

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, December 14, 2017

6:30 PM

Council Chambers

Members Present:

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

Staff Present:

City Manager, Elizabeth Dragon
City Attorney, Thomas Mullins
Public Works Director, Kurt Blomquist
Asst. City Manager/IT Director, Rebecca Landry
Finance Director, Steve Thornton
Fire Chief, Mark Howard
City Clerk, Patty Little
Asst. IT Director, Andrew Mueller
Police Chief, Steve Russo

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

1) Allocation from the Land Use Change Tax Fund to the Monadnock Conservancy for Land Acquisition - Conservation Commission

Planner Tara Kessler and Ann McBride of the Monadnock Conservancy addressed the Committee. Ms. Kessler stated at the November meeting of the Conservation Commission they heard a presentation from Ms. McBride regarding the purchase of land in Keene and Gilsum of about 180 acres. The Conservation Commission is asking that the land use change tax allocate \$25,000 for this donation. There is currently \$92,500 available in the land use change tax fund.

Ms. McBride stated that the Conservancy owns the adjoining forest and the land owner approached the Conservancy about acquiring additional land. She stated that the Board of Trustees is interested in purchasing this land which is primarily forested. The forested property would be used for research and education. The property will be open to the public. She indicated the Conservancy has funding available through a bequest given to them, but they don't have the entire amount and hence are seeking assistance from the city for the purchase.

Councilor Jacobs asked whether the tax revenue the city derives from this property will be affected by this purchase. Ms. Kessler stated there are a few parcels that go along with this

purchase and this land area is already in current use so there won't be a change to the tax revenue. She further stated the City Assessor has looked at this purchase and has not expressed concern.

Councilor Clark asked what the assessed value and appraised value of these properties were. City Manager Elizabeth Dragon stated the appraised value is \$347,500 but because these properties are in current use the city collects taxes only in the amount of \$5,000. Once the conservancy purchases the properties they will continue with this payment.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to allocate \$25,000 of the Land Use Change Tax Fund for the purposes of providing financial support to the Monadnock Conservancy in its effort to acquire 130 acres in northeast Keene and 50 acres in Gilsum from Patricia Lake for permanent conservation, pending City staff approval of independent land assessment from the Conservancy.

2) Bulletproof Vest Partnership Grant Program- 2017 - Police Department

Police Chief Steve Russo stated he was before the Committee regarding a grant from the US Department of Justice, Bureau of Justice Programs in the amount of \$3,296.37. This is an annual grant from the bullet proof partnership program and it pays for about 45% for replacing vests for officers. Vests are rotated every five years.

Councilor Jacobs clarified the money is already in the budget and the committee is authorizing the acceptance of the match. Chief Russo agreed.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept \$3,296.37 from the Bulletproof Vest Partnership Grant Program funds of the US Department of Justice, Bureau of Justice Programs.

3) Acceptance of State Drug Forfeiture Monies - Police Department

Chief Russo stated this item is regarding forfeiture funds from the state in the amount of \$17,988.95. They are from three separate forfeitures; one conducted by the Keene Police Department in December 2016 which brought in \$1,973.59, the second was a joint investigation conducted between the Keene Police Department and the NH Attorney General's Drug Task Force in January 2016 which brought in \$13,589.10 and the third conducted by the Keene Police Department in April 2017 which brought in \$2,426.26.

Councilor Jacobs asked whether these are monies that can be anticipated when putting the budget together. Chief Russo stated these are not monies the city can anticipate as they are not aware of what investigations will come up on a yearly basis. Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept drug forfeiture payments from the State of New Hampshire in the amount of \$17,988.95.

4) Event Planning - Public Works Department

Emergency Management Director Kurt Blomquist addressed the Committee and called their attention to language in the Memorandum pertaining to this item. Mr. Blomquist noted the importance of community activities which can help showcase Keene, help raise funds for a charity or program, provide business opportunities, and bring the community together. However, the goal of the city staff is to keep people safe at these events. He referred to a multi-departmental approach to planning for these community events while indicating that others were present to address the committee tonight including the City Clerk, Police Chief and Fire Chief.

City Clerk Patty Little representing Terri Hood addressed the Committee next. Ms. Little referred to comments prepared by Ms. Hood. The Clerk's office issues various types of licenses; the most complex ones involve Council approval and these events are large group public events such as street fairs and designated community events that by state law require governing body approval, in this case the City Council. A license to display fireworks also requires governing body approval by statute and city code. These types of events require one or more protocol meetings with the applicant to determine proper licensing agreements prior to Council approval. Parades are also directed to Council due to their impact on traffic and city services.

The next level of events require administrative review. These are smaller events with an attendance of 500 people or less. Although there is no street closure; there may be some impact on vehicular traffic, they include events like bike races and foot races.

The next set of licenses are those that are approved by individual departments, such as events happening in parks approved by the Recreation Department, or the Clerk's office. These licenses might require protocol meetings should they require street closures. Events like walkathons that happen on sidewalks or events that happen on private properties also go through the administrative process. Ms. Hood is the coordinator of all such meetings, and eventually issues the licenses. Protocol meetings also require representation from police, fire, public works and at times the health department. The clerk's office keeps track of these meetings; takes note of any open items and ultimately produces a protocol document. This document does not outline staffing or deployment nor does it include safety plans which are handled internally by police and fire. The applicant is provided an estimate of costs which would be ultimately passed on to them

and they are advised that anything beyond the approximated budget would also be their responsibility.

As far as the community events funding process, the clerk's office works with the finance department on this item. Any first time applicants who are looking for funding from the city are brought before the City Council to receive the community events status. There are about five or six events that receive events funding from the city. There is a council policy that describes the characteristics of a community event. There are currently five or six events that receive community events funding.

Ms. Little went on to say that generally the fees are not adequate for the staff time involved in administering these licenses. For instance, the application fee for a walkathon is \$25, the use of city property for a public event has no fee attached but there could be city services attached to such an event. She noted there used to be a license fee for community events years ago but because of a request from Center Stage, Council eliminated the fee of \$150 per day.

Ms. Little reviewed the number of licenses issued in a year: 10-15 walkathons, five parades, 12-15 foot races, seven community events, five or more licenses for special events on public property and 25 events on private property. which is open to the public. Ms. Little stated she agrees with Mr. Blomquist in that these events are important to the community and it is the city's responsibility that they are conducted in a safe manner for the public to enjoy.

Chief Russo was the next speaker. Chief Russo stated staffing needs are dependent upon how large the event is. A lieutenant in charge of special events manages this process until the event gets too large at which time other senior staff are brought in to assist. The notoriety of the event has a lot to do with the services provided as well as the area it covers. The time of year, the expected numbers as well as the number of days are other items to consider. At times the pre and post event tasks can take several days. Once the event details are fully understood, a risk assessment is done. Once the risk assessment is done then the department looks at the kinds of threats associated with a specific event, natural or man-made. He noted quantifying something like that can be extremely difficult. He added the department works with the National Information Center as well as the FBI to determine aspects such as that.

Chief Russo stated not only do departments have to evaluate what services are needed for an event, but there also has to be determination made as to how to run the rest of the city during this event. The Chief noted they can't commit all the personnel to one event. In addition, they need to determine if outside assistance is necessary. The first meeting with the applicant provides for just an estimate but once the protocol meetings happen, things often can change.

Chief Howard stated when meeting with the applicant, even though an event might have happened in the past, staff asks the necessary questions to make sure proper resources can be provided to cover an event. Based on that meeting, at times costs can increase or

decrease. Chief Howard commended Ms. Hood for all she does to keep these events organized. He added this is a dynamic process which expands across departments and at times to outside resources (county, state and federal).

Mr. Blomquist stated it is not staff's intention to convey that this is an over-burdensome process and added these events are important to the community, but when people come to these events they expect there is basic safety in place.

Chair Greenwald thanked staff for this well written report.

Councilor Chadbourne asked whether there is a charge to meet with the FBI and State. Chief Russo stated the FBI does not and in the past the State has not charged for the EOD (Explosive Ordnance Disposal) team, but the city was charged this year.

Councilor Jacobs commended how well the departments work together at these events. He added the city wants to conduct these events but the city also wants to make sure they are done safely. He indicated a member of the public had raised an issue that they were not given access to the protocol plans. Mr. Blomquist stated there are certain emergency action plans that are deemed non-public such as security and deployment plans.

Councilor Chadbourne made the following motion which was seconded by Councilor Jacobs.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the report on event planning be accepted as informational.

5) Cheshire TV Operating Agreement - IT Department

Asst. City Manager/IT Director Rebecca Landry and Assistant IMS Director Andrew Mueller addressed the Committee next. Ms. Landry stated the City has an operating agreement with Cheshire TV. The last agreement was put in place in 2014 which is currently up for renewal. This item is for the City Manager to negotiate and execute a renewal agreement. Ms. Landry stated the city just received Cheshire TV's annual plan which staff is reviewing to determine how that might affect the operating agreement going forward.

Chair Greenwald noted the motion calls for negotiation and execution and asked whether this means staff is not anticipating any major changes. Ms. Landry stated she was not sure at this time and staff needs more time to review the annual plan. Ms. Dragon stated staff has not yet had conversations with Cheshire TV which is something she would like to do and does not anticipate any major changes but there are some things she would like to discuss with Cheshire TV. Councilor Chadbourne stated she would like a report back.

Councilor Powers asked whether this is a three year agreement. Ms. Landry stated the current agreement is a three-year agreement with an option to renew on an annual basis and the City could do something similar. She added she had no problem writing up a

Memo and leaving it for the Councilors in their mailboxes once the new agreement has been executed.

Councilor Clark felt if there are changes the committee should know about it otherwise it was not necessary for this item to be brought back to the committee. Ms. Landry agreed if there are major changes, staff could come back and hoped the Committee would provide staff with that flexibility. She added the major issues are what is paid to Cheshire TV and what services they are being asked to provide and added this is unlike the Franchise Agreement with Spectrum or Charter; this is an operating agreement. Councilor Chadbourne asked whether this is the process when by-laws are adopted. The Manager answered in the negative and added this is the time when the city enters into an agreement with Cheshire TV for their operation; the city collects money through a Franchise Agreement and a portion is paid out to Cheshire TV through the operating agreement.

Councilor Jacobs stated he was comfortable having staff negotiate and execute unless there is a major change to the agreement. The Chair asked for comments from Cheshire TV.

Dr. Chad Nye of Keene State College stated he is the President of Cheshire TV's Board. He stated the annual report does not contain anything out of the normal and that he was looking forward to negotiating the agreement. He extended his appreciation to city staff for the smooth transition temporarily to the Kay Fox Room. The Chair asked whether there was language in the prior agreement about relocation. Ms. Landry stated there was and added Cheshire TV had no obligation to stay at any city property.

Councilor Chadbourne stated she is comfortable receiving a Memo from staff if there aren't any major changes to the agreement.

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

That the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Manager to do all things necessary to negotiate a renewal operating agreement with Cheshire TV.

Councilor Jacobs made an amended motion to insert the words "and execute" after the word negotiate. The amendment was seconded by Councilor Powers and carried on a 4-1 vote with Councilor Clark voting in opposition.

On a 4-1 vote, the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Manager to do all things necessary to negotiate and execute a renewal operating agreement with Cheshire TV.

6) RFP 02-18-06 Storage Area Network Replacement - IT Department

Ms. Landry stated the city recently submitted an RFP for the replacement of the storage area network. She indicated the storage area network has been in place for five years and is the centralized storage for city operations. Four responses were received from the RFP and after review of same staff is recommending the City Manager be authorized to negotiate and execute a contract with Cambridge Computer Services, Inc. Their proposal was the best fit for the city. The other proposals that were less did not include hardware and the components the city required.

The Chair asked for explanation about cloud storage. Mr. Mueller stated things like google offer cloud storage but the city does not use cloud; the city is more localized to offer more control and reliability. Ms. Landry added there are some applications the city has purchased that are cloud based (Parks and Recreation and the Assessment system). However, the general storage is done in-house.

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

On 4-1 vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a contract with Cambridge Computer Services, Inc. for the acquisition and implementation of a Reduxio storage area network solution.

Councilor Clark voted in opposition.

7) Relating to Water and Sewer Rates Ordinance O-2017-20

Finance Director Steve Thornton addressed the Committee and stated during the last budget process there was a proposal for a change to water and sewer rates. This year there is a slight decrease to the combined and water and sewer bills staff is bringing forward. For residential users the decrease would be about .75% - 1.12% (approximately \$11 per year). Commercial users .1% - .97%. Councilor Powers commended city staff for being on track with these rates.

Councilor Jacobs made the following motion, which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2017-20 to be effective with the first billing cycle after January 1, 2018.

The meeting adjourned at 7:35 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker