



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
June 25, 2020
6:30 PM**

Thomas F. Powers, Chair
Stephen L. Hooper, Vice Chair
Terry M. Clark
Michael J. Remy
Raleigh C. Ormerod

1. Melanson Heath FY19 Audit Presentation - Finance Director
2. Acceptance of Donation - Parks, Recreation and Facilities Director
3. Acceptance of NH Juvenile Court Diversion Network funding for Youth Services - Youth Services Manager
4. Tracy Keating Gunn/Flight Deck Restaurant - Request for a Waiver of Rent Payments and Property Taxes for the Months of March Through June
5. Petition - Calling for the KPD to be Outfitted with Body Cameras
6. Relating to Personnel Systems and Procedures
Ordinance O-2020-07

Non Public Session
Adjournment

Due to the COVID-2019 State of Emergency, the Finance, Organization and Personnel Committee will be holding its meeting remotely using the web-based program, Zoom. Members of the public will be able to access this public meeting through a variety of options, described below. If you encounter any issues accessing this meeting, please call 603-757-0622 during the meeting. To access the meeting online navigate to *Zoom.us* and enter the Webinar ID # 84442308036. To listen via telephone call 877 853 5257 and enter the Meeting ID: 844 4230 8036. When the meeting is open for public comment, callers may press *9 if interested in commenting or asking questions.



City of Keene
Transmittal Form

June 18, 2020

TO: Finance, Organization and Personnel Committee

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Melanson Heath FY19 Audit Presentation - Finance Director

RECOMMENDATION:

Informational only. No action required.

BACKGROUND:

Due to the COVID-19 pandemic, the receipt of the final financial statements for FY 2019 for the City of Keene were delayed until this past week.

Each year, the auditing firm, currently Melanson Heath, presents to the Finance, Organization, and Personnel Committee an overview of the audit process, financial statements, and explanation of the opinion issued. This presentation provides the committee the opportunity to inquire or pose questions to the auditors pertaining to the City of Keene financial statements.

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City of Keene
Transmittal Form

June 19, 2020

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donation - Parks, Recreation and Facilities Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$2,500.00 from Community Gardens Connections and that the money is allocated for the installation of a water line to the community gardens in Monadnock View Cemetery.

BACKGROUND:

The City of Keene has long served community members with public gardens behind Monadnock View Cemetery. The gardens have lacked access to water and typically connect several hoses together from the maintenance operations building back to the gardens. This hose extends well over 200 feet. The hose often cracks or splits and springs a leak and pressure is reduced.

Currently 50% (40 plots) of the public garden space is being used, which is a slight increase over the past years. Given the current need for food security, a higher need to improve access and awareness to the gardens is needed. The recent increase is a result of the developing a relationship with Community Garden Connections. This program is based out of Antioch University and connected with the Recreation Center 8 years ago when raised garden beds were placed near the playground at Fuller Park for the after school program.

Community Garden Connections approached the City about the increased need for water access after a survey indicated that water access was the number one deficiency with the garden program. Estimates were prepared for connecting a more permanent solution creating an irrigation line from the maintenance building to the gardens.



City of Keene
Transmittal Form

June 18, 2020

TO: Finance, Organization and Personnel Committee

FROM: Demitria Kirby, Youth Services Manager

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Acceptance of NH Juvenile Court Diversion Network funding for Youth Services - Youth Services Manager

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and administer funds provided by New Hampshire Juvenile Court Diversion Network for Youth Services programs.

BACKGROUND:

Youth Services has been granted a second funding opportunity from the NH Diversion Network to deliver services from July 1, 2020 thru June 30, 2021 totaling \$6,000 for work related to substance abuse screening for youth.

The grant reimbursement is based on completing evidence based substance use-screening tool to all youth coming through the program up to 24 cases.

The source of funds is through the Governor's Commission on Alcohol and Other Drug Abuse Prevention, Intervention, and Treatment contracted with New Hampshire Juvenile Court Diversion Network. The City Attorney has reviewed and found this agreement acceptable.



City of Keene
Transmittal Form

June 9, 2020

TO: Mayor and Keene City Council

FROM: Tracy Keating Gunn/Flight Deck Restaurant

THROUGH: Patricia A. Little, City Clerk

ITEM: 4.

SUBJECT: Tracy Keating Gunn/Flight Deck Restaurant - Request for a Waiver of Rent Payments and Property Taxes for the Months of March Through June

COUNCIL ACTION:

In City Council June 18, 2020.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Communication_Keating

BACKGROUND:

Tracy Keating Gunn is requesting a waiver of the rent for the Flight Deck Restaurant for the months of March through June due to its COVID-19 closure.

The Flight Deck, LLC
80 Airport Road
Keene, NH 03431
603-903-2768

June 9, 2020

City Councilors
City of Keene
3 Washington Street
Keene, NH 03431

Dear Sir/Madam:

I am writing on behalf of the Flight Deck Restaurant with regard to the difficulties of the last few months due to the Covid 19 pandemic. I have requested this from the airport manager, and now I respectfully request of the city council, a rent waiver including taxes for March through June. This would include \$1326.29 for both March & April and \$1426.29 for May for a total rent relief of \$4078.87.

The Flight Deck was not closed voluntarily – but because of state and federal mandates. To compensate for loss of business at airports, through the Cares Act, the City of Keene specifically has been given \$69,000 for loss of business. It would certainly help to restart effectively, even in a limited capacity.

This is an entirely appropriate request as one of the businesses located at this airport that **had a loss of business** for almost 3 months due to this forced closure.

Having been in business at the airport for the past 4 years, I feel I **have proven to be a valuable asset** to the airport, as well as beneficial to the community. When I first opened there was very little traffic at the airport. Unless people were taking flying lessons or arriving in private jets, there was very little activity. Over time, my restaurant and the FBO have steadily grown the businesses located there.

The community – after a decade of quiet – has embraced the airport. I feel strongly that I have continually brought local and fly-in traffic – and has benefited us all. When there is activity, whether aerobatics, flight lessons, Santa breakfast, or just a private jet landing...people come to the terminal. Even just to watch the planes. The more people are aware of happening at the airport directly results in more traffic and the more use for the facility. This supports the City's goals. What is the point of an empty airport?

The last few months, when the airport restaurant has been closed – the traffic was severely diminished. The terminal was closed. And the traffic the last two weeks since we reopened has shown our importance to the vitality of the airport. Feel free to reach out with any questions or follow up.

Sincerely,

Tracy Keating Gunn



In City Council June 18, 2020.
Referred to the Finance, Organization
and Personnel Committee.



City Clerk



City of Keene
Transmittal Form

June 16, 2020

TO: Mayor and Keene City Council

FROM: Keene Direct Action

THROUGH: Patricia A. Little, City Clerk

ITEM: 5.

SUBJECT: Petition - Calling for the KPD to be Outfitted with Body Cameras

COUNCIL ACTION:

In City Council June 18, 2020.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Petition

BACKGROUND:

A petition containing over 400 signatures are calling for the Keene Police Department to be outfitted with body cameras and that the City Council consider this before voting on the proposed operating budget. The signatures were obtained at a recent protest on Central Square last Saturday. Other signatures were obtained online.

6/16/20

Dear Keene City Council,

Enclosed is a petition with well over 400 signatures, calling for the Keene Police Department to be outfitted with body cameras as soon as possible.

We ask that you take this petition into consideration before voting on the City Budget in the next few days, as we hope that you will allocate a portion of the very large 2020-2021 Police Department budget to acquire body cameras for Keene police officers.

The petition is in two forms; one is a physical copy, which was passed around at a protest in Central Square last Saturday, June 13, and the other is an online petition, created through Change.org. While not everyone who signed the petition is a resident of Keene, most people who signed who are not residents of Keene expressed that they live in nearby towns, and therefore are in the Keene community quite often, and have interactions with Keene Police Officers.

In light of recent events around the country, we hope that you take our concerns about police accountability into serious consideration before approving the budget for the next fiscal year.

Respectfully,

Laura Dunfey-Ehrenberg
Lynne Carrion
Josie Fernandez-Andersen
Keene Direct Action
keenedirectaction@gmail.com

In City Council June 18, 2020.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

PETITION - KEENE, NH - BODY CAMERAS FOR KEENE POLICE OFFICERS - JUNE 2020

We ask that you, our elected city officials, ensure that on-duty Keene Police Officers are outfitted with body cameras as soon as possible. We ask that you take action to make sure our community is safe for each and every one of your constituents, and that our police force is held accountable for their actions through the proper use of body cameras.

FULL NAME	PHONE NUMBER	Are you a resident of Keene, NH or KSC student? Y/N
1. <i>Judy Watkins</i>	<i>(603) 499-0257</i>	<i>BY</i>
2. <i>Dave Mast</i>	<i>603 313 1936</i>	<i>Y</i>
3. <i>Kathryn Sears</i>	<i>603-852-8824</i>	<i>Y</i>
4. <i>Brendan Callery</i>	<i>(203)-788-8784</i>	<i>Y</i>
5. <i>Math Bacon</i>	<i>(413)-204-6665</i>	<i>Y</i>
6. <i>Emily Ricker</i>	<i>603-439-0508</i>	<i>N</i>
7. <i>Andy Smeltz</i>	<i>603-762-6999</i>	<i>Y</i>
8. <i>Steve Conel</i>	<i>802 269 0068</i>	<i>N</i>
9. <i>Susan Fortier</i>	<i>802-380-5475</i>	<i>N</i>
10. <i>Stefan Fortier</i>	<i>603 903-2402</i>	<i>N</i>
11. <i>Tarah Kinderlehrer</i>	<i>724-420-1494</i>	<i>N</i>
12. <i>Brendon Rolling</i>	<i>603 439 7507</i>	<i>Y</i>
13. <i>Cahill Benik</i>	<i>603 903-2324</i>	<i>Y</i>
14. <i>Allison Carey</i>	<i>413-446-3916</i>	<i>Y</i>
15. <i>Vivien Martin-LeRoux</i>	<i>480-526-2028</i>	<i>Y</i>
16. <i>Alex Scholze Karabakakis</i>	<i>603-762-2059</i>	<i>Y</i>
17. <i>Flabame Scholze Karabakakis</i>	<i>603-762-2060</i>	<i>Y</i>
18. <i>Eleanor Elbers</i>	<i>603-499-3422</i>	<i>Y</i>
19. <i>Greta Elbers</i>	<i>603-903-5784</i>	



City of Keene
Transmittal Form

June 16, 2020

TO: Mayor and Keene City Council

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

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: Relating to Personnel Systems and Procedures

COUNCIL ACTION:

In City Council June 18, 2020.
Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That the City Council refer Ordinance O-2020-07 to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Ordinance O-2020-07

BACKGROUND:

O-2020-07 includes a number of updates to Chapter 62 to titles of sections and other provisions to provide clarity, conform with current conditions, requirements, or remove obsolete language. In addition to addressing the titles of several sections, changes to sections related to holidays (Sec. 62-246, Sec. 62-301, Sec. 62-302 and 62-303) clarifying applicability and process for holiday pay for probationary police officers and firefighters are advanced. Redundant language in Sec. 62-425 is proposed to be stricken. Medical insurance provisions (Sec. 62-611) for non-bargaining unit employees are update to track with labor agreements and reflect modifications made over the past few years to City benefit program. Retirement program adjustments are proposed including to Sec. 62-613 related to New Hampshire Retirement System to align membership with statutory requirements and city practice and Sec. 62-614, no longer active, is proposed for deletion.



CITY OF KEENE

O-2020-07

Twenty

In the Year of Our Lord Two Thousand and

Relating to Personnel Systems and Procedures

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, are hereby further amended by removing the stricken text and inserting the bold text in various sections in Article IV "Classification and Pay Schedules", and Article V "Policies, Procedures and Conditions of Employment" of Chapter 62 entitled "Personnel Systems and Procedures" as follows:

Subdivision III. - Classified Salary Schedules and Class Allocations for Regular, **Non-exempt and Exempt** (Non bargaining Unit) Employees

Subdivision VI. - Use of Scales for Regular ~~Full-Time Exempt~~ Employees

Sec. 62-246. - Holidays.

- (a) The following shall be holidays with pay for regular full-time ~~exempt non-bargaining unit~~ employees **holding positions recognized in Chapter 2-231 (council appointments), 62-166 (probationary public works), and 62-194 (administrative, office, technical and management):**

Sec. 62-301. – **Non-bargaining unit** Hourly employees.

- (b) When required to work on an observed holiday, a regular full-time non-exempt employee, **excluding probationary police officers and probationary firefighters**, will be paid for each hour worked at the rate of 1½ times the hourly rate, in addition to receiving pay for the observed holiday. When required to work on one of these actual holidays—January 1, Easter Sunday, July 4, the fourth Thursday of November, and December 25 a regular full-time non-exempt employee will be paid for each hour worked at the rate of double time, in addition to receiving pay for the observed holiday.

Sec. 62-302. – **Probationary Police Officers.**

- (b) Such personnel will work their assigned shift without regard to holidays. Each employee will receive an extra check for 11 days' pay in **November** ~~December~~ of each year. Employees hired during the year will receive an extra check prorated for the number of holidays **designated by Sec. 62-246** that occurred since their employment. **In the event that such personnel work on Independence Day,**

Labor Day, Thanksgiving Day or Christmas Day, they shall be paid at one and one-half (1 ½) times the regular rate for all hours worked on such holiday. In the event that such personnel work on Thanksgiving Day or Christmas Day, they shall be paid double time the regular rate for all hours worked on such holiday.

Sec. 62-303. – Probationary Firefighters ~~Fire/ambulance.~~

- (c) Such personnel will work their assigned shifts without regard to holidays. Each employee will receive **additional pay in November of each year for the number of holidays designated by Sec. 62-246 that occurred since their employment in the same manner holiday pay is provided to full-time firefighters who have successfully completed the probationary period.** In the event such personnel work on Independence Day, Labor Day, Thanksgiving Day or Christmas Day, they shall be paid at one and one-half (1 ½) times the regular rate for all hours worked on such holiday. ~~an extra check for 11 days' pay in December of each year. Employees hired during the year will receive an extra check prorated for the number of holidays that occurred since their employment.~~

~~Sec. 62-425. – Eligibility for sick, vacation or injury leave.~~

~~All regular full-time employees who have completed six months of continuous service shall be eligible for sick leave. All regular full-time employees who have completed six months of continuous service, or 12 months of continuous employment for firefighters and police officers, shall be eligible for vacation leave and injury leave.~~

Sec. 62-611. - Insurances.

- (a) *Medical insurance for non-bargaining unit employees:*

(1) The city will, for all non-bargaining unit regular full-time employees, pay **95 83** percent of the cost of option II of the medical plan **premium** that the city makes available to employees as of **July 1, 2020** ~~December 1, 2010~~, **pay 94 to 82 percent as of on July 1, 2021**~~42~~, and **pay 92 to 81 percent as of on July January 1, 2022**~~43~~. In the event that the city's percentage of the cost of option II exceeds 100 percent of the cost of any other option offered by the city, no monies will be due the employee.

(2) **If an employee's spouse is also a regular full-time employee of the city, the city will offer one two-person medical plan or one family medical plan, as appropriate, so that each employee and his family, if any, receives the same coverage but not greater coverage than other employees receive.** ~~If both the husband and wife, or both the civil union partners, are employed by the city, this shall apply only for a single premium for either the two person or the family medical plan, whichever plan is selected by the couple.~~

(3) If a regular full-time employee so chooses, **the employee** he may elect, upon receipt by the city of written verification that the benefit is received by some other means, to receive taxable income in the amount of \$1,500.00 in lieu of the city health insurance benefit. **To qualify for such payment, the election must be**

such that it will not subject the City to penalty or assessment and is compliant under the Affordable Care Act, Tricare or any other legislative requirements. This amount shall be distributed in a lump sum payment in **December for the prior year (December 1 to November 30)** ~~at the end of the plan year,~~ or a pro-rated amount shall be distributed to the employee if employment ends **or insurance election changes** at some point during that **time period** ~~plan year.~~ If both ~~spouses the husband and wife, or both the civil union partners,~~ are employed by the city **and covered by the city medical plan benefit,** this shall not apply.

- (b) *Dental insurance.* The city shall make available for all regular full-time employees a dental insurance plan. The plan shall be contributory at \$1.00 per year. Participants shall have the right to opt out of coverage. If an employee's spouse or ~~civil union partner~~ is also a regular full-time employee of the city, the city will offer one two-person dental plan or one family dental plan, as appropriate, so that each employee and his family, if any, receives the same coverage but not greater coverage than other employees receive.

- (c) *Employee death and dismemberment benefit.*

(1) The city shall provide a death and an accidental dismemberment benefit for each regular full-time employee once his eligibility is established. The benefit providing for a payment in a maximum amount of one times the employee's annual base pay (base pay to exclude overtime, bonus incentives, shift differential, or other compensation of this nature) for each loss, as prescribed in written guidelines for the eligibility and administration of the benefit, which may be amended from time to time. This benefit may be provided through term life insurance, or otherwise, at the election of the city.

(2) Upon an employee's death, accumulated vacation time and compensatory leave benefits, in addition to 100 percent of accumulated sick leave will be paid **in the manner required by current state or federal regulation.** ~~to the employee's beneficiary.~~

Sec. 62-613. - Pension and retirement for regular full-time employees.

The city hereby accepts the provisions of the state retirement system subject to the following restrictions:

(1) **In accordance with membership requirements established by the New Hampshire Retirement System** ~~All regular full-time employees, except department heads, will be enrolled as~~ ~~are required to become~~ members of the state retirement system.

~~(4) Any city official optionally exempted by the New Hampshire Retirement System from joining its plan may participate in one of the approved deferred compensation plans offered by the city, in which the city will pay to such employee's plan account a sum, as determined from time to time by the city council, at least equal to the amount the city would pay under the provisions of the state retirement system if such official were a member of the state retirement system.~~

~~Sec. 62-614. — Pension, retirement and disabilities for special public safety service employees.~~

~~A pension may be granted by the city council to any auxiliary police officer who has served faithfully for not less than 25 years or who, by reason of permanent disability directly incurred in the performance of his official duty, is no longer able to perform services in such capacity, subject to the following restrictions:~~

- ~~(1) — The maximum amount of such pension shall be \$2,000.00. Such payment shall deduct all sick leave pay, injury leave pay, and worker's compensation received.~~
- ~~(2) — All determinations for pensions under this section, in the first instance, shall be made by resolution of the city council.~~

George S. Hansel, Mayor

In City Council June 18, 2020.
Referred to the Finance, Organization
and Personnel Committee.



City Clerk