



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
September 8, 2016
6:30 PM**

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

-
1. Assessors' Board - Periodic Report Presentation
 2. Broadband Overview - IT Department
 3. Acceptance of Donation - Parks, Recreation and Facilities Department
 4. Acceptance of Donations to Library Renovation Project - Campaign Manager for the Next Chapter Campaign
 5. Request to Solicit Donations - Human Resources Department
 6. Thomas Cook/Cheshire TV Board of Directors - Impact from the Heberton Hall Renovation
 7. Re-Allocation of FY17 CIP Mobile Radio Project Fund Balance - Fire Department
 8. Acceptance of Grant - Fire Prevention and Safety Grant - Fire Department
 9. Additional Pavement Spot Repairs - Public Works Department

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

September 2, 2016

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation & Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 3.

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

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 \$1000.00 and that the money is used by the Parks, Recreation and Facilities Department.

BACKGROUND:

The Keene Elm City Rotary Club has donated \$1000.00 towards the purchase of new play equipment for the toddler playgroup program. During the colder months of the calendar year, the Recreation division offers a program for families to bring their younger children to the Recreation Center for play time. The department is seeking donations to cover the cost of new equipment called Imagination Playground. The equipment is large building blocks that allows children to build a new playground every time sparking innovation, creativity, collaboration and designed to encourage child-directed free play.

The department continues to seek donations as the play equipment is \$6000.00.



City of Keene, N.H.
Transmittal Form

September 1, 2016

TO: Finance, Organization and Personnel Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 4.

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

RECOMMENDATION:

That the City accepts donations of \$400,362.09 listed in the June and July statements of the Cambridge Trust Bank (See attached reports) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

ATTACHMENTS:

Description

June and July Cambridge Trust Bank Statements

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

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 one hundred percent participation. Since early 2016, the campaign committee has been reaching out to individuals in the community, foundations and corporations. The attached reports contain details of the monies received in June and July. Donors have received acknowledgement of their donations.

The next phase of fundraising, which will start in October, will be the public phase of the campaign. 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.

We are continuing the quiet phase of the Capital Campaign. Attached are a listing of the donations and the Cambridge Trust Bank reports for June and July 2016.

Donations received by Cambridge Trust Company
June and July 2016
Library Renovation Trust Fund

Deposit date	Donor	Gift amount
6/6/16	Friends of the KPL	\$12,329.90
6/6/16	Peter and Bridget Hansel*	\$1,500.00
6/13/16	Anne Huot and Joanne Cepelak	\$1,000.00
6/17/16	Tim and Talu Robertson	\$500.00
6/20/16	Friends of the KPL	\$50,000.00
6/21/16	Jason and Christine Houston	\$5,000.00
6/24/16	Jay and Cheryl Kahn	\$1,000.00
6/27/16	Friends of the KPL	\$625.00
6/28/16	Bob and Judy Perry	\$1,000.00
6/30/16	Friends of the KPL	\$4,932.19
7/1/16	John and Ruth Joslin	\$1,000.00
7/1/16	Marion Lefrancois	\$100.00
7/5/16	Charles and Sheryl Redfern	\$1,500.00
7/11/16	Friends of the KPL	\$2,000.00
7/11/16	Barbara and Anthony Tremblay*	\$1,250.00
7/11/16	Karen Wolk*	\$3,000.00
7/11/16	Richard Fox*	\$4,000.00
7/13/16	Don Caruso and Nancy Johnson*	\$6,000.00
7/13/16	Molly Kelly and Art Luptowski	\$100.00
7/15/16	Jay and Julie Smeltz*	\$25.00
7/18/16	Mitchell and Erika Greenwald*	\$1,000.00
7/18/16	Simington Family Charitable Fund	\$1,500.00
7/26/16	Panjandrum Foundation*	\$300,000.00
7/28/16	Nancy Dole Mellish*	<u>\$1,000.00</u>
		\$400,362.09

* Represents pledge installment contributions

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: June 30, 2016

					PRINCIPAL					INCOME						
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
2015	Library Renovation Fund	Trust Fund	Money Market	100%	646,555.82	77,887.09	0.00	0.00	(363.57)	724,079.34	9.18	4.94	0.00	14.12	724,093.46	724,093.46
TOTALS					646,555.82	77,887.09	0.00	0.00	(363.57)	724,079.34	9.18	4.94	0.00	14.12	724,093.46	724,093.46

MS-9 CRF LIBRARY
REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH
FOR PERIOD ENDING JUNE 30, 2017
LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
AS OF: JULY 31, 2016

DATE OF CREATION	NAME OF TRUST FUND	PURPOSE	HOW INVESTED	%	Principal					Income					GRAND TOTAL PRINC & INC JULY 31, 2016	MARKET VALUE JULY 31, 2016		
					BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES	WITHDRAWALS	BALANCE END OF MONTH JULY 31, 2016	BALANCE BEGIN OF MONTH	%	INCOME AMOUNT	INCOME FEES			EXPENDED DURING PERIOD	BALANCE END OF MONTH JULY 31, 2016
2015	Library Renovation Fund	Trust Fund	Money Market	100%	724,079.34	322,475.00	-	(387.16)	-	1,046,167.18	14.12	100.0000%	5.56	-	-	19.68	1,046,186.86	1,046,186.86
TOTALS				100%	724,079.34	322,475.00	-	(387.16)	-	1,046,167.18	14.12	100.0000%	5.56	-	-	19.68	1,046,186.86	1,046,186.86



City of Keene, N.H.
Transmittal Form

September 8, 2016

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth Fox, Assistant City Manager/Human Resources Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 5.

SUBJECT: Request to Solicit Donations - Human Resources Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to solicit and accept donations from local and regional businesses to be used as prizes or fundraisers for the Employee/Retiree Health Fair and the Annual Employee Recognition Event.

BACKGROUND:

This year's annual employee/retiree Health and Benefits Fair will be held by Health Insurance Review Committee on Tuesday, October 4th. The annual employee recognition event, held by the Welcome & Recognition Committee in conjunction with the Holiday Luncheon Committee, will be held in December. To assist these committees with their efforts to be successful, we have solicited donations to be used either as event door prizes or as fundraising tools.

The Welcome & Recognition Committee did not request donations last year. The Health Insurance Review Committee received contributions with a total estimated value of \$800.

<u>Donor</u>	<u>Item Donated</u>
W. S. Badger Company Inc.	Body Care Sampler Pack
Baudelaire Inc.	Body Care Products Basket
Cheshire Children's Museum	Guest Passes (4)
The Colonial Theatre	Film Passes (6)
Toadstool Bookshop	\$20 Gift Certificate
New Hampshire Interlocal Trust	Bag & Water Bottle
New Hampshire Interlocal Trust	\$100 Gift Card to the Food Co-op
IPG Employee Benefits	\$75 Gift Cards to Ted's Shoe & Sport (2)
Public Risk Management Exchange	"Goodie Bag"
Tandem Care LLC (SaveOn program)	Carrying Cooler
Keene Massage Therapy	One-Hour Massage
Northeast Delta Dental	Electric Toothbrush
The Works Bakery & Café	\$25 Gift Card
Bed Bath & Beyond	\$20 Gift Card
Jeni Skin Care	30-Minute Mini Facial

MKS Performance Solutions	\$100 Gift Certificate to L.L. Bean
Smart Nutrition LLC	Free Nutritional Evaluation
Clean & Simple	Free Consultation
Total Administrative Services Corp	Carrying Bag
American Association of Retired Persons	“Golf” Umbrella
Walgreen’s Pharmacy	Blood Glucose Monitor



City of Keene, N.H.
Transmittal Form

August 23, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: 6.

SUBJECT: Thomas Cook/Cheshire TV Board of Directors - Impact from the Heberton Hall Renovation

COUNCIL ACTION:

In City Council September 1, 2016.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Communication - Cook

BACKGROUND:

Thomas Cook, President of the Board of Directors of Cheshire Television is seeking an opportunity to gain a better understanding of the potential costs that would be incurred during their displacement during the Heberton Hall renovations as well as their transitional and eventual rent and utility expenses.



RECEIVED AUG 10 2016

In City Council September 1, 2016.

Referred to the Finance, Organization and Personnel Committee.

City Clerk

8 August 2016

Mayor Kendall Lane and
The Keene City Council
3 Washington Street
Keene, NH 03431

Dear Mayor Lane and City Council Members:

I write you today on behalf of the Board of Directors of Cheshire TV to initiate a discussion regarding the impending renovation of Heberton Hall and our facilities' resulting displacement. We have been fortunate to have been working closely with Nancy Vincent from the Keene Library and Jeff Hoover of Tappe Architects to plan the modifications to the building to address many of our future requirements and look forward eventually to returning to an exceptional facility.

To this end, we are planning to allocate a serious portion of our budget towards moving expenses and attempts to accommodate our technological needs during the likely extended displacement (we have been told to expect a period of between twelve and eighteen months before being able to move back into the new area). Our requests of this letter are to request more definitive information on dates and financial obligations required of Cheshire TV relating to this move.

While we have been informed by the Library staff and architects when this move and facility displacement will likely occur, we have many questions regarding this issue and its impact upon Cheshire TV operations, but specifically how such a renovation will impact us financially – what costs related to the move will we be expected to pay (if any)? What will the impact on our monthly rent be upon return to Heberton Hall?

We take pride in our history of fiscal acumen – guided by City of Keene representatives – but the lack of information regarding potential costs incurred, transitional and eventual rent, utilities expenses, etc. is of increasing concern, especially to our Treasury subcommittee. Any information you could begin to provide us will help us approach this major event with increased confidence.

We have already dedicated a substantial portion of our operating budget toward anticipated moving expenses and will be seeking ways to increase and facilitate this process. Thank you for the opportunity to begin a discussion surrounding these issues and, of course, for your continued support of our efforts to bring the very best cable access services to the Monadnock Region. We look forward to productive discussions regarding these issues and to an exciting new facility resulting from these renovations.

Very sincerely,

-
Thomas Cook, President
on behalf of the Board of Directors of Cheshire Television



City of Keene, N.H.
Transmittal Form

August 24, 2016

TO: Finance, Organization and Personnel Committee

FROM: Mark Howard, Fire Chief

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

ITEM: 7.

SUBJECT: Re-Allocation of FY17 CIP Mobile Radio Project Fund Balance - Fire Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to allocate \$10,185.92 from the FY17 CIP Mobile Radio Project to the FY17 CIP Portable Radio Project.

BACKGROUND:

The FY17 CIP Portable Radio Project is the first of a four year replacement project. The quote that has been received, to begin the first year purchasing of thirteen radios, is \$508 more per radio than the price that was estimated in the FY17 CIP budget preparation. The current quoted price is a NH State Bid.

The FY17 CIP Mobile Radio Project is in the final purchase year of the project. After all mobile radios have been purchased there will be a fund balance of \$10,185.92. With approval of the allocation, there will be adequate funding for the first year purchase of the portable radios.



City of Keene, N.H.
Transmittal Form

September 6, 2016

TO: Finance, Organization and Personnel Committee

FROM: Jeffrey C. Chickering- Deputy Fire Chief

THROUGH: Mark F. Howard, Fire Chief and Medard Kopczynski, City Manager

ITEM: 8.

SUBJECT: Acceptance of Grant - Fire Prevention and Safety Grant - Fire Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the FY15 Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) Fire Prevention and Safety Grant totaling \$64,625.

BACKGROUND:

In an effort to supply fire officers the training and equipment they need in order to be able to assist with the new Keene Fire Department Inspection Program, the department applied for the Fire Prevention and Safety Grant. This grant will fund the training of fourteen (14) officers to the Fire Inspector 1 level and will allow the purchase of the equipment that will be used to document inspections. On Friday, September 2, 2016, we were notified that we were awarded \$64,625 for the said training and equipment with a 5% match of \$3,231 that will be funded from our internal training budget.



City of Keene, N.H.
Transmittal Form

September 1, 2016

TO: Finance, Organization and Personnel Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 9.

SUBJECT: Additional Pavement Spot Repairs - Public Works Department

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. for an amount not to exceed \$78,345 for the 2016 Road Spot Repair Project.

ATTACHMENTS:

Description

R-2016-27

BACKGROUND:

Construction estimates for the Road Spot Repair Project were based on average historical pricing for paving projects, plus an assumed "premium" due to the nature of this work (i.e., project entails multiple small spot repairs instead of large continuous work areas). The actual bid prices received were below the estimate. The savings came predominantly in the price of bituminous asphalt pavement, which is currently at a multi-year low. Because pricing is so attractive, staff recommends expanding the scope of the current Road Spot Repair contract. Staff from the Highway and Engineering Divisions have prepared a list of additional spot repairs. The proposed change order will expand the current contract to include work on Lower West St., River St., Leverett St., Adams St., Bradford Ave. and South St.

The contract for this work is funded through the reallocation of previously obtained bond funds. Total cost of the paving work, including the awarded contract (\$263,410) and this Change Order (\$78,345), is equal to the funding allocated by the City Council through Resolution R-2016-27 (\$341,755) (attached).



CITY OF KEENE

R-2016-27

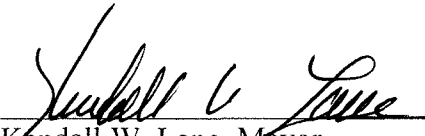
Sixteen

In the Year of Our Lord Two Thousand and

A RESOLUTION Relating to the Reallocation of Bond Funding from the Railroad Land
Infrastructure and Victoria Street Extension Projects

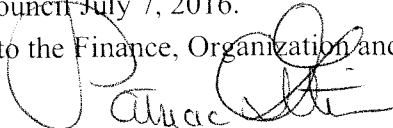
Resolved by the City Council of the City of Keene, as follows:

That the sums of one hundred eighty six thousand (\$186,000) dollars and one hundred fifty five thousand seven hundred and fifty five (\$155,755) dollars be allocated from the Railroad Land Infrastructure Project (90154) and Victoria Street Extension Project (90180) to fund road repairs.


Kendall W. Lane, Mayor

In City Council July 7, 2016.

Referred to the Finance, Organization and Personnel Committee.


City Clerk

PASSED July 21, 2016