



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
November 21, 2017
6:30 PM**

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

-
1. Acceptance of 2017 State Homeland Security Program - Fire Department
 2. Report of Expenses Associated with 2017 Pumpkin Festival and Halloween Weekend - Public Works Department
 3. Obstruction Removal and Mitigation - Airport Department
 4. Edgewood Obstruction Removal - Airport Department
 5. Automated Weather Observation System - Study - Airport Department
 6. 2017 Property Tax Rate Review - City Manager
 7. Mobile Compact Shelving Contract - Change Order #2 - City Clerk's Office
 8. Mobile Compact Shelving Contract - Change Order #3 - City Clerk's Office
 9. Relating to Sole Source Purchasing - Rockwell Automation-Allen Bradley - Public Works Department
Resolution R-2017-39

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

November 14, 2017

TO: Finance, Organization and Personnel Committee

FROM: Mark Howard, Fire Chief

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Acceptance of 2017 State Homeland Security Program - Fire 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 in the amount of \$24,441.59 from the 2017 State of New Hampshire Homeland Security Grant Program.

ATTACHMENTS:

Description

Grant Award Letter

BACKGROUND:

On October 31, 2017 the City of Keene Fire Department was approved by the City Manager to apply for the 2017 State of New Hampshire Homeland Security Program Hazardous Materials Grant. All of the funds awarded for the listed equipment to be purchased are 100% grant funded with no local contribution.

See attached award letter and approved equipment list of the equipment awarded.

State of New Hampshire

JOHN J. BARTHELMES
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.
ROBERT L. QUINN
ASSISTANT COMMISSIONERS

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305
Tel: (603) 223-3889
Speech/Hearing Impaired
TDD Access Relay NH 1-800-735-2964

November 8, 2017

Chief Mark Howard
Keene HazMat Team
31 Vernon Street
Keene, NH 03431

Re: 2017 Homeland Security Grant Program Award – HazMat Allocation

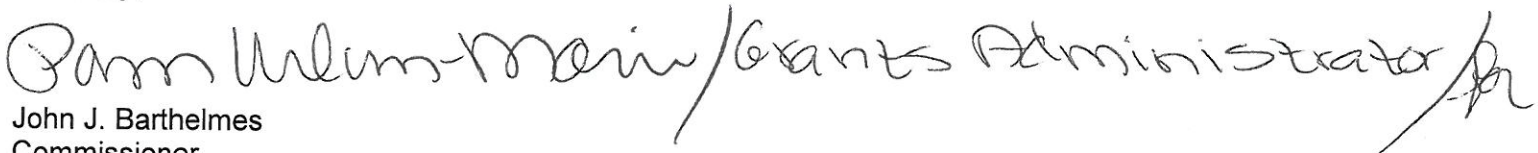
Dear Chief Howard,

It is my pleasure to inform you that upon review of your 2017 Homeland Security HazMat Grant Application, the Keene NH HazMat Team has been awarded \$24,441.59. These funds are awarded under the State Homeland Security Program (SHSP) portion of the 2017 Homeland Security Grant Program (HSGP) for the purchase of eligible equipment as described in your application. Please refer to the attached "Approved Items Checklist" when submitting reimbursement requests and identify the items you have purchased.

These grant awards are subject to federal program requirements and special conditions. Enclosed are your Sub-Recipient Information Reporting Form, federal grant terms and conditions, special conditions requirements, lobbying certification and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Unit within thirty (30) days of the date of this letter. Special conditions requirements must be responded to within forty-five (45) days of the date of this letter. In addition, this project must be implemented within 60 days following the grant award effective date or be subject to automatic cancellation of the grant. Failure to meet these requirements may result in a delay in reimbursement or cancellation of your grant award.

Additional information is also available at <http://www.nh.gov/safety/homeland/index.html>. We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills, or use this equipment; however, we will work together to ensure that our ability to do so will be keen.

Sincerely,


John J. Barthelmes
Commissioner

Keene NH Regional HazMat Team
 2017 HazMat
 Approved Items Checklist
 \$24,441.59

Vendor: 177417 B002
 Org / Acct: 54100000 500574
 Activity: 23HS17SHLC / J

Approved				Reimbursed		
Name of Equipment	Quantity	Cost	AEI	Name of Equipment	Quantity	Cost
Bullard T4 Thermal Imaging Kit	1	10,299.00	8			
MSA 5X Meter w/PID: O2, LEL, H2S & HCM w/Kit	2	9,919.79	7			
RS-1000 Rescue Suit - Cold Water Immersion Suits	2	1,250.00	7			
Contaminate Pool	4	851.44	8			
Tingley Hazproof Boot	11	1,013.87	3			
Nitrile Gloves	7	94.99	7			
Butyl Gloves	6	126.60	7			
Silver Shiefl Gloves	7	424.48	7			
Collapsing Traffic Cones	2	461.42	3			
			8			
			3			
Total		24,441.59				0.00

Balance 24,441.59



City of Keene, N.H.
Transmittal Form

November 16, 2017

TO: Finance, Organization and Personnel Committee

FROM: Kürt D. Blomquist, PE, Public Works Director/Emergency Management Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Report of Expenses Associated with 2017 Pumpkin Festival and Halloween Weekend - Public Works Department

RECOMMENDATION:

The Finance, Organization and Personnel Committee accept report as informational.

ATTACHMENTS:

Description

Summary Expense Report

Summary Expense by Department Report

BACKGROUND:

Staff was requested to provide a report for the City Manager of the time spent, cost and level of effort for the 2017 Pumpkin Festival Brought to You by the Children of SAU 29 and the Halloween weekend.

Attached are two reports that reflect the efforts of City staff for 2017 Pumpkin Festival and Halloween weekend, Summary of Expenditures, and Summary of Expenditures by Department.

The following is an explanation of the various sections on the Summary of Expenditures Report.

Section A – Let It Shine Direct Billable Expenses. These are activities and costs that are directly billable to Let It Shine for support for its event on Sunday, October 29, 2017. These expenses represent Fire, Police, and Public Works support that was identified through the City’s protocol process. The activities include set up and break down of barriers and detour routes, securing of the event footprint, security and emergency fire/medical services during event.

Section B – Additional Patrols. Keene State College has provided funding to the City for the Police Department to provide additional resources on selected weekends in the neighborhoods surrounding the college campus. This amount represents the additional resources that were deployed for the Halloween weekend.

Section C – Other 1 – Administrative. This represents the level of effort (time) spent by staff in the planning process for the event and weekend. This time was typically expended during the departments regular work hours. This represents protocol meetings with the organizer of the event, internal staff meetings to develop plans and coordination activities with other organizations. The costs are approximate and are based on the

calculated hourly rate of an individual's multiplied by the actual time spent.

Section C – Other 2 – Neighborhood/Support. This represents staff time spent working in the neighborhoods in support of minimizing disturbances in the areas around the college. This time was for Fire and Police overtime for personnel that were assigned to perform this duty. The State Police Patrol Support, is an estimate of the cost the City will be billed for having State resources in the neighborhoods during the weekend.

City of Keene, NH
Keene Pumpkin Festival Brought to you by the Children of SAU 29
Sunday, October 29, 2017

Summary of Expenditures (reported as of 11/15/17)

	# Hours	Cost
A) Direct (to be invoiced to Let It Shine)	466.75	\$19,304.88 *
B) Additional Patrols (Keene State)	66.25	\$4,104.91
C) Other (City Department Budgets)	466.50	\$27,372.59 *
TOTAL	999.50	\$50,782.38

A) LET IT SHINE - DIRECT (BILLABLE) PUMPKIN FESTIVAL FOOTPRINT/PROTOCOLS

Project 80150-18

Department	# Hours	Cost
Fire	70.00	\$4,097.09
Police	41.75	\$2,747.93
<i>*Police Outside Details (estimated)</i>	<i>45.00</i>	<i>\$2,961.45</i>
Public Works	310.00	\$9,498.41
	<hr/>	
	466.75	\$19,304.88

B) ADDITIONAL PATROLS (KEENE STATE)

Project 80213-18

Department	# Hours	Cost
Police	66.25	\$4,104.91
	<hr/>	
	66.25	\$4,104.91

C) OTHER (CITY DEPARTMENTAL BUDGETS)

1) ADMINISTRATIVE

Department	# Hours	Cost
City Clerk	32.00	\$1,369.40
City Manager	2.00	\$190.92
Finance	7.00	\$277.08
Fire	64.00	\$4,636.11
Health/Code Enforcement	8.00	\$450.32
Parks & Rec/Facilities	8.00	\$454.27
Police	110.00	\$7,193.06
Police - Parking	32.00	\$877.20
Public Works	25.00	\$1,333.08
	<hr/>	
	288.00	\$16,781.44

2) NEIGHBORHOOD SUPPORT/DISTURBANCES

Project NEIGHB18

Department	# Hours	Cost
Fire	26.00	\$1,509.82
Police	42.50	\$2,691.33
<i>*State Police Patrol Support (estimated)</i>	<i>110.00</i>	<i>\$6,000.00</i>
	<hr/>	
	178.50	\$10,201.15

3) IMPACT ON REVENUES

Department		Cost
Police - Parking	Parking Meters	\$390.00

**Estimated Costs - the costs listed for PD outside details and PD State police patrol support are estimates only and will be adjusted to actual costs upon receipt of invoices.*

City of Keene, NH
Keene Pumpkin Festival Brought to you by the Children of SAU 29
Sunday, October 29, 2017

Summary of Expenditures by Department (reported as of 11/15/17)

DEPARTMENT	# Hours	Cost
City Clerk	32.00	\$1,369.40
Administrative	32.00	\$1,369.40
City Manager	2.00	\$190.92
Administrative	2.00	\$190.92
Finance	7.00	\$277.08
Administrative	7.00	\$277.08
Fire	160.00	\$10,243.02
Let It Shine -Protocols & Footprint	70.00	\$4,097.09
Administrative	64.00	\$4,636.11
Neighborhood Support/Disburbances	26.00	\$1,509.82
Health/Code Enforcement	8.00	\$450.32
Administrative	8.00	\$450.32
Parks & Rec/Facilities	8.00	\$454.27
Administrative	8.00	\$454.27
Police	415.50	\$25,698.68
Let It Shine -Protocols & Footprint	41.75	\$2,747.93
*Let It Shine - Outside Details (estimated)	45.00	\$2,961.45
Administrative	110.00	\$7,193.06
Neighborhood Support/Disburbances	42.50	\$2,691.33
*Neighborhood - State Police Patrol Support (estimated)	110.00	\$6,000.00
Additional Patrols - Keene State	66.25	\$4,104.91
Police - Parking	32.00	\$1,267.20
Administrative	32.00	\$877.20
Revenue Reduction (Meters)		\$390.00
Public Works	335.00	\$10,831.49
Let It Shine -Protocols & Footprint	310.00	\$9,498.41
Administrative	25.00	\$1,333.08
TOTAL	999.50	\$50,782.38

**Estimated Costs - the costs listed for PD outside details and PD State police patrol support are estimates only and will be adjusted to actual costs upon receipt of invoices.*



City of Keene, N.H.
Transmittal Form

November 14, 2017

TO: Finance, Organization and Personnel Committee

FROM: Jack Wozmak, Airport Manager

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Obstruction Removal and Mitigation - Airport Department

RECOMMENDATION:

1. Move to authorize the City Manager to do all things necessary to expend existing capital fund dollars appropriated to the Airport Development account 90060 (\$16,567), Airport Easements account 90287 (\$30,000) and Obstruction Removal account 90296 (\$28,433) and to use these funds for additional tree removal and mitigation planting.
2. Move that the City Manager or designee be authorized to do all things necessary to carry out the intention of the environmental Landscaping plan as developed by SWCA Environmental Consultants for replacement trees along the property line between the airport property and the Edgewood neighborhood.

BACKGROUND:

Although the City has removed many trees on city-owned property that were/are safety hazards to aviation at the airport, there remains a buffer of tall pine trees that must be removed in order to comply with FAA safety guidelines and City Ordinance. Airport Management is recommending the removal of the pine trees and, after much public input from neighbors and some city councilors, and the planting of approximately 120 trees (primarily conifers) to create a visual barrier and a long-term noise barrier for the direct abutters. The replacement tree plan was created by an environmental landscaper and would use trees whose mature height will not create future aviation obstructions. There is no federal/state funding for this project.

This project is intended to be funded by current capital reserve dollars appropriated to the airport between 2014-2017 in the amount of \$75,000. The funding source is Airport Development account 90060 (\$16,567), Airport Easements account 90287 (\$30,000) and Obstruction Removal account 90296 (\$28,433).



City of Keene, N.H.
Transmittal Form

November 14, 2017

TO: Finance, Organization and Personnel Committee

FROM: Jack Wozmak, Airport Manager

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Edgewood Obstruction Removal - Airport Department

RECOMMENDATION:

Move to authorize the City Manager to do all things necessary to reappropriate existing capital funds from the following accounts: Airport Obstruction Clearing account 90286 (\$50,000), Airport Pavement Maintenance account 90170 (\$12,663), Airport Pavement Markings account 90171 (\$12,000) and Airport Development account 90060 (\$337) and to use these funds for tree removal on private property within the Edgewood neighborhood.

BACKGROUND:

As a companion project to obstruction (tree) removal on city-owned land, this project will begin the process of removing trees on private property within the flight path over the Edgewood neighborhood. This project was created as a result of outreach to 24 private property owners; 14 of whom have volunteered to have obstructing trees removed so that they are no longer within the flight path of approaching planes. This project is intended to only use city funds previously appropriated for obstruction removal and/or easement acquisition. There is no federal/state funding for this project. There are no aviation easements as a result of this voluntary tree removal project. Funding for this \$75,000 project would come from the following accounts: Airport Obstruction Clearing account 90286 (\$50,000), Airport Pavement account 90170 (\$16,326) and Airport Development account 90060 (\$8,674).



City of Keene, N.H.
Transmittal Form

November 14, 2017

TO: Finance, Organization and Personnel Committee

FROM: Jack Wozmak, Airport Manager

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Automated Weather Observation System - Study - Airport Department

RECOMMENDATION:

1. Authorize the City Manager to all things necessary to expend previously appropriated funds in the AIP Obstruction Removal Account #90296 in the amount of \$4,900 and to use these funds as the City match for a grant-funded study of the Automated Weather Observation System.
2. Move to accept the grant funds in the amount of \$98,000 provided by the NHDOT/FAA to study the Automated Weather Observation System and authorize the City Manager to do all things necessary to accept and expend said funds.

BACKGROUND:

The Airport Master Plan recently approved by the City Council has, as one major project, the extension of Taxiway A. In order to design the taxiway extension, a study must be performed to determine the most suitable location for existing weather information equipment (Automated Weather Observation System, a/k/a AWOS). Determining the best location for this equipment will determine the exact location and direction of the taxiway extension. This is a grant supported by NHDOT and the City matching funds will be provided by Capital Account #90296 in the amount of \$4,900.



City of Keene, N.H.
Transmittal Form

November 20, 2017

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: 2017 Property Tax Rate Review - City Manager

RECOMMENDATION:

Informational. No Action Required

ATTACHMENTS:

Description

2017 Property Tax Rate

Property Values

BACKGROUND:

The State of New Hampshire Department of Revenue Administration (DRA) has confirmed the 2017 property tax rate. The total rate is \$37.22 per \$1,000 of assessed value and funds city, county, and school expenditures for fiscal year 2017-2018 as well as War Service tax credits and tax overlay. The total amount of property taxes to be raised increased 2.70% to \$66,662,235.

The four components of the 2017 rate per \$1,000 of assessed value compared to the prior year's rates are detailed in table below:

	2016	2017	Difference
Municipal	14.02	14.06	.04
Local Education	16.36	17.26	.90
State Education	2.43	2.36	-.07
County	3.58	3.54	-.04
Total:	36.39	37.22	.83

	2015	2016	Value Change from 2015- 2016	
Equalization Ratio	106%	100%		
Full Commercial Value	694,824,000	693,757,400	-1,066,600	99.85%
<i>Retained Value for TIF</i>	<i>39,158,600</i>	<i>38,390,000</i>	<i>-768,600</i>	<i>98.04%</i>
<i>Commercial Value for General Fund</i>	<i>655,665,400</i>	<i>655,367,400</i>	<i>-298,000</i>	<i>99.95%</i>
Residential	1,142,506,600	1,063,093,960	-79,412,640	93.05%
Utility	49,788,300	73,554,600	23,766,300	147.73%
**Exempt Property	550,828,600	590,927,520	40,098,920	107.28%
*Total Taxable	1,843,788,675	1,788,704,715	-55,083,960	97.01%
<i>*Includes exemptions/ credits</i>				

	2016	2017	Value Change from 2016- 2017	
Equalization Ratio	100%	Estimated 100%		
Full Commercial Value	693,757,400	699,787,900	6,030,500	100.87%
<i>Retained Value for TIF</i>	<i>38,390,000</i>	<i>43,430,000</i>	<i>5,040,000</i>	<i>113.13%</i>
<i>Commercial Value for General Fund</i>	<i>655,367,400</i>	<i>656,357,900</i>	<i>990,500</i>	<i>100.15%</i>
Residential	1,063,093,960	1,064,773,790	1,679,830	100.16%
Utility	73,554,600	78,914,000	5,359,400	107.29%
**Exempt Property	590,927,520	611,141,329	20,213,809	103.42%
*Total Taxable	1,788,704,715	1,796,036,300	7,331,585	100.41%
<i>*Includes exemptions/ credits</i>				

Notes:

Retained Value for TIF is taken from the Commercial Value for the purposes of reporting values to the NH DRA on the MS-1

2016 was a Full Revaluation

2015-2016 Overall: Taxable value decreased 3%, Commercial maintained value, Residential decreased 7%, Utility increased 47% due in large part to a newly built Substation in West Keene.

2017 Values updated only for new construction, abatements, discovery (per RSA 75:8) Majority of properties maintained their 2016 values

**Exempt Properties: Since converting over to a new database in 2016 (Vision) we have been working on updating our exempt properties.

Since they do not generate taxes we haven't and don't spend as much effort on them. From 2016-2017 the biggest change is an addition of two dorm buildings from KSC. Otherwise the value changes are result of verifying our exempt property data

CITY OF KEENE NEW HAMPSHIRE

DATE: November 6, 2017

MEMO TO: Mayor & City Council

THROUGH: Elizabeth Dragon, City Manager

FROM: Steve Thornton, Finance Director

RE: 2017 property tax rate

RECOMMENDATION:
Informational. No action required.

BACKGROUND:

The State of New Hampshire Department of Revenue Administration (DRA) has confirmed the 2017 property tax rate. The total rate is \$37.22 per \$1,000 of assessed value and funds city, county, and school expenditures for fiscal year 2017-2018 as well as War Service tax credits and tax overlay. The total amount of property taxes to be raised increased 2.70% to \$66,662,235.

Tax dollars raised for the current year, and a comparison with the prior year tax dollars raised is detailed in the following table:

	<u>2016</u>	<u>2017</u>	<u>\$\$ Change</u>	<u>% Change</u>
Municipal	25,080,817	25,261,898	181,081	0.72%
Local Education	29,254,779	30,997,133	1,742,354	5.96%
State Education	4,167,984	4,046,103	(121,881)	-2.92%
County	6,406,066	6,357,101	(48,965)	-0.76%
Total	64,909,646	66,662,235	1,752,589	2.70%

The distribution of property tax dollars raised among taxing entities is highlighted in the following table:

	<u>2016</u>	<u>2017</u>
Municipal	38.64%	37.90%
Local Education	45.07%	46.50%
State Education	6.42%	6.07%
County	9.87%	9.54%
Total	100.00%	100.00%

The four components of the 2017 rate per \$1,000 of assessed value compared to the prior year's rates are detailed in the table below:

	<u>2016</u>	<u>2017</u>
Municipal	14.02	14.06
Local Education	16.36	17.26
State Education	2.43	2.36
County	3.58	3.54
Total	36.39	37.22

As the tables below indicate, actual tax dollars to be raised in Keene and the property tax rates are less than those projected to be raised at the time of budget adoption.

	<u>DRA Approved 2017 Tax Dollars</u>	<u>Projected 2017 Tax Dollars</u>	<u>Change</u>
Municipal	25,261,898	25,568,337	(306,439)
Local Education	30,997,133	30,827,567	169,566
State Education	4,046,103	4,046,103	-
County	6,357,101	6,508,623	(151,522)
Total	66,662,235	66,950,630	(288,395)

	<u>DRA Approved 2017 Tax Rate</u>	<u>Projected 2017 Tax Rate</u>	<u>Change</u>
Municipal	14.06	14.29	-0.23
Local Education	17.26	17.24	0.02
State Education	2.36	2.36	0
County	3.54	3.64	-0.1
Total	37.22	37.53	-0.31

The differences arise from two sources.

First, the DRA, as part of the rate setting process, adjusts the amounts of certain intergovernmental revenues to be paid to the community. The amounts to be distributed to each community are calculated by the state at the close of the state fiscal year (June 30). Projected revenues used in preparing local government budgets are, for these revenue sources, estimates. During the tax rate setting process, which occurs during the fall, The DRA provides the actual amounts for these revenues before tax rates are set.

For the City of Keene Municipal government, in 2017, these were Rooms and Meals Distribution, Highway Block Grant, Flood Control, and Payments in Lieu of Taxes. These changes increased municipal revenues by \$10,033 and reduced property taxes to be raised by the same amount.

The DRA also adjusts the amounts withheld by the community for veteran’s war credits (\$1,075) and property tax overlay (which pays for tax abatements). After the annual audit, potential exposure to abatements and the balance of the tax overlay account were analyzed by city staff, and as a result the projected levy for tax overlay in the adopted budget (\$298,930) was reduced to \$3,599 at tax rate setting, a decrease of \$295,331. The total decrease in property tax dollars to be raised from these sources total \$296,406.

The total decrease in tax dollars to be raised when compared with the adopted budget based upon DRA adjustments is \$306,439.

Similar adjustments are made, for various funding sources and other factors, in both the school and county budgets.

The second source of change in the projected tax rate is change in assessed valuation. Between 2016 and 2017, taxable assessed value increased by .41% as noted below:

Assessed Valuation Summary

2016 Taxable Value	1,788,633,815
2017 Taxable Value	1,796,036,300
Change	7,402,485
Percent Change	0.41%

It should be noted that .41% is the percent increase in overall taxable property value. Various broad categories of property (residential, land, commercial / industrial) may have changed in value more or less than the overall increase. Furthermore, individual properties within the large categories may have larger or smaller changes in value than the overall increase.

With that in mind, the following table presents the property taxes calculated upon a \$200,000 home using the 2016 tax rate, and the property taxes calculated for the same home, using the 2017 tax rate, and assuming a .41% increase in taxable value:

	<u>Assessed Value</u>	<u>Number of Thousands</u>	<u>Tax Rate per \$1,000 of Value</u>	<u>Projected Tax</u>
2016 taxable value and tax rate	200,000	200.00	\$ 36.39	\$ 7,278
Increase in Value (.41%)	820			
2017 taxable value and tax rate	200,820	200.82	\$ 37.22	\$ 7,475

Property tax bills will be mailed on or before November 14 and due on or before December 15, 2017. The mailing date is approximately 4 days earlier than last year.

cc: Daniel Langille, City Assessor
Mary Alther, Revenue Collector
Merri Howe, Assistant Finance Director



City of Keene, N.H.
Transmittal Form

November 20, 2017

TO: Finance, Organization and Personnel Committee

FROM: William S. Dow, Records Manager/Deputy City Clerk

THROUGH: Patricia Little, City Clerk; Elizabeth A. Dragon, City Manager

ITEM: 7.

SUBJECT: Mobile Compact Shelving Contract - Change Order #2 - City Clerk's Office

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend to the City Council that the City Manager be authorized to do all things necessary to sign change order #2 with Red Thread Spaces, LLC for an amount not to exceed \$1,504 for a total of \$40,290.17 for contract 02-17-17.

BACKGROUND:

The mobile compact shelving project began in October 2017. Upon removal of the original traditional shelving, it was noticed that small amounts of moisture is occasionally present on the archive room floor. It was determined that moisture from condensation occurs on the cooler floor during the humid months. It was determined that deterioration of the particle board originally specified for the deck portion of the mobile compact shelving system would occur if exposed to moisture. To mitigate this concern, it is necessary to utilize marine grade plywood instead of particle board for an additional cost of \$1,504. This change order request increases the total amount of this project by more than 10% of the original contract amount and therefore requires City Council approval.

In April 2017, the City of Keene issued a request for proposals (RFP 02-17-17) for the purchase and installation of a mobile compact shelving system in the archive room at the Records Storage and Archive facility on Marlboro St. The City issued change order #1 for an amount of \$2,368.83 for providing additional labor for the removal of all stored materials impacted by this project and return of stored material to designated location after mobile storage project was completed, which was authorized by the City Manager.

It is recommended that the Finance, Organization and Personnel Committee recommend to the City Council that the City Manager be authorized to all things necessary to sign a change order #2 with Red Thread Spaces, LLC for an amount not to exceed \$1,504.



City of Keene, N.H.
Transmittal Form

November 20, 2017

TO: Finance, Organization and Personnel Committee

FROM: William S. Dow, Records Manager/Deputy City Clerk

THROUGH: Patricia Little, City Clerk; Elizabeth A. Dragon, City Manager

ITEM: 8.

SUBJECT: Mobile Compact Shelving Contract - Change Order #3 - City Clerk's Office

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the use of the remaining balance of project #90099-17 and that the City Manager be authorized to do all things necessary to sign change order #3 with Red Thread Spaces, LLC for contract #02-17-17 for an amount not to exceed \$8,709.83.

BACKGROUND:

In April, 2017 the City of Keene issued a request for proposals (RFP 02-17-17) for the purchase and installation of mobile compact shelving to be placed in the archive room at the Records Storage facility on Marlboro St.

In May, 2017, The Keene City Clerk's Office was informed by Daniel Kolasienski, Facilities Manager at Liberty Mutual Insurance facility on Maple Avenue in Keene that the company has migrated to electronic record keeping and that they have a large amount of excess mobile compact shelving that they are eliminating from their Keene facility.

In October, 2017, City Clerk staff reviewed the available shelving at Liberty Mutual. After discussions with Craig Bemis, N.E Vice President of Sales, for Red Thread Spaces, LLC, it was determined that a small portion of mobile compact shelving offered by Liberty Mutual could be disassembled, removed and reinstalled in the Office of the City Clerk vault and in an adjacent storage area in the City Clerk's Office. Funding for the requested change order #3 would come from the remaining balance of in project #90011 for an amount not to exceed \$8,709.83.

It is recommended that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to sign change order #3 with Red Thread Spaces, LLC to utilize the remaining balance in Project #90099 for an amount not to exceed \$8,709.83.



City of Keene, N.H.
Transmittal Form

November 14, 2017

TO: Mayor and Keene City Council

FROM: Tom Moran, Utilities Maintenance Manager, Donna Hanscom, Assistant Public Works Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 9.

SUBJECT: Relating to Sole Source Purchasing - Rockwell Automation-Allen Bradley - Public Works Department

COUNCIL ACTION:

In City Council November 16, 2017.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

Recommend that Resolution R-2017-39 have a first reading and it be referred to the Finance, Organization and Personnel Committee for a recommendation.

ATTACHMENTS:

Description

Resolution R-2017-39

BACKGROUND:

The City's Water Treatment Facility was built in 1993 using Allen Bradley PLCs and components for its SCADA. This first installation, the City added SCADA to the Wastewater Treatment Plant, Martell Court Pump Station and 27 water and wastewater sites. Allen Bradley components are used at all sites to enable seamless communication. In 2017, PLCs at the Water Treatment Facility and the Martell Court Pump Station will be upgraded to allow continued communication and control and staff recommends that Allen Bradley components be used.

SCADA components are available from other manufacturers, though the brands are not interchangeable and each has its own compatible hardware and software. Although the components are similarly priced and have similar operational functions, having a SCADA system that uses multiple brands is more expensive because hardware items would be duplicated and software programming would be more complex to accommodate multiple types of software.

Allen Bradley is a proprietary product, available exclusively from Rockwell Automation. As a matter of company policy, Rockwell Automation and Rockwell Software products only provide product and sales support to local authorized distributors, and Horizon Solutions of Manchester NH is our local distributor.



CITY OF KEENE

R-2017-39

Seventeen

In the Year of Our Lord Two Thousand and
RELATING TO SPECIAL EQUIPMENT PURCHASE STANDARDIZATION

A RESOLUTION

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

WHEREAS: There are certain items of equipment regularly purchased by the City that need to be compatible with each other, need regular stocking of compatible replacement parts, and need reliable factory maintenance, and

WHEREAS: City Code Sec. 2-1336 provides that the normal purchasing requirements may be waived where it is deemed inadvisable to solicit bids because of a single source of supply or because of the need of standardization of materials supplied and equipment or services.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that the Council hereby waives any City purchasing requirements to the contrary and authorizes the standardization of Rockwell Automation/Allen Bradley Hardware and software components for the Water and Wastewater SCADA systems, as long as City staff is aware that the prices being paid by the City are compatible with the prices being charged by those companies to other municipalities and competitive in general with similar products from other companies.

Kendall W. Lane, Mayor