



**FINANCE, ORGANIZATION AND
PERSONNEL COMMITTEE
AGENDA**

Council Chambers A
May 12, 2016
6:30 PM

City of Keene
New Hampshire

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Jay V. Kahn

-
1. MEMORANDUM Campaign Manager for the Next Chapter
Campaign Drive - Acceptance of Donations –
Library Renovation Project through the Library
Renovation Temporarily Restricted City Trust
Fund
 - 2 MEMORANDUM Head of Youth and Community Services –
Donation for Summer Maker Corps Library
Interns
 3. MEMORANDUM Human Services Manager on behalf of the
Personnel Advisory Board - Acceptance of
Donations – Community Day Open House
 4. MEMORANDUM Youth Services Manager – Acceptance of
Cheshire County Funding for Youth Services
 5. MEMORANDUM Youth Services Manager – Acceptance of Award
– Monadnock Alcohol and Drug Abuse Coalition
 6. MEMORANDUM Fire Chief – FY 2015 State Homeland Security
Exercise and Evaluation Program
 7. MEMORANDUM Police Captain – Homeland Security Exercise and
Evaluation Program Grant Acceptance
 8. MEMORANDUM Revenue Collector – Extension of Deed Waiver
for Unpaid 2012 Property Taxes
 9. MEMORANDUM Records Manager/Deputy City Clerk – Records
Storage and Management Services – Rate
Increases for Customers

- | | |
|-------------------|--|
| 10. MEMORANDUM | City Engineer – Airport Road Culvert
Rehabilitation - Change Order #2 |
| 11. MEMORANDUM | City Engineer – Babbidge Reservoir Dam
Improvement – Change Order #1 |
| 12. COMMUNICATION | Mayor Lane/Special Committee on the
Recruitment of the City Manager – Costs
Associated with the Recruitment Effort |
| 13. MEMORANDUM | City Planner – Land Use Code Update Phase 1 –
Consultant Selection |

MORE TIME ITEMS:

- A. Relinquishment of Easement to Parking Spaces on Railroad Property on Behalf of
Monadnock Food Co-op
- B. Michael Kapiloff – Donation of Property – Off Pearl Street

Possible Non-Public Session



City of Keene
New Hampshire

CAMPAIGN
COMMITTEE

May 9, 2016

Judy Putnam,
Co-Chair
Alfrieda J.
Englund,
Co-Chair
Ernest Hebert,
Honorary Chair

TO: Finance, Organization, and Personnel Committee

THROUGH: Medard Kopczynski, City Manager
Steve Thornton, Finance Director
Nancy Burrige, Trust Manager NB

FROM: Patty Farmer, Campaign Manager for the Next Chapter Campaign Drive

RE: Donations to the Library Renovation Project through the City's Library
Renovation Temporarily Restricted City Trust Fund

Sally Bulger
Megan Burke Kidder
Mike Chelstowski
Anne Faulkner
Barry Faulkner
Ken Jue
Drew Landry
John MacLean
Sylvia McBeth

Recommendation: That the City accepts donations of \$53,765 listed in the February, March and April statements of the Cambridge Trust Bank (See attached report) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

Jane Pitts
George Scott
Christine Weeks

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 of the Library hired Patty Farmer as Campaign Manager. Together with the Library Trustees, they have put in place a campaign committee with Judith Putnam and Alfrieda (Dita) Englund as Co-Campaign Chairs and Ernest Hebert as the Honorary Chair.

Nancy Vincent,
Library Director

The first step of the campaign was to solicit donations and pledges from the Library Trustees, Friends of the Library Board and Campaign Committee members. We have had one hundred percent participation. The attached reports contain details of the monies received in February, March and April. Donors have received acknowledgement of their donations.

60 Winter Street
Keene, NH 03431

kplcampaign.org

We are continuing in the quiet phase of the campaign. The Campaign Committee members are visiting with individuals and businesses to seek support. The intent is to bring forward Cambridge's monthly report for acceptance by the City Council. The report will 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.



CAMPAIGN
COMMITTEE

Donations received by Cambridge Trust Company
February, March and April 2016
Library Renovation Trust Fund

Judy Putnam, Co-Chair			
Alfrieda J. Englund, Co-Chair			
Ernest Hebert, Honorary Chair			
	Gift date	Donor(s)	Amount
	2/1/16	William Stroup and Amy McIntyre	\$500.00
Sally Bulger	2/9/16	Jennifer and James Stemp	\$40.00
Megan Burke Kidder	2/11/16	Paul Ledell and Kathi Snow	\$4,000.00
Mike Chelstowski	2/11/16	Hope Therrien	\$200.00
Anne Faulkner	2/16/16	Arthur Cohen	\$334.00
Barry Faulkner	2/18/16	Jeanne Williams	\$3,000.00
Ken Jue	2/18/16	Audrey Hadcock	\$500.00
Drew Landry	2/19/16	Jennifer Decoste and Gregory Alexander	\$1,500.00
John MacLean	2/23/16	Charlton and Diana MacVeagh	\$7,500.00
Sylvia McBeth	3/1/16	Laurie Stuhlbarg and Andrew Harris	\$200.00
Jane Pitts	3/3/16	Kim and Maria Temple	\$2,500.00
George Scott	3/7/16	Carl and Ruth Jacobs	\$3,500.00
Christine Weeks	3/10/16	Alan and Pat Cantor	\$125.00
	3/11/16	Markem Imaje	\$1,000.00
	3/29/16	Alan and Pat Cantor	\$125.00
	3/29/16	Christopher and Tamara Sy	\$1,000.00
Nancy Vincent, Library Director	3/30/16	Mildred Wolfe	\$10,000.00
	4/4/16	Jane and Leslie Pitts	\$2,500.00
	4/4/16	Arthur Cohen	\$666.00
	4/7/16	Carl and Barbara Dematteo	\$500.00
	4/11/16	Charlotte and David Lesser	\$3,000.00
60 Winter Street Keene, NH 03431	4/14/16	Jeff Miller and Carol MacKinnon	\$3,000.00
	4/19/16	Ed Tomey and Maich Gardner	\$1,250.00
	4/21/16	Cheri Holmes and Yvonne Goldsberry	\$5,000.00
kplcampaign.org	4/25/16	Alan and Pat Cantor	\$125.00
	4/25/16	John Pappalardo and Nancy Ancharski	\$200.00
	4/25/16	Nancy and Paul Vincent	\$500.00
	4/28/16	Mary Louise Caffrey and Ken Stewart	\$1,000.00
			<u>\$53,765.00</u>

MS-9 CRF
REPORT OF THE TRUSTEES OF TRUST FUNDS
FOR PERIOD ENDING JUNE 30, 2016
LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
AS OF: February 29, 2016

PRINCIPAL										INCOME					YEAR TO DATE TOTALS					
DATE OF CREATION	NAME OF TRUST FUND	PURPOSE OF TRUST	HOW INVESTED	PERCENT (%)	BEGINNING BALANCE	NEW FUNDS CREATED	CASH G/L ON SECURITIES	W/DRAWALS	PRINCIPAL FEES	ENDING BALANCE	BEGINNING BALANCE	INCOME AMOUNT	EXPENDED	ENDING BALANCE	GRAND TOTAL PRINC & INC	FAIR VALUE	NEW FUNDS CREATED	WITHDRAWALS	CASH G/L ON SECURITIES	INCOME AMOUNT
2015	Library Renovation Fund	Trust Fund	Money Market	100%	276,562.53	17,574.00	0.00	0.00	(152.56)	293,983.97	0.12	1.62	0.00	1.74	293,985.71	293,985.71	294,043.24	0.00	162.69	1.74
TOTALS					276,562.53	17,574.00	0.00	0.00	(152.56)	293,983.97	0.12	1.62	0.00	1.74	293,985.71	293,985.71	294,043.24	0.00	162.69	1.74

MS-9 CRF
REPORT OF THE TRUSTEES OF TRUST FUNDS
FOR PERIOD ENDING JUNE 30, 2016
LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
AS OF: March 31, 2016

PRINCIPAL										INCOME					YEAR TO DATE TOTALS					
DATE OF CREATION	NAME OF TRUST FUND	PURPOSE OF TRUST	HOW INVESTED	PERCENT (%)	BEGINNING BALANCE	NEW FUNDS CREATED	CASH G/L ON SECURITIES	W/DRAWALS	PRINCIPAL FEES	ENDING BALANCE	BEGINNING BALANCE	INCOME AMOUNT	EXPENDED	ENDING BALANCE	GRAND TOTAL PRINC & INC	FAIR VALUE	NEW FUNDS CREATED	WITHDRAWALS	CASH G/L ON SECURITIES	INCOME AMOUNT
2015	Library Renovation Fund	Trust Fund	Money Market	100%	293,983.97	18,450.00	0.00	0.00	(154.67)	312,279.30	1.74	2.25	0.00	3.99	312,283.29	312,283.29	312,493.24	0.00	162.69	3.99
TOTALS					293,983.97	18,450.00	0.00	0.00	(154.67)	312,279.30	1.74	2.25	0.00	3.99	312,283.29	312,283.29	312,493.24	0.00	162.69	3.99

MS-9 CRF
REPORT OF THE TRUSTEES OF TRUST FUNDS - CITY OF KEENE, NH
FOR PERIOD ENDING JUNE 30, 2016
LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
AS OF: April 30, 2016

PRINCIPAL											INCOME				YEAR TO DATE TOTALS					
DATE OF CREATION	NAME OF TRUST FUND	PURPOSE OF TRUST	HOW INVESTED	PERCENT (%)	BEGINNING BALANCE	NEW FUNDS CREATED	CASH G/L ON SECURITIES	W/DRAWALS	PRINCIPAL FEES	ENDING BALANCE	BEGINNING BALANCE	INCOME AMOUNT	EXPENDED	ENDING BALANCE	GRAND TOTAL PRINC & INC	FAIR VALUE	NEW FUNDS CREATED	WITHDRAWALS	CASH G/L ON SECURITIES	INCOME AMOUNT
2015	Library Renovation Fund	Trust Fund	Money Market	100%	312,279.30	17,741.00	0.00	0.00	(173.94)	329,846.36	3.99	2.55	0.00	6.54	329,852.90	329,852.90	330,234.24	0.00	162.69	6.54
TOTALS					312,279.30	17,741.00	0.00	0.00	(173.94)	329,846.36	3.99	2.55	0.00	6.54	329,852.90	329,852.90	330,234.24	0.00	162.69	6.54

City of Keene
New Hampshire

May 8, 2016

TO: Finance, Organization and Personnel Committee

THROUGH: Med Kopczynski, City Manager

Elizabeth Fox, Assistant City Manager and Human Resources Director

Nancy Vincent, Library Director

FROM: Gail Zachariah, Head of Youth and Community Services

RE: Donation for Summer Maker Corps Library Interns

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend to the City Council the acceptance of a \$6,000 donation from the Friends of the Keene Public Library to be used for the hiring of two Summer Maker Corps Library Interns.

Background:

The Keene Public Library has been selected to be one of 72 sites to host Maker Corps Interns who are trained and mentored through the Maker Ed Initiative, whose mission is to create more opportunities for all young people to develop confidence, creativity, and interest in science, technology, engineering, math, art, and learning as a whole through making. The Maker Movement is a technological and creative learning approach that builds upon the natural inclinations of children and the power of learning by doing. Maker programs combine art, electronics, programming, and computational mathematics together in meaningful, powerful ways.

The initiative requires hiring two interns. Funding will be provided by this donation from the Friends. The interns will work up to 300 hours each during the period of June 1, 2016, to August 31, 2016.

The interns will be collaborating with librarians to further develop and expand our existing Makerspace programs and services, including weekly drop-ins, and will schedule programs for community members. This year, our Maker Corps Interns will be available to offer library-sponsored maker programs in the community, as well as in the library. They will staff and provide support to community members in their tinkering and interactions with new technology.



City of Keene
New Hampshire

Date: April 19, 2016

To: Finance, Organization and Personnel Committee

Through: Medard Kopezynski, City Manger
Elizabeth Fox, ACM/Human Resources Director *EF*

From: *Elizabeth Sayre*
Elizabeth Sayre, Human Services Manager representing PAB

Re: Acceptance of Donations – Community Day Open House

Recommendation:

Move that the Finance Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept grants and donations associated with the City Community Day/Open House scheduled for 6/28/16 at the City's Marlboro Street complex.

Background:

Historically the Keene Police Department has hosted a semi-annual National Night Out for the community which gives citizens the opportunity to learn about the department, tour facilities and also provide refreshments to participants. This year all City departments will be invited to participate. Vehicles will be on display in the parking lots and City departments will have displays in the Mike Blastos room. Given the expanded program, it is expected that more community members will participate and additional funds/donations are needed to supply the food.

City of Keene
NEW HAMPSHIRE

DATE: April 26, 2016

TO: Finance, Organization, and Personnel Committee

THRU: Medard Kopczynski, City Manager
Elizabeth Fox, ACM/ Human Resources Director

FROM: Elisabeth Brown, Youth Services Manager

SUBJECT: Acceptance of Cheshire County funding for Youth Services

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 Cheshire County for Youth Services programs.

Background:

Youth Services was designated a total of \$23,100 in the 2016 Cheshire County budget. The Youth Intervention Program (YIP) was approved for \$15,600 and the Juvenile Court Diversion Program (JCC) for \$7,500. This county money is valuable because it allows these programs to provide services to youth and families that reside outside of the City of Keene but live in the jurisdiction of the 8th Circuit Court-District Division-Keene. This revenue source will be included in the FY 16-17 budget.

These programs have been approved in the Cheshire County budget for many years.

City of Keene
NEW HAMPSHIRE

DATE: April 26, 2016

TO: Finance, Organization, and Personnel Committee

THRU: Medard Kopczynski, City Manager
Elizabeth Fox, ACM/Human Resources Director 

FROM: Elisabeth Brown, Youth Services Manager 

SUBJECT: Acceptance of Award from Monadnock Alcohol & Drug Abuse Coalition (MADAC)

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept an award from Monadnock Alcohol & Drug Coalition in the amount of \$2,000 for use by Youth Services.

Background:

Youth Services will be receiving \$2,000 from Monadnock Alcohol & Drug Abuse Coalition (MADAC) in late June/early July 2016 to help continue supporting the websites.

Monadnock Alcohol and Drug Coalition (MADAC) would like to continue our partnership with the City of Keene's Youth Services. Being able to collaborate with Youth Services on the ***Monadnockteens.org and Monadnockparents.org*** websites assists MADAC and furthers our shared mission: supporting prevention of alcohol and other drugs by educating and providing resources to youth and families. Reaching youth and parents in the region is vital work in our prevention efforts. These websites are a great tool to help us meet our goal as well as supporting Youth Services. Youth Services collaborates frequently with MADAC in prevention efforts. This award would help Youth Services promote health and wellness prevention initiatives for youth and parents. This award would be used towards healthy youth activities and employing a part-time web tech in order to enhance collaborative efforts through websites with healthy living resources and information for all community members.

FIRE DEPARTMENT

CITY OF KEENE **NEW HAMPSHIRE**

M E M O R A N D U M

DATE: May 9, 2016
TO: Finance Organization and Personnel Committee
THROUGH: Medard Kopczynski, City Manager
FROM: Mark Howard, Fire Chief 
SUBJECT: FY 2015 State Homeland Security Exercise and Evaluation Program - Award
CC: Steve Thornton, Finance Director
Nancy Burrridge, Grant Administrator

RECOMMENDATION

Move that the Finance Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the FY 2015 State Homeland Security Exercise program funds that have been assigned to Keene Fire Department in the amount of \$14,100 to conduct active shooter warm zone training.

BACKGROUND

On April 4, 2016, I was notified by the New Hampshire Department of Safety, Homeland Security and Emergency Management that the Keene Fire Department has been approved for \$14,100 in grant funds. These funds will be used to pay overtime and backfill costs associated with conducting an Active Shooter Warm Zone Training and Exercise Planning Workshop for police and fire personnel. Medical personnel response into what is called "warm zones" during active shooter incidents with police personnel is the new standard across the country. The Keene Police and Fire Department have worked jointly on this for over three years. All funds awarded by this grant are 100% funded by the program with no local contribution.

This same grant had first been presented to the Finance Organization and Personnel Committee on April 21, 2016 as an informational memo. After further review by city staff on correct procedures on the acceptance of funds, I have been asked by the City Manager to bring this back for the committee's approval. I'm sorry for any confusion this has created as the requirements at

the state level for grant and reimbursement funds we receive vary greatly and in this case didn't require approval by the City Manager for acceptance of the funds.

These funds are in addition to the \$34,890.00 that the department was awarded late last year for equipment that will allow us to expand our response and training capabilities when dealing with medical calls during active shooter incidents.

The award letter is attached.



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Kevin P. O'Brien, Assistant Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director

Jennifer L. Harper, Assistant Director



April 4, 2016

Chief Mark F. Howard
Keene Fire Department
31 Vernon Street
Keene, NH 03431

Dear Chief Howard:

The New Hampshire Department of Safety, Homeland Security and Emergency Management has received your exercise application under the **FY 2015** State Homeland Security Exercise and Evaluation Program (HSEEP). The signature on the documents you provided indicates that your office understands the grant guidelines and reimbursement policy for exercise grant funds. We have set aside grant funds in the amount of **\$14,100.00** for your Active Shooter Warm Zone Training and Exercise Planning Workshop (TEPW) under the guidelines of the Homeland Security Exercise and Evaluation Program.

The grant covers the following expenses:

- Overtime and backfill for first responders, not exceeding \$14,000.00
- Other items as requested in the application, not exceeding \$100.00

You are approved to submit exercise reimbursement as soon as the invoice is available but no later than **August 31st, 2018**. If you have any question please feel free to contact me at 223-3632 for this information. Please advise me of all planning meeting and workshop dates.

Sincerely,

Paul D. Raymond, Jr.
Exercise Training Officer
Cell: 603.892.5105
Email: paul.raymond@dos.nh.gov

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

Police Department
City of Keene, New Hampshire

Date: April 19th, 2016

To: Finance, Organization, and Personnel Committee

Through: Medard Kopczynski, City Manager
Brian C. Costa, Police Chief *CCM 111*

From: Steven Russo, Police Captain *SR-140*

Subject: Homeland Security Exercise and Evaluation Program Grant Acceptance

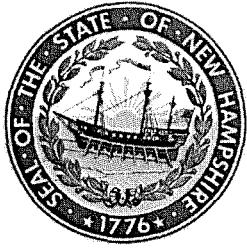
Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary accept a grant of up to \$5,300.00 from the FY 2015 Homeland Security Grant program for the Keene Police Department and Keene Fire Department to conduct an active shooter table top exercise in conjunction with Keene Public works, New Hampshire State Police, Keene High School and SAU 20.

Background:

In 2011, the Police Department, along with other City Departments and outside agencies, conducted a series of emergency exercises centered on Keene High School. These exercises were funded, in part, by past Homeland Security Grants. These exercises proved valuable in coordinating large scale incidents that require the assistance of multiple outside agencies, both Law Enforcement and Civilian.

Given that these types of incidents are resource intensive and a successful response requires periodic training, combined with change-overs of key leadership roles in both the high school, the SAU, the Police Department, and the Cities Emergency Management Director, the timing of this exercise is important. We hope to follow up this exercise with another, larger exercise with the school and SAU next year based on further availability of Homeland Security Exercise Program funding.



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Kevin P. O'Brien, Assistant Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director

Jennifer L. Harper, Assistant Director



April 15, 2016

Captain Steven Russo
Keene Police Department
400 Marlboro Street
Keene, NH 03431

Dear Captain Russo:

The New Hampshire Department of Safety, Homeland Security and Emergency Management has received your exercise application under the **FY 2015** State Homeland Security Exercise and Evaluation Program (HSEEP). The signature on the documents you provided indicates that your office understands the grant guidelines and reimbursement policy for exercise grant funds. We have set aside grant funds in the amount of **\$5,300.00** for your Active Shooter Table-Top Exercise (TTX) under the guidelines of the Homeland Security Exercise and Evaluation Program.

The grant covers the following expenses:

- Overtime and backfill for first responders, not exceeding \$4,750.00
- Food as requested in the application, not exceeding \$550.00

You are approved to submit exercise reimbursement as soon as the invoice is available but no later than **August 31st, 2018**. If you have any question please feel free to contact me at 223-3632 for this information. Please advise me of all planning meeting and TTX dates.

Sincerely,

A handwritten signature in black ink that reads "Paul D. Raymond, Jr.".

Paul D. Raymond, Jr.
Exercise Training Officer
Cell: 603.892.5105
Email: paul.raymond@dos.nh.gov

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

CITY OF KEENE
NEW HAMPSHIRE

FINANCE DEPARTMENT

DATE: April 27, 2016

MEMO TO: Finance, Organization & Personnel Committee

THROUGH: Medard Kopczynski, City Manager
Steve Thornton, Finance Director

FROM: Mary Alther, Revenue Collector *mea*

RE: Extension of Deed Waiver for unpaid 2012 property taxes

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend to City Council that the City Manager be authorized to grant an additional 30 day extension, of the deed waiver granted by Council on March 17, 2016 for properties located at 334 Roxbury St. and 15 Cross St.

BACKGROUND:

In March staff recommended authorizing extension of deed waivers through March 17, 2016 for two parcels eligible for tax deeding due to unpaid 2012 property taxes providing additional time for the property owners to pay the outstanding 2012 taxes.

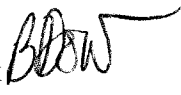
The property owners at 33 Roxbury St. have applied for a reverse mortgage. I have been contacted by the Reverse Mortgage Company and they will be paying taxes in full by May 31, 2016.

The property on 15 Cross St. is currently on the Market and the sale price has been reduced recently. City Staff is waiting for information from the Attorney as to the status of the Estate.

City of Keene
New Hampshire

May 9, 2016

TO: Finance, Organization and Personnel Committee

FROM: William S. Dow, Records Manager/Deputy City Clerk 

THROUGH: Med Kopczynski, City Manager
Patricia Little, City Clerk 

SUBJECT: Records Storage and Management Services Rate Increases for Customers.

Recommendation:

The Finance, Organization and Personnel Committee recommend to the City Council that the proposed rate increases for records storage and management services to outside customers be approved with an effective date of July 1, 2016.

Background:

The City of Keene has determined that the proposed rate increases are necessary to offset increased operational and capital expenses for operating and maintaining the Records Storage facility specifically in areas of facility maintenance, storage equipment, transportation service, and labor charges. Current records storage and management services rates have not been adjusted since August, 2011.

The Municipal Records Storage and Archive facility's primary purpose is to service the records storage and management of the City of Keene's scheduled and archival records collections, which is required by NH State law. NH RSA 5:132 authorizes a municipality to provide records storage and management services to qualified non-profit and governmental organizations. Qualified outside customers are charged a monthly storage fee, which is based on the volume of record boxes in storage multiplied by the establish rate per unit or a flat minimum storage charge, whichever is greater. Outside customers also pay incremental user fees based on requested management services such as: catalogue new deposits, process requested retrievals, and provide transportation with delivery services. New box deposits and retrieval rates are measured and charged on a cubic foot basis; transportation rates are assessed per round trip and labor charges are based on an hourly rate for service.

Resolution R-2016-02-A relating to Fiscal Policies requires that fees and charges that benefit a finite and defined sector of the community will be assessed for those services using a methodology for cost recovery set at full cost recovery or above. The Office of the City Clerk staff reviewed the current fee schedule and assessed operational and capital expenses and recommends the proposed new fees and charges. The revenue generated in FY 14/15 for these services was \$16,993 and it is projected that with the proposed rate increases revenues will increase to approximately \$22,709 annually. All revenue generated from the record storage and management services program are placed into the general fund.

Proposed Pricing for Records Storage and Management Services

Description of Item	Price
<u>STORAGE CHARGES</u> – <i>Monthly charge for secure storage of Stored Material.</i>	
Storage Pricing – Monthly charge for Stored Material, if volume deposited by customer totals more than 132 cubic feet.	\$0.53 \$0.43 per 1.3 cubic feet
Storage Minimum – Minimum monthly charge assessed for Stored Materials.	\$70.00 \$47.70
<u>DEPOSIT AND RETRIEVAL SERVICE CHARGES</u> - <i>Available during normal business hours, Monday through Friday 8:00 a.m. to 4:30 p.m. excluding holidays recognized by the City of Keene. Written retrieval requests received by noon will be delivered by noon the next business day.</i>	
New Deposits (receiving and entry) – The receipt of customer deposits resulting in an increase to the customer storage balance:	\$2.50 \$2.25 per box
Retrieval/Pull – The temporary retrieval of Stored Materials from storage.	\$2.50 \$2.25 per box
Re-File – The return of materials back to storage.	\$2.50 \$2.25 per box
Staging For Self-Pick Up - The temporary retrieval of Stored Materials from storage but not requiring delivery by City of Keene.	\$2.50 \$2.25 per box plus possible labor charge if request requires more than one hour of labor
<u>TRANSPORTATION</u> – <i>Scheduled pick up or delivery of Stored Materials.</i>	
Delivery – Next day delivery of requested retrieval.	\$20.00 \$18.48 per trip
On Demand Pick Up Of New Deposits – Must be notified 48 hours prior to scheduling for an amount up to 97.5 cu. ft of boxes	\$20.00 \$18.48 per trip plus possible labor charge if request requires more than one hour of labor
On Demand Pick Up Of New Deposits - Must be notified at least one week prior to scheduling	Cost of vehicle rental plus labor charge if request requires more than one hour of labor
<u>MISCELLANEOUS SERVICES</u>	
Labor Charge – Services requiring one hour or more of labor. Note: Labor charges shall be applied for on demand pickup if boxes are not immediately accessible for loading upon arrival.	\$23.00 \$21.14
Destruction Charge – Destruction of Stored Materials.	Actual operational costs associated with this service plus labor charge, if applicable

CITY OF KEENE
NEW HAMPSHIRE

Public Works Department

Date: May 9, 2016

To: Finance, Organization and Personnel

Through: Medard Kopczynski, City Manager
Kurt D. Blomquist, P.E., Public Works Director

From: Donald R. Lussier, P.E., City Engineer

Subject: Airport Road Culvert Rehabilitation
Change Order #2
Contract No. 01-15-29

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 Ted Berry Company for an amount not to exceed \$13,500.00 for the Airport Road Culvert Repair Project.

Background:

A construction contract was awarded to Ted Berry Company, Inc. for the Airport Road Culvert Rehabilitation Project and the agreement was executed on July 11, 2015.

The City proposed to install a 42" diameter (round) slip liner into the existing twin corrugated metal culvert pipes. After construction began, the contractor discovered that the pipes were elliptical in shape and not a true round culvert as originally thought. Therefore, the round liner could not fit through the existing pipes. Change Order #1 was issued for manufacturing and shipping new pipes in the amount of \$16,898.10.

Ted Berry Company, Inc. was supposed to perform installation during the dry season in August – September, 2015. However, construction was delayed while Change Order#1 was in process and the new pipe manufactured.

On November 9, 2015, the Contractor installed cofferdams on both upstream and downstream utilizing 40 large stackable sand bags (1CY each). The Contractor was able to install 50 ft. of pipe before the cofferdam unexpectedly breached into the work areas due to high water elevation and hydrostatic pressure. Pumps failed to maintain dry conditions and as a result construction was postponed until the dewatering issue resolved.

The proposed Change Order #2 will provide a “Time & Materials” allowance for water management. The contractor is expected to mobilize additional pumps, equipment and labor to drawdown the work area and control any potential infiltration. They have also agreed to a flexible schedule, such that the work will be completed during low water (expected to be July or August) and during favorable weather conditions. A contract time extension had also been provided for a winter shutdown. The adjusted contract completion date will be Sept 2, 2016.

Total cost of the project, including Change Order No. 2, is within the budget allocated by the City Council through the FY15 Capital Improvement Program.

CITY OF KEENE
NEW HAMPSHIRE

Public Works Department

Date: May 9, 2016

To: Finance, Organization and Personnel

Through: Medard Kopczynski, City Manager
Kürt D. Blomquist, P.E., Public Works Director

From: Donald R. Lussier, P.E., City Engineer

Subject: Babbidge Dam Improvement Project
Change Order No. 1
Contract No. 02-13-08

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 change order with Dubois & King, Inc. for an amount not to exceed \$11,500.00 for the design of the Babbidge Dam Improvements Project.

Background:

The City entered into Contract No. 02-13-08 with Dubois & King, Inc. on April 30, 2014. The contract provided for the design of improvements and upgrades to Babbidge Dam as required to correct deficiencies identified by the New Hampshire Department of Environmental Services (NHDES).

The contract scope included a modest level of effort for the development of design alternative. During the course of the project the City determined that a more detailed alternatives analysis and public participation would be required in order to select the best approach for the project. In addition, the City requested the Consultant present the project to the Town of Roxbury for their consideration and comment.

During a pre-application meeting with NHDES staff in March of 2016, the consultant was asked to perform additional hydraulic analysis to determine the stability of the dam's emergency spillway. This analysis was not included in the original scope of work, but is required by the DES before a Dam Safety permit will be issued.

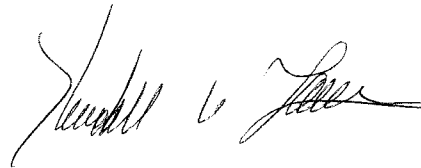
The proposed Change Order will compensate the Consultant for additional work they performed at the City's request during the Preliminary Design, and allow them to perform the additional analysis required by the NHDES. The cost of the project, including this Change Order No. 1 is within the budget allocated by City Council through the FY14 Capital Improvement Program.

City of Keene
NEW HAMPSHIRE

May 10, 2016

TO: Finance, Organization and Personnel Committee
FROM: Kendall W. Lane, Mayor
SUBJECT: City Manager Recruitment Efforts

On behalf of the Special Committee for the Recruitment of the City Manager, it is recommended that \$30,000 be included in the proposed operating budget to cover costs associated with the recruitment effort.

A handwritten signature in black ink, appearing to read "Kendall W. Lane", is positioned in the lower right area of the document.

City of Keene
New Hampshire

DATE: May 9, 2016

TO: Finance, Organization and Personnel Committee

THROUGH: Medard Kopczynski, City Manager

FROM: Tara Kessler, Planner 

CC: Rhett Lamb, Assistant City Manager/Planning Director 

SUBJECT: City of Keene Land Use Code Update Phase I - Consultant Selection

Recommendation

Move that the Finance Organization and Personnel Committee recommend that the City Manager do all things necessary to execute a professional services contract with Town Planning Urban Design Collaborative in an amount not to exceed \$65,945 for professional services for the first phase of the Land Use Code Update project.

Background

On April 14, 2016, the City Council voted unanimously to authorize the City Manager to do all things necessary to negotiate a professional services contract with Town Planning Urban Design Collaborative (TPUDC) for planning services for the first phase of the Land Use Code Update project. TPUDC was selected out of ten firms that responded to a qualifications based selection process. Following this approval, staff entered into negotiations with TPUDC and arrived at an agreed upon scope of work and budget for this project.

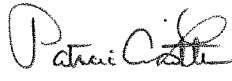
The proposed scope of work involves an assessment of the City's current land use regulations and a review of options for revising the existing regulatory framework. TPUDC will work closely with staff and a Steering Committee appointed by the Mayor throughout the course of the project and will hold two public events/presentations. As part of their analysis of existing conditions, TPUDC will conduct stakeholder interviews with elected officials, planning board members, developers, realtors, architects, etc.; analyze the City's existing land use regulations; and, gather input from the public at a community kick off meeting. TPUDC will offer recommendations on how the City can improve and streamline its existing regulations and processes.

In addition to a review of existing conditions, TPUDC will review and compare different approaches to structuring and updating land use regulations. This comparison will be used to help the City to complete the land use code update. Based on input received from the Steering Committee and staff, TPUDC will prepare a set of recommendations on which approach(es) would be best suited for Keene. These recommendations will be shared in a formal presentation to City Council. Following input from the City Council, TPUDC will produce a final report that outlines the recommendations developed for improving existing regulations and for which regulatory approach might work best for the City as it plans to update its land use codes.

This contract will be funded from the Land Use Code Update project cost center (Account #62103 Cost Center #90279-A), which has a balance of \$200,000. Funding for this project was allocated in the FY'14 and FY'15 Capital Budget.

The timeframe proposed for this project is June through November of this year.

In City Council April 21, 2016.
Voted unanimously to carry out the
intent of the report.


City Clerk

3A13

City of Keene
NEW HAMPSHIRE

April 14, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Planner- Land Use Code Update Phase 1 -Consultant Selection**

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager do all things necessary to negotiate a professional services contract with Town Planning Urban Design Collaborative for planning services for the first phase of the Land Use Code Update project. In the event that a satisfactory contract and fee cannot be agreed upon, the City Manager is authorized to negotiate with the next highest ranked firms in turn.


Chairman/Designee

Background:

Ms. Kessler stated in February 2016 the City Council issued an RFQ to update the City's land use code. There was a six person selection committee appointed, and the City received ten submissions. The Committee reviewed the ten submissions and identified five firms which were brought in for interviews. Of the five, Town Planning Urban Design Collaborative was identified as the top ranking firm. Staff's recommendation is to permit the City Manager to enter into negotiations with this firm and if a scope of work and fee cannot be agreed upon, then move on to the next highest ranked firm.

Councilor Hansel stated he was a member of the selection committee and stated this is a very exciting step in this process. The land use code update has the potential to revolutionize things in Keene for a long time to come. The Councilor commended the Planning Department which had very well qualified applicants for this project and Ms. Kessler did a good job to collaborate the interview process.