of the Parks, Recreation and Facilities Director reflecting the return of oversight of the facilities function to this department which occurred in the summer of 2015.

Councilor Powers noted the compression issue has not been addressed again this year. He explained when he says compression it means for example someone who is in charge of an entire department doesn't make much more than an hourly employee two tiers down. Within the City Code there was a method developed in 2004 which referred to a performance bonus. He felt if there is an issue with pay grade it should be fixed, but noted he understands the workload the City Manager and staff have to deal with.

The Councilor went on to say in reference to the Parking Enforcement Technician position (S11), he understands the change in services, but believes this position doesn't exist any longer and questioned why it needs to be included. Ms. Fox stated staff changes occur at time and this gives the City some flexibility without having to revisit the ordinance. It also provides some career path opportunities as employees leave the organization, it gives the City a place to expose its employees to different type of responsibilities. The Councilor stated he has to disagree with this and noted there are some part-time positions in this department who will move up to the Enforcement Technician position. He felt it should be removed and when there is a need the Council could address it. He further stated from the discussion which happened around the Council table the last time, employees are not going to be moved up, the City will be lucky to retain the positions it currently has.

The Councilor went on to say it seems like a good idea on part of staff to change the title to senior staff accountant versus fund manager; he felt there are a lot of managers, and managers are typically ones who manage people. He indicated he also understood the effort at the Airport and the reclassification and asked whether it would not be a good idea to change this title – he questioned whether a manager is going to manage a manager. In that same department there are many who do the same thing that are called superintendents.

Councilor Jacobs clarified these changes won't have any effect on the budget. Ms. Fox stated the budget provides for the COLA and one reclassification in the administrative schedule.

The Chair invited the public to comment on this item.

Mr. Joseph Mirzoeff of Summit Road clarified if a person is increased a pay grade they receive a 4.5% increase, if you increase a year of service you also get another 4.5% increase, and the COLA gives the person a 2% increase, and asked if a person who works a year who has received a pay grade could get an increase of 11%. Ms. Fox answered in the negative and stated employees move horizontally on the schedule and don't usually move up and down unless they get promoted. Mr. Mirzoeff asked what a typical starting place on the scale would be. Ms. Fox stated this would depend on the job description.

Mr. Mirzoeff stated if the Council was serious about holding the tax rate, the Council needs to hold compensation. He felt this was the greatest driving force for the tax rate. In the last eight years the tax rate has gone up 33% and in the same time there has been a decrease in valuation and housing is getting depressed. He indicated in the meantime homeowners have to face this 33% increase in their tax rate.

Mr. Mirzoeff felt the Council has an opportunity here to hold the line. He added the Council cannot give non-union employees a raise and say no to the unions. He felt the Council needs to take a stand and this might be the time to do that.

Chair Greenwald asked what the difference between step 1 and 2 was. Ms. Fox stated it was 4.5% but this does not take into account the 2% COLA; people who are moving through the steps will get the 4.5% on their anniversary as well as the 2% COLA. At the end of six years, there are no more steps unless an employee is promoted. The Chair Greenwald asked how many City employees are maxed out with their Steps. Ms. Fox it was a significant number and these employees are only getting the 2% COLA increase.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Ordinance O-2016-08.

**3) MEMORANDUM: Finance Director - Staff Recommended changes to the FY 2017 Proposed Operating Budget**

The Finance Director stated this memorandum requests a few changes to the operating budget. The first is a reduction to debt service principal by \$196,000, the second is to add in IT standby pay in the amount of \$20,000 and the third is to Police Department benefit load adjustments and the fourth is an adjustment to Public Works Fleet Service allocation (typographic error – tree maintenance to street maintenance) which leaves a net budget reduction of \$30,000.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the memorandum from the Finance Director as informational.

**4) MEMORANDUM: Mayor Lane on behalf of the Special Committee Recruitment of City Manager - City Manager Recruitment Efforts**

Mayor Lane stated this item is in reference to the recruitment of a new City Manager. The Mayor stated in an effort to be transparent and to include this amount in the budget he is coming forward to the Committee with this item. The amount before the Committee is for \$40,750 which includes the cost to hire a recruiter should the Council wish to move in that route. He stated some costs are likely to move into the FY17/18 budget.

Councilor Clark asked how much was spent on the last effort. Mayor Lane stated it was about \$3,500. He explained the last effort was not complete, there were no costs attached to moving, the candidates lived relatively close and because the process ceased, there was no need for background check costs. The last search was paid from the lapsed salaries from the City Manager's cost center as there was a time when the City was not paying a full City Manager's salary.

Councilor Kahn thanked the Mayor for bringing this item forward so the budget doesn't have a significant element of surprise.

Councilor Sutherland stated the City does have some time to do this work and felt for the initial step perhaps an ad could be placed in a "City Manager publication" and if they cannot find someone through a passive review of the market then go to the next step of hiring recruiters. The City can keep gathering resumes even if a recruiter is hired, who could be hired on a contingency basis. The recruiter does not get paid unless they bring forward a qualified candidate. Chair Greenwald stated this procedure was tried last time; an ad was placed in the ICMA publication and it produced a limited pool of applicants. Councilor Sutherland felt the last time the City had a shorter window in terms of submitting applications.

Councilor Hooper stated even though he is one who would be fiscally conservative, it would be prudent not to be penny wise and pound foolish. He stated it is important to have a City Manager who could handle some serious concerns the City has moving forward. He felt this would be money well spent

Councilor Jacobs stated he was on the selection committee the first time and the City did go through the passive method. He felt the recruiters know of good candidates rather than advertising the position and looking for someone using that route. He added City staff spent a lot of time on the last search and this work will now be outsourced to the recruiter.

Mayor Lane stated this proposal does not pre-suppose the City would hire a recruiter – its puts money in the budget should the Council decide to go that direction.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the communication from Mayor Lane as informational.

**5) COMMUNICATION: Councilor Hansel - Proposed Changes to the FYI 7 Operating Budget**

Councilor Hansel stated he was proposing several amendments that he believes will maximize value of the tax dollars spent, without compromising the high level of service the City provides to its citizens.

The first line item change defunds a pay increase for city councilors (a \$7,500 savings). The Councilor noted while he doesn't disagree with some of the arguments for this pay adjustment, he is concerned that if the Council accepts this budget and CIP funding, they will be out of compliance with two important fiscal policies that support the overall economic health of our city. The first is the policy that ties any tax revenue increase at or below the percentage increase in the Boston CPI. This year that increase would have been 0.6%. The proposed operating budget and CIP is projected to require a 1.99% increase.

The second fiscal policy restricts General Fund debt service and current revenue capital outlay appropriations, on a five-year average, at or less than 15% of the General Fund operating budget. Projections indicate that with the adoption of this budget and CIP, the five year average will be in the range of 16.25%. Councilor Hansel continued he was not willing to vote to increase the Councilor pay, when the Council could be doing more to put the City in the strongest possible financial position by adhering to its self-imposed fiscal policies and guidelines. He continued he did not believe any Councilor sought this elected office for financial gain. While the official calculation of the salary is based on time spent at council meetings, he envisions the compensation as a reimbursement for things like gas to/from meetings, and those times you need to grab a quick bite to eat (instead of dining more economically at home) when running from your day job to a committee meeting. Councilor Hansel noted he finds the current compensation levels adequate to cover those minor expenses.

The next three cost center adjustments increase the proposed contributions to the Community Kitchen, Elderly Meals on Wheels, and the Hundred Nights Shelter to the level that each agency requested. This represents a \$14,000 increase in spending. This increase is offset by reducing the contribution to HIV AIDS Task Force from \$5,000 to \$0, and with a \$9,000 reduction in the Human Services budget.

The proposed reallocation of these funds acknowledges a prioritization of those agencies that directly provide, or indirectly mitigate, services that the City is legally obligated to provide and it would need to provide, at a significantly higher cost, if not for the help of these non-profits. These services include care for the indigent, but it's also important to realize that providing reliable food and shelter significantly reduces the number of police and EMT calls that would be required if these services did not exist. The Councilor continued during the budget hearings, he was especially moved by the description of the "daily check" that meals on wheels provides for its elderly clients.

The Councilor also referenced the testimony they heard in regards to both the increased pressure on these three agencies to serve a growing number of Keene citizens, and the demonstrated the value that our additional investment could provide.

The \$9,000 reduction in the Human Services budget would be deducted from cost center 62454 - Rents. This is the most volatile cost center in the department, and staff recommended that any reductions be applied to this line item.

There were also discussions with staff about the impact that expanded Medicaid is expected to have on their service levels, and as he understands it, this is expected to provide some relief in aid requested from the City, especially in cost center 62145 - First Aid and Medical Services. The expectation for this reduction in demand for medical services, in conjunction with the historical volatility in the "Rents" cost center, combine for what I believe to be a negligible amount of risk to maintaining current service levels after reallocating \$9,000 to outside agencies.

The Councilor continued the rationale behind the reduction in funding for the HIV AIDS Task force is similar. Both expanded Medicaid and a general downtrend of those affected by HIV/AIDS lends itself to the logic that some flexibility is possible without drastically harming the level of service currently being provided to an increasingly smaller number of Keene's citizens.

Councilor Hansel noted the final amendment reduces cost center 62161 - Legal Services from \$70,000 to \$50,000. This is another volatile cost center that is used by the city attorney to contract outside legal expertise, mostly for litigation. While there is always the risk of a year with unusually high legal needs, this cost center has had a surplus in most years. The average amount spent annually between 2012-13 budget cycle and the 2014-15 cycle was \$38,550. Additionally, the estimate for this current budget cycle is only \$25,000, half of what he is recommending be reserved for next year. It is his contention that reducing this cost center from \$70,000 to \$50,000 provides enough of a buffer above the 3-year average (30% above) that it should not pose a significant risk to the City Attorney's ability to litigate on behalf of the city with a typical amount of legal activity.

Councilor Hansel stated if all of these changes are accepted as presented, there would be a net decrease of \$27,500 from the City Manager's proposed budget.

Councilor Sutherland noted Councilor Hansel spent an inordinate amount of time going through the budget, and meeting with department heads to make sure some of these outside agencies got the money they needed. Chair Greenwald stated this was impressive work for a first time Councilor and said the same went for Councilor Sutherland's work as well. Councilor Hooper agreed with the sentiments just expressed. He indicated he too had wanted to put forth a proposal for additional funding for outside agencies and felt Councilor Hansel's proposal shows a lot of creativity. He stated he delivers 150 meals a



week and this is one way to bring some happiness to someone who might be lonely otherwise. He felt this is a program which should be supported.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the communication from Councilor Hansel as informational.

**6) COMMUNICATION: Councilor Sutherland - Proposed Changes to the FYI 7 Operating Budget**

Councilor Sutherland stated in looking at the budget he saw that through the years there has been an increase to the part-time budget line. He noted he had conversations with staff and no longer wishes to make any adjustments to the part-time line item accounts.

The next item the Councilor Sutherland referred to was a project which is being proposed to be funded through the Transportation Fund. This is a project on Emerald Street for a new sidewalk on the north side. The Councilor stated that in talking with the Public Works Director this project has been in the CIP since 2012 and his concern with any roadway project is to focus on a “dig once” policy. The Councilor stated he also learned the City has been waiting to hear back from Keene State College as to what their plans are for the Gilbo Avenue project.

The Councilor stated his first question is whether this project can be delayed and if it can be delayed what happens to the funding set aside in the budget for this project. He also asked whether this funding could be used for other sidewalk projects, which are limited this year or other roadway projects. He added this would not have an impact on the tax rate, but it would have an impact for the development of the City – doing the work when it makes sense. The Councilor asked whether the Public Works Director could be invited to comment on this issue.

Chair Greenwald asked if the Committee was to delay the project how that would affect the budget. Mr. Thornton explained this would reduce the capital appropriation in 0004-68011 by \$208,927. It would then also reduce two revenue sources 00004-47003 (capital reserve funding) by \$150,000 and property taxes by \$58,927.

Mr. Blomquist stated this project was planned for in the 2012-2017 CIP programs, but in 2011 the Council ceased new sidewalk projects for budgetary reasons. This project was moved out to 2017. He indicated in the current CIP there are no proposed projects for Emerald Street.

Councilor Clark asked whether the College’s suspension of their plans for Gilbo Avenue has any effect on this project. Mr. Blomquist stated he did not think the College has completely suspended their plans, the last he heard they were not going to complete it within a certain period of time. He added this area does see a lot of pedestrian traffic especially with the two new student rentals, which have been constructed. Councilor

Sutherland stated his main concern is the dig once policy. This project is going to have granite curbing and drainage work, which then starts bleeding from a sidewalk project to a street and that is why he felt it better to delay the project, which will benefit the City and the taxpayer.

Councilor Kahn clarified this was the only new sidewalk project in the CIP for FY17 and moving forward there are no other new sidewalks being proposed. Mr. Blomquist answered in the affirmative. The Councilor asked how the \$58,927 will be raised. Mr. Thornton stated it would be through property taxes or through the use of surplus. Councilor Kahn felt \$58,000 seems like a small down payment for a complete street. The Councilor stated because this project has risen to the top of the priority list for Public Works whether one of the options could be to allocate funds to this project and declare it as an important project. Mr. Thornton stated there is a project from the CIP, which is being proposed to be funded through the operating budget for which \$130,000 is being transferred from the Transportation Fund and the balance is to be raised by taxes. Councilor Powers made the following motion which was seconded by Councilor Clark.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the communications from Councilor Sutherland as informational.

**7) RESOLUTION:                      R-2016-17: Relating to the 2016-2017 Fiscal Year Budget**

Chair Greenwald stated at this time the floor is open to any member of the City Council. This discussion is only for the Council and the Finance Committee. He added Councilors also have the opportunity to amend the budget at the next Council meeting. The deadline to offer those amendments is May 31<sup>st</sup> at 1 pm.

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

That the Finance, Organization and Personnel Committee recommend the adoption of R-2016-17: Relating to the 2016-2017 Fiscal Year Budget.

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

That the Finance, Organization and Personnel Committee recommend amending the budget to include the staff recommended changes. Councilor Powers clarified it was the \$17,000 addition to on-call pay for IT, the various changes to the Police Department, a reduction to debt service and the adjustment to Fleet charges – for a net reduction of \$30,000. The amendment to reduce the budget by \$30,000 carried on a unanimous vote.

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

That the Finance, Organization and Personnel Committee recommends amending the budget to add \$40,750 to the budget in cost center 61000, account number 61901 for the recruitment of a new City Manager. The amendment to add \$41,750 to the budget carried on a 4-1 vote, with Councilor Powers voting in opposition.

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

That the Finance, Organization and Personnel Committee recommends amending the budget to delete from cost center 61102 (Mayor and Council) the amount of \$7,500 for Council pay adjustment.

Councilor Clark stated he appreciates Councilor Hansel's proposal and agreed none of the Councilors were in these positions for the money. He stated it has been 17 years since the Council has received a raise. The Councilor stated it is about the individuals they don't want to discourage from running for office while encouraging young people who might have day care expenses. The Council pay has always been deferred because there are other important things which he agreed there were, but being fair to the City Councilors who go far and beyond their call of duty is also important. Councilor Clark continued he didn't believe the \$7,500 was too outrageous and felt it would be another 20 years before the Council got another raise.

Chair Greenwald noted it is \$500 per person not \$7,500 per person. He agreed that it is important for the Council to be a diverse group and stated there are many who spend money out of pocket because of their service on the Council.

Councilor Jacobs stated there is a lot to be said about the work the Council does, but there is also at a time when the Council needs to think about the taxpayers. He stated he could continue to live without the \$500. The Councilor felt saying the taxes need to be kept in check and then give the Council a raise doesn't seem to make much sense to him.

Councilor Kahn stated he would be recommending the staff suggested changes, and the recommendation for funds to begin the search for the City Manager. He noted the line item changes recommended in this motion reduces the overall amount raised by taxes by \$16,750 which is not a lot for a \$24,600,000 budget. This would wind up with total dollars raised through taxes in the amount of 1.92%. He stated his vote would be to remove the increase and fund some community services and other changes previously approved.

Councilor Powers stated he would also vote to remove the increase. He added staff was asked to hold spending and then giving the Council a raise doesn't seem necessary.

The Chair noted this \$7,500 is .82 cents on the property tax bill.

The motion to delete the \$7,500 carried on a 3-2 vote with Chair Greenwald and Councilor Clark voting in opposition.

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

That the Finance, Organization and Personnel Committee recommends an increase to the amount allocated to the Keene Community Kitchen in the amount of \$7,000 in addition to the \$75,000 proposed by the City Manager. This motion was unanimously approved.

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

That the Finance, Organization and Personnel Committee recommends an increase to the amount allocated to the Elderly Meals on Wheels in the amount of \$2,500 in addition to the \$9,500 proposed by the City Manager.

Councilor Kahn stated the reason for this increase is because of the good work this agency does and also because Federal appropriations have decreased. This is a maintenance item not an expansion of services. This motion was unanimously approved.

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

That the Finance, Organization and Personnel Committee recommends an increase to the amount allocated to the One Hundred Nights Shelter in the amount of \$4,500 in addition to the \$15,500 proposed by the City Manager.

Councilor Kahn stated the compelling reason for him is not just the number of nights or the additional 800 beds, but the way in which other community organizations, particularly church communities and The Community Kitchen are helping the shelter. Chair Greenwald stated in the beginning the City was assured this organization would not come to the City for assistance and produced reports and statistics as backup. The Councilor deviated from their norm and gave them some funding as support. He felt if One Hundred Nights was four times its size they will still be at capacity. There is an unsolvable problem with the homeless in our society and he felt it should be privately funded. The other issue the Chair had was the fact that their rent was raised by a considerable amount – and he viewed that as strategy that if the rent was raised the City will support the organization. He stated he just could not support taxpayer money going towards this entity.

Councilor Jacobs felt there will be other organizations involved with this project in much more substantial ways if this Shelter did not exist. As far as rent was concerned, they were below market rate; he did not see this as taking advantage of the City and on the contrary he saw this agency as saving the City a lot of money. He felt the agency has settled down quite a bit with its management.

Councilor Clark stated when this agency first started there was a need as the homeless population had begun to rise. Other shelters don't take individuals who have substance abuse problems, which is not the case with 100 Nights. Now that substance abuse is being recognized as an illness, this organization has come forward and is offering a service to those individuals. He stated he agrees with Councilor Jacobs in that they do provide a service which is saving the City money.

This motion for funding for One Hundred Nights carried on a 3-2 vote, with Chair Greenwald and Councilor Powers voting in opposition.

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

That the Finance, Organization and Personnel Committee recommends decreasing funding to HIV Aids in the amount of \$5,000.

Councilor Kahn stated there was a limited number of individuals in Keene who are receiving medical assistance through this entity. Councilor Jacobs stated what gave him pause is the fact that the organization is not very active in Keene and they operate out of Nashua. Councilor Powers noted there is a person in Keene centrally managed by Nashua to cut down on overhead costs. He felt there is a need and that is why they were before the Committee and added once again the Committee is here at the last minute trying to amend the budget, which he felt was counter-productive.

The motion failed on 2-3 vote with Councilors Kahn, Clark and Powers voting in opposition.

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

That the Finance, Organization and Personnel Committee recommends decreasing funding for legal services (line 62161) by \$20,000; the Manager's proposal was \$70,000.

Councilor Clark stated he would like to hear input from the City Attorney on this issue. He added for reasons which cannot be discussed, the legal services needed next year might be more. Chair Greenwald asked the City Attorney whether the Committee could hear from him as a staff person. Attorney Mullins stated the general rule is staff is available to answer questions. The rule applies to members of the Council not being able to comment after a motion has been made and seconded according to 91-A. It is the Committee's prerogative to be able to ask questions from staff. Attorney Mullins went on to say it is always unclear how the outside services line item would go. He reminded the committee a decision was made to not hire an Assistant City Attorney and for that reason the outside legal services line item was increased. He indicated during his presentation he noted he will be reviewing this line item next year but agreed this year is unpredictable. Attorney Mullins stated the Committee is welcome to reduce the line item with the understanding should litigation proceed he will need to request funding for outside services. Councilor Powers felt this was not the way to do business; the City already has a pretty tight budget and he felt the appropriation should be left as is.

The motion to reduce the legal services budget failed on a 2-3 vote with Chair Greenwald and Councilors Powers and Kahn voting in opposition.

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

That the Finance, Organization and Personnel Committee recommend decreasing Human Services account 62454 (Rents) by \$9,000. The Manager's proposal was \$370,000.

Councilor Kahn felt this adjustment was necessary to keep the budget increase to less than 2%. Councilor Powers stated Councilor Hansel averaged out the last few years and has come up with this number.

The motion to decrease the Human Services line item carried on a 3-2 vote with Councilors Powers and Clark voting in opposition.

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

That the Finance, Organization and Personnel Committee recommend postponing the Emerald Street sidewalk project by another year.

Chair Greenwald stated this project has been around for many years. He noted he was the one who paid for the construction of the sidewalk on the opposite side of the street. He stated the north side needs a sidewalk because of how heavily it is used. Waiting for Keene State College to construct something in this area is going to be a huge effort because of the many private property owners who will be affected by this construction. The Chair stated he is concerned by the safety issue and stated it is a main artery in the City. He stated he was not in favor of delaying this.

Councilor Jacobs stated he uses the bike path and once you get to School Street there is really no place to go and he felt this sidewalk will be a good connection. He asked that any street work be considered before a sidewalk project is considered so that it doesn't need to be dug up twice.

Councilor Powers asked whether there is going to be an adjustment to the curb line by doing this project. Mr. Blomquist explained there are two properties towards School Street which have open wide curb cuts. The City will be working with the property owners to reduce these openings.

Councilor Clark stated this part of the City is a neighborhood and is part of the trail system and he felt the City owes it to these property owners to pay attention to their needs.

The motion to delay the Emerald Street sidewalk project failed on a 1-4 vote with Councilor Powers voting in favor.

The Chair opened up the discussion to the Committee to make further amendments.

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

That the Finance, Organization and Personnel Committee recommend adding \$6,484 for the Monadnock Fall Festival.

The Chair read for the record a description of the festival. This event will coincide with Keene State College parents' weekend. Councilor Jacobs stated this is going to be an exciting event organized in collaboration with Keene State College and the Keene Chamber of Commerce. The event is being planned for October 1<sup>st</sup>. This date gives parents an opportunity to see what the community offers and it will be in a much smaller scale than the Pumpkin Fest. Protocol meetings will begin shortly. The Chair noted the \$6,484 is to cover City services.

Councilor Clark asked whether this event also would have to adhere to the three-year window for funding outside agencies. Chair Greenwald stated his understanding is this event is being conducted, in part, by the Music Festival.

The motion to add funding for the Monadnock Fall Festival carried on a unanimous vote.

Chair Greenwald asked for the amounts added and subtracted from the budget. The Finance Director stated \$14,734 has been added to the budget.

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

On a vote of 5 – 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2016-17-A.

The session adjourned at 8:30 PM for a short recess.

**8) RESOLUTIONS:        R-2016-11: Relating to Appropriation of Funds for the Consolidated Infrastructure Project; R-2016-12: Relating to Appropriation of Funds for the Defibrillator Replacement Project; R-2016-13: Relating to Appropriation of Funds for the Goose Pond Dam Improvement Project; R-2016-14: Relating to Appropriation of Funds for the Library Campus Development Project; R-2016-15: Relating to Appropriation of Funds for the Reservoir Dam Repair Project**

Mr. Thornton stated the next four items are bond resolutions which authorize the City to go to market and borrow money for capital projects. These projects have been vetted thoroughly during the CIP review.

Consolidated Infrastructure

The first resolution is for \$1,454,000 for ten years to be used for road overlay and associated drainage and sidewalk work.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-11.

Defibrillator Replacement

This item is for the Fire Department to replace defibrillators in ambulances. The

amount is \$66,000 or a term of seven years. Councilor Kahn clarified these items were vetted during the CIP review and what the Committee is doing right now is to authorize the City to make any funding arrangements.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-12.

#### Goose Pond Dam

The Finance Director noted this is for design work for Goose Pond Dam.

Councilor Powers 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-2016-13.

#### Library Campus Development

The Finance Director noted this is for work to be done at the library in the amount of \$2,011,000 for a period of 20 years.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2016-14.

#### Reservoir Dam Repair

The Finance Director noted this project has to do with the water supply and for repair to Babbage Dam in the amount of \$850,000 for a term of 20 years.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-15.

#### **9) RESOLUTION:                      **R-2016-20: Related to an Appropriation from the Downtown Infrastructure Capital Reserve for Lighting Improvements to the Commercial Street Parking Lot****

Mr. Thornton stated at the April 27, 2016 meeting the MSFI Committee instructed staff to prepare a Resolution to improve lighting at the Commercial Street parking lot. These funds are not coming out of tax payer money; but rather the parking fund. Mr. Blomquist noted this work will finish that parking lot.

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



FOP Meeting Minutes  
May 26, 2016

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-20.

Chair Greenwald thanked city staff for all their work with this budget preparation. He also thanked Councilors Hansel and Sutherland who dug into the budget deeper than any new Councilors have ever done.

The meeting adjourned 8:50 pm.

Respectfully submitted by,  
Krishni Pahl, Minute Taker