

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, January 22, 2015

6:30 PM

Council Chambers

Members Present:

Kris E. Roberts, Vice-Chair
Terry M. Clark
Thomas F. Powers
Randy L. Filiault

Members Absent:

Mitchell H. Greenwald, Chair

Kendall Lane, Mayor

Councilors Present:

Janis O. Manwaring
James P. Duffy
Bettina A. Chadbourne
Robert J. O'Connor

Staff Present:

City Manager, John MacLean
City Attorney, Thomas Mullins
Human Resources Director, Beth Fox
Airport Director, Ed Mattern
IMS Director, Rebecca Landry
City Clerk, Patty Little
Finance Director, Steve Thornton
Public Works Director, Kurt Blomquist
Fire Chief, Mark Howard
Deputy Fire Chief, Ron Leslie
Planning Director, Rhett Lamb
Asst. Public Works Director, Duncan
Watson
Deputy City Clerk, Bill Dow
Mapping Technician, Will Schoefmann
Purchasing Agent, Jeff Titus

Vice-Chair Roberts called the meeting to order at 6:30 PM

**1. MEMORANDUM: Police Chief - Special Mission Vehicle Six
Month Report - July 1 to December 31, 2014**

Police Captain Steve Russo stated that the department has had this vehicle for a little over two years. Since July 2014 through December 2014 the vehicle was used eight times; five for operational and three for training and during this time the only cost associated with the vehicle was \$97.30 for fuel.

Councilor Clark asked for an explanation of the reasons the vehicle was used for operational purposes. Captain Russo provided details on four instances when the vehicle was use, which includes: an incident on Key Road (July) barricaded subject, a call to the tactical team for an incident with a possible armed subject, a request for assistance from the Winchester Police Department for a possible suicidal subject, and an incident where a pursuit started outside of Keene and went through Keene.

Councilor Clark asked what the agreement the City has with other towns pertaining to this vehicle. Captain Russo stated that the agreement was that for a period of three years towns would contribute \$100 per year and at the present time there is \$3,600 in this account.

Joseph Mirzoeff noted that this vehicle was not supposed to cost the taxpayers any money but this vehicle has been used for training three times which is a cost to the taxpayers. He also indicated that there should be an accounting of the fund that has been created for this vehicle. Captain Russo explained that the training was specifically for the Keene Police Department and it would have occurred whether the department had the vehicle or not.

Councilor Powers stated that the majority of the Council asked for this report – they did not request specifications about training hours and added that the final implications are all available online.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends accepting this report as informational.

2. MEMORANDUM: Recreation Programmer - Summer Soccer Camp - Facility Use Agreement

Parks, Recreation and Cemeteries Director, Andrew Bohannon addressed the Committee on behalf of the Recreation Programmer. Mr. Bohannon stated that the Challenger Sports Corporation organizes the soccer program in the summer and the program has been successful over the years.

Councilor Roberts asked whether the revenue generated from this program is used to help families in need. Mr. Bohannon stated that the money goes into a revolving fund but Challenger also offers a scholarship for a family in need.

Councilor Powers made the following motion, which was seconded by Councilor Filiault.

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to execute a facility use agreement between the City of Keene and Challenger Sports Corporation to hold a one week soccer camp during the week of August 17-21, 2015 at the Fuller School Field.

3. MEMORANDUM: Parks, Recreation and Cemeteries Director - Acceptance of Donation - Keene Recreation Center

Mr. Bohannon stated that the next donation is from Monadnock Squares, and is to be used for improvements at the Recreation Center. Monadnock Square is one of the oldest clubs in the City and they have used and supported the Recreation Center since the

1960's.

Councilor Filiault made the following motion, which was seconded by Councilor Powers.

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the donation of \$300.00 from the Monadnock Squares and that the money is used for any improvements needed at the Keene Recreation Center.

4. MEMORANDUM: Assistant City Manager/Human Resources Director - Acceptance of Donations

Assistant City Manager/Human Resources Director, Beth Fox stated that she was before the Committee regarding an informational item but also to thank the businesses in the community who contributed to the employee appreciation luncheon. She went over the list of businesses included in the Committee's packet. She noted that the support of these businesses allow the Committee to host such similar events.

Councilor Powers made the following motion, which was seconded by Councilor Filiault.

On 4-0 vote, the Finance, Organization and Personnel Committee accepts this report as informational.

5. REFERRAL FROM COUNCIL: City Owned Hangar/Office Building

Councilor Powers stated that there is a request from a proposer to put this item on more time and the Chair is not present at today's meeting as well.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends putting this item on more time.

6. MEMORANDUM: IMS Director - Managed Print Services Contract

IMS Director, Rebecca Landry stated that a year ago staff came before the Council regarding a Managed Print Services contract with Conway Office Systems and had indicated that they would follow-up with the Council on this issue. She indicated that in the past, there were printers that were managed by IMS, copiers that were managed by the Purchasing Department and supplies were purchased through at least two different organizations. What has now been done with the Managed Print Services contract is to have everything under one umbrella and this is where the cost savings comes from.

Ms. Landry went on to say that the goal was to save 46% during the first year on both procurement, service and supplies. However, what has been discovered is that the savings is close to 59%. If this contract was not entered into the cost would have been \$23,000

during the past year instead the cost has been only about \$9,500. Ms. Landry stated that staff feels very good about this program and the next phase of savings is trying to make an effort to reduce printing devices. Upon concluding her remarks, Ms. Landry asked that this item be accepted as informational.

Councilor Roberts referred to a change he requested be made before this item goes before the Council; in the Memorandum the cost savings is indicated as 46% but should be correctly noted as 59%.

Councilor Powers asked what the next step in the process is. Ms. Landry stated that they will continue to evaluate the contract and have the option to renew it. The number one goal going forward is to reduce the number of printers. The Councilor asked whether the RFQ that went out this week has anything to do with this item. Ms. Landry stated that she will look into this for the Councilor.

Councilor Clark stated that he would like staff to come up with a recommendation that will facilitate the Council to move to paperless communication. He felt that with a little effort a large amount of paper can be saved.

Purchasing Agent, Jeff Titus addressed the Committee and stated that the RFQ that just went out this past week is an advertisement for a quotation for letterheads.

Councilor Filiault made the following motion, which was seconded by Councilor Powers.

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends this item be accepted as informational.

7. MEMORANDUM: Mapping Technician - RFP 02-14-13: Aerial Flyover, Photogrammetry and Base Mapping

Mapping Technician, Will Schoefmann stated that this project entails aerial photography resulting in ground data. Many departments utilize this data and it has been nearly 12 years since this was last done.

Councilor Filiault asked whether drones are used for this type of work. Mr. Schoefmann stated that he has seen it done in the past but not for this particular project.

Councilor Clark clarified that this technology will permit the City to have a much clearer view than we get from google maps. Mr. Schoefmann stated that for the level of accuracy that is required for first responders and public works to rely on, this technology is important.

Councilor Clark made the following motion, which was seconded by Councilor Filiault.

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to negotiate and execute a contract with the selected firm, James W. Sewall Company for their services and should negotiations fall through; the City Manager be enabled to negotiate with the next highest ranked firms in turn not to exceed \$115,727.32.

8. MEMORANDUM: Planning Director - Letter of Support - MEDC's Request for Brownfields Assessment Funds – Environmental Assessment - 797 Marlborough Road

Planning Director, Rhett Lamb stated that he was before the Committee regarding a request that has been made to the Southwest Regional Planning Commission by Monadnock Economic Development Corporation (MEDC). He explained that when a request for funds are made from Southwest Regional Planning Commission the City or town the property is located in is asked to provide a letter of support. The intent for this is to make sure that the request is consistent with local rules and regulations.

The property being requested for assessment money is located at 797 Marlborough Road, owned by Teresa Hill, adjacent to the County correctional facility. The property is currently zoned rural and is property identified in the Master Plan for future potential industrial or business uses.

Councilor Powers made the following motion, which was seconded by Councilor Filiault.

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to write a letter of support for the request by Monadnock Economic Development Corporation (MEDC) for Brownfields assessment funds from the Southwest Regional Planning Commission.

9. RESOLUTION: R-2015-01: Authorizing the Execution and Delivery of an Equipment Lease Financing Agreement

Assistant Public Works Director, Duncan Watson stated that staff is proposing a new tool for the City's purchasing needs - instead of the City purchasing new equipment for its various needs, it is looking for equipment that are "new used". In this case the demo units being proposed will save the City a significant amount of money and are also using the lease purchased program to prevent large spikes in the purchase of vehicles.

Councilor Powers asked whether Mr. Watson is referring to the National Joint Purchasing Alliance as the new tool. Mr. Watson stated that this is also a new tool, which is in lieu of a State contract.

Councilor Filiault asked whether these vehicles will be under warranty. Mr. Watson answered in the affirmative.

Councilor Filiault made the following motion, which was seconded by Councilor Powers.

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2015-01.

10. DISCUSSION: CIP Review - Administrative Services & Community Services Portfolios & Airport, Facilities and Planning Departments

City Manager, John MacLean addressed the Committee first on this item. Mr. MacLean stated that many projects find their way into this document because of grant opportunities or priorities established in the community. He noted it is anticipated that this document could change throughout the year due to shifting priorities. He thanked staff and Council for all their work with this, acknowledging the many hours that go into preparing the CIP.

AIRPORT:

Fuel Farm Replacement – Airport Director Ed Mattern stated the fuel farm is nearing 30 years and the in ground tanks are nearing the end of their useful life. He noted the in ground tanks nearing 30 years old and nearing the end of their useful life. We have confirmed the tanks are still safe, and we are properly maintaining them and expect to do that until they are able to be replaced. The project is out a number of years (FY21) and the plan is to use federal and state grant opportunities to defer the cost of this item. In the meantime, the City is properly insured and comfortable with this plan. The Manager added that the first year of this budget is what is being proposed for funding and will make the final budget document and the five years following are projections and are not funded at this time but which are created for planning purposes.

Councilor Powers asked for clarification of the terms included in the project status section of the CIP, particularly the use of the word “reintroduce”. Mr. Mattern stated that this term is used for projects that have been in previous CIP’s and may have been adjusted in terms of the timing, or based on availability of grants and/or the expected useful life of certain projects. He added that this would be true for the entire document.

Airport Obstruction Removal – Mr. Mattern explained the City at times has the opportunity as mentioned earlier by the Manager to utilize grants that become available outside of the CIP and this project has been a fluid one and the City has done all it can to protect the homeowners who might be affected by it. One of the things done was a second phase to the environmental assessment, which was referenced in this particular project. Mr. Mattern continued we think there is an opportunity to evaluate and investigate some additional issues raised by the local neighbors. So he fully expects this will change and other opportunities for the direction on this will come forward to the Council for consideration. This particular part of the project deals specifically with the effort to do engineering and evaluate related the actual removal of obstructions. Certainly that is subject to the outcome of the environmental assessment previously

mentioned. This process may lead to an environmental impact statement, but we do not know that for sure so that has not been included as part of this project.

Councilor Clark stated this comes to us because we accepted federal funding for the project, and they stipulated that we need to clear obstructions. He went on to state he felt that in the future when the City accepts grants, we need to tell people what ramifications come with acceptance. Councilor Roberts felt this is a policy issue that should be discussed at the Council level.

Councilor Powers asked what amount of City money would be considered for this project. Mr. Mattern stated that this project would be a 5% City match, 90% Federal and 5% State match.

Councilor Filiault noted that the fear of the neighborhood was clear-cutting and asked whether some of this fear was being alleviated. Mr. Mattern stated that the study is trying to look at alternate methods to mitigate the obstruction issue such as selective removal of trees, topping of other trees, creating of berms, and replanting of trees in some areas.

Pavement Maintenance – This is an annual project and is for the purpose of extending the useful life of the pavement. It includes the repair of some cracks, and the filling of others to keep water out of the pavement. He noted that in previous years there has been a reduction in this primarily because of the runway reconstruction recently completed.

Pavement Marking – This work is done on a four-year cycle as the pavement markings deteriorate from age and sunlight. It is scheduled to come back again in FY19.

Runway 14/32 Construction – Runway 14/32 is significantly deteriorating. We have a project to design the reconstruction of that runway. Engineering work is planned for in the not too distant future and construction would follow in FY17. It is anticipated to be a two million dollar project. The City's portion will be 5%.

Runway 20 PAPI Replacement – Mr. Mattern noted this project is for the replacement of the precision approach path indicator navigational equipment on Runway 20, and completion of this project is contingent on the obstruction removal on the north end of the airport.

Snow Removal Equipment – This is the replacement of a rather large snow blower or rotary snowplow, and this would be subject to state and federal grants with a 5% City share. The one the airport has is 21 years old and replacement parts are becoming difficult to find. This is a valuable piece of equipment to the operations of the airport.

Councilor Clark asked whether a piece of equipment dedicated solely to snow removal is really necessary, and also asked if just the blower component could be replaced. Mr. Mattern stated that the entire unit would need to be replaced. He continued the City has obligations under the grant assurances to remove snow within a certain amount of time and there are formulas used to calculate snow removal with specific pieces of equipment.

This equipment allows us to meet that obligation. He added that snow removal at the airports is different than snow removal on highways; the snow needs to be moved up and over the lights, it cannot simply be pushed to the edge. The Councilor asked whether there was any trade-in value. Mr. Mattern stated that they will include that in the specifications, as it might have significant value to a small airport that does not receive as many state and federal grants. He noted Councilor Powers asked whether this item can also be purchased using the joint purchasing agreement. Mr. Mattern stated they have been checking into that, and this piece of equipment is manufactured by Osh Kosh who are part of the joint purchasing program. Councilor Powers felt the City has an obligation to its customers at the airport and this is one of the most efficient ways to move the snow. It is unfortunate it does not last that long, but necessary just the same. Mr. Mattern added that in the operating budget metrics the airport identified how many landings they were unable to accommodate as a result of weather, and he was happy to report that number is zero.

Taxiway A Relocation – Mr. Mattern stated that the project has to do with relocation of Taxiway A because it does not meet the separation standards for airports in terms of the distance it is located away from the runway. This taxiway predates the reconstruction of the primary runway in 1989 when it was moved to avoid obstruction at the south end. Now that it is deteriorated to the point of needing to be replaced, it will need to be relocated to comply with the noted standard.

ASSESSING:

Revaluation – City Assessor Dan Langille explained the Revaluation project consists of two major components; a new computer appraisal system and contracting out the city-wide revaluation. He noted that 8,000 parcels make up the City, with a current value of over 2 billion dollars. Mr. Langille noted that assessing practices have evolved over the years as technology, regulations and even the outcomes of court proceedings have necessitated change. This project recognizes these changes and as a result the assessing department is going through its own evolution. We are adjusting past procedures and becoming aligned with other communities throughout the state by adopting current assessing industry best practices. He added that state RSA 75:8-A requires communities to evaluate the entire municipality at least every five years. The Revaluation being proposed is an in depth process, basically starting from scratch in the development of the City's property values. He noted it will entail the collection of a significant amount of data, which is then analyzed, implemented and statistically tested, with the process repeated numerous times to ensure accuracy with current market conditions. Data most often analyzed comes from properties that have sold, typical construction costs, as well as income and expense data from commercial properties. Mr. Langille added that we are all aware of the changes that have taken place in the real estate market over the last several years; not only have we seen the effects of the "mortgage crisis", but we are also seeing shifts in the needs and desires of individuals that are purchasing real estate. Since assessments are an analysis and a reflection of what is happening in the real estate market, it is important that we are properly accounting for the various market intricacies that are affecting the values. He noted that a large percentage of the revenue that runs our government and schools relies on property taxes, and it is our responsibility to make sure

the property tax system is being implemented fairly and equitably as required by law. It is important to keep in mind that revaluation does not bring in more or less tax money, so in general if values go down, the City does not take in less money and if values go up we do not collect more money. It merely changes the distribution of taxes collected.

Councilor Hague asked how this project will interplay with the updating of the Ortho and aerial photography with respect to parcel adjustments and assessment values. Mr. Langille stated that unfortunately, the mapping project won't be done until the following year so the revaluation will use what exists now in terms of acreage, but once the mapping project is complete the necessary adjustments will be made.

Councilor Clark asked what this will do to our tax base. Mr. Langille stated that it would depend on where the market is right now. At the present time, we are at 105% of market value and when such an analysis is done some properties go up and some come down or stay the same. There might be a decrease in the overall property tax base but it all depends on the projects that have been completed as well as a number of other factors. The Councilor noted that a house that sold for \$220,000 in 2008 would sell for \$159,000 today. Mr. Langille stated there have been adjustments since 2008, and that the change would not be that drastic but an approximate 5% change can be expected. He added that he cannot determine the market, we can only reflect what the market is telling us. Councilor Roberts added that the idea is that everyone pays at 100%, and pays a fair and equitable share of the tax burden.

FACILITIES:

Boiler Replacement & Replace City Hall Oil Tank – Code Enforcement Superintendent, Med Kopczynski stated that City Hall has a single wall oil tank and according to recent DES rules these types of oil tanks will need to be replaced by December 15, 2015. One project in the CIP is the removal of this tank. The second portion to this is when Washington Street was reconstructed the City did have street gas lines stubbed in so that the City could convert to gas. Of the five boilers in the basement one has been removed due to its condition. The other four operate at 80% efficiency on oil. These boilers were installed in the 1980's with an expected lifespan of 15 years. So the City has done well with this equipment. Mr. Kopczynski continued they did look at the possibility of converting these boilers to gas, but it was ultimately determined that replacing them would be best. The plan is to go from five boilers to two boilers but they would be two brand new gas boilers, which would run in the high 90%'s in terms of efficiency rate.

Councilor Duffy asked whether this was a project that came about because of the Honeywell ESCO project. Mr. Kopczynski stated that ESCO was one of the places these projects came from as well as evaluations done coincidentally because of the flooding conditions and the EMG study done on the building condition. The City is also working against the December deadline from the State for replacement of these tanks.

Renovate Chambers-Server Room – No funding is being requested for this project at this time, although there are parts of this project that will be done using existing funds. There

are small items, such as correction of a cooling issue 1:02:00 This is not something that will come forward in the CIP anytime in the near future.

Library Campus Development – Continuing work at Heberton Hall related to windows and the mansard but this has been swept up into the larger project going on at the present time. This is not a placeholder but a reminder.

Multiple Building Improvements – Mr. Kopczynski continued that two years ago the Council funded a project to do an engineering study on City buildings. About 20 buildings were looked at and a firm from Maryland performed this work. Using their report different work to buildings was looked at; for example, a lot of elements for the Library and 350 Washington Street will be dealt with. So, what is before the Committee is a series of potential projects.

Councilor Clark asked about the building shown on Page 31. Mr. Kopczynski stated that this was the elevator at the back of City Hall and the crack has been there since the construction of the parking garage.

CITY CLERK: This item was addressed by City Clerk, Patty Little and Deputy City Clerk, Bill Dow

Mobile Compact Shelving – Mr. Dow explained this is a reintroduced project. It was moved out of the CIP several years ago as staff was able to lower the priority of the project by removing a portion of the archival collection that was deemed permanent as required by law. But that gained space has since been backfilled and more space is now being required and hence the item is back in the CIP.

The proposed budget is scheduled for FY17 and FY18, to disperse the costs between two budget years. The cost includes purchase, delivery and installation of mechanically assisted movable carriages under the shelving that exists as well as to add 950 cubic feet of additional shelving.

This project cost also includes moving 1,600 boxes or ledger books so that the installation can happen and then moving them back after the installation has been completed. This installation will also reduce the need for multiple aisles to access these records and eliminate unutilized space to double the archive room's storage capacity.

Councilor Filiault asked based on the City's needs as well as outside needs how much storage capacity would the City then have. Mr. Dow stated the goal is to add another ten to twenty years to the last 2025 year estimation.

Councilor Clark asked how much of this is for the City versus the space the City rents out. 80% of the room is occupied by the City and 20% by City clients.

FIRE DEPARTMENT: This item was addressed by Fire Chief, Mark Howard and Deputy Fire Chief, Ron Leslie.

Ambulance Replacement Reserve – Chief Howard stated that ambulance 19A1 is scheduled for replacement in FY 16 and ambulance 19A3 is scheduled for replacement in FY19. The ambulance replacement schedule is on a nine year rotation. For perspective on the useful life of these vehicles, Chief Howard noted the unit they will be replacing has gone to approximately 10,000 calls in the last nine years. Chair Filiault asked whether the nine years seems to be optimum or whether the seven years, which used to be the schedule seems to be better. Chief Howard felt the nine years seems acceptable, but the vehicles are evaluated every year. He noted the newer units have a more substantial chassis which has made a huge difference in the lifespan of the vehicles. The trade in value for these and other vehicles is becoming an issue but the seven year cycle would not change that number in an appreciable way.

Apparatus Capital Reserve – Chief Howard stated that FY16 is the schedule to replace Engine 1 at \$450,000, FY18 Ladder 2 for \$710,000 and FY21 Brush 1 at \$90,000. Engine 1 is on a 15 year replacement plan. Councilor Filiault stated that he had heard that there might have been too many corners cut with Engine 2 and asked whether this could be the same concern with Engine 1. Chief Howard stated that there is a department internal committee that looks at these vehicles and makes recommendations to himself and the Deputy Chief. The Chief noted that ultimately, he disagreed with this assessment of the vehicles, stating that Engine 2 will serve our community well for the next 15 years. He added that we should look to purchase the best equipment that can be acquired within our budgets. Councilor Powers stated that it is the Council's responsibility to make sure that enough funding is provided to purchase appropriate equipment. This deserves further conversation as future purchases are made.

Councilor Roberts asked what the Brush unit was. Chief Howard stated that it was a Ford pickup truck with a portable skid unit, with a pump, water tank and carries various items to put out brush fires.

Ladder Replacement – Introduced as a separate project last year and it is scheduled for FY20. Councilor Filiault asked whether this replacement will be similar to what the department already has. Chief Howard stated that the needs will be evaluated as well as the cost.

Defibrillator Replacement – This item is scheduled for FY16 and 17 and the plan is to purchase four units. The ones the department is using at this time was purchased in 1998 and because of their durability they have exceeded their lifetime.

Fire Alarm System – Introduced last year and is not scheduled until FY17. The last major improvement to this system happened in 1996 including the internal infrastructure which is still located at 31 Vernon Street. Continue to add nine municipal boxes in buildings within the City which pay a maintenance fee. The old system of street boxes are now down to zero. The master boxes that are connected to places like City Hall are still in use.

Mobile Radio Replacement – This was introduced about a year ago with funding provided for phase one last year. Installation for phase one was just completed for seven units. FY16 and FY17 have \$23,000 for each year to complete the work. These were grant funded purchases

Portable Radio Replacement – Grant funded by the State and provided in 2006. FY17 is when the warranty ends and funding will go forward for four years to replace all 66 units.

West Keene Fire Station Study – This is an ongoing project. The City currently has a 2 year lease with the Guard that expires in August 2015 but within that contract are two additional years. The Manager added that the City is on a holding pattern but the Guard has been contacted reinforcing the City's interest to remain at this location. They are very aware of the City's interest.

IMS: Item addressed by IMS Director, Rebecca Landry

Network Equipment Replacement – Continuation of ongoing projects FY 18, 19 and 20 have budgeted costs of \$55,000, \$18,000 and \$44,000 - this is what it will cost to replace some core and remote switching and firewalls.

Councilor Filiault stated that he had learned that there might have been a problem with the City's security system recently. Ms. Landry stated that it was not to the security system but a good test to the virus protection system. This happened through an email that was sent to an employee and when the email was opened the virus tried to deploy itself through the entire City system. None of the City systems were infected.

Database Software – The City uses oracle for in-house database development in ways to save on having to purchase software applications.

Server Replacement – Servers are replaced when they can no longer meet the requirement. It has been realized that it is more costly to extend the life of these servers than to replace them on a three to five year schedule.

Storage Area Network – Eliminates the need to have a robust solution for each server. These will need to be scaled up on a five year basis. The next improvement is scheduled for FY18 and whether it will be an addition or a replacement has not yet been determined.

PARKS & RECREATION: Item addressed by Parks and Cemeteries Director, Andrew Bohannon

Carpenter Street Improvement – This land was acquired from the Keene School District in 2012 and it is the largest play field. This is a green space that is essential for the east side of the community. In looking at what the Active and Passive Plan is asking the City to complete and in looking at this field, changes to the field, improvement to the parking

lots are being considered. The City is looking at Land, Water and Conservation funds which would be 50% matching funds. One of the benefits of acquiring these types of funds is that it goes into perpetuity. There are already such funds assigned to this and hence Carpenter Field will always remain for recreation purposes. The City is working with Keene State College architectural students to generate some ideas.

Councilor Filiault referred to the area of Carpenter Field that abuts Church Street which has seen some undesirable behavior and asked whether this area is being addressed. Mr. Bohannon stated that the department does work with the Police Department when they see activity happening. Most of this type of activity seem to be happening during the evening hours. The department is trying to bring in more activities to create some visibility. Councilor Filiault asked about increase to lighting. Mr. MacLean stated that that the east side forum will be addressing some of these issues.

Cemetery Paving – This project is scheduled for FY17 an FY18. An overcoat of chip scale and shimming is being scheduled for FY17 and in FY18 there will be a paved surface provided.

Cheshire Rail Trail Phase 3 – There is a grant that has been submitted through the NHDOT, Transportation Alternative Program. This section connects the Cheshire Rail Trail and creates a loop with Park Avenue up to the Summit Road area. Phase 2 goes to Hurricane Road and this project starts from Hurricane Road all the way to the connector to Summit Road and then onto Park Avenue. This is a great project and is an enhancement to the trail system.

Mayor Lane stated that he has just learned that this project was funded by the State for \$330,000 for this project to go forward.

Robin Hood Splash Pad – This is a mirror image of what was installed at Wheelock Park. He indicated that the splash pad at Wheelock Park has been very successful and there was an increase in pool passes purchased by families.

Councilor Clark stated that he had asked about the water be recycled. Mr. Bohannon stated that they had looked into this and to be able to recycle the water some of the pumps would need to be redone and it would be a water to wastewater project. He added that the water that they had used last year was very minimum as these splash pads were low flow. Councilor Clark disagreed that recycling water will not be efficient.

Skate Park – This will be a community supported project through Spirit of Place. The bid package is ready to go to purchasing and a group will be starting a design in March. The \$300,000 budget is based on the estimate provided by the consultant for a skate park that will be about 12,000 square feet in size.

Wheelock Park Improvement – Using the funds from the sale to PSNH, in FY16 paving the park road and parking lots will take place, in FY17 the park facilities will be made

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ADA accessible and improvements to the bathrooms at the Durling Field and with remaining funds, projects outlined in the EMG Report will be addressed.

Councilor Chadbourne stated that there was prior discussion about construction traffic using the park entrance if State permission was not received for the curb cut. Mr. Bohannon stated that this traffic will be using the rear edge of the park and have received permission for the curb cut.

The meeting adjourned at 7:40 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker