



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
September 22, 2016
6:30 PM**

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

-
1. Presentation - Charter Communications
 2. Acceptance of Donation - Sumner Knight Chapel - Parks, Recreation and Facilities Department
 3. Acceptance of Donations - Holiday Family Sponsorship - Human Resources Department
 4. Acceptance of Homeland Security Exercise and Evaluation Program Grant - Police Department
 5. Acceptance of New Hampshire Highway Safety Grants 2017 - Police Department
 6. Acceptance of Funds - Athletic Business Conference - Parks, Recreation and Facilities Department
 7. Haying Maintenance Agreement 03-15-43 - Parks, Recreation and Facilities Department
 8. Tax Deeds for Unpaid 2012 & 2013 Property Taxes - Finance Department
 9. LED Streetlight Demonstration Project - Public Works Department
 10. Reallocation of Project Funding - Public Works Department
 11. Acceptance of Grant Application - Runway 14/32 Reconstruction - Public Works Department
 12. Professional Services Agreement for the Runway 14/32 Reconstruction Project - Public Works Department

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation & Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donation - Sumner Knight Chapel - 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 \$792.00 and that the money is used by the Parks, Recreation and Facilities Department.

BACKGROUND:

\$792.00 *Donation for maintenance improvements of the Sumner Knight Chapel.*

Mathew Leese with the Keene MusicFest hosts an ongoing concert series to raise money for the needed repairs in the Sumner Knight Chapel. To date, the concert series has generated \$9,761.00. This most recent donation was the result of a Sweet Tea Picnic on Sunday, August 28.

For more information on the concert series visit <http://keenemusicfestival.org> and the Keene Parks and Recreation Facebook page.



City of Keene, N.H.
Transmittal Form

September 8, 2016

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth Sayre, Human Services Manager

THROUGH: Medard Kopczynski, City Manager

ITEM: 3.

SUBJECT: Acceptance of Donations - Holiday Family Sponsorship - Human Resources Department

RECOMMENDATION:

Move that the Finance Organization and Personnel Committee recommend that the City Manager be authorized to accept donations associated with the City's 2016 Holiday Family Sponsorship Program.

BACKGROUND:

Annually the Department of Human Services contacts sponsors who will provide gifts and holiday items for a family or older adult. The sponsored families and older adults are clients who have received assistance from Human Services within the past year. Families who have children with special needs and persons who have been struggling to make ends meet are considered for sponsorship. The goal of the program is to provide holiday gifts, food and items for those in need who will then use their own resources to maintain housing, utilities and essentials of daily living.

This request is very early because sponsors have requested information and details prior to big fall retail sale weekends. Given the tough economy even sponsors like to shop ahead and purchase items on sale.

Human Service staff appreciates the support of the Council for this annual project that provides happy holidays for those we serve. Families are so appreciative and humbled by the generosity of the community.



City of Keene, N.H.
Transmittal Form

September 14, 2016

TO: Finance, Organization and Personnel Committee

FROM: Brian Costa, Police Chief

THROUGH: Medard Kopczynski, City Manager

ITEM: 4.

SUBJECT: Acceptance of Homeland Security Exercise and Evaluation Program Grant - Police 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 grant of up to \$3,710.13 from the FY 2017 Homeland Security Grant Program for the Keene Police Department to participate in a State wide training event.

BACKGROUND:

Each year New Hampshire's Special Operations Units attend monthly training to maintain and improve their skills both individually and as a team. That monthly training is critically important and necessary to be prepared for the extreme high risk type of calls that they respond to. Equally important is the ability for the Special Operation Units to be able to work together with unified command, mission and task sharing and communications interoperability.

On Sunday October 23, 2016 New Hampshire's Special Operations Units will come together to test those skills, working together on two problems that will present themselves on the same date, and which will occur close in time. The exercises will test the response capabilities of the teams' abilities to effectively respond to, and manage, multiple critical incidents at the same time. Upon arrival, the requested teams will be asked to deploy in conjunction with other assisting teams in order to mitigate the incidents. All teams on scene will work under the Incident Command System (ICS) and must be able to work fluidly together, in order to work towards positive resolutions of both incidents.



City of Keene, N.H.
Transmittal Form

September 16, 2016

TO: Finance, Organization and Personnel Committee

FROM: Brian Costa, Police Chief

THROUGH: Medard Kopczynski, City Manager

ITEM: 5.

SUBJECT: Acceptance of New Hampshire Highway Safety Grants 2017 - Police Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept three (3) 2017 grants from the New Hampshire Highway Safety Agency:

- 1.) Bicycle and Pedestrian Grant for \$13,136.00
- 2.) Sustained Traffic Enforcement Patrol Grant for \$15,237.76
- 3.) Impaired Driving (DWI) Grant for \$11,822.40

BACKGROUND:

The Bicycle and Pedestrian Patrol is a new program created by the Highway Safety Agency. The purpose of the program is to reduce the number of persons who are violating pedestrian and bicycle laws in the downtown area. The campaign runs from October 1, 2016 to September 30, 2017 and consists of multiple 4-hour, one-officer patrols. The cost of this operation is \$13,136.00, and will be reimbursed by the New Hampshire Highway Safety Agency. This reimbursement includes payroll-related deductions.

The purpose of the Sustained Traffic Enforcement Patrol (S.T.E.P.) Campaign is to encourage the compliance of certain motor vehicle infractions such as seat belt use, distracted driving, speed enforcement, traffic light violations as well as school bus violations (motorists not stopping for stopped school buses). The program is a State-wide initiative sponsored by the New Hampshire Safety Agency on an annual basis, and is directed at positively impacting all of the more prevalent motor vehicle safety infractions. The campaign runs from October 1, 2016 to September 30, 2017 and consists of multiple 4-hour, one-officer patrols. This particular grant encourages the recipient to patrol on dates beneficial to the individual community. The intent of the patrols is to enforce the State's safety laws and encourage all motorists to operate their vehicles safely. The cost of this operation is \$15,237.76, and will be reimbursed by the New Hampshire Highway Safety Agency; the reimbursement includes all payroll-deductions.

The Driving While Intoxicated/Impaired Driving Campaign is a statewide initiative also sponsored by the New Hampshire Highway Safety Agency on an annual basis. The purpose of this program is to reduce the number of persons driving while intoxicated. The program for the Keene Police Department will be to conduct, one-officer DWI enforcement patrols in six-hour shifts on an overtime basis between 9:00pm and 3:00am, with a purpose to focus on detection and apprehension of impaired drivers; generally Thursdays, Fridays, Saturdays and Holidays when drunk drivers are statistically more prevalent. This campaign runs from October 1, 2016 to

September 30, 2017. The cost of this operation is \$11,822.40 and will be reimbursed by the New Hampshire Highway Safety Agency; this reimbursement also includes all pay-roll deductions.



City of Keene, N.H.
Transmittal Form

September 12, 2016

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation & Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 6.

SUBJECT: Acceptance of Funds - Athletic Business Conference - 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 professional development funds for the Parks, Recreation & Facilities Director to attend Athletic Business Conference November 16-19, 2016.

BACKGROUND:

Each year, the Athletic Business Conference host a VIP Hosted Buyer Program. This program allows 20 individuals who qualify to experience more than 250 manufacturers, suppliers, architects and consultants from the sports, recreation, fitness, active-aging and medical fitness industries. The conference provides face-to-face opportunities with product experts and a full range of products and resources from fitness, recreation and sports equipment; surfaces; pool components; architectural services; lighting; lockers; software; scoreboards, seating; and more.

Recipients of the program receive airfare (up to \$500), lodging (2 nights), and registration (\$449+\$64(pre-workshop)) with the commitment of visiting with 10 exhibitors that could help answer specific project needs. On April 1, 2016, a submission for the opportunity to experience this program was provided to the conference. On September 1, 2016, this submission resulted in being chosen as one of the 20 to attend the conference.

Additional expenses will be one nights lodging, parking, transportation between airport/hotel and meals; all of which can be encumbered into the current operating budget.

Along with the buyer program, the focus for educational opportunities will be facility design and construction. This opportunity will provide professional development credits towards current certifications.



City of Keene, N.H.
Transmittal Form

September 16, 2016

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation & Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 7.

SUBJECT: Haying Maintenance Agreement 03-15-43 - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to enter a two year agreement, expiring October 31, 2018, for a haying maintenance agreement with Rocky Knoll Farm.

BACKGROUND:

In October 2015, it was necessary for the City to terminate its offer for the purposes of haying (03-15-43) city property. Discussions followed to explore opportunities with the Agricultural Commission that might advance some additional proposals to the City's process. These meetings carried a few suggestions, including changing the terms of lease to a maintenance agreement. This had been discussed with the City's Purchasing department as well, with the hope that it would bring forward additional responses to the process.

In 2016, the Request for Quotations (03-16-29) was submitted for responses due on July 15. Only one responded, Rocky Knoll Farm, provided a proposal. Rocky Knoll Farm had previously held the contract(s) dating back to 2005.

Moving from a lease to a management agreement still offers the City the same financial gain that a lease will offer. The agreement holder will still be responsible for the payment of the use of the land which provided minimal agricultural value. However, should the City maintain a portion of the land as it did last year; the cost would be more than the revenue generated, and ultimately contracted out because of the time consumed by the process.

Considering the difference between the lease and maintenance agreement creates better business practices. A maintenance agreement can be renewed with the authorities provided to the City Manager, thus streamlining the process for renewal. In addition, the maintenance agreement should be considered as just that, a contract for services that is part of the normal business operations. A lease implies that there is occupancy of City property by the third party for private gain. Therefore, the amount of the maintenance agreement covers any such taxes which would be applied in a lease.



City of Keene, N.H.
Transmittal Form

09/16/2016

TO: Finance, Organization and Personnel Committee

FROM: Mary Alther, Revenue Collector

THROUGH: Medard Kopczynski, City Manager

ITEM: 8.

SUBJECT: Tax Deeds for Unpaid 2012 & 2013 Property Taxes - Finance Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to extend the deed waiver to November 16, 2016.

Address Map & Lot Property Type

18 ImperialDr	911260131018	ManufacturedHome
1 Schult St.	911260132001	Manufactured Home
44 Schult St.	911260132044	Manufactured Home
47 Schult St.	911260132047	Manufactured Home
5 Anderson Ave	911260134005	Manufactured Home
21 Blue Jay Court	913170140122	Manufactured Home
74 Sparrow St.	913170140185	Manufactured Home
44 Sparrow St.	913170140209	Manufactured Home
105 Oriole Ave	913170140342	Manufactured Home
53 Starling St.	913170140366	Manufactured Home

Authorize the City Manager to extend the deed waiver period to November 16, 2017 for the following properties:

Address Map & Lot Property Type

45 Summer St.	001050130000	Commercial
53 Colorado St.	002010080000	2 Family
33 Colorado St.	002010110000	3 Family
10 Vernon St.	003010010000	Commercial
334 Roxbury St.	019050080000	Single Family
344-346 West St.	049030080000	2 Family
169-173 Island St.	051040470000	3 Family
41 Winchester Ct.	052040100000	Single Family
123 Butternut Dr.	168022010000	Single Family
59 Sesame St.	172020250000	Single Family

0 Chapman Road	203010020000	Land
888 Marlboro Road	901230310000	Commercial
15 Cross St.	00407008.0000	2 Family

Authorize the Revenue Collector to take deed to the following properties.

Address Map & Lot Property Type

0 Off Wetmore St.	101011340000	Land
0 Route 9	904010080000	Land

BACKGROUND:

In accordance with RSA 80:76 the tax collector must execute the deed unless the City Council directs the collector to waive that process. A waiver is appropriate in certain circumstances that include:

- taking deed to the property would subject the City to potential liability that might result from an environmental impairment of the property in question.
- taking deed to the property would expose the City to undesirable obligations or liability risks including obligations under real estate covenants or obligations to tenants; or
- taking deed to the property would for any other reason be contrary to the public interest.

The ten properties recommended for not taking deeds to them are manufactured homes and would be a liability to the City. Three of the manufactured homes should have 2013 taxes paid by end of October. One manufactured home is for sale.

Five of the thirteen properties recommended for extending the deed waiver period through January 2017 are currently on the Market.

One has a contract and should be sold by November 7. One of the owners that has a property for sale also has another property on the list and will also pay that property tax when the first property is sold.

One property has applied for a reverse mortgage and should have it done before January 2017.

One property is involved in litigation and there is no time frame when that will end.

Three of the properties have plans to pay the taxes by November.

Because taking deed to these properties could potentially expose the City to undesirable obligations or liability risks including obligations to tenants, city staff requests additional time to work with these property owners seeking strategies to address the current delinquencies.

Of the two properties to be deeded one parcel has many heirs and no one has showed interest in the land. The second parcel of land has one owner and we have not been able to contact her and all of the letters sent have come back with no forwarding address. This land is landlocked.



City of Keene, N.H.
Transmittal Form

9/15/2016

TO: Finance, Organization and Personnel Committee

FROM: Duncan Watson, Assistant Public Works Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 9.

SUBJECT: LED Streetlight Demonstration Project - 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 contract with Tanko Lighting and Affinity Lighting to supply and install a total of twenty five light emitting diode (LED) streetlights on Marlboro Street for a total estimated cost of \$6,981 to be funded by the street lighting operating budget.

BACKGROUND:

The City of Keene has approximately 1,155 High Pressure Sodium (HPS) streetlights (excluding the downtown area). The streetlights are not metered, but are billed by the City's utility service, Eversource, based on the wattage of the fixture. Eversource has developed a rate for light emitting diodes (LED) which would dramatically lower the per fixture cost for streetlights that are converted from HPS to LED.

Currently Eversource has a grant program that provides up to fifty thousand dollars (\$50,000) to communities to upgrade existing HPS streetlights to LED. The City will apply for Eversource grant funding for 2017. The Public Works Department is proposing a demonstration project, in cooperation with Eversource, to gauge community reaction to the proposed conversion from HPS to LED by replacing 25 of the 30 streetlights along Marlboro Street with the following:

Existing Marlboro Streetlights:

<u># Fixtures</u>	<u>Wattage</u>
(13)	65 Watt HPS
(18)	135 Watt HPS

Proposed Marlboro Streetlights

<u>#Fixtures</u>	<u>Wattage</u>
(7)	25 Watt LED
(18)	65 Watt LED
(3)	65 Watt HPS (existing, leave for comparison)
(2)	135 Watt HPS (existing, leave for comparison)

One vendor, Tanko Lighting, which represents several light manufacturers has offered to provide a total of nine (9) LED lights from three different manufacturers (Philips, GE, and American Electric) for two thousand five

hundred dollars (\$2,500) plus an estimated six hundred seventy five dollar (\$675) installation cost. Another vendor, Affinity Lighting, will provide the remaining sixteen (16) fixtures for a cost not to exceed three thousand eight hundred six dollars (\$3,806) for the fixtures including installation. A local electrical contractor will perform installation of all the demonstration fixtures. The demonstration project will also provide a visual sample of the two color temperatures available (which will contrast the “warmth” of the two color temperatures), and Keene residents will be asked to indicate a preference via an online survey that will be posted to the City’s website as well as the Department’s Facebook page. Five (5) HPS lights will remain on Marlboro Street for comparison purposes. A placard will be installed on each streetlight pole to indicate what type of fixture is operating on that pole.

The demonstration project is in anticipation of a retrofit of all streetlights in the City of Keene as well as some HPS lights on access roads , parking facilities and recreation facilities. Seventy two percent (72%) of the existing fixtures in the City are 65 watt HPS lamps which can be converted to 25 watt LED lamps. Currently the City of Keene budgets \$165,000 for the electrical cost of streetlights (all streetlights except those in the downtown area which are billed to a separate cost center), per year. The City of Keene would apply for the \$50,000 LED streetlight conversion grant from Eversource to help with the estimated \$266,727-\$346,500 (vendor estimate), cost of converting the existing 1,155 streetlights which including installation will have a payback in the 2.7-3.7 year range.

In the Marlboro Street retrofit example the City of Keene would reduce the total Kilowatt hours (KWh) from 13,839 KWh per year to 6,496 KWh per year (53% KWh reduction). Under the Eversource retrofit program the City of Keene would own the streetlights and be responsible for maintenance and replacement costs. Suppliers of LED streetlights represent that the average life of an LED retrofit is 20 years. A preliminary estimate of the twenty (20) year cumulative savings of retrofitting the City’s inventory of HPS lamps to LED is on the order of one million five hundred thousand dollars (\$1,500,000).

It is recommended that Tanko Lighting supply and install 9 LED streetlights on Marlboro Street and that Affinity Lighting supply and install 16 LED streetlights on Marlboro Street. The cost of the demonstration retrofit will be approximately \$6,981 for the fixtures and installation. Tanko Lighting has east coast field offices in Wallingford, CT and Woburn, MA. The lights Tanko will provide are all manufactured in the United States. Affinity Lighting is located in Dover, NH where the LED lights are assembled. Tanko Lighting recently completed an LED retrofit of streetlights in Goffstown, NH. Affinity Lighting was awarded the contract to retrofit the entire inventory of streetlights in Claremont, NH. If the Marlboro Street demonstration project is successful a Request for Proposals will be developed for the remaining HPS to LED streetlight inventory to be installed in Spring 2017 subject to City Council approval and available funding.



City of Keene, N.H.
Transmittal Form

September 16, 2016

TO: Finance, Organization and Personnel Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 10.

SUBJECT: Reallocation of Project Funding - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend the reallocation of unobligated project balance from the Runway 2/20 Rehabilitation Project (90274) to the Runway 14/32 Rehabilitation Project (90802)

BACKGROUND:

The Runway 2/20 Rehabilitation Project was completed and closed out in the spring of 2016 with approximately \$30,000 of unobligated project balance. The recommended action will reallocate this remaining balance to the Runway 14/32 Rehabilitation Project.

As a Block Grant State, the New Hampshire Department of Transportation (NHDOT), Bureau of Aeronautics administers Federal Aviation Administration (FAA) activities and grants for the Dillant-Hopkins Airport. On September 16, 2016, NHDOT Bureau of Aeronautics notified the City that it will be making a grant offer for the design phase of Runway 14/32 Reconstruction Project. The grant offering comes with a cost-sharing of 90% Federal, 5% State and 5% local funds.

The City Council through the FY17-22 Capital Improve Program appropriated \$14,450 for the City's 5% match. The appropriation was based on a preliminary estimate for design fees of \$289,000. Following the NHDOT process the City worked with the proposed design firm determining an actual design fee of \$411,617.01. This amount requires a local match of \$20,581. With the previous appropriation there is a shortfall of \$6,131. The reallocated funds will be used to for the City's 5% match for the project design fee. The remainder of the reallocated funds will be available to cover the City's 5% share of the eventual construction administration and construction work.



City of Keene, N.H.
Transmittal Form

September 16, 2016

TO: Finance, Organization and Personnel Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 11.

SUBJECT: Acceptance of Grant Application - Runway 14/32 Reconstruction - 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 accept and execute a grant offering from the New Hampshire Department of Transportation, Bureau of Aeronautics for the design phase of the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport.

BACKGROUND:

The City participates in the Airport Improvement Program through the State of New Hampshire. This program provides funding for identified Capital Improvements with a 90% funding coming from the Federal government through the Federal Aviation Administration (FAA), 5% from the New Hampshire Department of Transportation (NHDOT), Bureau of Aeronautics, and a 5% local match.

The City identified the reconstruction of Runway 14/32 in the City's FY17-22 Capital Improvement program.

On February 18, 2016, the City Council authorized the City Manager to submit a grant application for the design portion of the runway reconstruction project. On September 16, 2016 the City was notified by the NHDOT Bureau of Aviation that the FAA has approved the grant funding and an award package was being forwarded for execution.

It is therefore recommended that the City Manager be authorized to do all things necessary to accept and execute the Grant Offer once it is received by the City.



City of Keene, N.H.
Transmittal Form

September 16, 2016

TO: Finance, Organization and Personnel Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 12.

SUBJECT: Professional Services Agreement for the Runway 14/32 Reconstruction Project - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to negotiate and do all things necessary to execute a Professional Services Agreement with Ballantine Aviation Consulting Services, PLLC for the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport in an amount not to exceed \$411,617.01.

BACKGROUND:

In November 2014, the City conducted a "Request for Qualifications" in order to select a consulting firm to design the proposed improvements to Runway 14/32. The City selected Ballantine Aviation Consulting Services, PLLC (BACS) as our preferred consultant.

On February 18, 2016, City Council authorized the City Manager to negotiate and execute a contract with BACS in an amount not to exceed \$289,000. This amount was based on the budgeted design fee included in the FY17 Capital Improvement Program. The negotiations concluded with an agreed-upon design fee of \$411,617.01. This fee is based on the detailed scope of work required to complete the design according to NHDOT and FAA requirements. An independent fee estimate prepared by AECOM of Rocky Hill, Connecticut placed the cost of the design work at \$449,200. In addition, NHDOT has reviewed the proposed scope and fee and found that it is comparable to the fees charged for similar airport design projects so therefore, staff believes that the negotiated fee is fair and reasonable for the scope of services to be provided.

As has been done with past Capital Improvement Projects funded in part through FAA grants, the funding will initially come from the unallocated fund balance. Once the grants are received, the general fund will be reimbursed for this initial outlay, minus the City's 5% share. The City's share of the design fee will be \$20,580.85.