

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, October 26, 2017

6:30 PM

Council Chambers

Members Present:

Mitchell H. Greenwald, Chair
Thomas F. Powers
Terry M. Clark
Bettina A. Chadbourne

Members Not Present

Carl B. Jacobs, Vice-Chair

Staff Present:

City Manager, Elizabeth Dragon
City Attorney, Thomas Mullins
City Clerk, Patty Little
Asst. City Clerk, Terri Hood
Public Works Director, Kurt Blomquist
City Engineer, Don Lussier
Police Captain, Todd Lawrence
PW Operations Manager, Aaron Costa
Asst. Public Works Director, Donna
Hanscom
Parks Recreation and Facilities Director,
Andrew Bohannon

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

1) FY18 Supplemental Road Improvements - Public Works Department

Public Works Director Kurt Blomquist and City Engineer Don Lussier were the first two speakers. Mr. Blomquist began by saying that he was before the Committee to talk about the supplemental work for FY18, which work would begin in Spring 2018. Mr. Blomquist stated this past legislative season the legislation approved Senate Bill 38 (SB 38) for one time funding for communities for road work. SB 38 appropriated 30 million statewide for local highways using the Highway Block Grant formula. Keene's share will be \$417,357. Mr. Blomquist went on to say, each year their department works with the Finance Department to look at project balances that have been completed. The department looked at projects that were completed in FY14/15 which resulted in a balance of \$258,698. Combined with the SB 38 money and the project balance from previous projects staff will be recommending expenditures in the amount of \$676,055.

Currently in the FY 18 budget there is about 1.2 million dollars' worth of road reconstruction projects.

There were some rules that came with this money: the funding cannot to be used for already funded work, and may only be used for highway projects.

Types of things the funds would be permitted for would be for: additional pavement, items associated with highways such as drains, sidewalk, and signals etc., or, it could be used for local match for unfunded bridge projects.

Mr. Lussier talked about staff's thoughts for these funds: He talked about the Asset Management Plan he had referred to during a prior presentation, where things like asset inventory, current system condition, level of service definition, monitoring and performance measurement, planned actions and life cycle management, and a long-term funding plan were discussed. With "level of service" there are three questions staff tries to answer: what level of service does the community desire, how much should be invested to achieve this desired level of service, and what level of service can be achieved with the allocated funds.

For the level of service, staff went with a tiered network goal. For instance low volume streets being of slightly poor condition so that main roadways could be of higher condition. For instance Main Street being rated at 79 and Adams Street rated at 50. For arterial streets the average goal was set at 80 and the lowest arterial street would get down to about 60. Local streets would be rated at 60 and collector streets at 70.

Mr. Lussier then talked about some of the specific means and methods of management, such as preventative maintenance, corrective maintenance and rehabilitation, Most of the money so far has been invested in rehabilitation such as milling and overlay. He indicated for the coming years staff would like to expand some of these options; to keep the good roads in good condition by intervening earlier in its life cycle.

Staff has come up with three recommendations:

- Accelerate some of the FY 19 projects – Gunn Road and Red Oak Drive - move them up to FY18. This will free up funds for preventative maintenance work.
- Complete the rehabilitation of Water Street – because of budgetary reasons the entire length could not be completed.
- Preservation of roads in good condition - Optical Avenue, Eastern Avenue, Beaver Street, Winchester Street, and Island Street. Optical and Eastern Avenue will receive seal coat treatment (fog seal treatment) – same stuff residential driveways will receive.

Budgetary numbers:

Gunn Road and Red Oak are higher
Water Street would require about \$99,000
Optical and Eastern Avenue are low.
Island and Beaver are low as well.

Chair Greenwald stated he has heard the coating Mr. Lussier referred to is more cosmetic than functional and asked for Mr. Lussier's input. Mr. Lussier stated there is a cosmetic benefit but the reason it adds life is because this substance has a petroleum product that soaks into the first ½ inch of the pavement and regains some of the flexibility. Mr. Blomquist added the product used on highways is a different composition and has a different purpose. Chair Greenwald commended staff for coming up with this proactive approach.

Councilor Clark agreed this is a very well thought out plan and is something that is going to save money and the city is going to stay in good shape. Councilor Chadbourne stated she is happy with this plan as three of the four streets she gets most complaints about are on this list. The Councilor stated she thought Gunn Road was not a well-travelled road and drove it this summer and felt it was in good condition and also wasn't sure where Red Oak Drive was located.

Mr. Lussier stated Red Oak Drive was off Route 10 on the northeast corner of the city. Gunn Road is in the CIP for FY19 and this road is at the threshold, and a mill and overlay would be applicable. If allowed to get any worse, much more will need to be spent on it. Mr. Blomquist added after this work is complete it would be another 25 years before the city goes back to Gunn Road.

Councilor Powers felt this plan makes a lot of sense. However, asked about the Water Street project and whether some underground work was being done in preparation. Mr. Lussier stated there isn't much utility work further up Water Street but the money is mostly for adjusting curb stops etc. but staff did look at the culvert that passes under Water Street near Robinhood Dam, which is in good condition. Further down on Water Street there is much more detailed work being done to include curbing, sidewalk and other such features.

Chair Greenwald clarified for Water Street, at the end of the construction cycle there will be one layer of asphalt, curbing and sidewalk and the final layer of paving will happen next spring. Mr. Lussier stated the paving has been patched. The area in front of Bentley Commons has no new paving and that is by design and this won't be done until the spring because of additional costs for having to adjust utility structures. The contractor is now focused on curbing and sidewalks.

Mayor Lane stated he was pleased to see Gunn Road on this list. He noted Gunn Road and Red Oak Drive are in the CIP for FY19 in the amount of \$275,000 and clarified when it's time for bonding that amount could be taken off the 1.3 million dollars which would be bonded for FY19 which would help the rate get below 15%.

Councilor Chadbourne asked whether plowing could now be an issue for Water Street. Mr. Blomquist stated everything the City Engineer is proposing is keeping in mind there would not be issues with plowing.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends approval of the proposed FY18 Supplemental Road Improvements program, as presented.

2) Change Order 1-Bazin Brothers Trucking, Inc. - Public Works Department

Aaron Costa Operations Manager and Donna Hanscom Assistant Public Works Director were the next two presenters. Mr. Costa explained that Rose Lane was the first site of the wastewater treatment plant, from 1934 – 1985. There is some buried sludge at this site and the city has had to come up with a plan to permanently close this site.

Mr. Costa stated since the last time staff was before the Committee there has been some gas monitoring work done on this site and some gases were discovered. The results were submitted to the state who has asked the city to change its gas management system. That work is reflected in this change order. In 2016 the city awarded the construction contract to Bazin Brothers but did not move forward with it because the state got involved at the same time and changes to the design needed to be made. All work is approved now but there are some additional costs (\$32,295) for the gas management system as well as for the fill material which cost also went up.

Because the project has not started yet, staff would like the City Manager to be able to retain the authority to grant and sign change orders up to 10% so that when the project gets started, if there are other issues the Manager would have that authority. The plan is for the work to start sometime in April or May of 2018 and the work would continue for about a month.

Councilor Powers noted the City Code calls for the City Manager to have 10% change order signing authority. Ms. Hanscom agreed this is the standard but by doing this change order staff would have made change order #1 authorizing the City Manager which will be more than the City's Manager's authority. According to the Purchasing Agent if change order 1 is done it has taken up that 10% if staff doesn't request the ability for the City Manager to approve 10% of the original bid cost.

Councilor Chadbourne stated it is always great when there are funds left over which can be used without having to ask for additional funds from the tax payer.

Ms. Hanscom stated before the project moves forward, the city will hold a neighborhood meeting.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends 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 execute a change order not greater than 10% of

the original contract.

3) Bicycle and Pedestrian Patrol Grant - Police Department

Captain Todd Lawrence stated this is the second year the department has applied for this grant. The purpose of this grant is to reduce pedestrian and bicycle violations in the downtown area and to enforce city ordinances already in place. The campaign runs from October 1, 2017 to September 30, 2018 and consists of multiple four-hour, one officer patrols. The cost of the operation is \$5,016.25 and will be reimbursed by the New Hampshire Highway Safety Agency.

Chair Greenwald stated he understands it is not part of this grant but would like to get more signage about bicycles on sidewalks.

Councilor Chadbourne asked how this enforcement is handled. Captain Lawrence stated enforcement is at the discretion of the officer but the fine is \$100. He added the common reason bicycles are on the sidewalk is because people don't feel safe on Main Street.

Chair Greenwald asked what the fine was for jaywalking. Captain Lawrence stated this would be in the motor vehicle code and he wasn't sure what that fine was.

Councilor Chadbourne stated one location where there is a lot of jaywalking is up from City Hall on Washington Street and asked whether this would be included in the enforcement. Captain Lawrence stated the grant is specifically for the downtown but the department could perhaps expand the area and stated he would bring this to the attention of the person who is handling the grant. The Councilor asked if a young person was to be ticketed for a violation whether this individual could perform community service instead of the fine. Captain Lawrence stated this would be up to the judge.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends 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.

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

Captain Lawrence stated the S.T.E.P. Grant is to curb the more prevalent traffic violations, such as, speed, hands free violations, traffic lights and bus stop violations. This is the second year the city has applied for this grant. This grant also runs for the same time period October 1, 2017 through September 30, 2018 and there are certain days enforcement has to happen but there is also flexibility during other days.

Chair Greenwald asked what Operation Safe Commute meant. Captain Lawrence stated this is for commuting hours between 6 am and 10 am and 3pm and 5 pm.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends 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.

5. NH Highway Safety Agency Grant – DWI Patrols - Police Department

Captain Lawrence stated the purpose of this grant is to reduce the number of people who drive while intoxicated. This is the 8th year the department has applied for this grant. The department will conduct, one-officer DWI enforcement patrols in six-hour shifts on an overtime basis between 9:00pm and 3:00am. This enforcement is usually run on Thursday, Friday and Saturday nights and the campaign will run from October 1 – September 30, 2018. However, the department has the flexibility to run the enforcement on other days as well.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends 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.

6. Acceptance of Donation - Solar Lights - Update - Parks, Recreation and Facilities Department

Parks Recreation and Facilities Director, Andy Bohannon was the next speaker. Mr. Bohannon stated that Pathways for Keene had previously indicated they would be donating 20 solar lights and poles valued at an estimate of \$32,000. They however, increased this amount to 40 solar lights because of additional funding they collected during the 4 on the 4th Road Race The poles will be installed on the Cheshire Rail Trail between Island Street and Pitcher Street. Lumens for Less on Marlboro Street will be performing the installation. Councilor Chadbourne commended the increase in number of the lights being donated.

Councilor Chadbourne made the following motion which was seconded by Councilor

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to accept additional solar lights and poles to be installed along the Cheshire Rail Trail.

7. Acceptance of Donation - Youth Basketball - Parks, Recreation and Facilities Department

Mr. Bohannon stated this item is for a \$3,000 sponsorship through the department's sponsorship program from Yankee Lanes. Jeff Barden owner of Yankee Lanes has been a longtime supporter of the Youth Basketball program and this is the third year for this sponsorship.

Chair Greenwald commended this sponsorship and staff's effort in procuring such sponsorships.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends 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.

8. Custodial Contract Services - Parks, Recreation and Facilities Department

Mr. Bohannon stated the prior contract staff came to the Committee with did not work out. Staff is now before the Committee with an alternative to allocate funds from operations to personnel to seek city contract employees for the remainder of the fiscal year, giving staff time to re-evaluate the contract. Three of the facilities will remain under contract services (Solid Waste Facility, Police Department and Wastewater Treatment Facility).

Councilor Chadbourne asked whether these individuals will wear some sort of identification. Mr. Bohannon stated all city employees receive some sort of identification which they will be required to wear as well as t-shirts.

Councilor Powers asked whether these would be temporary city employees. Mr. Bohannon stated they would be under contract until June 30, 2018.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council re-allocate \$39,510.00 from Operations (62201) in various cost centers including Fleet/Public Works/Police Department (11000 & 01335), Library (01328), and Recreation Center (01329) to Personnel to provide custodial services to multiple City facilities.

9. Lease Agreement - 11 Central Square - Parks, Recreation and Facilities

Department

Mr. Bohannon stated Luca's Market closed some time prior to September. The City worked with several individuals and Isabelle Jolie has expressed interest in leasing 11 Central Square for a restaurant business which will become vacant by the end of this month.

Chair Greenwald asked whether the rent is current. The City Manager answered in the affirmative. He asked when the new occupant will be able to take over the lease. Ms. Dragon stated this would depend on how soon a lease agreement can be executed as well as some equipment that needs to be addressed.

The Chair commended staff for trying to get the best deal for the city.

Councilor Chadbourne clarified that Luca's Market paid rent through October 31. Mr. Bohannon stated Luca's has not been at this location since September and the only items in the space currently are equipment. Luca's rent was paid through September. The Councilor asked why they were utilizing the space for a month without paying rent. Mr. Bohannon explained because this is a restaurant, things are done slightly differently. If Mr. Paris had removed all his equipment the new owner would have spent a considerable amount of money replacing same – this was the case when he took over the space as well. Chair Greenwald felt the agreement has worked out for all parties.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a lease with Isabelle Jolie for the vacant space located at the 11 Central Square.

The meeting adjourned at 7:35 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker