

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, November 24, 2015

6:30 PM

Council Chambers

Members Present:

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

Staff Present:

Acting City Manager, Medard Kopczynski
City Attorney, Thomas Mullins
Parks, Recreation and Facilities Director,
Andrew Bohannon
Facilities Manager, Scott Martin
Police Chief, Brian Costa
City Clerk, Patty Little
Finance Director, Steve Thornton
Public Works Director, Kurt Blomquist
Asst. Public Works Director, Donna
Hanscom
Operations Manager, Aaron Costa
Human Resources Director, Beth Fox
IT Director, Rebecca Landry

Councilors Present:

Carl B. Jacobs
James P. Duffy

Chair Greenwald called the meeting to order at 6:30 PM. The Chair indicated there is an additional item not listed on the agenda in reference to Parks and Recreation as well as an item relative to personnel. On a 5-0 roll call vote, rules were suspended to address these two additional items.

1. MEMORANDUM: Recreation Programmer - Snowshoe 3 K

Parks, Recreation and Cemeteries Director, Andrew Bohannon stated this item is in reference to the Snowshoe 3K race and staff is requesting permission to accept donations for this race.

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 Acting City Manager be authorized to do all things necessary to accept donations associated with the second annual Snowshoe 3K race.

2. DISCUSSION: Parks, Recreation and Cemeteries Director – Sponsorship Programs

Parks, Recreation and Cemeteries Director, Andrew Bohannon stated he would like to initiate a discussion about sponsorship programs to bring in alternative revenue sources for the Department. He indicated back in 2013 the Council did approve the Department to sell advertising in the annual program guides but today staff is looking at a broader sponsorship policy. He continued the goal is to develop a community partnership between local businesses and the Recreation Department. Mr. Bohannon stated they were looking at allowing banners, with the monies raised to go toward maintaining the area where a sign is posted. The program would comply with the sign code and the size of the sign would depend upon the size of the contribution. For example, a sign at Wheelock Park would support that specific park. Other examples would be the summer movie series, summer concert series, youth sports program, etc.

Councilor Roberts talked about the signs the Swamp Bats uses, which help them raise money and felt Keene may not want signs such as this, but it is getting expensive to maintain some of these ball fields.

Councilor Powers asked Mr. Bohannon for explanation as to the policy he was looking to draft. Mr. Bohannon stated staff would bring forward a policy to be approved by the Council giving the Director authority to sign off on the different type of banners. However, if it is with an organization outside what the policy would dictate, then the matter will come back before the Council for its approval.

Chair Greenwald indicated to the Acting City Manager the amendment of the Sign Code might be a long process and asked whether there was a way to hasten that process. Mr. Kopczynski stated there might not be a necessity to amend the sign code but to make sure the sign code does not apply for this process. He stated it was necessary to be careful about the aesthetics and to make sure this item is properly adjudicated. Mr. Kopczynski added these won't be signs that would be visible from a street and would be similar to ones at Swamp Bats games, they will be located inside the field in which case the sign code does not apply.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends referring this item to staff for further exploration.

3. COMMUNICATION: Local Farms Project- Update of KEAP Project and Amendment to Development Agreement

Mr. Don McCormick of the Keene Energy and Agriculture Project (KEAP) explained that KEAP is a sustainable and integrated food production greenhouse which specializes in growing fish and vegetables in cold climates. It is done in a closed loop greenhouse system where water and nutrients are properly managed. He continued the intent is to maximize the landfill gas which is currently available at the transfer station to power this city facility and the greenhouse year round.

He added the existing agreement with the city also brings some financial benefit to the city for their contribution. The agreement is for KEAP to build a \$500,000 fund which the city will hold to develop an energy solution once the landfill gas declines. There will also be payment from gross receipts from KEAP (\$225,000 net gain) and a source of property taxes. There will also be the creation of nearly 30 jobs which pay a good livable wage with benefits. Mr. McCormick went on to say they will also continue their relationship with Keene State College and Antioch University.

Mr. McCormick stated that he has been called upon to be a co-presenter with Dartmouth College in Washington DC which will help focus on Keene's leadership in climate action.

Mr. McCormick then talked about the project before the Committee. He stated there have been a number of small challenges which are normal and one particular obstacle has tripped the project up pretty heavily. He explained soil analysis was previously done by a geologist which gave them enough confidence to move forward with the project. However, they were required to do geotechnical work which had them dig down to 30 feet and the soil analysis came back as unfavorable and it has been determined the soils won't meet compaction. This would require quite a bit of fill to be brought in which won't be economically viable.

Mr. McCormick stated one of the options they have looked at is to move the site to another location that won't be subject to the same conditions. As a result they have looked at re-engineering the project. At this point Mr. McCormick turned the presentation over to Don Marsh.

Mr. Don Marsh, Civil Engineer, stated the proposal is to move the site to the east within the current operations of the transfer station. In order to continue the customer drop off, customers would need to come behind the transfer station and drop off over a tip wall and exit to the north. He noted this new configuration still allows for access to the scale area as well. Staff agrees this new pattern will not adversely affect customer drop off.

Chair Greenwald asked why this building is requiring such rigorous geotechnical standards and questioned why this might not have been the case when the transfer station was built. Mr. Marsh stated there is now a seismic analysis component attached to building codes which might not have existed 20 years ago. The Chairman asked whether the change to the transfer station site plan would cause issues in the future for the general public. He further asked if this would inhibit future use and expansion. Assistant Public Works Director, Duncan Watson stated the preliminary investigation proves what is being proposed would be equal to or better than what they are operating right now. He indicated this is something they have discussed with KEAP in that this could not diminish service to customers or create a cost to the city for this relocation. The Chair asked about future operations. Mr. Watson stated a tipping floor was just installed and if the transfer station needs to be relocated to install a new floor, there is room to do that.

Mr. Kopczynski stated only a preliminary review of this item has been done by staff and stated there is still more work to be done to see if this new location will be viable for this project. The issue before the committee is whether the Council would like to explore this new location. The new location will still require building permits, site plan review etc.

Councilor Roberts asked whether this new road being proposed is going to be an additional cost. Mr. Watson stated the city's investment is still going to be required for the infrastructure and added there will be a return on this investment to the city over time.

Councilor Powers asked whether the soils information was available when this matter went before the Planning Board. Mr. McCormick answered in the affirmative. The Councilor noted the soils information was not good when the matter went before the Planning Board and added the same would have been true when the matter came before the Finance Committee. Mr. McCormick agreed.

Councilor Filiault stated he had no problem with staff moving forward with this issue as long as the investors will be willing to pick up any extra costs to also include additional staff time. Chair Greenwald asked whether this item will go back before the Planning Board. Staff stated it will and construction is set to start this spring. Mr. McCormick stated the overall project has risen by about one-half a million dollars but the investors are still interested pursuing this and the economic output is also expected to be higher. Councilor Clark asked how Mr. Watson plans on working in his time for this additional work. Mr. Watson stated he would work this into other job functions he is required to do. He indicated whatever it takes to get the job done is how he looks at this project and felt majority of the work will be chargeable to the Local Farms project.

Chair Greenwald stated his main concern is this is a valuable piece of property and any future expansion of the transfer station should not be impacted because of this change to location. Mr. Kopczynski agreed the city's needs are paramount and those issues are yet to be explored.

Mr. George Hansel of Hurricane Road asked when this matter will go before the City Council. Mr. Kopczynski stated there is no particular timeline. He explained the motion before the Finance Committee this evening will first have to go before Council, and then staff work needs to be completed along with an Agreement that is suitable to the City Attorney. Hence, it might be December or possibly January before this comes back.

Mr. Hansel stated the City already has a cleared site on the old proposed site, \$225,000 has been invested by the City for the road and pad for the project. However, that is not happening. Mr. Hansel stated in his opinion this looks like mismanagement of the project. He stated he wanted to impress upon the Committee to look very closely at this project before moving it forward and to ask the bigger questions. He also reminded the Committee of the new Council that is coming on board next month who has now inherited this project. Chair Greenwald stated he cannot imagine the Council will vote on this project before January and clarified the city has not spent money on the project yet; the city is committed but has not spent any money yet. Staff agreed.

Councilor Powers stated he supported this project in the past and added this delay concerns him. He felt the soil work should have been done a long time ago.

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 the City Council authorize the Acting City Manager to do all things necessary to negotiate terms and conditions appropriate to modify the existing development agreement for the purpose of relocating the Keene Energy & Agricultural project at the City Solid Waste Facility, together with such other agreements and documents as may be required with the Local Farms Project to design, construct and operate the KEAP subject to review and approval of all such documents by the City Attorney.

4. COMMUNICATION: Charles Redfern- Proposed Limited Test for Police Body-Worn Cameras; and

5. MEMORANDUM: Police Chief- Police Body Cameras

Mr. Charles Redfern of 9 Colby Street, Keene addressed the Committee and requested the Chair's permission to read his letter into the record:

In my opinion, Keene has one of the most professional police department's in the State of New Hampshire. This statement applies to the organization's culture from the top of management to all ranks down.

However, recent media reports from communities of all sizes in the country have demonstrated that police interaction with the public can sometimes prove difficult, if not outright dangerous. As a result, many police departments and community leaders have

turned to developing technologies to aid in helping insure a safer environment for safety officials and the public.

As a result I have made an inquiry with the Keene Police Department to determine where we stand on the use of technology in an officer's working field. From this inquiry, I learned Keene patrol cars do not use dash cams, let alone police body-worn cameras. I have also read a few articles dealing with this subject, and I have learned there are conflicting positions among interested parties on the use of such technologies. Some police departments have chosen to use such cameras, while other departments have not. The reasons for communities not using recording devices vary from initial cost outlays, operating costs, and privacy issues.

The argument against departments using this equipment based on cost has somewhat diminished, as product technology and unit demand has advanced. Further, in 2015, the federal government awarded millions of dollars for communities seeking body cameras. It is my understanding these federal grants are given on a 50/50 shared cost basis. Proponents of using this technology state the costs of litigation to a community are downsized due to the cameras capacity to solidify the facts of an interaction between a police officer and a member of the public.

As for privacy issues, I hope this issue can be part of the discussion should Mayor Lane determine this matter deserves review by one of the standing council committees. I am prepared to address this letter further and share a few thoughts in this regard at the designated forum.

Mr. Redfern went on to say his opinion is if body cameras are used better behavior can be expected between the public and public servants. He felt privacy issues should be addressed as to whether someone has a reasonable expectation of privacy. For instance someone being arrested while driving under the influence should not expect privacy. However, there is an expectation of privacy within a private residence and wearing of body cameras should be done with extreme caution and restrained for most part unless an interaction “goes south” i.e. turns violent.

Mr. Redfern stated staff had raised concern about the Freedom of Information Act where this type of information could be subject to request and viewed by the public. Mr. Redfern stated he was not sure what the standards are for such a request but felt the program can be implemented on a limited basis and evaluated if it becomes a problem.

Mr. Redfern suggested this item be placed into a project category and called the Committee's attention to the attached grant program list which could help with funding. He felt at the very least use dash cams should be used. Mr. Redfern felt this was a safety issue and asked that it be sent before the full Council for its consideration. Mr. Redfern stated he would like to see how other cities in the State are handling this issue. He went on to commend the quick turnaround from Chief Costa with reference to this item.

Police Chief Brian Costa stated he has known Mr. Redfern for a number of years and recognizes the great deal of devotion Mr. Redfern has for this community.

Chief Costa stated the work related to this matter was not done just last week, this is something the Police Department has been working on for quite a while. Chief Costa stated the Department put together a Body Camera Exploratory Committee which committee consisted of Chief Costa, two supervisors, and two officers. This committee was identified in the FY 15-16 Operating Budget. Chief Costa stated the committee looked at three items: field deployment, identifying other police departments and communities utilizing body cameras and material storage and annual costs associated with the program. The Committee met for six months during calendar year 2015. The committee visited the Burlington, Vermont Police Department who had recently launched their body camera program. The committee also met with the New Hampshire State Police and the American Civil Liberties Union.

The Chief went on to say the committee found real benefits existed for citizens and officers where there was enhanced mechanism for police accountability and officers would have additional protection against unsubstantiated complaints. However, there was also the issue of unintended consequences with respect to citizens' rights to privacy when balanced with the State's current Right to Know Statute, RSA 91-A. All video files maintained by a department could not be exempt from RSA 91-A, and once that information is obtained it was at risk of being shared by all social media outlets.

The Department of Justice is currently issuing 50% match grant funds, but there is still the question of significant expense on an annual basis. The Burlington Police Department required a five year commitment to the company at approximately \$25,000 per year for data storage. The Chief felt it would be premature to put this program into place before the New Hampshire Legislature completed their work and provided guidance. Chief Costa referred to the following language from the President's Task Force on 21st Century Policing, Recommendation 3.4: *"Federal, state, local and tribal legislative bodies should be encouraged to update public record laws. The quickly evolving nature of new technologies that collect video, audio, information, and biometric data on members of the community can cause unforeseen consequences. Public record laws, which allow public access to information held by government agencies, including law enforcement, should be modified to protect the privacy of the individuals whose records they hold and to maintain the trust of the community"*.

The Chief stated there are six items the report recommends that police departments should work toward – they are: Building Trust and Legitimacy, Policy and Oversight, Technology and Social Media, Community Policing and Crime Reduction, Training and Education, and Officer Wellness & Safety. Chief Costa explained how he puts legitimacy and procedural justice into play within his own department – by requiring new officers to read Yale University Law Professor Doctor Tom Tyler's research and provide the Chief with a memorandum on the contents of this document.

With respect to policy and oversight, and training and education, the Keene Police Department remains accredited through the Commission on Accreditation of Law Enforcement Agencies. Their training covers a wide range of issues pertinent to police departments. This agency also provides an ongoing independent assessment of the Department's performance and transparency. He indicated the Department recently completed its second on-site evaluation by a team of national assessors and received a favorable report. It was indicated by the assessors that only 4% of the roughly 18,000 Law Enforcement Agencies nationwide choose to participate in this rigorous and work intensive, yet voluntary program.

In response to Mr. Redfern's request, Chief Costa stated while body cameras may very well be useful, it was not prudent to begin implementation of the program until the question of citizens' privacy concerns, as they relate to the unintended consequences referred to earlier in this report, are appropriately answered.

Chair Greenwald clarified the Department is reviewing this item on an ongoing basis, waiting for state legislative guidance. Chief Costa agreed and stated it is contingent on amendments to the current 91-A Statute. He explained as outlined in the ACLU Report, when police assistance is called it is because an individual's life is not going according to plan and regardless of what behavior occurs it is captured on video. When that is released to a third party, unless it falls under the 91-A exception, there is nothing that would stop those embarrassing moments to be shared on the internet, and he could not see how that could be considered fair.

Councilor Roberts felt it was important to wait for state legislative guidance and noted New Hampshire unlike other states take personal privacy issues seriously.

Mr. David Crawford of 36 Marlboro Street asked if Burlington had an instance of this information getting out on social media. Chief Costa stated when he visited the Burlington Police Department they had just put this in place. He indicated this was a question that was posed to the Burlington staff as to whether they get many Right to Know requests, and surprisingly the answer was that they do not. Mr. Crawford felt if there were cameras on and individuals were advised of same it might deter many from pursuing legal avenues which could eventually save the city money. Chief Costa agreed this definitely could be a benefit.

Councilor Clark hoped the city was not just relying on NH State legislature because New Hampshire is known for stonewalling issues like this. The Councilor stated the ACLU report does discuss the issue of privacy vs. accountability and referred to a recent discussion on NPR where communities started putting in place policies about when a camera should be turned on, warning individuals of same, etc. It has been agreed accountability trumps all other concerns and asked the Chief if he knows what other departments are doing in this instance. Chief Costa stated that agencies the size of Keene, such as Manchester, Concord and Nashua are not using body cameras. Field deployment is one of the issues – when do you turn them on, when do you turn the camera off. The Chief stated regardless of any policy – and you could have a policy the ACLU completely stands

behind, the concern is whatever footage that is collected, if it is not covered under the exception of RSA 91-A, the Department will have to release this information. The stand that is being taken nationally is that police accountability takes precedence over privacy but Keene's position is we are fortunate in this community because of the support the Department gets from this community.

Councilor Powers stated it is not what the legislation may or may not do, in this area no-one is using body cameras and the only accredited police department in the tri-state area is the Keene Police Department, which means their policies are solid, achievable and approved. He stated the concern he has is the unintended consequence relative to time and cost to maintain this equipment.

Councilor Roberts stated he has a problem with the ACLU using the term "nationally" and stated Keene is not like a bigger city where it is at times like a battleground. The Councilor stated if police accountability is an issue and a Chief says he needs cameras to uphold trust that dismisses a citizen's trust of a police department. The Councilor felt a camera was not necessary to maintain accountability in our community.

Councilor Filiault stated when an issue comes before him he is not as concerned with what others are doing as he is with what we are doing. He stated the reason he rides along in cruisers as much as he does is because he wants to see things firsthand and you see reality not someone else's perception. He stated during any of these ride along's if there was even one instance he saw the necessity he would be in support of this request. He stated the only positive aspect he could see is exposing a handful of citizens who pose as media and harass police when they are trying to do their job. He did not feel this was a cost effective venture and sees the Keene Police as highly professional individuals.

Mr. Darryl Masterson of Willow Street asked what could be considered as exempt under RSA 91-A. The question was referred to the City Attorney who explained RSA 91-A has a list of terms but unfortunately none of these terms are defined and one is forced to go before a Court or Law for better understanding. He indicated he has worked with the police chief on this issue and the concern is anyone has the right to request information from a public body. The task of the municipality is to take the request, determine if the governmental record exists (a video will clearly be a governmental record). The municipality will then have to review the record and determine if any of the privacy issues are triggered and as stated previously, many of these terms are not defined. The question then is how is this defined, for instance in a domestic situation where the video would pick up everything that is happening within a home. What in that house falls under the privacy clause, such as a minor, some type of financial issue – all of this can become extremely time consuming and then if there is a question it can get very confusing.

Councilor Duffy thanked Mr. Redfern for bringing this issue forward and Chief Costa for a thorough response which has brought about a lot of concerns. As far as accountability goes every department has a chain of command. He stated he is also concerned about privacy issues and noted Councilor Filiault has said time and again as to how he rides along in cruisers and hoped the public's privacy is being protected during these trips.

Mr. Redfern suggested the use of dash cams which is a more accepted form of technology and could provide safety for the officers. He felt as far as this being a waste of resources, any citizen should have the right to be able to bring forth any concern they have about a public body.

Councilor Jacobs stated what he has heard is there are some potential benefits from the use of these cameras but there are issues that need to be resolved and hoped we can continue forward so the community can yield some of these benefits.

Mr. Crawford felt the camera should be looked at as an impartial entity, it should not be considered as something against the police or the public. It is for taking evidence and something that could save the city money.

Councilor Filiault applauded Mr. Redfern for bringing such items before the Council.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting these two items as informational.

6. DISCUSSION: Airport Issues- Status Update

Acting City Manager Med Kopczynski began by thanking everyone for helping with this work and noted that he still has a lot to learn about the Airport. He recognized Andrew Bohannon, Rebecca Landry, Rhett Lamb, and Beth Fox for their help with this work. He also recognized members of the Airport Advisory Committee present today: Rod Thompson and Clark Dexter as well as Elizabeth Bendel, the FBO at the airport. He went on to go over several pending matters relative to the Airport:

Green River Hangar – Relative to Green River, an eviction notice has been filed.

Leases – A spread sheet has been prepared to capture every single lease in the airport as well as other City properties and to make sure all leases are up to date to with current standards.

T-Hangars – Staff is reviewing the status of T-Hangars and making inspections of same.

Building Conditions – Mr. Bohannon has been asked to look at the condition of the building. Mr. Kopczynski added during the past five years when staff talked to Council about the building condition it has been in conjunction with the airport master plan. Mr. Bohannon and Scott Martin were the next two speakers. Mr. Bohannon stated the EMG Report was what they used to derive some information.

Terminal buildings – It was noted the building is structurally sound; however, one HVAC is failing and two others are ready to fail. The city has contracted with Precision Temp

Controls to replace one of the units for a cost of \$10,100 and this work should be completed by mid-December. It was further noted the gas lines needed some repairs, and Pinney Plumbing has been hired to replace the gas lines to the propane tank at a cost of \$1,200. Estimates came in as high as \$9,000. Finally it was reported that in 3-5 years the roof will need to be evaluated and the estimate for this work is round \$50,000.

Hangar - To fix the roof the estimate came in at \$7,500 (short-term fix), and it is unknown how long the ceiling will hold up.

Heating system – The system is nonfunctional – an electrician has determined the heating system would need to be brought up to code.

Administration Building – The recommendation is not to invest in this building at all. The EMG report calls for \$100,000 worth of work.

Hillside Pizza Building – A contractor is being called in to clean the furnace and it will require minor duct work. Otherwise the building is pretty stable.

Chair Greenwald asked how we let it get to this point. Mr. Kopczynski stated if you look at past records there has been a lot of discussion about the condition of the building. However, the discussion always had to do with the master plan.

Councilor Roberts recalled a review done of all city buildings and asked whether the airport was part of that evaluation. Mr. Kopczynski stated the buildings in question at the airport were part of that review but progress on them was pending completion of the master plan.

Master Plan – Mr. Kopczynski stated extensive review was done with Stantec to see what was expected of them. As far as the master plan committee, there are membership changes that are going to happen and the Chairman is retiring due to health reasons. Staff will be meeting with the committee on November 30 as well as Stantec the contractor on December 3. Staff has also met with the FAA to go over the master plan which is being funded by them. The PLD Committee will have an update in January.

Marketing – Staff has met with Masiello Real Estate who has a contract to market the restaurant. They have a fairly strong lead right now. Staff has also met with an individual who is interested in 471 Old Homestead Avenue and staff is trying to put together a negotiation for review by the Council. There has been a marketing committee that has been appointed and they have met three times so far. This committee will start to meet monthly and provide updates to the AAC and the Council.

General Operations – A report has been prepared and circulated to Council as to how duties are going to be carried out at the airport. Mr. Kopczynski stated he has setup an office for himself at the airport and works there a few hours a week to get a good understanding as to what is going on. He added he has also met with the Human Resources Department to

figure out the duties of the airport director and update the job description which is over 20 years old.

Grants – Management of grants is something staff is concerned about – making sure grant monies are collected properly and to make sure the city is adhering to all the responsibilities.

AAC – Rebecca Landry has been appointed as the liaison to the AAC. There is new membership coming on board in the New Year and they will be before the MSFI Committee in January. Mr. Kopczynski will be meeting with Tim Dunn on December 4th. This concluded Mr. Kopczynski's remarks.

Clark Dexter, Chair of the AAC stated there are good things being expected from the airport and the Council will hear about it soon.

Councilor Roberts commended Beth Bendell for her work at the airport. He felt it was a good idea to add the airport facilities with the other facilities in Keene. The Councilor talked about the position of the director and whether this is still a necessary position. He also added when there is a contract for services at the airport, it is something that should be coming to the Finance Committee first so that delays like what happened at the airport won't happen again.

Councilor Filiault applaud Mr. Kopczynski for his work as the Acting City Manager and what he has accomplished in his very short tenure.

Councilor Duffy stated he wanted to clarify there was no contract that came before the MSFI Committee; it was an RFP issue that became protracted.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting this report as informational.

7. MEMORANDUM: Assistant Public Works Director & Operations Manager - Out of State Septage and Holding Tank Disposal (Informational)

Assistant Public Works Director, Donna Hanscom and Operations Manager, Aaron Costa were the next two speakers. Mr. Costa stated since 1987 the city has accepted holding tank and septage from within the State of New Hampshire. In 2011 they reached the highest amount received (6.5 million gallons of waste). This volume has decreased due to other facilities opening in the area. The Department has made some changes within the facility such as staying open on weekends and holidays and there was a recent request to bring out of state holding tanks to Keene. Mr. Costa stated they would like to open up the facility so haulers could bring out-of-state septage. The facility has the capacity and there is no state

regulations preventing this from happening. Mr. Costa stated this is a good way to increase revenue.

Chair Greenwald stated he has seen trucks close to Monadnock Marketplace and asked where the septage is discharged. Ms. Hanscom stated the city has permitted certain haulers when they are redoing their leech fields and have a large amount of septage to discharge at a different location to cut down on travel time.

Councilor Roberts asked whether there was a recent rate increase. Mr. Costa stated on October 1, 2012, there was a rate increase; septage tank fees went up from 7.5 cents a gallon to 8.5 cents per gallon and holding tank fees from 2.5 cents per gallon to 4.5 cents per gallon. Other facilities were polled before this rate change and the rates were pretty competitive for this area. Prior to 2012, there had not been a rate increase since 1994.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting this memorandum as informational.

8. MEMORANDUM: Assistant Public Works Director- WWTP Upgrade

Ms. Hanscom stated as they get to the end of the project there is a balance of approximately \$300,000. During the design of this project, there were a few things that couldn't be done due to funding reasons. Ms. Hanscom stated staff wanted to wait until the project was completed before they brought the following three expenditures forward for consideration.

The first is safety equipment for hatches in the chemical building so workers don't literally fall in. Primex came in and has recommended something that would be safer for employees, together with employee fall protection anchors. This work would be done by in-house staff.

The second item is aeration piping. The one that exists right now is pretty corroded. Ms. Hanscom added this was something that was included as a bid alternative. A contractor would be hired to do this work.

The third item are brushes for the clarifier arm. Staff has tried to clean these manually but they need to be replaced. This work would be done by in-house staff.

Chair Greenwald noted the Memorandum says \$200,000 is left from the project but Ms. Hanscom had indicated it was \$300,000. The amount should say approximately \$300,000.

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 the Acting City Manager be authorized to do all things necessary to use part of the remaining

project balance from the WWTP Upgrade for the purchase and installation of clarifier brushes, replacement aeration piping, electric hoists and safety equipment at a cost not to exceed \$126,270.

9. MEMORANDUM: O-2015-16: Relating to Water and Sewer Rates

Finance Director, Steve Thornton stated this is the annual update to the water and sewer rates. He explained the reason for the rate change is to pay for the water and sewer funds for this year. For each fund there are two different fee structures, one is a fixed fee which covers debt service and this is calculated based on the size of the hookup. The second fee is a volumetric rate which is based on consumption.

For the water fund the rate model calls for a 9.6% decrease from \$4.04 for 100 cubic feet to \$3.65 for water consumption. The reason for the decrease is the operational and capital costs have decreased. The fixed rate in the water fund will decrease by 5.87% and this is because of the declining debt service in this fund.

In the sewer fund because of a reduction in capital and operational cost there will be a decrease of 1.29%. The fixed portion of the sewer will see an increase of 50% and this is because this is the year the city will start paying back the 6.5 million dollar loan from NHDES. This rate will depend on the size of a customer's utility hookup and their consumption of water.

Mr. Thornton went on to say to be able to estimate what this increase is going to be, three residential customer billings were looked at (5/8th inch hookup, 2,200 cubic feet, 2,700 cubic feet and 3,300 cubic feet). For these three customers the rate change is going to range between .76% and 3.65% higher than current bills. He continued the rate change per year for these customers for combined water and sewer will range between \$11.16 and \$35.08. The largest percentage increase will be seen by those who use more water. For commercial customers who are much larger consumers - they will see a decreased rate and referred to the rate example attached to the committee packet.

The Chair asked for the annual increase for an average home. Mr. Thornton stated a customer who has a 5/8th inch hook up, using 2,700 cubic feet of water will see an annual increase of about \$22.00 per year.

Councilor Clark asked whether a residential home would pay the same rate as a commercial customer to process a gallon of waste. Mr. Thornton stated the rate stays the same because the capital and operational cost is the same for all customers. Ms. Hanscom noted there is a surcharge for those industrial customers who have a concentrated amount of waste.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of O-2015-16, with an effective date of January 1, 2016.

9. COMMUNICATION: Parking Rates

Chair Greenwald stated the last time the parking rates were discussed he had inadvertently stated the free parking period will end on December 26th, but the date should be December 28th.

Chair Greenwald made the following motion which was seconded by Councilor Powers.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that free parking be extended through December 28, 2015.

On a 5-0 roll call vote, the session adjourned at 8:50 PM for a non-public session relative to personnel.

Respectfully submitted by,
Krishni Pahl, Minute Taker