



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
April 26, 2018  
6:30 PM**

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

- 
1. Acceptance of a Donation - K-9 Program - Police Department
  2. Acceptance of a Donation - Police Department
  3. Acceptance of a Donation - In Memory of Ted Dinkle - Fire Department
  4. Acceptance of Donations to Library Renovation Project - Campaign Manager for the Next Chapter
  5. Deed Waiver Request for 2014 - Finance Department
  6. Tax Deeding Request for 2014 Property Taxes - Finance Department
  7. Sole-Source Contract for Water Main Cleaning and Lining - Public Works Department
  8. Construction Change Order - Water Street Rehabilitation - Public Works Department
  9. Construction Change Order - 2017 Road Spot Repair Project - Public Works Department
  10. Health Insurance Renewal - Human Resources Department  
Resolution R-2018-16

Non Public Session  
Adjournment



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

April 12, 2018

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

**FROM:** Steve Stewart, Police Captain

**THROUGH:** Steve Russo, Police Chief, Elizabeth A. Dragon, City Manager

**ITEM:** 1.

**SUBJECT:** Acceptance of a Donation - K-9 Program - Police Department

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**RECOMMENDATION:**

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a \$50 donation to be used for the Keene Police Department K-9 program.

**BACKGROUND:**

The Keene Police Department received a \$50 check from Edward and Krishni Pahl. A note accompanying the check explained that it was in memory of Brian Costa and to be used for the Department's K-9 program.



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

April 12, 2018

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

**FROM:** Steve Stewart, Police Captain

**THROUGH:** Steve Russo, Police Chief, Elizabeth A. Dragon, City Manager

**ITEM:** 2.

**SUBJECT:** Acceptance of a Donation - Police Department

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**RECOMMENDATION:**

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a \$10 donation.

**BACKGROUND:**

The Keene Police Department received a \$10 check from Lisa McDonald. The memo line of the check indicates it is a donation.



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

April 19, 2018

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

**FROM:** Mark Howard, Fire Chief

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

**ITEM:** 3.

**SUBJECT:** Acceptance of a Donation - In Memory of Ted Dinkle - Fire Department

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**RECOMMENDATION:**

The City Council authorizes the City Manager to do all things necessary to accept a donation of \$50.00.

**BACKGROUND:**

The Keene Fire Department has received a donation from Audrey Starkey in memory of Ted Dinkle.



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

April 17, 2018

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

**FROM:** Judith Putnam and Dita Englund, Campaign Chairs of the Next Chapter Campaign

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

**ITEM:** 4.

**SUBJECT:** Acceptance of Donations to Library Renovation Project - Campaign Manager for the Next Chapter

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**RECOMMENDATION:**

That the Finance, Organization and Personnel Committee recommend to the City Council the acceptance of \$322,950.12 as listed in the Cambridge Trust March 14, 2018 - April 18, 2018 Donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

**ATTACHMENTS:**

Description

Cambridge Trust March 14 - April 18, 2018 Donor List

**BACKGROUND:**

On June 30, 2015 the City Council authorized the establishment of a Temporarily Restricted City Trust Fund to receive and distribute funds for the Library Renovation Project. The Friends and Library Trustees put in place the Campaign Committee with Judith Putnam and Alfreida (Dita) Englund as Co-Campaign Chairs and Ernest Hebert as the Honorary Chair.

The attached Cambridge Trust report contains the donations received March 14 - April 18, 2018. Gifts from donors who wish to remain anonymous directed their donation to the Friends of the Library and are included in the Cambridge Trust Bank reports as part of the Friends of the Library donation. Donors have received acknowledgement of their donations. Julie Dickson is the part time Campaign Gift Processing Administrator.

Thanks to generous donations from individuals, foundations, and corporations, the capital campaign has reached its \$5,000,000 goal. As the funds are received, they will be brought forth on a regular basis. After acceptance of the funds by City Council, the reports then go the Trustees of the City held Trust funds for approval and acceptance. This process was reviewed by the City Finance Department, the Library Trustees, the Friends of the Library Board, the City Attorney and Terry Knowles, Assistant Director, Charitable Trust Unit of the Department of the Attorney General.

Cambridge Trust Company  
City of Keene Library Renovation Restricted Trust  
Posted Transaction Detail  
As of date: 03/14/2018 To 04/18/2018  
Position Type: Settled

Transaction Description	Posting Date	Principal Cash
GIFT FROM CHRISTINE CURTIS	3/15/2018	\$25.00
GIFT FROM CHRISTINE CURTIS	3/19/2018	\$25.00
GIFT FROM M FOX WELDON & L WELDON	3/23/2018	\$1,000.00
GIFT FROM CHRISTINE CURTIS	3/23/2018	\$25.00
GIFT FROM MELINDA BELDEN	4/2/2018	\$100.00
GIFT FROM CHRISTINE CURTIS	4/2/2018	\$25.00
GIFT FROM CHRISTINE CURTIS	4/6/2018	\$25.00
GIFT FROM THE PUTNAM FOUNDATION	4/11/2018	\$300,000.00
GIFT FROM CARL & BARBARA DEMATTEO	4/11/2018	\$1,000.00
GIFT FROM SHARON P AADALEN	4/13/2018	\$200.00
GIFT FROM CHRISTINE CURTIS	4/13/2018	\$25.00
GIFT FROM MILDRED WOLFE	4/13/2018	\$10,000.00
GIFT FROM FRIENDS OF THE KPL	4/17/2018	\$10,000.12
GIFT FROM KATHRYN M DALE	4/18/2018	\$500.00
<b>DONATIONS 3/14/18 - 4/18/18</b>		<b>\$322,950.12</b>



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

April 17, 2018

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

**FROM:** Mary Alther, Revenue Collector

**THROUGH:** Steve Thornton, Finance Director, Elizabeth A. Dragon, City Manager

**ITEM:** 5.

**SUBJECT:** Deed Waiver Request for 2014 - Finance Department

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**RECOMMENDATION:**

Move that the Finance Organization and Personnel Committee recommend the City Manager be authorized to waive tax deeding for the attached list of properties until November 2, 2018.

**ATTACHMENTS:**

Description

lien waiver list 2014 tax year

**BACKGROUND:**

In accordance with RSA 80:76 the tax collector must execute the deed unless the City Council directs the collector to waive the process. A waiver is appropriate if the acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks.

The attached properties are on the deed list for the 2014 tax year. City staff request additional time to thoroughly assess the properties for any possible liabilities to the City.

Address	Property ID	Type
163 Island St.	051040460000	Single Family
471 Elm St.	117010020000	Single Family
123 Butternut Dr.	168022010000	Single Family
0 Old Gilsum Rd.	173020030000	Land
1 Schult St.	911260132001	Manufactured Home
44 Sparrow St.	913170140209	Manufactured Home





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

April 17, 2018

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

**FROM:** Mary Alther Revenue Collector

**THROUGH:** Steve Thornton, Finance Director, Elizabeth A. Dragon, City Manager

**ITEM:** 6.

**SUBJECT:** Tax Deeding Request for 2014 Property Taxes - Finance Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to deed the attached list of properties for the non payment of the 2014 property taxes.

**ATTACHMENTS:**

Description

2014 tax deed list

**BACKGROUND:**

In accordance with RSA 80:76 the tax collector must execute the deed unless the City Council directs the collector to waive the process. A waiver is appropriate if the acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks. After due diligence city staff has not found any undesirable obligations or liability risks on the attached list of properties. We have been working with these properties since last May when they were to be deeded and the tax payment agreements were either broken or not made. Out of the ten properties two are rental properties not owner occupied, one property is vacant and five of the properties have park rent or condo fees attached to them.

Address	Property ID	Type
33 Colorado St.	002010110000	3 Family
15 Cross St.	004070080000	2 Family
344-346 West	049030080000	2 Family
169-171 Island St.	051040470000	3 Family
54 Stanhope Ave.	103040160000	Single Family
888 Marlboro Rd.	901230310000	Commercial
18 Imperial Dr.	911260131018	Manufactured Home
47 Schult St.	911260132047	Manufactured Home
21 Blue Jay Ct.	913170140122	Manufactured Home
62 Sparrow St.	913170140191	Manufactured Home



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

April 18, 2018

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

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

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

**ITEM:** 7.

**SUBJECT:** Sole-Source Contract for Water Main Cleaning and Lining - Public Works Department

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**RECOMMENDATION:**

Move that the Finance Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute a sole-source construction contract with Suez Advanced Solutions in an amount not to exceed \$497,997, with funding provided from Cost Center 05063.

**BACKGROUND:**

The FY 17 and FY 18 Capital Improvement Program (CIP) included a combined funding of \$526,000 for the cleaning and lining of water mains on Woodbury Street, Ellis Court, Carpenter Street and Kingsbury Street. When originally planned and introduced to the CIP process, these projects were anticipated to use traditional cement mortar lining techniques. This method of lining is relatively low cost and effective at addressing water-quality concerns (e.g., discoloration and odors). However, this method does not improve the structural condition of the water main.

In recent years the City has experienced more frequent water main breaks associated with structural defects in the pipe. To address this issue, the Engineering Division reviewed and evaluated alternative construction methods. In the summer of 2017 the City advertised a contract to line these water mains using a “cured in place” method. This technique inserts a fabric tube into the host pipe, which is then impregnated with resin and cured with steam or hot water. Unfortunately, the two bids received exceeded the project budget.

A substantial portion of the cost stemmed from the need to install, connect and sanitize a temporary water supply system. Using traditional methods, temporary water service can account for approximately 25% – 40% of the total project cost. Staff therefore searched for alternatives that would allow a structural solution without the need for a temporary water supply. The proposed solution is a spray-applied polyurea liner. The Engineering Division worked with Suez Advanced Solutions to develop an innovative construction protocol that will allow each segment of water main to be cleaned, lined, cured, inspected, sanitized and returned to service in a single day. If approved by the Council, this project will be the first “same-day return to service” project in New Hampshire. However, this approach is widely used in Europe and has been used in isolated projects in the United States.

Completing the rehabilitation in a single day will require some changes to our normal utility work procedures. The most important differences include:

- Customer services within the work zone will be interrupted for up to 18 hours on the day of the work.

Service will be turned off at 8 AM, and will continue until complete.

- Customers served by mains adjacent to the work zone may experience brief interruptions (<2 hours) as workers disconnect and reconnect the pipes.
- Before service is restored, the lined water main will be sanitized using procedures specified by the American Water Works Association. However, laboratory analysis typically used to confirm that the pipe has been sanitized will not be available for approximately 24 hours after service is restored. Therefore, customers will be given a “Boil Water” notice when the water supply is turned on. Water from the system may be used for bathing, washing clothes or flushing toilets, but customers will be advised not to drink the water without boiling.

In addition to working collaboratively with City staff to develop this innovative approach, Suez has proposed to complete the project within the original approved budget. The City will obtain a superior, structural lining project, at the same cost budgeted for a cement lining project.



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

April 18, 2018

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

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

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

**ITEM:** 8.

**SUBJECT:** Construction Change Order - Water Street Rehabilitation - Public Works Department

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**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 construction change order with Bazin Brothers Trucking, Inc. of Westminster, VT for an amount not to exceed \$110,000.00 for the Water Street Rehabilitation Project.

**BACKGROUND:**

In August 2017, the City entered into an agreement with Bazin Brothers Trucking, Inc. to complete the Water Street Rehabilitation project. The project includes rehabilitation of Water Street between Grove Street and Eastern Avenue. The scope of improvements includes roadway asphalt, concrete sidewalk, granite curbing, pavement markings, a pedestrian signal, and improvements to the drainage system.

In the Fall of 2017, the City of Keene received approximately \$417,000 pursuant to New Hampshire Senate Bill 38 for local highway aid. City staff developed recommendations for supplemental road improvements to complete with the funds. One of the proposed supplemental road improvements is the upper portion of Water Street between Eastern Avenue and Roxbury Street. On October 26, 2017, City staff presented the proposed supplemental road improvements to the FOP Committee. On November 2, 2017, the City Council voted to approve of the proposed FY18 Supplemental Road Improvements program, as presented to the FOP Committee.

The proposed improvements to the upper portion of Water Street include milling and overlay of the existing asphalt roadway, select areas of full-depth roadway base repair, adjustment of structures, minor drainage work, and minor shoulder grading. The existing asphalt sidewalk and curb along the northern / western side of the roadway is in acceptable condition and will be maintained.

The contractor will return to the Water Street project site in the coming weeks to complete work in the original contract, which includes rehabilitation of the roadway between Beaver Brook and Carpenter Street, private walkway connections, final paving, striping, and seeding and tree installation. City staff has reviewed the proposed scope of work and pricing with the contractor and they are agreeable. By awarding the additional work to Bazin Brothers, traffic disruptions will be reduced by allowing work to proceed concurrently.



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

April 20, 2018

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

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

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

**ITEM:** 9.

**SUBJECT:** Construction Change Order - 2017 Road Spot Repair Project - Public Works Department

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**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 construction change order with BDM Sweeper Services, Inc. in the amount of \$71,992.

**BACKGROUND:**

In the fall of 2017, the City awarded a contract for roadway "spot repairs". This contract allows us to address relatively small, isolated areas of roadway that are in poor condition, but are too large for Highway staff to complete with our own equipment.

The scope of work for this contract was intended to use the majority of the FY 18 operating budget for such work. However, we received very competitive bids and approximately \$72,000 remains available to complete needed road repairs. Staff recommends the available balance be added to the existing contract for construction this spring.



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

April 23, 2018

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

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

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

**ITEM:** 10.

**SUBJECT:** Health Insurance Renewal - Human Resources Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to:

1. Negotiate and execute a contract with HealthTrust (using its medical benefits provider, Anthem Blue Cross and Blue Shield) to administer the City's health insurance program and authorize Resolution 2018-16 providing for participation in a pooled risk management program under RSA 5-B;
2. Negotiate and execute contracts with third-party administrators to be determined to establish Health Reimbursement Arrangements and Flexible Spending Accounts that will be integrated with the City's health insurance; and
3. Negotiate and execute contracts for COBRA administration and retiree billing services.

The health plan change and health insurance-related contracts would be effective July 1, 2018.

**ATTACHMENTS:**

Description

Resolution R-2018-16

**BACKGROUND:**

The City requested proposals for its health plan through IPG Employee Benefits. While a number of providers expressed interest responding with various questions regarding the City's benefit plans, in the end submittals were received from only two vendors. Responding vendors included the incumbent provider, New Hampshire Interlocal Trust (NHIT), and HealthTrust. Both respondents are association pools, established under NH RSA 5-B related to Pooled Risk Management Programs and provide employee benefits to towns, cities, counties, school districts and other governmental entities in our state.

The incumbent provider, NHIT, provides employee benefits through the Harvard Pilgrim network, assuming that network from Primex<sup>3</sup> in July 2012. The City has been a member of this risk pool, with 35 employer groups in 2016, since its inception. HealthTrust, providing health benefits through Anthem's network, has 358 groups covering more than 50,000 lives in the state.

Responses were analyzed considering premium, health reimbursement arrangements, networks available, and benefit comparability. All six collective bargaining agreements bind the City to provide health benefits comparable, or substantially equivalent, to Low HMO (Option I) or High HMO (Option II) plans.

HealthTrust is recommended for the following reasons:

1. Fiscally responsible, with premium costs for the employer, and employee, lower than the cost to renew with NHIT;
2. Anthem has a robust provider network within New Hampshire and New England and also expands opportunities for students and retirees who live outside New England to participate if their state has a reciprocal Blue Cross agreement;
3. Individual wellness and consumerism opportunities are integrated into the HealthTrust program;
4. An employee assistance program and group wellness program opportunities will be available through the new vendor.

The recommended offering continues pairing of a Health Reimbursement Arrangement (HRA) tied to employee deductible and co-payments, providing tax advantages and savings to the employer and employee. The HRA also will incorporate features to encourage consumerism by participants in the health plan. These accounts, along with Flexible Spending Accounts (FSA), will be serviced by a third-party vendor and also will integrate a form a self-insurance with clearly-defined risk limits.

The health plan proposed is a component of the benefit plan that allows the City to attract and retain highly-trained employees in today's market place. In addition to the 224 (approximately) employee plans provided, retirees under 65 also have the opportunity to participate as required by law. Evaluation of utilization of HealthTrust retiree billing services is still underway and may provide an opportunity to reduce City administration efforts. As it is today, COBRA billing services would be contracted out either to a third-party administrator or to HealthTrust.

The support of many City staff, including Finance Director/Treasurer Steve Thornton and Human Resources Assistant Vicki Flanders has been a key ingredient in this evaluation process. Our sincere thanks to John Round of IPG Employee Benefits for the subject matter expertise he brings to this effort that will enable the City to continue to provide good health benefits at a reasonable cost.





# CITY OF KEENE

R-2018-16

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

A RESOLUTION .....RELATING TO PARTICIPATION AS A MEMBER IN A POOLED RISK  
MANAGEMENT PROGRAM.....

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

RESOLVED: That the City of Keene shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B.

RESOLVED: That Elizabeth A. Dragon, City Manager is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of the City of Keene, the "Application and Membership Agreement" in substantially the form presented to this meeting.

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Kendall W. Lane, Mayor