

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, March 26, 2015

6:30 PM

Council Chambers

Members Present:

Mitchell H. Greenwald, Chairman
Kris E. Roberts
Terry M. Clark
Thomas F. Powers
Randy L. Filiault

Staff Present:

City Manager, John MacLean
City Attorney, Thomas Mullins
Human Resources Director, Beth Fox
IMS Director, Rebecca Landry
City Engineer, Jim Donison
Public Works Director, Kurt Blomquist
Police Chief, Kenneth Meola
Industrial Pretreatment Coordinator &
Assistant Director of Public Works, Eric
Swope

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

1. MEMORANDUM: Industrial Pretreatment Coordinator & Assistant Director of Public Works - Request for Approval to Solicit Donations - 4th Grade Water Science Fairs

Industrial Pretreatment Coordinator, Eric Swope stated that he was before the Committee to request permission to approach local businesses to solicit prizes for the science fair. Mr. Swope stated that the City has been conducting the science fair since 1997 and have had about 1,000 kids from the Keene school district participate in this event. The top kids from the schools move on to the City, and the top two from the City fair move on to State fair. Mr. Swope noted that Keene kids have placed 1st or 2nd for the last five years. He indicated that this is a good program that is supported by the community and the kids have a good time.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to solicit and accept donations to be used as prizes for the Fourth Grade Water Science Fairs from local and regional businesses.

2. **MEMORANDUM: Police Chief - NH Highway Safety Agency
"Clique" Project**

Police Chief, Kenneth Meola stated that the NH Highway Safety Agency annually conducts a seatbelt enforcement campaign to enforce the state's child passenger safety law. It is a statewide event that takes place from May 18 – May 31 and consists of six, six-hour, one-officer patrols. The intent of the patrols is to enforce the State's child passenger safety laws and encourage all motor vehicle operators and passengers to utilize seatbelts. The cost of this operation is \$3,088.80 and the City is reimbursed by the New Hampshire Highway Safety Agency and the reimbursement includes benefit pay as well.

Councilor Clark asked how many hours Keene officers' time is spent patrolling state highways. Chief Meola stated that he recalls the Councilor asking this question last year and he had contacted the State who had stated that they do not record this information. They did indicate that because of this type of enforcement they see a reduction in motor vehicle accident injuries. The Councilor stated that what he is trying to figure out is how many hours a Keene officer would spend on state routes versus local routes. The Chief stated that this was an impossible question to answer. He added that at certain times an officer might spend several hours on city streets and grants such as these permit officers to focus on reducing things that contribute to motor vehicle accidents. It would be impossible to calculate how many hours an officer spends on a city street versus a state highway.

Councilor Powers clarified that this enforcement effort is not specified just for state highways. Chief Meola answered in the negative.

Councilor Clark stated that because of the fact that the state keeps pushing many costs on to local towns and cities, he is concerned as to whether the city is patrolling state highways, which should be their responsibility. Chief Meola explained that state highways that lie within city limits lie under the jurisdiction of the city. He added that state police do patrol our streets but they don't have the jurisdiction to cover enforcement within the city. He indicated that the majority of city officer time is spent within the city.

Councilor Roberts clarified that this program has helped increase safety belt use and reduce distracted driving issues. The Chief agreed.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a grant from the NH Highway Safety Agency to fund the "Join the Clique" seat belt campaign.

3. MEMORANDUM: Parks, Recreation and Cemeteries Director - American Legion Ball Field Agreement

City Manager, John MacLean stated that this matter is in reference to a continuation for a one-year agreement the city has with the legion for use of the ball fields located on Court Street. He indicated that the leagues that use the fields pay a fee, which offsets the amount the city pays to the legion. The city does still take on the maintenance of the fields. Mr. MacLean explained that the reason for the seven month agreement is so that the legion can be on a rotation to discuss future use of the field.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to renew the agreement with the American Legion Post #4 and the City of Keene for a seven (7) month control and use agreement of the ball fields located at 797 Court Street.

4. MEMORANDUM: City Engineer - Change Order #4 - Roundhouse T Phase 2 Project

City Engineer, Jim Donison stated that the city currently has a contract with Clough Harbour and Associates in the amount of \$74,884.00 for the Roundhouse T Project. During their work with Public Service of New Hampshire a couple of issues have come up with the design and Clough Harbour has had to perform some additional work as to the final design and responding to concerns the Public Service representatives had.

In addition, NHDES has also required that the city provide additional compensatory storage for the Mill Creek crossing, which is within the 100-year flood elevation. Because of these two extra items, Clough Harbour and Associates has initiated a change order for the amount of \$5,949.89 which will increase the current contract amount of \$74,884.00 to a total of \$80,833.89. NHDOT has reviewed and approved this contract, which is eligible for 80% state funding.

Councilor Roberts asked whether the City Manager could not approve this amount as it was less than \$10,000. Mr. Donison stated that this was change order #4 and the \$10,000 limit has already been exceeded.

Councilor Powers asked for the status of the project. Mr. Donison stated that once DOT approves everything it is sent to Federal Highway and once the two representatives have signed it and the 30-day advertisement period concludes which would be end of April the project can move forward. The plan is to break ground by sometime in May.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends approval of Change Order No. 4 in the amount of \$5,949.89 bringing the total to \$80,833.89.

5. MEMORANDUM: City Engineer - Drain Line Cleaning and Video Inspection Services Agreement

Mr. Donison stated that the City has over 5,000 catch basins and 8,000 miles of drain pipe and over the last few years the City has performed drain line cleaning. This year the City has requested proposals to perform video inspection of the drains to find out where problems are and to perform repairs and cleaning. The city has received eight proposals and the firm that has come up with the best day rate and the daily rate for video inspection is Hartigan Company.

He noted that Hartigan has performed work for the past three years and the city is familiar with their work. The estimate for this work is \$50,000 leaving a balance in this account of \$10,000.

Councilor Clark noted that Hartigan's estimate for liner feet and video work is \$1,200 but Eastern Pipe's rates are only 25% more and they will give the City more than twice the linear feet per day. Mr. Donison stated that the city felt that what Eastern Pipe says they can accomplish was optimistic but Hartigan's prices seem to be more in line with what can really be accomplished.

Councilor Powers clarified that this was for stormwater drains and the money was coming from this year's budget. Mr. Donison answered in the affirmative.

Councilor Roberts stated that when the numbers for the two firms are compared Eastern Pipe shows they can accomplish more for the dollar. He added that in the past there were bids that were too good to be true and staff explained why they were too good to be true and felt an explanation such as that would have been prudent. The Manager questioned if the cost per linear feet was less why the City didn't go with them. Mr. Donison explained that the linear feet per day is just their opinion and the city has no way to hold them to that and their price is the daily rate and that is what the city would go by.

Councilor Powers clarified that there needs to be a minimum production for a day and 1,000 to 1200 linear feet is reasonable for a day. Mr. Donison agreed.

Councilor Clark stated that the only reason he asked the question is because the 3,000 linear feet amount was not included in the background notes.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute a contract for the

amount of \$50,000 with Hartigan Company for Drain Line Cleaning & Video Inspection Services.

6. ORDINANCE: O-2015-02: Relating to Information Technology Department

IMS Director, Rebecca Landry addressed the Committee and stated that when she joined the City in 1987 her department was called IMS and they stuck with that name and at that time it was about helping departments manage information. Staff now feels it is time to change the name to the IT Department. She indicated that IMS is confusing to people and staff suggests that the name be changed to IT Department to be consistent with current standard practice.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2015-02.

The meeting adjourned at 7:00 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

Additional Edits by,
Terri M. Hood, Assistant City Clerk