

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday April 12 , 2018

6:30 PM

Council Chambers

Members Present:

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

Staff Present:

City Manager, Elizabeth Dragon
City Attorney, Thomas Mullins
Parks Recreation and Facilities Director,
Andrew Bohannon
Fire Chief Mark Howard
Asst. City Manager/IT Director Rebecca
Landry
Asst. City Manager/Human Resources
Director Beth Fox

Councilors Present

Margaret Rice

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

**1) Acceptance of Donation - Sumner Knight Chapel - Parks,
Recreation and Facilities Department**

Parks Recreation and Facilities Director, Andrew Bohannon stated this item is an annual donation from the sunrise service at the Sumner Knight Chapel. This year \$174 was collected to be used for the upkeep of the chapel.

Councilor Clark asked how much has been raised to date and what the money has been used for. Mr. Bohannon stated that it is close to \$10,000 – the boiler has been replaced and some electric work has been done.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the donation of \$174.00 and that the monies be used for the upkeep of the Sumner Knight Chapel.

**2) Sponsorship Update - Banner Placement at Wheelock Park - Parks,
Recreation and Facilities Department**

Mr. Bohannon stated the department sent out 45 letters to area businesses regarding sponsorship.

This item is from the Financial Solutions Group for a banner to be placed at the Cal Ripken Field in the amount of \$250 for one year. These monies are used for field improvements. Chair Greenwald asked whether these monies could be used to subsidize costs for students participating in Rec Center programs. Mr. Bohannon answered in the negative and stated the department does have a scholarship program to assist kids.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting the sponsorship update for banner placements at Wheelock Park as informational.

3) Acceptance of Donation - Monadnock Squares - Parks, Recreation and Facilities Department

Mr. Bohannon stated Monadnock Squares is one of the longest tenants of the Rec. Center.

This donation is for \$300 for necessary improvements and something that has been given annually.

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 the donation of \$300.00 from the Monadnock Squares and that the money is used for any improvements needed at the Keene Recreation Center.

4) Acceptance of Donation - Friends of Open Space in Keene - Parks, Recreation and Facilities Department

Mr. Bohannon stated the fourth donation is for \$2,241 from the Friends of Open Space for the purposes of the pocket park at 238 Church Street. This property was turned into city property after the city went through a FEMA program and the property was supposed to remain as greenspace in perpetuity. The Friends approached the City and would like to create a pocket park and have exceeded their fundraising goals. The city has met with the neighbors and they are excited about this park.

The Chairman asked what kind of fence is being proposed. Mr. Bohannon stated they have decided to go with a blockade fence which will still delineate the property line.

Chair Greenwald asked when the project will start. Mr. Bohannon stated the work should start late April into the early May timeframe.

Councilor Jacobs clarified no tax money is involved. Mr. Bohannon agreed.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Manager to do all things necessary to accept a donation of \$2,241.00 from the Friends of Open Space In Keene for the purposes of creating a pocket park at 238 Church Street.

5) Advanced Life Support Intercept Transport Agreements - Fire Department

Fire Chief Mark Howard stated the 2017 agreements will expire in June. In the fall the Town of Sullivan asked to see what a new contract would look like. After their town meeting they expressed interest to enter into an Agreement. Their Agreement would start in May and 14 months later the other three towns would start their Agreement.

Chair Greenwald asked for explanation of the payment. Chief Howard explained this item is strictly for advanced life support intercept and transport. When Keene arrives on scene with their ambulance, unless the other agency is in the midst of transport, Keene takes over the care of the patient and bills accordingly. A patient is not moved out of one ambulance into another; Keene would move their equipment into the other ambulance and perform the necessary service.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute the new one year Advanced Life Support Intercept Transport Agreements with Gilsum, Harrisville, and Stoddard, as well as a new 14 month agreement with the Town of Sullivan.

6. Life Insurance and Long-Term Disability Insurance - Human Resources Department

Asst. City Manager/Human Resources Director Beth Fox stated three years ago the city entered into multi-year agreement for life and long term disability insurance with Anthem Life Insurance. At that time it saved the city close to \$30,000 over the three-year term. The city recently went through a RFP process and Anthem again provided the lowest quote. Staff's recommendation is to renew the city's contract with Anthem for another two-year term.

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

FOP Meeting Minutes
March 8, 2018

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to enter into a new multi-year contract renewal with Anthem Life Insurance Company to administer the City's life and long term disability insurance.

**7. USDA Rural Business Development Grant – IT Department
Resolution R-2018-14**

Asst. City Manager/IT Director Rebecca Landry stated staff is in the process of drafting a USDA Rural Business Development Grant to conduct a workforce development study. Ms. Landry noted the city seems to have an issue trying to fill the vacancies that arise nor are they well aligned. This is an attempt to work on an alignment initiative. The grant is for \$30,000 but it is a very competitive process and staff is pulling together the application process. The application requires the Manager to be authorized by Resolution to administer the grant.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R- 2018-14 Relating to the Authority of the City Manager to Apply for and Administer USDA Rural Business Development Grant.

The meeting adjourned at 6:55 pm.

Respectfully submitted,

Krishni Pahl
Minute Taker