



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
October 13, 2016
7:30 PM**

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

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1. Acceptance of Law Enforcement Opioid Abuse Reduction Initiative Grant - Police Department
 2. Acceptance of NH Highway Safety Agency Grant - E-Ticket Equipment Grant - Police Department
 3. Acceptance of Forfeiture Funds - Case #UG02BS14UG003 - Police Department
 4. Acceptance of Forfeiture Funds - Case #MEP-M-16-A44-P-831692 - Police Department
 5. Acceptance of 2016 Homeland Security HazMat Grant - Fire Department
 6. Acceptance of Scholarship Funds - Youth Basketball Sponsorship - Parks, Recreation and Cemeteries Department
 7. Sole Source Provider - Amer Electric - Police Department
 8. Airport Road Culvert Rehabilitation - Construction Change Order - Public Works Department

MORE TIME ITEMS:

- A. Charter Employee Evaluation Process - FOP COM
- B. Relinquishment of Easement to Parking Spaces on Railroad Property on Behalf of Monadnock Food Co-op

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

September 21st, 2016

TO: Finance, Organization and Personnel Committee

FROM: Steve Stewart, Police Captain

THROUGH: Brian Costa, Police Chief

ITEM: 1.

SUBJECT: Acceptance of Law Enforcement Opioid Abuse Reduction Initiative 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 the 2017 New Hampshire Department of Safety Law Enforcement Opioid Reduction Initiative Grant award in the amount of \$18,128.

BACKGROUND:

With a goal of reducing opioid sales and abuse and thus decreasing overdose deaths and a rise in more serious crimes, the Keene Police Department applied for and was awarded \$18,128 for this project. This amount would be in the form of overtime reimbursements associated with intelligence gathering and source development efforts, as well as joint narcotics operations from the time the award is approved through June 2017.



City of Keene, N.H.
Transmittal Form

September 29, 2016

TO: Finance, Organization and Personnel Committee

FROM: Todd Lawrence - Police Lieutenant

THROUGH: Steve Russo - Police Captain, Brian Costa - Police Chief, Medard Kopczynski - City Manager

ITEM: 2.

SUBJECT: Acceptance of NH Highway Safety Agency Grant - E-Ticket Equipment Grant - Police Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to accept the grant from the New Hampshire Highway Safety Agency to fund the E-Ticket Equipment Grant.

BACKGROUND:

Many New Hampshire enforcement agencies submit manual citations and accident reports to the State. Currently, there is a backlog of these reports that are entered by the State's Department of Motor Vehicle staff, resulting in untimely data for analysis. With the use of this equipment, municipal agencies will be able to complement the electronic applications already built by TriTech and use this software and equipment on the road to not only help to submit reports to the State electronically, but also document motor vehicle activity efficiently.

This will enable the State to have more accurate and timely access to data as well as help reduce the backlog of unrecorded data. This equipment will also help provide the necessary data needed to identify areas where enforcement efforts need to be allocated.

This system benefits the City Police Department by making motor vehicle stops more efficient and timely. In addition, the data entry for more vehicle stops will be more accurate. The data from the stops is automatically uploaded to our IMC records management system, which saves a vast amount of time for our dispatchers and records staff, who currently have to manually enter this data into our records management system.

The cost of this equipment, \$9,000.00, will be paid by the New Hampshire Highway Safety Agency FY 2015 Equipment Grant. The City of Keene's cost of this program is approximately \$900.00 to install the equipment in all of the cruisers. The only other operational cost identified is the thermal re-fill paper (tickets) for the printers. This will cost approximately \$120.00 annually.



City of Keene, N.H.
Transmittal Form

October 4, 2016

TO: Finance, Organization and Personnel Committee

FROM: Brian Costa, Police Chief

THROUGH: Medard Kopczynski, City Manager

ITEM: 3.

SUBJECT: Acceptance of Forfeiture Funds - Case #UG02BS14UG003 - 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 forfeiture funds, in the amount of \$13,395.08, awarded to the Keene Police Department from the United States Department of Justice, Homeland Security Office.

BACKGROUND:

On December 10th, 2015 a New Hampshire Attorney General's Drug Task Force investigation into the sale and distribution of heroin into our community resulted in the arrest of Mr. Christopher S. Foster Jr., of 379 West Street, Keene. The Keene Police detective assigned to the State's Drug Task Force was the lead investigator for this investigation. A subsequent search of Mr. Foster's residence revealed substantial quantities of both heroin and crack cocaine, along with \$20,532.00 in cash.

The investigation revealed the cash was directly associated with the sale of narcotics and was forfeited to the United States Department of Justice. The Keene Police Department's portion of this seizure is \$13,395.08.



City of Keene, N.H.
Transmittal Form

October 4, 2016

TO: Finance, Organization and Personnel Committee

FROM: Brian Costa, Police Chief

THROUGH: Medard Kopczynski, City Manager

ITEM: 4.

SUBJECT: Acceptance of Forfeiture Funds - Case #MEP-M-16-A44-P-831692 - 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 forfeiture funds, in the amount of \$441.58, awarded to the Keene Police Department from the United States Department of Justice, Drug Enforcement Agency.

BACKGROUND:

On October 14, 2014 a New Hampshire Attorney General's Drug Task Force investigation into the sale and distribution of heroin in the Claremont, NH community resulted in a cash seizure of \$8,000.00.

The investigation revealed the cash was directly associated with the sale of narcotics and was forfeited to the United States Department of Justice. As the Keene Police Department continues to support the State's Drug Task Force by way of assignment of one of its detectives to the Unit, the Department's portion of this seizure is \$441.58.



City of Keene, N.H.
Transmittal Form

October 3, 2016

TO: Finance, Organization and Personnel Committee

FROM: Mark F. Howard, Fire Chief

THROUGH: Medard Kopczynski, City Manager

ITEM: 5.

SUBJECT: Acceptance of 2016 Homeland Security HazMat 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 a grant in the amount of \$24,364.40 from the the 2016 State of New Hampshire Homeland Security Program (SHSP) HazMat Grant.

ATTACHMENTS:

Description

Grant Award Letter and Equipment List

BACKGROUND:

On September 23, 2016, the City of Keene Fire Department was approved by the City Manager to apply for the 2016 State of New Hampshire Homeland Security Program (SHSP) HazMat Grant. All of the funds and equipment awarded by this grant are 100% funded by the program with no local contribution.

On September 29, 2016, I was notified by the Grants Management Unit that the Keene Fire Department has been awarded \$24,364. See the attached award letter dated September 29, 2016 for details of the equipment that will be purchased with the awarded grant funds.

State of New Hampshire

JOHN J. BARTHELMES
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.
ROBERT L. QUINN
ASSISTANT COMMISSIONERS

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889

Speech/Hearing Impaired

TDD Access Relay NH 1-800-735-2964

September 29, 2016

Chief Mark Howard
Keene HazMat Team
31 Vernon Street
Keene, NH 03431

Re: 2016 Homeland Security Grant Program Award – HazMat Allocation

Dear Chief Howard,

It is my pleasure to inform you that upon review of your 2016 Homeland Security HazMat Grant Application, the Keene NH HazMat Team has been awarded \$24,364.40. These funds are awarded under the State Homeland Security Program (SHSP) portion of the 2016 Homeland Security Grant Program (HSGP) for the purchase of eligible equipment as described in your application. Please refer to the attached "Approved Items Checklist" when submitting reimbursement requests and identify the items you have purchased.

These grant awards are subject to federal program requirements and special conditions. Enclosed are your Sub-Recipient Information Reporting Form, federal grant terms and conditions, special conditions requirements, lobbying certification and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Unit within thirty (30) days of the date of this letter. Special conditions requirements must be responded to within forty-five (45) days of the date of this letter. In addition, this project must be implemented within 60 days following the grant award effective date or be subject to automatic cancellation of the grant. Failure to meet these requirements may result in a delay in reimbursement or cancellation of your grant award.

Additional information is also available at <http://www.nh.gov/safety/homeland/index.html>. We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills, or use this equipment; however, we will work together to ensure that our ability to do so will be keen.

Sincerely,

Pamela Wilson-Mai / Grants Administrator / per
John J. Barthelmes
Commissioner

Keene NH Regional HazMat Team
2016 HazMat
Approved Items Checklist
\$24,364.40

Approved					Reimbursed		
Name of Equipment	Quantity	Cost	AEI		Name of Equipment	Quantity	Cost
Portable Monitor w/ flange kit	1	5,035.80	8				
MSA 5X Meter 2/ PID	1	4,745.00	7				
Calibration Kit for MSA 5X meter	1	4,286.00	7				
Portable Stretcher	4	2,396.00	8				
Collapsing Traffic Cones	2	380.00	3				
SENSIT HXG-2d Gas Deterctor	2	848.00	7				
SENSIT Calibration Kit	1	203.00	7				
TRACER-3 AC Voltage Detector	2	410.00	7				
Rope Cutter	1	155.00	3				
Portable Scene Light	4	2,954.60	8				
Misc Hand Tool Kit	1	2,951.00	3				
Total		24,364.40					0.00

Balance 24,364.40



City of Keene, N.H.
Transmittal Form

October 5, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation & Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 6.

SUBJECT: Acceptance of Scholarship Funds - Youth Basketball Sponsorship - Parks, Recreation and
Cemeteries 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 sponsorship of \$3000.00 from Yankee Lanes and that the money is used to purchase youth basketball jerseys.

BACKGROUND:

Jeff Barden, owner of Yankee Lanes bowling center in Keene, is a longtime supporter of youth sports and basketball within the community. The youth basketball league is offered for children in grades K-8 and this will be his second year sponsoring the uniforms for the participants.



City of Keene, N.H.
Transmittal Form

9/29/16

TO: Finance, Organization and Personnel Committee

FROM: Steven Russo, Police Captain

THROUGH: Brian Costa, Police Chief, Medard Kopczynski, City Manager

ITEM: 7.

SUBJECT: Sole Source Provider - Amer Electric - Police Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to designate Amer Electric of Keene, NH, as a "sole-source" provider for all work to be performed at the Keene Police Department which requires a licensed electrician.

BACKGROUND:

In August 2009 the Keene City Council initially approved Amer Electric to be a "sole source" provider of electrical services at the Keene Police Department. This was for a period of three years and was renewed in 2012. This has since expired as of August 2015 and we are now seeking to again renew this sole source relationship for the same reasons as initially sought in 2009.

In the course of its duties, the Keene Police Department utilizes the State Police On-Line Telecommunication System (SPOTS) to conduct queries of driver's licenses, vehicle registrations, wanted persons, etc. This system is regulated through the New Hampshire Department of Safety, Division of State Police, National Crime Information Center (NCIC)/SPOTS Security and Sanctions policy. The NH State Police are designated as the Criminal Justice Information Systems (CJIS) agency as approved by the FBI Advisory Policy Board. As such, the Security and Sanctions policies are the guidelines which we must adhere to in order to utilize the system.

There are very tight constraints as to where the systems are set up, who can access them, how they can be utilized, and who can perform service on the system or its components. This includes vendors working in the Police Department who could possibly access the SPOTS wiring or electrical systems.

Any persons working in that capacity cannot do so unattended, unless they have been cleared through a criminal history check, supported by fingerprints. Additionally, they must take an on-line Security Awareness Training (SAT) module every two years. Given the nature of the electrical work that is regularly conducted at the Keene Police Department, having to assign personnel to watch the work being conducted is time-consuming, impractical, and a poor use of resources.

We continue to contract electrical work with Amer Electric, however it is all but impossible to monitor employees and the work they do. We have, over the last 7 years, conducted fingerprinting and associated criminal history checks, and SAT training that has cleared several Amer employees, in accordance with the Security and Sanctions Policy, to work unattended in the Police Department. This permits them to work unfettered in that capacity and allows the work to be completed efficiently and without disruption.

Amer Electric performed all of the electrical work when the building was constructed, as well as repairs and installations since then. With that they are familiar with all the systems in the facility. They are familiar with the building, its systems, and we are familiar with their personnel.

The above facts, combined with the fact that we have a screened core group of their employees who can work unattended and allow us to remain in compliance with the policies as noted above, lead us to again make this recommendation and seek approval.

This sole source status, does not mean that we are obligated to use Amer Electric exclusively, but it does give us the option if they can provide needed services competitively with other similar companies.



City of Keene, N.H.
Transmittal Form

October 6, 2016

TO: Finance, Organization and Personnel Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 8.

SUBJECT: Airport Road Culvert Rehabilitation - Construction Change Order - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend 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 \$21,159.53 for the Airport Road Culvert Rehabilitation Project.

BACKGROUND:

The contract for the Airport Road Culvert Rehabilitation Project was awarded to Ted Berry Company, Inc. and the agreement was executed on July 11, 2015. The initial Substantial Completion and Final Completion dates were November 2, 2015 and December 2, 2015, respectively. The original contract value was \$78,850.00.

The City proposed to install a 42" diameter (round) slip liner into the existing twin corrugated metal culvert pipes. After contract was awarded the contractor discovered that the existing pipes are elliptical in shape and not a true round culvert as originally thought. The proposed liner would not fit through the existing pipes. As a result, Chang Order No. 1 was issued for the additional cost associated with custom pipe fabrication and shipping.

An unforeseen consequence of the change in pipe size/shape was an increase in the volume of grout required to fill the annular space. This Change Order #3 will provide funding for an additional 37.5 Cubic Yard of cement grout.

The total project cost, including this Change Order is less than the amount appropriated by the City Council as part of the FY2015 Capital Improvement Plan.