



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
March 8, 2018  
6:30 PM**

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

- 
1. Tim Zinn/Let It Shine - Request for Community Event Status - Request for 2018 Keene Pumpkin Festival Brought to You By the Students of the Area's Schools
  2. Councilor Manwaring - License Fees for Events Requiring Staff Protocols
  3. Councilor Greenwald - Veterans Tax Credits
  4. All Veterans' Tax Credit
  5. FY17 Audit Presentation – Melanson Heath
  6. Stormwater and Wastewater Asset Management Planning - Consultant Selection
  7. Roxbury Street Bridge Replacement - Consultant Selection
  8. Responding to Recruitment Challenges – Keene Police Officers
  9. Relating to Probationary Firefighter and Probationary Police Officer Ordinance O-2018-03
  10. Wes Cobb - Recommended CIP Change - Downtown Renovations
  11. Councilor Lamoureux - Recommended CIP Change - Gilbo East Parking Lot
  12. Staff Recommended CIP Change – Storage Area Network (page 104)
  13. Staff Recommended CIP Change – Downtown Revitalization (page 150)

14. Staff Recommended CIP Change –Surface Parking Lots Maintenance (page 157)
15. Capital Improvement Program
16. Councilor Powers - CIP Considerations

Non Public Session  
Adjournment



City of Keene, N.H.  
*Transmittal Form*

February 14, 2018

**TO:** Mayor and Keene City Council

**FROM:** Tim Zinn

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 1.

**SUBJECT:** Tim Zinn/Let It Shine - Request for Community Event Status - Request for 2018 Keene Pumpkin Festival Brought to You By the Students of the Area's Schools

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**COUNCIL ACTION:**

In City Council March 1, 2018.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Let It Shine Communication - Community Event Funding

Council Policy on Funding for Community Events

**BACKGROUND:**

Mr. Zinn is requesting consideration for Community Event Funding for the 2018 Pumpkin Festival brought to you by the Children of SAU 29.

*Let it Shine!*



KEENE PUMPKIN  
FESTIVAL



PumpkinFestival.org  
c/o Sterling, 214 Washington Street  
Keene, NH 03431

February 7, 2018

Honorable Mayor and Keene City Council,

Attached please find *Let it Shine's* request for Community Event Funding Status for 2018 Keene Pumpkin Festival brought to you by the students of the area's schools.

Following closely the format and success of last year's Festival, we continue to strive to provide local residents with the opportunity to enjoy the magic and inspiration that is our local Pumpkin Festival.

We are excited to build on the positive outcomes for our local students, citizens, Keene State College, and our City. Together, we can continue to change the conversation, expectations, and digital footprint for all concerned.

We look forward to communicating our vision for this year's event.

On behalf of Let It Shine,

A handwritten signature in blue ink, appearing to read 'Tim Zinn', written over a horizontal line.

Tim Zinn (Board Chair, LIS)



*Shaundi Rider photo, 2017*



City of Keene  
New Hampshire

### COMMUNITY EVENT FUNDING QUESTIONNAIRE

Date completed: 1-27-18

Sponsoring Organization: Let it Shine Inc.

1. Is your organization incorporated as a non-profit? (Please provide date of incorporation/founding date and list of current board members) **Yes.**  
501 C 3 # 27,494 1779. F. 2011. Board Members: Tim Zinn, Nancy Hickox, Ruth Sterling

2. Please provide copies of the following financial statements for your organization:  
• Profit & loss statement for previous fiscal year ✓  
• A current balance sheet ✓ *Separate documents.*

4. Has your organization received community event funding in the past for this or other events? Please indicate other events.  
 YES  NO  
*Pumpkin Festival 2011, 2012, 2013 + 2014*

#### Proposed Event Information (Funding Request FY 2018, July 1, 2018 to June 30, 2019)

Name of Event: Keene Pumpkin Festival

Anticipated Event Date(s): Sunday, October 28, 2018

1. Please complete Attachment A (Use of City Property Questionnaire) to provide a detailed description of the proposed event. ✓

2. Does your event take place on public property? (Please indicate location(s) below)  
*Yes, Central Square, Downtown Keene*

3. Is your event a leisure time activity that is open to the public free of charge?

YES  NO

If NO, provide information regarding anticipated admission charges as part of event budget documentation.

4. Has your group successfully run this event two consecutive times or more prior to this request?

YES  NO

When did this event receive community event status?

2011

5. Confirm whether anticipated event scope (activities planned) and location (event footprint) as described on the Use of City Property Questionnaire will be similar to the prior year or most recent event. Describe anticipated support to be provided for set up, break down and event security by event sponsor.

Yes, similar to 2017 in scope

Yes, similar to 2017 in staffing and volunteer support.

Hoping to see 3-4 Downtown establishments offer outdoor snacks to benefit area non-profits.

6. Does your event appeal to a cross-section of the community? (Please explain briefly)

Yes, Keene Pumpkin Festival appeals to everyone who enjoys autumn and the tradition of carving, displaying and viewing jack-o'-lanterns.

7. Please attach documentation detailing the costs incurred and revenue generated (excluding city community event funding) by this event last year or when last conducted (if a bi-annual event).


See Detailed P+L provided

8. Please attach documentation demonstrating your organization's efforts to raise monies through other sources for last year's event. Please include all donations received and the names of major sponsors. *See Detailed P+L provided for donor names.*

9. What is the anticipated total budget (exclusive of in-kind services) that will be required for the upcoming event?  
*\$ 20,000 plus city services*

10. List anticipated funding sources, their level of funding and the percentage of the total event budget. *Demonstration of progress toward fund raising may be required.*  
*2017 donors plus sources from earlier Let it Shine festivals are being approached. Let it Shine aims to cover all costs by donations, including estimated city services costs.*

I hereby certify that it is our organization's intent to conduct similar fund raising activities to support our upcoming event, and that all information included on this application is true and accurate.

  
Signature of Officer

\_\_\_\_\_  
(For office use only)

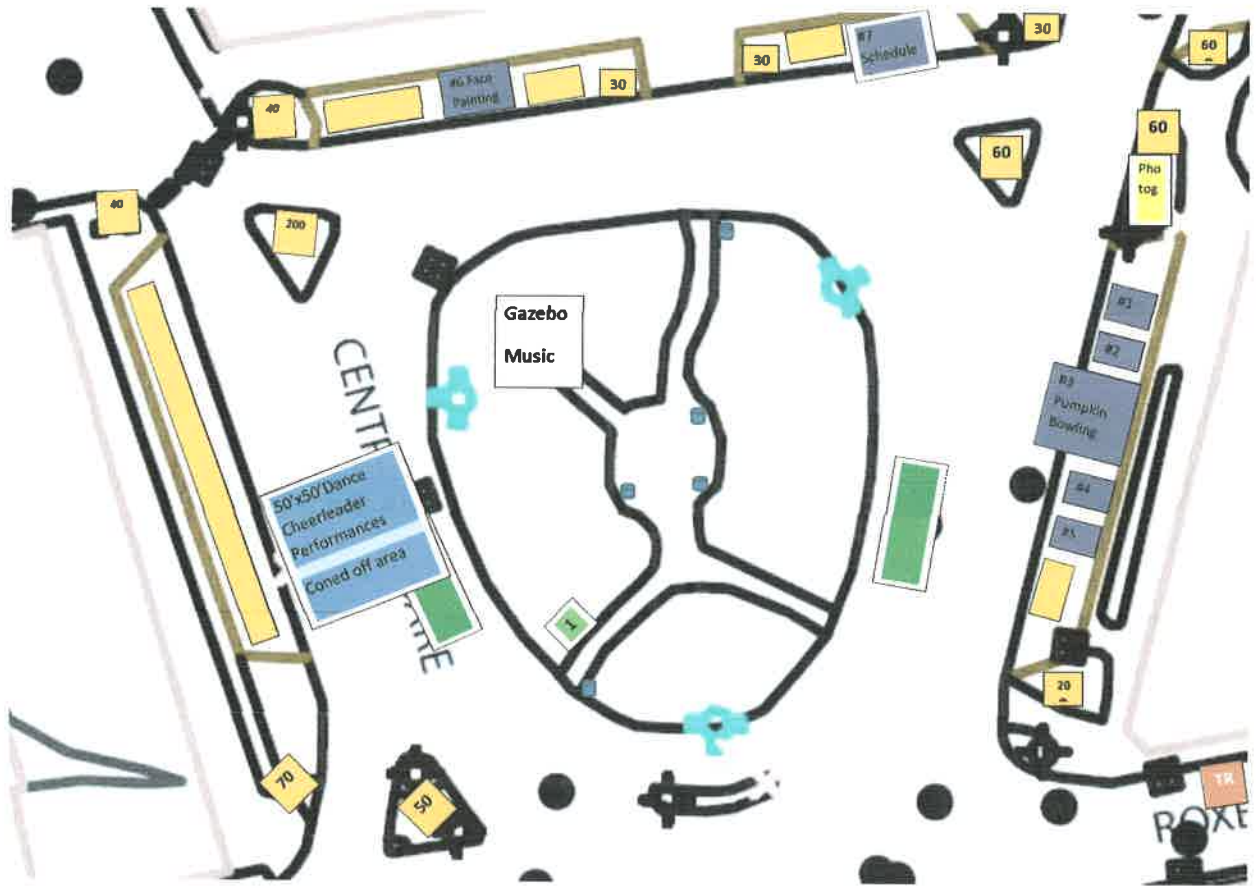
Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Date Forwarded to Finance Department for Review: \_\_\_\_\_

Final Disposition of Request: \_\_\_\_\_

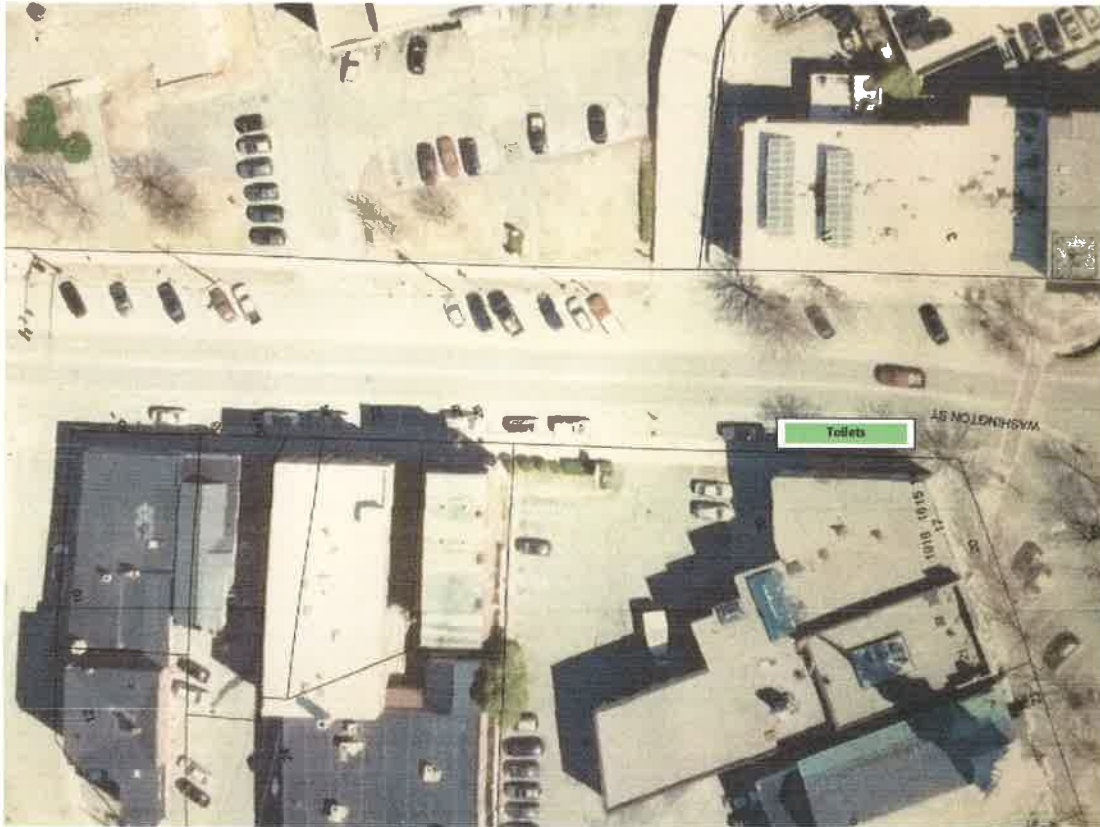
\_\_\_\_\_  
Finance Department Signature

*Handwritten mark*





2017



**NOTES:**

- **#1** Book tent 10x10. (sandbags or blocks, no spikes 10x20 limit for permitting)
- **Games:** #1 Corn hole toss, #2 Ladder Toss, #3 Pumpkin Bowling, #4 tic tac toe, #5 Can toss, # 6 Face Painting, #7 Caterpillar cart, Scheduled times for Hula Hoop, Pumpkin Broom Race.
- **Photographer:** Grassy island area in front of Luca's (just left of games). Staged photos with Debbie Daniele.
- **Gazebo:** Two scheduled bands, DJ canned children's music, announcements.
- **Toilet:** 8 Regular, 2 handicapped. Placed in the first two parking areas on Washington St. by BOA. Those spots measure 52' in total length and will allow room for barriers and clearance entry into the City parking garage. Toilet dimensions: Regular 43"x47", Handicapped 61"x61" (39' total). These two spots also allow for the minimal disruption to parking Fri – Monday. Dave's Septic has agreed to chain the toilets together and to a fixed object if available (meters and trees in that area.). They will come with padlocks and padlocks will be installed at the end of the event for Monday pickup.
- **Perimeter orange** = overflow capacity. Parking areas provide sufficient area for any overflow of pumpkins outside the SAU29 expectations. Islands provide an additional resource provided flowers are not affected. Chain spacing around perimeter of the square is roughly 10' on centers for frame of reference. Approximately 1k capacity. Additional A frames, crates, lumber on standby if needed. 10' planks on the granite pillars as done in prior festivals provide an additional 1k.
- **Dumpster locations during cleanup.** Delivered by Waste Management at Cleanup
- **TR** = Trash only Dumpster just outside jersey barriers Roxbury St.
- Trash Cans 🗑️
- Possible flatbed (no vehicle) parked along the center island parking for storage of A frames lumber etc. Across from Moe's or Synergy.
- Misc: Parking area footage - Pumpkin bowling main area provides for 13 parking spaces (19'D x 117'L) , Pedrazza 14 spaces, Stage 7, Church 9

SCHOOL	MAP	# Pumpkins
WHEELOCK	A	100
KMS	B	730
SYMONDS	C	365
Waldorf	D	145
FRANKLIN	E	249
Surry Mountain Charter	F	30
HARRISVILLE	G	52
CHESTERFIELD	H	300
WESTMORELAND	I	150
MARLOW	J	50
FULLER	K	436
MARLBOROUGH	L	190
NELSON	M	85
Saint Josephs	N	200
TOTAL		3082

A Frame = 

Granite Post Planks = 

01/24/18

Let it Shine Inc.  
Profit and Loss Detail  
January 1, 2017 through January 24, 2018

Date	Name	Amount	Balance
Ordinary Income/Expense			
Income			
Donation			
08/17/17	Applebee's Keene	250.00	250.00
08/17/17	Keene Orthodontic Spec...	500.00	750.00
08/17/17	WS Badger	250.00	1,000.00
08/17/17	Best Western Plus	2,000.00	3,000.00
08/17/17	Holiday Inn Express	1,500.00	4,500.00
08/17/17	Fairfield Inn & Suites Ke...	1,500.00	6,000.00
08/25/17	The Stage	1,000.00	7,000.00
08/25/17	Savings Bank of Walpole	500.00	7,500.00
08/25/17	Sting Ray Optics	500.00	8,000.00
08/25/17	Monadnock Food Co-op	100.00	8,100.00
10/08/17	Clark-Mortenson Agenc...	250.00	8,350.00
10/08/17	Lab'N Lager, LLC	250.00	8,600.00
10/08/17	George Scott & Charlott...	100.00	8,700.00
10/08/17	James T. Pettapiece	100.00	8,800.00
10/08/17	Sean P Drower, DMD, PC	500.00	9,300.00
10/08/17	Corey Williams	100.00	9,400.00
10/08/17	William & Elizabeth Cotter	100.00	9,500.00
10/08/17	Markem-Imaje	1,000.00	10,500.00
10/08/17	Amherst Label Inc.	1,000.00	11,500.00
10/08/17	United Natural Foods	1,000.00	12,500.00
10/08/17	Courtyard Marriott	500.00	13,000.00
10/08/17	F.H. Hamblet, LLC	500.00	13,500.00
10/08/17	Ted's Shoe and Sport	215.00	13,715.00
10/08/17	Life is Sweet	250.00	13,965.00
10/08/17	Raynor Dental	250.00	14,215.00
10/12/17	Bayada Home Health Care	1,000.00	15,215.00
10/12/17	ABTech Inc.	242.00	15,457.00
10/12/17	Nancy Sporborg	6,232.00	21,689.00
10/12/17	Rupert & Honora Zinn	75.00	21,764.00
10/12/17	Martha D Henum	200.00	21,964.00
10/12/17	Country Life Restaurant	20.00	21,984.00
10/12/17	Walpole Creamery, LTD.	100.00	22,084.00
10/12/17	TD Bank	100.00	22,184.00
10/12/17	The Toadstool Bookshop	200.00	22,384.00
11/27/17	TRANSFER PAYPAL IDPA...	2,900.39	25,284.39
01/17/18	Kris Roberts	150.00	25,434.39
01/17/18	Mike Giacomo & Rachel ...	400.00	25,834.39
01/17/18	Courtyard by Marriott D...	500.00	26,334.39
	Total Donation	26,334.39	26,334.39

01/24/18

Let it Shine Inc.  
Profit and Loss Detail  
January 1, 2017 through January 24, 2018

Date	Name	Amount	Balance
Interest Earned			
01/31/17	Interest Paid	0.07	0.07
02/21/17	INTUITPMTS INTUIT PYM...	0.15	0.22
02/28/17	Interest Paid	0.06	0.28
03/31/17	Interest Paid	0.06	0.34
04/30/17	Interest Paid	0.07	0.41
05/31/17	Interest Paid	0.06	0.47
06/30/17	Interest Paid	0.02	0.49
07/31/17	Interest Paid	0.03	0.52
08/31/17	Interest Paid	0.03	0.55
10/31/17	Interest Paid	0.42	0.97
11/30/17	Interest Paid	0.70	1.67
12/31/17	Interest Paid	0.78	2.45
Total Interest Earned		2.45	2.45
Total Income		26,336.84	26,336.84
Gross Profit		26,336.84	26,336.84
Expense			
Accounting Expense			
01/17/17	INTUIT *QB ONLINE 800...	39.95	39.95
05/11/17	Rachel Elkins	800.00	839.95
Total Accounting Expense		839.95	839.95
Business Licenses and Permits			
05/11/17	State of NH Registration	75.00	75.00
Total Business Licenses and Per...		75.00	75.00
Event Expense			
08/17/17	Dave's Septic	600.00	600.00
10/17/17	BMI	239.00	839.00
10/17/17	ASCAP	75.00	914.00
10/17/17	SESAC	95.00	1,009.00
11/07/17	Emily Soddors	146.00	1,155.00
11/26/17	Jeff Cutter	200.00	1,355.00
11/26/17	Jenna Schiffelbein	380.76	1,735.76
11/26/17	Ariel Printing	125.00	1,860.76
11/26/17	Waste Management	1,539.92	3,400.68
12/27/17	Newmont Farm LLC	5,000.00	8,400.68
01/11/18	City of Keene	13,850.00	22,250.68
01/11/18	Waste Management	507.36	22,758.04
Total Event Expense		22,758.04	22,758.04

01/24/18

Let it Shine Inc.  
Profit and Loss Detail  
January 1, 2017 through January 24, 2018

<u>Date</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
	Insurance Expense		
10/12/17	K&K Insurance Group	2,120.00	2,120.00
	Total Insurance Expense	2,120.00	2,120.00
	Total Expense	25,792.99	25,792.99
	Net Ordinary Income	543.85	543.85
	Net Income	543.85	543.85

Let it Shine Inc.  
Balance Sheet Summary  
As of January 27, 2018

	<u>JAN 27, 2018</u>
ASSETS	
Current Assets	
Checking/Savings	1,607.78
Other Current Assets	0
Total Current Assets	<u>1,607.78</u>
 TOTAL ASSETS	 <u>1,607.87</u>
 LIABILITIES & EQUITY	
Equity	1,607.78
TOTAL LIABILITIES & EQUITY	<u>1,607.78</u>



# CITY OF KEENE

R-2012-19

In the Year of Our Lord Two Thousand and .....Twelve.....

A RESOLUTION RELATING TO COUNCIL POLICY: FUNDING FOR COMMUNITY EVENTS.....

**Resolved by the City Council of the City of Keene, as follows:**

WHEREAS: Community events are important because they help to financially enhance, showcase and build upon the community's investment in itself, provide social, cultural and recreational opportunities; provide economic stimulus for both area non-profit and for-profit organizations and businesses; promote the quality-of-life and economic vitality of the community and that such fairs, events and promotions are consistent with Keene's Comprehensive Master Plan and

WHEREAS: RSA 31:100 provides that the governing body of a City may grant a license to an applicant to use and occupy a portion of any street or sidewalk as may be designated for the purpose of conducting thereon street fairs or other community events, including but not limited to the sale of merchandise by commercial retailers or by community associations conducting street fairs or other promotions. Such licenses may include the right to encumber the designated area with boxes, shelves, stands or other devices useful in conducting such sales and shall be issued for not more than 3 consecutive business days; and

WHEREAS: The City may also authorize a community event to occur on other public property not consisting of a public street or sidewalk; and

WHEREAS: The City of Keene owns significant real property in the Towns of Roxbury and Swanzey, which also may be suitable sites for community events; and

WHEREAS: The City Council may at its sole discretion budget from year to year funds to support those community events which it determines to be appropriate for financial participation by the City, and based upon the standards contained in this policy; and

WHEREAS: Licenses may also be subject to such other terms and conditions, to be expressed in the license, as the public convenience and safety may require; and

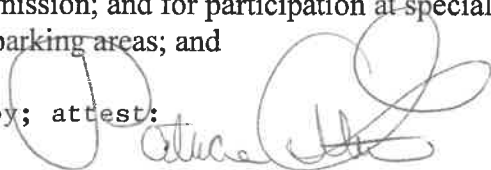
WHEREAS: A community event is defined by the City of Keene as an event that takes place on public property, and which may require street closures or traffic coordination, and which has a expected attendance of at least 500 participants or observers; and

WHEREAS: A community event may accept donations and may charge attendees for general admission; and for participation at special venues within the event or for parking in private parking areas; and

ED

May 17, 2012

A true copy; attest:

  
City Clerk



WHEREAS: the event applicant must be registered with the State of New Hampshire as a not-for-profit organization; and

WHEREAS: The event shall have been previously produced at least twice prior to the request for community event status; and

WHEREAS: the applicant requesting community event status shall annually provide the City with documentation showing its efforts to raise monies through the private sector, its actual costs for producing the event and any fund balance prior to its request to the City for funding; and

WHEREAS: The sponsor of a community event must show proof of its ability to pay all reasonable and customary expenses associated with the planned event or provide the City with sufficient surety of payment which in the City Council's sole discretion it may require in the event that the sponsor fails to raise said funds. In the event that the sponsor is not able to repay the City, the City Manager shall be authorized to negotiate a settlement of the amount due and for consideration by the City Council; and

WHEREAS: The community event budget is intended to fund personnel, equipment and material costs that would otherwise not be incurred by the respective City department involved in any particular event. It is intended to fund equipment used and overtime incurred during pre-event set-up, activities during the event and any after hour cleanup. The community events budget is not intended to fund those costs associated with administrative planning or personnel cost of work performed during a regular working week, day or shift.

NOW THEREFORE BE IT RESOLVED:

The total annual appropriation for all community events shall be at the discretion of the Keene City Council.

  
Kendall W. Lane, Mayor



*Transmittal Form*

February 12, 2018

**TO:** Mayor and Keene City Council

**FROM:** Councilor Jan Manwaring

**ITEM:** 2.

**SUBJECT:** Councilor Manwaring - License Fees for Events Requiring Staff Protocols

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**COUNCIL ACTION:**

In City Council March 1, 2018.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Communication - Manwaring

**BACKGROUND:**

Councilor Manwaring is requesting a review of all license fees associated with licensed events.

February 12, 2018

Mayor Kendall Lane and  
City Councilors  
3 Washington Street  
Keene, New Hampshire 03431

I am requesting a discussion on the license fees that the City of Keene levies on organizations and business. As we are learning the cost of staff time from the City Clerk to the Public Works Department, it is time to review these fees and make needed adjustments.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Jan Manwaring", with a long, sweeping horizontal stroke extending to the right.

Jan Manwaring  
City Councilor, Ward 1  
50 Belmont Avenue  
Keene, New Hampshire 03431



City of Keene, N.H.  
*Transmittal Form*

February 23, 2018

**TO:** Mayor and Keene City Council

**FROM:** Councilor Mitchell H. Greenwald

**ITEM:** 3.

**SUBJECT:** Councilor Greenwald - Veterans Tax Credits

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**COUNCIL ACTION:**

In City Council March 1, 2018.

Referred to the Finance, Organization and Personnel Committee.

**ATTACHMENTS:**

Description

Communication - Greenwald

**BACKGROUND:**

Councilor Greenwald was approached by a constituent who requested that the City consider expanding the Veterans Tax Credit to all veterans.



Mitchell Greenwald  
Chairman, Finance Organization and Personnel Committee  
Ward 2, City Councilor

February 20, 2018

To: Mayor Kendall Lane

I recently received a phone call from a Keene resident requesting that City Council consider extending the tax credit for Veterans to All Veterans.

I am therefore requesting that City staff prepare a presentation to the Finance committee on the above, and that the matter be placed on the agenda for the March 8, 2018 FOP committee meeting for discussion and vote.

Thank you,

Mitchell Greenwald



City of Keene, N.H.  
*Transmittal Form*

March 1, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Daniel J. Langille, City Assessor

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 4.

**SUBJECT:** All Veterans' Tax Credit

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**RECOMMENDATION:**

Informational Only- No Action Necessary

**ATTACHMENTS:**

Description

NHRSA 72:28 Veterans Tax Credit

**BACKGROUND:**

At the April 13, 2017 FOP meeting, the Department of Assessment (based on a review cycle as required by the City's fiscal policies) reviewed all property tax exemptions and credits. Included in this review was the All Veteran's Tax Credit (RSA 72:28-b) which the City to date has not offered. At the time of the review in 2017 no further action was taken to approve the All Veteran's Credit.

The City currently does offer a Veteran Credit (RSA 72:28) which applies to any veteran owning and residing at a property in Keene who has served not less than 90 days during a qualifying war (see attachment). The All Vet Credit offers the same credit except that it removes the requirement for service during a qualifying war or armed conflict.

RSA 72:28-b: The All Veterans' Tax Credit shall be the same as the amount of the standard or optional veterans' tax credit in effect in the town or city under RSA 72:28. The All Veterans' Tax Credit shall be subtracted each year from the property tax on the veteran's residential property. A person shall qualify for the All Veterans' Tax Credit if the person is a resident of this state who served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from service; or the spouse or surviving spouse of such resident, provided that Title 10 training for active duty by a member of a national guard or reserve shall not be included as service under this paragraph; provided however that the person is not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35.

There is no way to know for certain how many Veterans would apply/be eligible for the All Veterans' Tax Credit. However, the 2012-2016 US Census estimates there are 1,247 Veterans residing in Keene. Currently, there are 652 eligible Veterans receiving Veterans Credits offered by the City. This leaves 595 Veterans who might submit applications for the All Veterans Tax Credit of \$225, for a potential additional tax impact of

\$133,875.

**From 2017 MS-1:**

<b>TAX YEAR</b>	<b># OF VETERAN CREDITS</b>	<b>AMOUNT</b>	<b>TAX IMPACT</b>
2017	652	\$225	\$146,700

# TITLE V TAXATION

## CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

### Property Taxes

#### Section 72:28

##### **72:28 Standard and Optional Veterans' Tax Credit. –**

I. The standard veterans' tax credit shall be \$50.

II. The optional veterans' tax credit, upon adoption by a city or town pursuant to RSA 72:27-a, shall be an amount from \$51 up to \$500.

The optional veterans' tax credit shall replace the standard veterans' tax credit in its entirety and shall not be in addition thereto.

III. Either the standard veterans' tax credit or the optional veterans' tax credit shall be subtracted each year from the property tax on the veteran's residential property. However, the surviving spouse of a resident who suffered a service-connected death may have the amount subtracted from the property tax on any real property in the same municipality where the surviving spouse is a resident.

IV. The following persons shall qualify for the standard veterans' tax credit or the optional veterans' tax credit:

(a) Every resident of this state who served not less than 90 days on active service in the armed forces of the United States in any qualifying war or armed conflict listed in this section and was honorably discharged or an officer honorably separated from service; or the spouse or surviving spouse of such resident, provided that Title 10 training for active duty by a member of a national guard or reserve shall be included as service under this subparagraph;

(b) Every resident of this state who was terminated from the armed forces because of service-connected disability; or the surviving spouse of such resident; and

(c) The surviving spouse of any resident who suffered a service-connected death.

V. Service in a qualifying war or armed conflict shall be as follows:

(a) "World War I" between April 6, 1917 and November 11, 1918, extended to April 1, 1920 for service in Russia; provided that military or naval service on or after November 12, 1918 and before July 2, 1921, where there was prior service between April 6, 1917 and November 11, 1918 shall be considered as World War I service;

(b) "World War II" between December 7, 1941 and December 31, 1946;

(c) "Korean Conflict" between June 25, 1950 and January 31, 1955;

(d) "Vietnam Conflict" between December 22, 1961 and May 7, 1975;

(e) "Vietnam Conflict" between July 1, 1958 and December 22, 1961, if the resident earned the Vietnam service medal or the armed forces expeditionary medal;

(f) "Persian Gulf War" between August 2, 1990 and the date thereafter prescribed by Presidential proclamation or by law; and

(g) Any other war or armed conflict that has occurred since May 8, 1975, and in which the resident earned an armed forces expeditionary medal or theater of operations service medal.



**Source.** 1871, 13:1. GL 54:2. PS 56:4. 1907, 95:1. 1919, 54:1. 1921, 12:3; 103:1. 1923, 68:2. PL 60:26. 1941, 157:1. RL 73:29. 1943, 174:1. 1944, 4:1. 1947, 240:1, par. 29. 1949, 167:1. 1951, 132:1. RSA 72:28. 1955, 289:1. 1963, 49:1; 118:1; 324:1. 1967, 35:1, 2; 219:1, 2. 1971, 303:1. 1975, 282:1. 1976, 42:1, 2. 1977, 61:1. 1979, 288:2. 1981, 215:1. 1989, 64:1; 270:1. 1991, 70:3-6. 1992, 70:3. 1993, 73:3, 10; 262:1. 2003, 299:2. 2005, 126:1, eff. April 1, 2006. 2013, 254:2, eff. July 24, 2013. 2016, 217:9, eff. Aug. 8, 2016.



February 22, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** 5.  
**SUBJECT:** FY17 Audit Presentation – Melanson Heath

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**COUNCIL ACTION:**

In City Council March 1, 2018.  
More time granted.

**RECOMMENDATION:**

On 5-0 vote, Finance, Organization and Personnel Committee recommends the FY 17 Audit be placed on more time.

**BACKGROUND:**

Asst. Finance Director Merri Howe addressed the Committee and introduced Scott McIntyre of Melanson Heath and Company to address the FY17 audit.

Mr. McIntyre stated he was before the Committee to address the city's June 30, 2017 financial statements. He stated the city's audit of the financial statements went very well and found the books to be in good working order. FY17 is the second year the city has put together a comprehensive financial report

Mr. McIntyre referred to Page 29 – long term prospective balance sheet – second number from the bottom - unrestricted net restriction is shown in parentheses and this is because liabilities outweigh the revenue. The reason for this is FY17 the third year, like all governmental entities is being required to put the pension liability on the face of the balance sheet.

Page 31 – governmental funds balance – the first column represents what the city accounts for as the general fund plus the capital reserve funds. They are accounted for separately but for formal presentation they are consolidated. Third number from the bottom, first column has a number of \$8,656,000, which is an increase of about a million dollars (11% of general fund levy).

Mr. McIntyre then referred to page 35, budget and comparative schedule, has a million dollars and this is the budgetary result of operations (combination of revenue and expenditure). The negative number on this page is the use of fund balance appropriated toward the FY17 budget.

Chair Greenwald referred page 35, use of fund balance of 1.2 million dollars – by dropping down to the bottom line it indicates the fund balance being refilled. Mr. McIntyre agreed.

Mayor Lane noted in 2017 there seems to be a substantial increase, it went from 14% to 17.6% which is higher than it has ever been above and asked why this would be and also noted this seems inconsistent with page 110 which shows a decrease in the percentage of debt limit - 60% to 40%. Mr. McIntyre stated if he was to look closely at the city's debt schedules he should be able to answer that but does not have that answer at this time. He noted pages 59-61 show a rapid pay out of debt which is a strength to the community.

Finance Director Steve Thornton explained the debt service is a percentage of non-capital expenditure which went up from 14% to 17.61% between 2016 and 2017. Expenditures across funds decreased by 1.2 million from 2016 to 2017.

Councilor Powers clarified on page 35 and noted to get to that 1.2 million, the city would have to not spend and there has to be a surplus in the budget and this would mean the city would not be able to provide the service it envisioned at the beginning of the year.

The Committee expressed concern they had not received this audit report until last night and suggested continuing this item to the next meeting until they had time to review it further.

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

On 5-0 vote, Finance, Organization and Personnel Committee recommends the FY 17 Audit be placed on more time.



March 2, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Donald R. Lussier, P.E.

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 6.

**SUBJECT:** Stormwater and Wastewater Asset Management Planning - Consultant Selection

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a professional service contract with Hazen and Sawyer for engineering and technical services for the Stormwater and Wastewater Asset Management Planning project for an amount not to exceed one hundred and twenty thousand dollars (\$120,000) with funding to come from Project Cost Centers 90193 and 08078.

**BACKGROUND:**

The City Council's Fiscal Policies for FY 2018 included a goal for the City to "develop, implement, and refine capital asset management programs" to guide the long term stewardship of the City's infrastructure.

In order to advance this goal, the Public Works Department submitted "Pre-Applications" for a program offered by the New Hampshire Department of Environmental Services (NHDES). The Clean Water State Revolving Fund (CWSRF) allows for municipalities to borrow funds to pay for the development of asset management plans for sewer and storm water assets. Upon successful completion, the borrower is entitled to principal forgiveness of up to \$30,000 per phase.

In October 2017, the City received notification that it had been approved for three (3) "phases" of asset management planning; two (2) for our sanitary system and one (1) for our enclosed storm drains. Therefore, we are currently eligible for up to \$90,000 in principal forgiveness.

The City issued a Request for Qualifications (RFQ) for engineering services required to complete the Asset Management plans receiving seven (7) proposals. A staff team comprising of the Assistant Public Works Director, the City Engineer and the Fleet Services Operations Manager reviewed and ranked the seven (7) responses that were received. Proposals were reviewed based on the following criteria and weighting:

Understanding of the City's Needs	20%
Approach to Solving our Needs	20%
Ability of Firms to Complete this Project	10%
Qualifications of Project Manager	10%
Qualifications of sub-Consultants/Team	10%
Relevant Experience of Firm/PM/Team	10%
Effort and Care in Preparing Proposal	10%

Capacity to Meet City's Schedule	5%
Reverences	5%

From the seven (7) proposals, the team selected the following four firms for interviews:

- Weston & Sampson
- Tata & Howard
- Wright-Pierce
- Hazen and Sawyer

Interviews were held on February 21<sup>st</sup> and March 2<sup>nd</sup>, and the same review team evaluated the firms on the following criteria:

Understanding of the City's Needs	20%
Approach to Solving our Needs	15%
Presentation Skill of Project Manager	15%
Rapport between City and Team	10%
Overall Quality of Presentation	10%
Proposed Schedule and Resources	10%
Innovation and Creativity	10%
Public Engagement Plan	10%

Below is a table of the composite scores of the team and the ranking of the three firms.

<u>Firm</u>	<u>Score</u>
Weston & Sampson	7.7
Tata & Howard	9.2
Wright-Pierce	10.9
Hazen and Sawyer	14.1

It is recommended that the City Manager be authorized to negotiate and execute a professional service contract with Hazen and Sawyer in an amount not to exceed \$120,000 with funding to come from Project Cost Center 90193 and 08078. It should be noted that the principal forgiveness available through the NHDES is up to \$90,000. Fees in excess of this amount will be divided between the two cost centers based on proportion of costs for each fund (i.e., general and sewer funds).



City of Keene, N.H.  
*Transmittal Form*

March 2, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Donald R. Lussier, P.E., City Engineer

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 7.

**SUBJECT:** Roxbury Street Bridge Replacement - Consultant Selection

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with McFarland Johnson for engineering services required for the replacement of the Roxbury Street Bridge over Beaver Brook in an amount not to exceed \$154,560 (subject to NHDOT approval), with funding to be provided by Project Cost Center 90295-B.

**BACKGROUND:**

The Roxbury Street bridge over Beaver Brook is one of the City's 13 currently red-listed bridges. Replacement of this structure was approved by the City Council as part of the FY18 CIP. This project is being completed with funding through the New Hampshire Department of Transportation's State Bridge Aid program. As such, the State reimburses 80% of the actual project costs and the City is responsible for the remaining 20%.

The City issued a Request for Qualifications (RFQ) for engineering services required to complete the bridge replacement. A selection team comprising of the Assistant Public Works Director, the City Engineer and a Civil Engineer reviewed and ranked the seven responses that were received. Proposals were reviewed based on the following criteria and weighting:

Experience & capabilities of the firm	10%
Experience of supervisory personnel	15%
Experience of assigned staff	10%
Experience with NHDOT process	20%
Experience with City of Keene	10%
"Project Understanding and Innovative approach"	20%
Schedule and resources	10%
References	5%

From the seven proposals, the team selected the following three firms for interviews:

- CHA
- Fuss & O'Neill, Inc.

- McFarland Johnson
- VHB

Interviews were held on January 11<sup>TH</sup> and 22<sup>ND</sup>, and the same review team evaluated the firms on the following criteria:

Understanding of project	20%
Study Approach	10%
Key Personnel	10%
pertinent Experience	10%
Cost/Fee	10%
Quality of Presentation	20%
Proposed Schedule	10%
Responsiveness to Concerns	10%

Below is a table of the composite scores of the team and the ranking of the three firms.

<u>Firm</u>	<u>Score</u>
CHA	8.7
Fuss & O'Neill, Inc.	8.1
McFarland Johnson	9.3
VHB	8.9

It is recommended that the City Manager authorized to do all things necessary to negotiate and execute a professional services contract with McFarland Johnson in an amount not to exceed \$154,560 with funding to come from Project Cost Center 90295-B.



City of Keene, N.H.  
*Transmittal Form*

March 2, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Elizabeth A. Fox, ACM/Human Resources Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 8.

**SUBJECT:** Responding to Recruitment Challenges – Keene Police Officers

---

**RECOMMENDATION:**

Accept as informational.

**ATTACHMENTS:**

Description

Hiring Incentive Program - Keene PD

**BACKGROUND:**

Attracting sufficient numbers of quality candidates that result in a finalist pool sufficient to fill officer vacancies and maintain authorized officer staffing levels at the Keene Police Department has been a challenge for some time.

Several presentations have been made to the City Council related to recruitment. The City Council, in September of 2014, recognizing strain that turnover of personnel presents supported the concept of striving to hire one over authorized strength. The department's training timeline for new hires typically result in a long transition period before a new officer is fully trained and placed in rotation to provide public safety service to the community. Since that time attracting qualified candidates has continued to stymie efforts to achieve or maintain full staffing with as many as five positions vacant at one point.

Today's environment requires use of new tools and strategies to develop robust candidate pools of both certified and uncertified candidates. While historically, the local market has provided sufficient certified candidates to meet staffing needs, current conditions require that reach be extended. To capture opportunities require marketing in a manner positioning the City favorably in a wider geographic region to increase the number of certified applicants.

With the goal of attracting certified candidates, a program of structured incentives has been developed which will provide signing and milestone bonuses to certified new hires during the probationary period will be implemented on a trial basis. Budgeted personnel dollars, unspent due to position vacancies, will provide funding for this trial program. The goal of the program is to provide an additional incentive, in a very competitive marketplace, for more experienced certified officers to consider a career with the City of Keene Police Department. Other NH communities, such as Hanover who like Keene may not be as geographically advantaged, have used similar programs successfully boosting certified applicant pools.



In addition to a program of hiring incentives focused on certified applicants, salary schedule adjustments for uncertified hires, relocation assistance, and provision of limited leave time during the first year of employment will be components of this trial program seeking to develop more robust and quality applicant pools. Results of this trial will provide information which could serve as a basis for future code or personnel handbook amendments related to public safety employees. Its results will also provide information that will assist the City in evaluation of various methods to remain an employer of choice attracting the most qualified candidate pools for City positions.

Expanded marketing of the City and its job opportunities, through social media and other means, is another key component to this effort and work on these initiatives by City staff continues.

**Proposed Keene Police Department  
Structured Hiring Incentive Program Trial**

**NH Certified Officers (\$5,000)**

- ❖ 30 days \$ 1,500
  - ❖ 6 months \$ 1,500 (successful interim evaluation)
  - ❖ 12 months \$ 2,000 (+step increase – probation completion)
- \$ 5,000**

**Out of State Certified Officers**

- ❖ 30 days \$ 1,000
  - ❖ 6 months \$ 1,500 (successful interim evaluation)
  - ❖ 12 months \$ 1,500 (+step increase – probation completion)
- \$ 4,000**

**Uncertified hires**

- ❖ 6 months Probationary schedule increase (successful interim evaluation)
- ❖ 12 months Step increase (probation completion)

**All newly hired probationary officers (certified or uncertified)**

**Vacation leave**

- ❖ 40 hours of vacation leave during the probationary period after completion of 6 months of employment and a successful interim evaluation

**Relocation Assistance** (if required to move meet department residency requirement to live within 30 minutes of Keene PD)

- ❖ Up to \$1,000 paid out on a reimbursement basis for moving, housing, or related expenses



City of Keene, N.H.  
*Transmittal Form*

February 26, 2018

**TO:** Mayor and Keene City Council

**FROM:** Elizabeth A. Fox, ACM/Human Resources Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 9.

**SUBJECT:** Relating to Probationary Firefighter and Probationary Police Officer

---

**COUNCIL ACTION:**

In City Council March 1, 2018.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

That the City Council refer Ordinance O-2018-03 to the Finance, Organization, and Personnel Committee.

**ATTACHMENTS:**

Description

Ordinance O-2018-03

**BACKGROUND:**

The ordinance advanced, proposing an adjustment to the probationary police officer salary schedule, is a component of a developing strategy responding to ongoing challenges attracting sufficient numbers of qualified candidates to create a pipeline to fill authorized positions within the City's Police Department. Amendment to Section 62-192 modifying the probationary pay rate, and providing an opportunity for adjustment during the probationary period, are strategies directed at the recruitment of uncertified personnel and will position the department more favorably in the context of entry level recruitment statewide.

The ordinance amendment proposed also includes deletion of the Section 62-193 related to auxiliary officers not modified since 2009 which are no longer a component of the Police Department's staffing model.



# CITY OF KEENE

Eighteen

In the Year of Our Lord Two Thousand and .....

Relating to Probationary Firefighter and Probationary Police Officer

AN ORDINANCE .....

*Be it ordained by the City Council of the City of Keene, as follows:*

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting *Section 62-192 "Probationary police officer"* and *Section 62-193 "Auxiliary police officer trainee"* in the retitled Subdivision IV of Chapter 62, Personnel and by substituting in lieu thereof *Section 62-192 Probationary Police Officer*:

Subdivision IV. – Probationary firefighter and probationary police officer ~~Probationary & auxiliary officers~~

Sec. 62-192. – Probationary Police Officer

The hourly wage for probationary officers is as follows:

### HOURLY WAGE SCHEDULE (effective April 1, 2018)

<u>Grade</u>	<u>Step 1</u>
P1	\$23.25
P2	\$24.30

~~Sec. 62-193. – Auxiliary police officer trainee.~~

~~The hourly wage schedule for auxiliary police officer trainees is as follows:~~

### ~~HOURLY WAGE SCHEDULE (effective July 1, 2009)~~

<u>Grade</u>	<u>Step 1</u>
<del>A+</del>	<del>\$6.88</del>



External Communication  
*Transmittal Form*

March 6, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Wesley Cobb

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 10.

**SUBJECT:** Wes Cobb - Recommended CIP Change - Downtown Renovations

---

**ATTACHMENTS:**

Description

Communication - Cobb

**BACKGROUND:**

Wes Cobb is requesting that the Finance, Organization and Personnel Committee not support any efforts to adjust the timeline or funding level for the downtown renovation project.

WESLEY J. COBB 603---352---8881  
39 ELLIS COURT  
KEENE, NH 03431

MARCH 4 2018

KEENE CITY COUNCILORS  
3 WASHINGTON STREET  
KEENE, NH 03431

DEAR CITY COUNCILORS:

Thank you for the many hours you devote to your elected positions & the many decisions you have to make in the operation of the City of Keene. I realize that you think of me as a completely negative person & just against Government. My entire fiscal existence is dependent upon the government at every level. I often reflect about how fortunate my family has been that Medicare has paid thousands of dollars for our care, the monthly Social Security check magically appears in my bank account, the City gives me a \$225.00 veterans discount on our Real Estate Tax bill each year...I'm very grateful for it all..

Recently you councilors were presented with a Capital Improvements Program budget book with some 66 million dollars of projects for the next six years. My request to you Councilors is too VOTE NO to any amendment to move/shift any dollars back 1 one year (see page 150) in regard to the Downtown Revitalization Project...

The project has already spent \$45,000.00 on a study which never asked the Question "DOES DOWNTOWN KEENE NEED TO BE CHANGED".

COUNCILOR'S PLEASE think if this was your personal business would you spend another \$200,000.00 dollars of your money on another study when you haven't established whether a problem exists??

Thank you very much for giving this some serious thought & to vote no...

Very truly yours,

WES COBB





City of Keene, N.H.  
*Transmittal Form*

March 6, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Councilor Gary Lamoureux

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 11.

**SUBJECT:** Councilor Lamoureux - Recommended CIP Change - Gilbo East Parking Lot

---

**ATTACHMENTS:**

Description

Communication - Lamoureux

**BACKGROUND:**

Councilor Lamoureux is requesting that the CIP be amended to allocated funds to complete the rehabilitation of the Gilbo East parking lot, which includes, a mill shim and overlay, new sidewalk, lighting, kiosks and landscaping.

City of Keene  
**Memorandum**

**Date :** March 5, 2018

**To:** Finance Organization and Personnel Committee

**From:** Gary Lamoureux, City Councilor At Large



**Subject:** CIP Budget Allocation for the Gilbo East Parking Lot

**RECOMMENDATION**

That the City Council allocates the funds to complete the rehabilitation of the Gilbo East parking lot which includes, a mill shim and overlay, new sidewalks, lighting, kiosks and landscaping.

**BACKGROUND**

The Gilbo East parking lot was funded to complete a partial rehabilitation in FY 2018. During the discussion for the 2018 CIP it was noted that this project was very important to the economic development of the downtown as well as the importance of the new Library project.

By having a safe and usable parking lot, would improve the usage not only during working hours, but provide a safe area during downtown events in the evening.

Currently the lighting and lack of internal sidewalks increases the risk of injury and safe access to downtown locations for our customers.

As with the rehabilitation of the Commercial Parking lot, we need to set the example of how the safety and esthetics of the downtown should look.

The MSFI committee has requested the Public Works Department provide options for the project that would include internal walkways, lighting, new parking surface and kiosk system that would match the other areas. This would provide safe parking for our customers as well as a gateway to the new Library.

City staff has presented a FY 2019 CIP that moved \$672,000.00 from a Gilbo East parking facility to the downtown revitalization project. I would suggest that some money remain in the Gilbo east project to complete a much needed parking lot for our customers as Gilbo East parking lot plays a vital role in the future of the downtown.





City of Keene, N.H.  
*Transmittal Form*

March 5, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Steve Thornton, Finance Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 12.

**SUBJECT:** Staff Recommended CIP Change – Storage Area Network (page 104)

---

**RECOMMENDATION:**

Recommend that the FOP amend the proposed CIP to remove the FY 2019 Storage Area Network Project from the proposed CIP.

**BACKGROUND:**

The Storage Area Network provides centralized storage for City programs, files, databases, and backups. A project with a total cost of \$105,000 is included in the proposed CIP and scheduled for FY 18-19.

Funding in the amount of \$40,000 was appropriated in FY 17-18 for the replacement of the older of the two existing SAN systems, and the originally proposed CIP requested that \$65,000 also be appropriated in FY 18-19 to complete the funding for the remaining SAN system.

During the current fiscal year, the recommended solutions for SAN replacement shifted to a single solution in one project year rather than two separate systems in two budget years. An RFP was issued and in December, 2017 City Council approved the replacement of the current SAN systems. The replacement was funded with the FY 17-18 appropriation and IT project balances thus eliminating the need for the funding in FY 18-19.

Approval of the recommendation results in a \$65,000 reduction in the use of current revenues to fund the proposed CIP in FY 18-19.



City of Keene, N.H.  
*Transmittal Form*

March 5, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Steve Thornton, Finance Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 13.

**SUBJECT:** Staff Recommended CIP Change – Downtown Revitalization (page 150)

---

**RECOMMENDATION:**

Recommend that the Finance, Organization and Personnel Committee amend the proposed CIP to add \$180,000 in FY 2019 and remove \$150,000 funding in the Downtown Revitalization Project in FY 2020.

**BACKGROUND:**

During project review with the Finance, Organization and Personnel Committee and at the Economic Development workshop, staff suggested two changes to the project timeline and funding.

- A. Project Schedule – staff recommends that preliminary design work, scheduled in the proposed CIP for FY 2020 at a cost of \$150,000, be moved to FY 2019. The accelerated schedule will provide the community and City Council with various alternatives for the project a year earlier than proposed in the CIP.
- B. Economic Analysis – adds an economic analysis component to the proposed project scope of work to analyze the economic impact of potential changes in the downtown streetscape as reflected in the preliminary design. The project cost estimate is \$30,000.

There is a project balance of \$30,000 (appropriated in FY 2018) which will provide total project funding for preliminary design and economic analysis of \$210,000.

Funding for this project is from the Downtown Infrastructure Capital Reserve.



City of Keene, N.H.  
*Transmittal Form*

March 6, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Steve Thornton, Finance Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 14.

**SUBJECT:** Staff Recommended CIP Change –Surface Parking Lots Maintenance (page 157)

---

**RECOMMENDATION:**

Recommend that the Finance, Organizational and Personnel Committee move the proposed FY 2020 Surface Parking Lots Maintenance project funding of \$30,300 to FY 2019.

**BACKGROUND:**

During Finance, Organization and Personnel Committee CIP review, City Council questioned whether the funding of the Library parking lot kiosks was coordinated with the projected completion of the library project.

Upon review, staff determined that the kiosk purchase and installation should occur in FY 2019 rather than in FY 2020 as reflected in the proposed CIP.

The recommended change will move funding for the kiosks for both the Library and Elm Street parking lots from FY 2019 to FY 2020.



External Communication  
*Transmittal Form*

March 6, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Councilor Thomas F. Powers

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 16.

**SUBJECT:** Councilor Powers - CIP Considerations

---

**ATTACHMENTS:**

Description

Communication - Powers

**BACKGROUND:**

Councilor Powers is offering several suggestions for the development, programming and presentation of the CIP - to include a discussion of operational maintenance, use of reserve funds for replacement of facilities and major equipment, and a consistent system of funding equipment replacement. In addition, the Councilor is suggesting a change in the threshold for CIP projects and a better index for referencing projects.

March 6, 2018

TO: The Finance Committee

FROM: Thomas F. Powers, III Ward 5 Councilor

RE: CIP Discussion

I offer the following for consideration and discussion relative to the CIP currently being considered.

1. Add an INDEX for better reference to the projects.
2. Discuss and define what is operational maintenance vs. a CIP project. IE: Sewer line cleaning. Additionally, consider treating the maintenance projects of the enterprise (Utility) Funds differently than the general fund as they do not affect the tax rate.
3. Discuss and consider changing the threshold for CIP projects to \$35,000 rather than the current.
4. Discuss and consider adopting a policy and a system to reserve funds for replacement of facilities and major equipment (at the time of the original project). IE: When the Fire Station was built, begin a Capital Reserve for replacement of major systems, roofs and the facility.
5. Establish a more consistent system of funding equipment replacement. IE: Page 78 Fire Apparatus in the current year, no funding is recommended, in the next year is recommended to appropriate 1.1 million dollars, and in the next year only \$45,000. Take the replacement schedule, and the values of the units add an annual escalator and divide the amount to arrive at a consistent level of funding from year to year.

Thank you

