

**City of Keene**  
**New Hampshire**

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

**Monday, May 18, 2015**

**5:30 PM**

**Council Chambers**

**Members Present:**

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

**Staff Present:**

City Manager, John MacLean  
Finance Director, Steve Thornton  
Asst. Finance Director, Mary Howe  
Human Resources Director, Beth Fox  
Finance Director, Steve Thornton  
Public Works Director, Kurt Blomquist  
Asst. Public Works Director/ Solid Waste  
Manager, Duncan Watson  
Planning Department, Rhett Lamb  
Asst. Public Works Director, Donna  
Hanscom  
Project Manager – Parking, Gary  
Lamoureux  
Highway Superintendent, Bill Byrne  
Utilities Maintenance Manager, Tom  
Moran,  
Operations Manager, Water and  
Wastewater Treatment Aaron Costa,

**Kendall Lane, Mayor**

**Councilors Present:**

Carl B. Jacobs  
Bettina Chadbourne  
Emily Hague  
Jan Manwaring

**Outside Agencies – Page 23**

Asst. City Manager/Human Resources Director, Beth Fox was the first person to address the Committee. She indicated that there are several agencies present today, in particular two of the new agencies requesting funding and asked that representatives from those agencies address the Committee at this time.

**Monadnock Region Child Advocacy (CAC)**

Mr. Phil Huber Director of Resource Development for Granite State Children's Alliance stated that this organization operates child advocacy centers in every county in New Hampshire. They have been in operation since 2007 and investigate suspected child abuses cases. Mr. Huber explained that when child abuse is suspected and is reported to either law enforcement or DCYF, CAC is contacted and they schedule the initial forensic interview and form the multi-disciplinary team (law enforcement, DCYF, prosecution, mental health services, counselling services and child advocate services).

Prior to the CAC, interviews for child abuse cases happened in various different settings; police cars, DCYF locations or some other location which can make it uncomfortable for the child and the family but could also result in inconsistencies in statements and hurt the prosecution's case. Mr. Huber stated that most of the cases that come to the CAC result in prosecution and most of them are settled out of Court which saves the community a significant amount of money.

He further stated that when a child comes to the CAC and reports their abuse it results in the first step of their healing process. CAC provides a welcoming and safe place for these families. Mr. Huber stated that unfortunately they will serve about 100 children this year in the Monadnock Region and roughly 1/4<sup>th</sup> of the kids come from Keene and their funding request was built around that.

Mr. Huber stated that the United Way had asked why CAC had waited for eight years to apply for funding. The simple answer is that they have never had a Director of Development and fund development was handled by local directors who were forensic interviewers. He noted that his position was created in January to serve as a Fund Development Director statewide. They do receive significant funding from approximately 15 other towns.

Chair Greenwald asked how many individuals are staffed by this organization in Keene. Mr. Huber stated that it is one full time and one contracted forensic interviewer. Their office is on Elm Street.

Councilor Clark asked what their case load was. Mr. Huber stated that the estimate is about 100 kids which is the maximum (two cases a week) and if they stay on task they will be up about 20%. This concluded Mr. Huber's testimony

#### HIV Taskforce

Ms. Fox introduced Suzanne Sherman. This organization stepped in to fill the gap created by Aids Services. Ms. Sherman stated that she was the Medical Case Manager and was hired on, on a full-time basis on July 1 to accommodate the growing case load.

Ms. Sherman explained that the southern New Hampshire Taskforce provides medical case management services to low income individuals who have been diagnosed with HIV or Aids and they have to fall within a certain income bracket. She stated that she currently has 33 active clients in the Monadnock Region and the care she provides are to make sure that these individuals get affiliated with the NH Care Program. This program ensures these clients get their medication without which they have an increased chance of spreading the disease and negatively impacting their health.

Another service the taskforce provides is transportation to doctor's appointments if there is a need. Taxi vouchers are also available, and so is nutrition assistance through the food pantry as well as food vouchers to Market Basket.

Councilor Roberts asked with the increase in heroin and fentanyl use whether Ms. Sherman has seen an increase in Hepatitis C cases. Ms. Sherman stated that currently they don't serve clients who have Hepatitis but stated that when she started working for Aids Services she had 17 clients but now has 33 which shows what the need is in the area. The Councilor agreed that helping these individuals is extremely important but felt that more awareness to this issue needs to be addressed because the community can't afford to have the case load double in a year. Ms. Sherman stated that they provide free testing which is a 20-minute test and should the test come back as positive they have the capability of providing a second test. They also provide free condoms and as far as education, their sole focus is case management.

Councilor Manwaring asked what effect the Affordable Act has had on medications. Ms. Sherman stated that as a case manager she provides a connection to such programs and there are some options available to clients. The first is Medicare, the other is Obamacare but the issue is the cost of premiums these clients can't afford. That's when the NH Care Program comes into play. If clients are eligible for Medicaid, then they are connected with this program as well.

#### Big Brothers Big Sisters

Ms. Theresa Moccio stated that they just went through a merger this year. There were four agencies in the State that have all merged together but have kept their individual offices opened –Nashua, Keene, Manchester and the Seacoast. This has made the program more financially stable, enabling them to go after more grant money and ultimately serve more kids. The need is greater in the Monadnock Region and 90% of the children served come from Keene (90 matches) and there are always kids on a waiting list.

Chair Greenwald stated that he is impressed by the number of matches and the merger which is economically sensible.

#### Keene Senior Center

Executive Director, Peg Monahan was the next speaker. Ms. Monahan noted that in 15 years what is now 14% of the population of people who are over 65 years of age will be 30% of the population, which is the result of the baby boomer generation and people are tending to live longer.

The other issue they are facing is that The United Way was funding the Center at \$50,000 per year but this past year their funding has dropped to \$32,500 which is very significant. United Way is also changing their focus, they are now focusing on particular areas, Early Childhood being one of them.

Ms. Monahan went on to say that in the CIP budget, in the letter that the Manager sent to the Committee he asked that the Committee start a discussion about senior issues in the community and a possible move to the Rec. Center. Ms. Monahan noted that the Keene Senior Center is the only facility of its type that doesn't receive municipal funding and the only one who owns their own building. She indicated that they are in a difficult situation

with a growing population and dwindling funds from one of its major supporters and needing to make a change.

She went on to say that the building on Court Street was built in 1828 and has issues. She went on to refer to a recent estimate for work to be done on a 10' x 3' roof for the amount of \$6,000 because this roof is located on the second floor. They have about 100 people who visit the center but only have 21 spaces available. Ms. Monahan stated that she is asking for \$15,000, which is a lot more than she has in the past but does feel justified by this request.

Councilor Roberts stated that Keene has the highest senior rate in the State. He noted that with the YMCA relocating to West Keene it prevents many seniors from going to a place like the YMCA and they have become house bound.

Councilor Powers stated that he understands what Ms. Monahan is saying and likes the idea of relocation. The Councilor indicated that he did not feel he can vary too much from the budget at this time but felt the City should keep in contact with the Senior Center. He asked that he be put on the volunteer list and noted that it was a surprise to him when he learned that the Senior Center was not owned by the City.

Ms. Monahan noted that the Senior Center for the past 60 years has been doing for its seniors what other communities have been doing for its seniors. As a non-profit organization, patching on to this building is not a good business strategy anymore. She felt that City needs to step up and do what it needs to do.

Councilor Roberts stated that in the past companies like the Kingsbury Corporation, Melanson Roofing, and Mr. Legere helped organizations like the Senior Center, have now passed on, the United Way has not met its target and the State keeps cutting funding. He felt it would be up to the city to start prioritizing what it is going to do for some of these organizations.

Councilor Clark talked about his experience at his place of work and the difficulties he had trying to get people to contribute to the United Way just to meet last year's level. He felt this is a new reality; the new generation of outside companies that have come in don't have the same community spirit anymore. He felt this is an issue the City needs to take a hard look at.

#### Monadnock Substance Abuse

Councilor Filiault stated that he had a few questions for Monadnock Substance Abuse. Ms. Mary Delisle, Executive Director for Monadnock Family Services (MFS) addressed the Committee next. Councilor Filiault stated that it is a known fact that substance abuse problems have exploded and asked whether there was anything in this organization's budget to fight what has become an epidemic. Ms. Delisle stated that she is new to this organization and based on what has been said by others today and what MFS is seeing, they will start looking at all of their programs rather broadly.

Councilor Filiault asked that Ms. Delisle provide for the next meeting the plans Monadnock Substance Abuse might be taking regarding the heroin issue. Chair Greenwald asked how many individuals the agency is currently serving, Ms. Delisle stated that they have served between 84 - 111 residents. Councilor Roberts noted that this number seemed rather small especially with what we hear in the news. He felt that perhaps people are embarrassed to admit that they have a substance abuse problem. The Councilor asked whether the different organizations are working together or whether they were worried about protecting their own image. Ms. Delisle hoped that when it came to this issue that there were no image issues going on. She added that her suspicion is that if MFS was getting this number other organizations are seeing people who are in need as well.

#### Southwestern Community Services

Mr. Keith Thibault of Southwestern Community Services (SCS) stated that he would let his application for funding stand on its own but given the conversation that has just taken place, he wanted to add that in March SCS completed a Needs Assessment with many stakeholders and addiction and substance abuse was the number one issue that came up as something this community is facing. Mr. Thibault stated that as an organization SCS does not have any resources to out towards this program but they plan on strategizing about how to convene, advocate and find ways to put as much weight towards this issue as possible. It is clearly a problem in this community a hoped people will rise up and come together.

He went on to say that just this evening he sent a communication to the Senate Finance Committee as the Governor had agreed to triple the funding for treatment.

Councilor Filiault stated that not too long ago a few people from the community had a meeting about this issue which had just surfaced in the community but now the City is at a point where they are playing catch up. The Councilor felt another community meeting was in order so that we can work together collaboratively.

The Finance Director was the next speaker. Mr. Thornton referred to clarification on the Community Kitchen data and community events funding. Chair Greenwald read into the record the Outside Agency Funding Criteria:

- *If the agency were not in operation would the City be mandated to provide its service?*
- *Does the agency provide a service that has a direct financial impact on the expenditures of any City department?*
- *Is there a financial impact in terms of prevention and intervention services that may potentially save future City funding?*
- *Percentage of client's served that are City of Keene residents.*
- *Are the services replicated by any other agency?*
- *Does the agency work collaboratively with other agencies and businesses to resolve community issues, reduce service costs, and to access other available funding?*
- *Efficiency and service delivery, % of budget spent on target client base.*
- *Has the agency increased or attempted to increase revenue from fundraising grants or other resources?*

The Chair noted that this is the criteria the screening committee uses to determine how tax dollars are appropriated and felt the process has worked well. He further stated that that the communication the Committee received clarified that staff will be revising its recommendation for the Community Kitchen in the amount of \$5,000 to increase funding for FY16 to \$70,000.

The other issue that has been clarified is what community events are.

The Manager added that staff is recommending that the Council level fund the Community Kitchen and give consideration to their request as well.

#### Airport – Page 129

Airport Director, Ed Mattern addressed the Committee next. Mr. Mattern stated in preparing this budget, attention was paid as to whether the costs included were realistic to continue the safe operation at the airport. He went on to say with the exception of some fleet costs, property tax increase and some personnel costs, the budget is the same as during the current fiscal year.

Councilor Filiault asked whether anyone has shown interest in leasing the airport restaurant. Mr. Mattern stated that they have been working with a number of parties but their timetable was quite a few months away and the City did not feel they could accommodate that type of time frame. The Councilor felt any type of an offer is a better than nothing and asked whether the timing was that far off. Mr. Mattern stated that it was for May 2016.

Councilor Powers noted that the number of based aircraft seems steady. Mr. Mattern stated that the number of hours these aircraft are flying is not what it used to be which is having an impact on the revenue. The Councilor asked in addition to the T Hangars whether there were any other city owned hangar space that was available. Mr. Matter stated that the only other city owned one is the Green River maintenance facilities which the City is currently requesting proposals on. The other one available is the five-unit Hexagon hangar which is in a transition mode and at the end of the three years the City will be ready to lease those as well.

#### Planning – Page 140

Planning Director, Rhett Lamb stated that his department budget also shows consistency with the current year's budget. The full-time planner position is currently open and they are looking to fill that position soon. The other positions in the departments include the part-time planner (34 hours), Mapping Technician, Administrative Assistant and the Planning Director. He noted that in the past under the temporary personnel line the department has requested \$3,600 for an intern, which often covers more than one intern and this year the department is asking for another \$3,600 to specifically address items in the Master Plan – greenhouse gas inventory.

Mr. Lamb explained that calendar year 2015 is the trigger year for the goals that were set in 2004 to evaluate the progress in reducing greenhouse gas. He indicated that the department is likely to hire graduate students to complete this inventory.

There are also a number of projects listed in FY16 which are grant funded projects and the department will continue to pursue grant funding. One of which is the ARM Fund grant for the restoration of wetlands and floodplain at the Woodland Cemetery which is scheduled for construction and will be going out to bid fairly soon. The design phase of the next segment of the bicycle path extension to Cheshire Trail North and connecting to Summit Road for a loop and for improvements on Park Avenue is contemplated in FY16. Safe Routes to School is also in design and will be looking at a road diet to address speed at the Maple Acres neighborhood. He went on to note that tax parcel correction is to be done by the Mapping Technician to assist the Assessing Department and the aerial fly over which is also underway.

Councilor Filiault asked whether drones have been considered for this type of mapping. Mr. Lamb stated that he has not investigated this option and added that there are many different ways to collect this kind of data. He added that aerial photography is however, the best way to collect this data. Some cities and towns are also using “Lidar” which is a vertical dimension and this is something the City will also be producing.

Councilor Powers clarified that the full-time planner position will continue to the next fiscal year as well. He also asked for the status of the Administrative Assistant, which Mr. Lamb stated has always been full-time. The Councilor questioned why the part-time position was less for the next year. Mr. Lamb stated that this reflects the transition from last year moving to the full-time planner.

Councilor Clark noted that a few years ago staff time spent on Committees and Commissions were looked at and asked how this was reflecting the hours the Planning Department is spending on this issue. Mr. Lamb stated that he didn't have an exact number but the study referred to how the Minute Taking staff was also taking on some of those responsibilities. He stated that Planning Department staff hours for this work has been down a little and groups like the Heritage Commission meet without the need for staff attendance.

Councilor Hague stated that in looking at the organizational chart page 8 it seems like planning staff support eight Boards and Commissions while other departments typically support one or two which does not include the new College City Commission. The Councilor asked whether any thought has been given to moving the  $\frac{3}{4}$  Planner to full-time status just to account for this extra work that is also being planned for FY16 – including the land use code update, Arm Grant work and other items listed on page 140.

Mr. Lamb stated that they have been working on making the adjustment one at a time and have not made that request to make this position full-time. He further stated that there is a person in this position who doesn't want to move to full time she works 34 hours, instead of 37.5 hours. The Manager added that for a few more hours the cost goes up dramatically.

He indicated that even though he can make a case for another full-time planner, effort was put on the dispatch supervisor because of the liability the city can face. The Manager added that there are technical positions in IT and the Planning Department that need to be looked at and noted that it would help if the State brought back some of the funding they withheld which could help with some of these positions.

Councilor Hague asked whether the landuse code update would follow the same model as the Comprehensive Master Plan where outside consulting assistance would be brought in. Mr. Lamb answered in the affirmative.

Parking Fund – Page 163

Project Manager for Parking, Gary Lamoureux addressed the Committee next. Mr. Lamoureux stated that his position started a year and a half ago and the reason this position was created is because there was a need for work in parking services. He referred to the report done by Andrew Miller which indicated that Keene has kept its parking needs in order. Mr. Lamoureux went on to say that he has a lot of experience with parking prior to taking this position, because of this employment with Fire Department and the issues with the Elm Street lot as well the construction of the Court House where he was appointed Chair of that program as well.

Mr. Lamoureux went on to say that when you talk about parking people automatically think of enforcement but there is more to that and added that his position is more global with work connected to planning, enforcement, maintenance, and being the liaison to the Downtown Group. He stated that the liaison work with the Downtown Group has been very successful. He went on to say that there also has been discussion about the Parking Enforcement Manager's position which is currently held by Ginger Hill. He indicated that this is the same position that was in effect when parking was under the Police Department. As all aspects of parking are brought under one office, collaboration is becoming much easier.

With respect to the budget, there are some increases in the City administration charge and two supplemental requests. The first is for ticket programming devices that are used which are about ten years old. The news ones have automatic download capability and not the manual component that exist now. The second item is the multi space kiosk systems. There are two being proposed for the upper level of the Wells Street deck and these units can be moved out if the lot needs to be leased out to some other party. This concluded Mr. Lamoureux's presentation.

Councilor Powers asked about the various spaces that are being held for employee parking. City Hall has 37 spaces (46 assigned to the spaces), Spring Street 12 spaces and Wells Street 12 spaces.

Chair Greenwald asked about the discussion that happened about the monies being paid to the Police Department. Mr. Lamoureux stated that this is an exercise staff is working on to look at the actual cost. This cost is listed on page 172. Councilor Clark noted that it was also indicated there was \$70,000 paid to the Police Department for afterhours work they



perform but the ticket revenue during those hours go into the general fund and not into the parking fund and asked for rationale. Mr. Lamoureux stated that this going to be part of the discussion

Councilor Chadbourne stated that there was a full time parking enforcement officer that left and asked whether the replacement of that person is listed in the budget. Mr. Lamoureux stated that in 2012 position control evaluated the positions and at that time there were two parking enforcement officers that worked on the street (80 hours in all). It was decided that it would be advantageous to look at the second person after that person retired. It was decided that this person would be replaced with two, part-time people working 34 hours each which brought the total from 80 hours to 108 hours. At the present time the department has one full time and one part time parking enforcement officer and the budget has funding for a second part time officer. The Councilor asked with all the enhancement that are going to be made not only with parking payment but also with collection can the hours needed for a parking enforcements officer be decreased.

Mr. Lamoureux stated that it is important keep in mind the many other tasks these individuals are assigned; collection, surveys, repairs, and enforcement. What is happening today is that many of the other things they are supposed to be doing today are being taken up by enforcement. The Councilor asked which line shows Mr. Lamoureux's salary – it is listed under temporary personnel.

Councilor Hague referred to cost centers on pages 170 and 172 for operating supplies and equipment acquisitions and asked whether this was for the electrical charging stations. Mr. Lamoureux stated that on page 172, line item 62760 for \$10,592 is for the hand-held units and 63409 are for two new kiosks at Wells Street.

#### Public Works, General Fund – Page 144

Public Works Director, Kurt Blomquist was the next speaker. Mr. Blomquist referred to the following statement:

*It is with great pleasure to be here this evening to review the FY16 Operating Budget. This is an opportunity to talk about Public Works and City issues in a larger context than is normally done. We typically see you when we see you about specific item.*

*For the Public Works Department, the budget is just over \$20M and involves all the City's various funds from the General, Equipment, Parking, Solid Waste, Sewer and Water.*

*The services that are provided by these funds touch every resident and visitor every day and sometimes these services are only recognized when they are not there. The activities of the public works staff involve the operation, maintenance, repair, and construction of infrastructure systems that make clean water, protect the environment, keep the community safe, protect the health, disposal of waste, and allow people, goods, and services to travel to work, play and shop.*

*The FY16 Budget as presented met the fiscal year goals and objectives. The Department was fortunate to have several supplemental requests funded. As with Public Works activities it takes many folks to successfully complete the multitude of task, snow and ice control that draw in people from across departments, project planning and implementation, response to emergencies, to identify a few, there will be a number of key Public Works Staff who will join me. When they come up they will take a few moments to introduce themselves and the goals and objects for their areas for the upcoming year.*

*Thank you again for this opportunity. We will start with activities in the General Fund which include Administration, Engineering, and Highway.*

Page 144

Councilor Powers referred to language from the Fiscal Year Objectives “.... deficiencies reported to the department through the work order system within 72 hours....”

The Councilor asked for the work volume this refers to. Bill Byrne, Highway Superintendent stated that the department has 72 hours to provide a plan on how to rectify and repair a problem and this is done through a work order system. When a work order comes in the work is reviewed and assigned to a foreman. He indicated that he wasn't sure how many are existing at this time but can provide that report for the Committee. The Councilor noted that a lot more work is being done with fewer people and felt this should be added to the dialogue staff with people

Councilor Roberts when a work order comes in, whether three days is the time that is taken to complete the job. Mr. Byrne stated that they have three days to formulate a plan to make the repair, if there is a need, a barricade will be placed within the 72 hour period. They public is informed as to the time frame when the repair will be done.

Councilor Clark asked when a utility company performs a pavement cut how many days they have to finish this work. Mr. Blomquist stated that at times a temporary patch is placed. The City often times holds money up to about 12 months to go back and complete the work. The Councilor asked how the utility company has to pave this area when the work is done. Mr. Blomquist stated that this depends on the time of year – it could be from three weeks to several weeks. Councilor Clark called Mr. Blomquist's attention to 471 Elm Street.

Councilor Jacobs referred to Fiscal Objectives #8 and asked what it meant:

*Maximize engineering staff load for capital construction value per engineering staff position.*

Mr. Blomquist stated that when the City Engineer evaluates this work, the estimate is made as to how many dollars per person it will cost to complete this work. The department manages a five million dollar program which could be nearly 12-15 projects; to balance the work so that the work is divided evenly between the engineering staff.

Councilor Powers following up on Councilor Clark's question, he felt that it would be prudent to get the paving done within a few days. Mr. Blomquist stated that depending on the relationship the City has with the utility companies the work is done according to a

certain timetable. It was clarified that they don't get their money back until they meet the proper specifications. Mr. Blomquist agreed.

Chair Greenwald asked about the supplemental request on page 149 for \$102. Mr. Byrne stated that this is to increase the mill, shim and overlay program which was started two years so that much more can be completed. The department is also requesting an 18-inch machine that will connect to the front of the Bobcat as well as a small Holder (small tractor) to address smaller areas and potholes. These items are outlined on page 155, under street maintenance. The Manager has recommended \$15,000 for the small milling machine and \$60,000 for street maintenance of the \$102,000 request. The Chair asked whether this milling machine is going to be put to good use. Mr. Blomquist stated that he has advised his staff that once the machine is out on the road in July he hopes not to see it back until October. It was noted that with this proposed milling program there will be no need to go back to an area for at least three years.

Councilor Roberts asked how much of the gas tax funding Keene could anticipate seeing. Mr. Blomquist stated that it would be none. He explained that when this tax was passed a few years ago communities were getting 12% as a highway block grant. Keene's share of this funding for the last two years has been about \$50,000. At the present time the House is proposing to cut 40 million dollars from NHDOT which was the increase received in the gas tax. Mr. Blomquist stated that Keene will drop down to what it was receiving three years ago (\$420,000).

The other impact is another proposal to cut six million dollars from the DOT Municipal Bridge Program. The reason the municipalities supported the gas tax increase is because the bridge program funding was going to be doubled up to about 12 million dollars but by what is proposed by the House the funding is going to be pushed back to three years ago. Councilor Roberts noted that the State took all the benefits from the gas tax and used it to fund the general fund instead of what it was originally intended for. Mr. Blomquist stated they might not necessarily be funding the general fund but they are reducing the general fund's support of DOT.

Councilor Chadbourne stated that she is happy to see an increase in street maintenance because this is the item she gets the most complaints about. She added that she has had people on Hurricane Road willing to pay more in taxes so they can have better roads.

Councilor Powers asked for added clarification on the purchase of the milling machine. Assistant Public Works Director, Duncan Watson stated that the milling machine will be used in-house and the \$60,000 that is being recommended is for outside contractors. The Councilor added that \$60,000 is a good amount to start but what the city has would need at \$600,000 to fix the street repairs. The Manager agreed that it is important to look at roads being important for the City and staff is looking at a number of streets that are in critical condition. He added that the City has not seen any relief from the reduction in revenue that the City experienced in 2009 and all the emphasis is being put on property taxes. He indicated that the City is in dire need of assistance from the State otherwise will need to look at a more aggressive approach to the budget to address street work.

Mayor Kendall Lane stated that he appreciated the City Manager's answer about looking at different streets. He referred to Old Chesterfield Road closest to Stonewall Farm, Mr. Blomquist agreed that they are looking at this street and some interim work is being done until this project ready to be done in FY17-18. He added that there are two road rehab projects intended to be done this summer where two different types of products are going to be used. Mr. Blomquist further stated that it has been about ten years since a report on the street status was presented to the Council.

Mayor Lane noted that the City has just been through two severe winters and in looking at the budget the street salting and sanding (FY14-15 estimate was \$71,400 and this is being reduced to \$61,000 which is what it was two years ago) and the sand stock piling (FY14-15 estimate was \$85,000 and this is being reduced to \$70,000 which is what it was in 2013). The Mayor asked whether the City has an adequate supply or whether staff has any advanced warning about future weather conditions. Mr. Blomquist stated that when they estimate for the winter they estimate on a 3-5 year rolling average.

Mr. Watson noted that the purchase of salt and sand come out of the Other Winter Maintenance line 62740 which has a request of \$282,000 which is the salt budget for the coming year.

Councilor Hague noted that street plowing and sidewalk plowing (personnel) are down compared to last year and so is drainage maintenance and catch basin cleaning; knowing that these are two areas are variable and asked whether there was a specific reason for that. Mr. Blomquist stated here again they look at a 3-5 year rolling average. Their budget is a little different compared to other budgets; it is a plan on how they think they are going to expend their resources. The Councilor asked whether the department is allowed to allocate resources on a "fly". Mr. Blomquist stated that a few years ago the Council developed bottom line budgeting where he is not allowed to go beyond the bottom line but can move around within cost centers based on what actually happens.

Chair Greenwald asked about the Mad Vac which was purchased a few years ago. Mr. Watson stated that this is used in the downtown as well as at the recycling center.

Councilor Powers asked about the Stone Arch Bridge and its maintenance. Mr. Blomquist stated that there is no money in the budget for this work. What was done was a preservation project and added the structure is not open for general use.

The Chair asked about leaf pickup and expressed concern about the budgeted amount of \$81,283. Mr. Blomquist stated that this is a service that the community appreciates.

#### Public Works, Solid Waste Fund – Page 183

Mr. Watson stated that the amount of solid waste that is being processed through the transfer station has been relatively consistent. The amount of paper and cardboard that has been coming in has been on a downward trend but what have been on an upward trend are containers because manufacturers are switching more to plastics. This is when the human

resource aspect comes into play. Hence, the personnel aspect of recycling has not diminished but what brought in the revenue (fiber material) has decreased.

Mr. Watson stated that they are always diligently working to keep the operating costs low. He further stated that the Claremont incinerator has shut down so now Keene has to travel as far as Rochester. He indicated that they had received proposals to retrofit their facility to turn it into a single stream recycling center but Keene feels they are in a good place right now and remains economical.

Chair Greenwald asked when this contract is up for renewal. Mr. Watson stated that they are in year 2 of a five year contract.

#### Public Works, Sewer Fund – Page 196

Ms. Hanscom addressed the Committee and stated that the sewer fund covers treatment, collection and testing of about 3.2 million gallons of wastewater every day and overall the budget is down by 3% compared to last year.

Last year the department finished the administrative order and this is the first year they are without an administrative order and have created some measures to keep them in line. Last year they also completed an inflow and infiltration study. Ms. Hanscom stated that they receive about a million gallons of water each day that doesn't come from the drinking water supply. A phase one study was completed and funds are being requested for a phase two study to target the east side of Keene to reduce the infiltration which will reduce the treatment costs.

Another project that was done this year was an energy baseline evaluation at the wastewater site and all the pump stations. The dewatering equipment replacement project is set to be completed by next year which will reduce on the hauling and disposal cost for the following year's budget. Rose Lane closure should also be happening by next year as will the Washington Street sewer main replacement. A ribbon cutting ceremony is being planned for the fall for the wastewater treatment upgrade project.

Ms. Hanscom stated that another project they have started this year is an Energy Management Team. Utilities use a lot of energy and some sustainable measures were added to the wastewater treatment upgrade but it is necessary to make sure the City is optimizing energy usage. There are some new performance measures that have been identified in the sewer fund to keep the department on track, number of blockages cleared, number of grease trap inspections, and percent of sewer mains cleaned.

#### Public Works, Water Fund – Page 213

Ms. Hanscom stated that the water fund is the supply, storage and treatment of nearly 2.2 million gallons of drinking water every day.

The high lights for this year is the reduction of chlorine by products. Monitoring carbon by products in the storage system, energy assessment at the water sites and continuing with regular maintenance. Ms. Hanscom noted that they maintain nearly 750 fire hydrants, 1,800

gate valves, and 100 miles of water distribution gates. Next year they will begin water infrastructure improvement work.

Improvement design for Babbage Dam will be completed and staff will be back before the Council on this. There is also a new focus on unmetered and unaccounted for water to maximize the amount that we sell. The department is also looking at a performance measure for discolored water, there has been a reduction seen in the amount of discolored water. The ice pigging work helps to continue to keep the mains clean. All of this work goes into the operating budget.

Councilor Powers referred to hydrants and stated that the Spirit of Place program put in a program to make sure the area around hydrants kept clear and asked whether there was anything designated for painting. Ms. Hanscom stated that when someone adopts a hydrant the City will give you paint to paint the hydrant in any color but to keep the bonnet, the top part painted in particular color to help the Fire Department to determine the water flow.

Public Works, Equipment – Page 230

Mr. Blomquist stated that this department provides assistance to various city departments. They are a combination of light duty, medium duty and heavy duty which make the mechanics very unique in their field. They work on a wide variety of machinery.

The Fleet Services Operations Manager stated that they maintain 167 vehicles, 99 pieces of additional pieces of equipment, distribute fuel, do the billing and monitoring of same. They are a staff of six, consisting of four technicians, one administrative coordinator and himself.

Chair Greenwald referred to page 237 and asked about the \$6, 000 cost for telephone. Mr. Watson stated that they are proposing to install several monitoring equipment to allow them to track where the vehicle is in real time. It is GPS type equipment and will be first installed in the trucks. Mr. Blomquist added that the wireless suppliers are now providing this equipment and the technology costs keep going down and the department is looking forward to putting this in place.

Councilor Roberts referred to page 230, FY16 where the cost of gas is being estimated at \$3.68 and asked whether there was a way to pre-buy this fuel at a reduced rate. Mr. Thornton stated that this narrative should have been updated; when the department originally put their budget together they had the pricing at \$3.68 but the Purchasing Office went out to bid and received a price of \$2.46. The fuel line has been adjusted and the savings has been passed on to the fleet department. This concluded the presentation.

Mr. Blomquist thanked the Committee for this opportunity to make their presentation and also thanked the other department staff who work well with his department.

Chair Greenwald stated that the next public hearing for the budget is on June 4. At the June 11 FOP Committee meeting recommendations on the budget will be made. June 18 is when everything concludes at Council level.

FOP Meeting Minutes

The meeting adjourned at 7:38 PM.

Respectfully submitted by,  
Krishni Pahl, Minute Taker

Additional Edits by,  
Terri M. Hood  
Assistant City Clerk